

Board Meeting Minutes

Kwartzlab Society Inc.*

2010-04-08

Meeting # 29

Location KwartzLab Society Inc., Unit 106, 283 Duke Street West, Kitchener ON

Date April 8, 2010, 1930 EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Stephanie Smith, Cedric Puddy, Eric Gerlach, Robert Gissing, Ben Brown

Arrived Late Alexandra Dysinski, Darin White

Absent

Quorum Yes (5/7)

Others

Kwartzlab Society Members Bevan Lantz, Chris Bruner, Jessica Clayman, Darcy Casselman, Ed Blanchard

These minutes are considered complete and correct. Please advise the Secretary (secretary@kwartzlab.ca) of any errors or omissions. Otherwise, these minutes will be considered an accurate record of the discussions.

*Recorded by Stephanie Smith, Secretary

PROCEEDINGS

1 Call to order

The President, Eric Gerlach, acted as Chair for this meeting, and called the meeting to order at 1944 EDT. The Secretary, Stephanie Smith, recorded the minutes.

2 Approval of the Agenda

The agenda was presented by the President, and approved by the general consent of the Board.

3 Report from the Treasurer

The Treasurer presented the board with the attached Financial Report (see APPENDIX A).

The Treasurer also indicated that it is time to file our GST return, however he does not have the actual filing. We owe the government approximately \$40.

The Board agreed by general consent to allow Darin White to join the meeting by video chat. Darin White joined the meeting at 1953 EDT.

Action

	WHO	WHAT	WHEN
29.1	Eric Gerlach	Deliver GST return to Ben Brown	

4 Old Business

4.1 Website & Mailing Lists

4.1.1 Update for action 13.2 on Ben: convert website design to drupal template

Still pending: Ben Brown reported that he just needs to finish the template for the member wiki pages.

4.2 Health & Safety Committee

4.2.1 Update for action 26.5 on Eric & Gus: bring in phone and SIM card and try to activate

Eric Gerlach reported to the Board that his cell phone is too old, and cannot be activated with a pay-as-you-go plan. We will need to locate an alternate phone.

Ben Brown indicated that he can get an old cell phone from his brother.

Action

	WHO	WHAT	WHEN
29.2	Ben Brown	Bring in cell phone	

4.2.2 Update for action 27.1 on Gus: Find and mount H&S bulletin board

Still pending.

Cedric Puddy indicated that he has a spare bulletin board, which he can bring in.

Jessica Clayman also reported that the Health & Safety Policy is currently posted to the kitchen wall. She has also claimed locker #13 as the Health & Safety locker. The Health & Safety Committee needs to compile a list of tools currently in the lab.

Jessica Clayman also announced that the Health & Safety Committee will be hosting a Zombie-themed party to introduce the Health & Safety policy.

4.2.3 Board Procedure & Appointments

The Secretary reported to the Board that she does not have record of the Board Procedure & appointments for the Health & Safety Committee. Were these items passed when she was away?

Eric Gerlach indicated that he remembers passing them, and will locate the specifics for her.

4.3 Space Expansion

There was a detailed discussion regarding the feasibility of the space expansion plan. In particular, a representative from the membership asked why the Board was proceeding with the expansion before we had the membership numbers to support it.

The Board acknowledges that the situation is less than ideal, however believes that KwartzLab membership numbers are stagnating because of the limited resources currently available. It is the Board's belief that by expanding space, and thus being able to bring in more tools, KwartzLab will be able to increase its membership numbers.

The Treasurer confirmed that we currently have enough surplus to cover a couple months' rent on the new unit. Additionally, if we cut all discretionary spending, we'll be able to finance the room. The Board agreed that the current emergency fund could not be touched for this purpose, and that we need to be able to continue making contributions to the emergency fund.

There are additional concerns that if we make an initial investment in the space, but did not achieve the expected membership increase, and have to let go of the new space, it will negatively impact our negotiating position should we want to expand again in the future. For this to work, the expansion needs to coincide with an effective membership-drive campaign.

The Board explored alternate ways of financing the expansion, including taking on member guarantors for the budget, or premium levels of membership which would be awarded dedicated space in exchange for higher dues. Concerns were expressed regarding what sort of power dynamic that might create.

Alternatively, the Board also discussed the possibility of raising dues across the board. This suggestion was divisive, and doing so would likely result in our losing some members we already have.

Motion *Be it resolved that the Board will immediately pursue the space known as the "Hobo Room" for \$450 or less, with the intent of taking possession as soon as possible.*

So moved by Robert Gissing

Seconded by Ben Brown

Discussion The Board confirms that this motion does not pre-approve the lease contract. The Board will still need to convene to approve any contract before it can be signed.

In Favour 7

Opposed 0

Abstained 0

Motion Carries.

The meeting was recessed by the general consent for the Board, at 2047 EDT, for the duration of Robert Gissing's phone conversation with Bhuran.

Re-convened at 2054 EDT.

4.4 Workshops

4.4.1 Update for action 27.3 on Eric: Read through insurance policy and figure out workshops and instructors.

No update.

5 New Business

5.1 Membership Hiatus

Motion *Be it resolved that the Board Procedure on Membership Hiatus be amended to read: "Only approve hiatus for members who are going to be out of town for a period of 2 months or longer, and for a period no longer than 8 months."*

So moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 6

Opposed 1

Abstained 0

Motion Carries.

5.2 Reimbursement for James' DigiKey Order for doors

The Board is postponing this reimbursement, until we receive delivery of the goods.

5.3 Tool Committee Appointments

Motion *Be it resolved that Karl Williams and Jessica Clayman be appointed to the Tool Committee.*

So moved by Stephanie Smith

Seconded by Robert Gissing

In Favour 6

Opposed 0

Abstained 1

Motion Carries

5.4 Ubuntu Lucid Lynx Release Party

Darcy Casselman asked to speak to the Board regarding a public event he would like to hold. The Board approved by general consent.

Darcy represented to the Board is plan to hold a Ubuntu Lucid Lynx Release Party on either April 29, or May 1.

There was a brief discussion regarding the previous Ubuntu Release Party. Concerns were raised regarding the state the lab was left in after the party.

Motion *Be it resolved that Board approves the request to host a public Ubuntu Lucid Lynx Release Party, on or around April 29.*

So moved by Eric Gerlach

Seconded by Robert Gissing

In Favour 7

Opposed 0

Abstained 0

Motion Carries

5.5 Monitoring System for the Building

The Board agreed, by general consent, to discuss a project proposal received by Bhuran, regarding a monitoring system for the whole building.

Bhuran has noticed the security camera which we have outside of our unit, and is interested in installing similar cameras on all of the public entrances, and throughout specific corridors of the building. They have asked if we would be interested in putting something together for them, and will pay parts and labour.

Cedric Puddy & Ben Brown will follow-up with them on this.

5.6 Art Wall

Ed Blanchard asked to address the Board regarding the current art wall installation. The Board agreed, by general consent.

Ed expressed concerns regarding how the current installation had been facilitated, and asked for confirmation that it would not be up indefinitely. Robert Gissing confirmed that the current installation was scheduled for the remainder of the month, and that a new artist had all ready been selected for May.

6 Action Item Review

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
26.5	Eric Gerlach & Robert Gissing	bring in phone and SIM card and try to activate	
27.1	Robert Gissing	install a Health & Safety bulletin board in the Lab	
27.3	Eric Gerlach	determine whether or not there is a reasonable way to extend insurance to non-KwartzLab events in the space	
29.1	Eric Gerlach	Deliver GST return to Ben Brown	
29.2	Ben Brown	Bring in cell phone	
29.3	Cedric Puddy	bring in bulletin board	
29.3	Ben Brown	Give James controller for door access project	

7 Adjournment

The Board meeting was adjourned at 1920 EDT.

So moved by Alexandra Dysinski

Seconded by Robert Gissing

In Favour 7

Opposed 0

Abstained 0

Kwartzlab Operating Budget - March 2010

Income				
	Budget	Actual	Remainder	
31 # Paying Members	\$1,550.00	\$1,550.00		
10 # Using Paypal				
Total Income	\$1,550.00	\$1,550.00		
Fixed Expenses				
	Budget	Actual	Remainder	
Rent & Utilities	\$900.00	\$900.00	\$0.00	
DOLI & Liability	\$155.00	\$155.00	\$0.00	
Banking Fees	\$5.00	\$4.50	\$0.50	
Internet Access	\$50.00	\$50.00	\$0.00	
Variable Expenses				
	Budget	Actual	Remainder	
Supplies (1)	\$30.00	\$0.00	\$30.00	
Misc (2)	\$150.00	\$0.00	\$150.00	
Paypal Fees (4)	\$18.20	\$18.20	\$0.00	
Promotional Expenses (7)	\$30.00	\$0.00	\$30.00	
Total Expenses	\$1,338.20	\$1,127.70	\$210.50	
Fund Contributions & Expenditures				
	Budget	Actual	Remainder	Accumulated
Tool Fund (5)	\$75.00	\$0.00	\$75.00	\$150.00
Emergency Fund (6)	\$186.80	\$0.00	\$186.80	\$373.60
Total Fund Contribs	\$261.80	\$0.00	\$261.80	
NET INCOME	-\$50.00	\$422.30		



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Last 31 Days

Balance Date: Apr 08, 2010

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<u>▼ Date</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Apr 07, 2010	EMAIL TFR C2hzaxXA		52.50	\$3,519.74
Apr 07, 2010	DEPOSIT		577.50	\$3,467.24
Apr 06, 2010	EMAIL TFR C2bRIzeT		52.50	\$2,889.74
Apr 01, 2010	CHQ#00043-0100434009 View Cheque	945.00		\$2,837.24
Mar 31, 2010	COMM PLUS FEE	4.95		\$3,782.24
Mar 30, 2010	CHQ#00047-0200619064 View Cheque	192.59		\$3,787.19
Mar 25, 2010	PTS FRM: 38233125267		52.50	\$3,979.78
Mar 23, 2010	EMAIL TFR C2PnqChJ		52.50	\$3,927.28
Mar 23, 2010	EMAIL TFR C2SmGXQw		52.50	\$3,874.78
Mar 15, 2010	AVIVA INS	161.87		\$3,822.28
Mar 10, 2010	DEPOSIT		780.00	\$3,984.15

Total: \$1,304.41 \$1,620.00

<u>▼ Date</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
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