

Board Meeting Minutes

Kwartzlab Society Inc.*

2010-03-11

Meeting # 27

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

Date March 11, 2010, 1930 EST

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Eric Gerlach, Alexandra Dysinski, Stephanie Smith, Cedric Puddy, Darin White, Robert Gissing, Ben Brown

Arrived Late

Absent

Quorum Yes (7/7)

Others

Kwartzlab Society Members Paul Walker, Darcy Casselman

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 1943 EST. The Secretary, Stephanie Smith, recorded the minutes.

2 Approval of the Agenda

The agenda was presented by the President, and accepted 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). It was accepted by the general consent of the Board.

4 Old Business

4.1 Website and Mailing Lists

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

Still pending: Ben Brown requested permission to reorganize content on the website; the Board approved by general consent.

4.1.2 Update for action 26.2 on Steph Smith: create `discuss@kwardzlab.ca` mailing list and change archives of members to private

Stephanie Smith reported to the Board that the public `discuss@kwardzlab.ca` mailing list has been created, and that the members' mailing list archives are now private.

4.2 Lease contract for borrowing member equipment

4.2.1 Update for action 26.3 on Steph Smith: setup `equipment@kwardzlab.ca` email forward

Stephanie Smith reported to the Board that this is completed.

4.2.2 Update for action 26.4 on Steph Smith: print copies of lease and place in Board locker

Still pending.

4.3 Health & Safety Committee

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

Still pending.

Action

	WHO	WHAT	WHEN
27.1	Robert Gissing	install a Health & Safety bulletin board in the Lab.	

4.4 Workroom Floor

Refinishing the workroom floor is stalled, pending improved finances.

4.5 Space Expansion

4.5.1 Update for action 26.6 on Ben Brown & Robert Gissing: meet with Kapley re: spaces

Ben Brown report to the Board is not yet received a reply from Kapley.

4.6 Tool Committee

4.6.1 Update on action 26.1 on Eric Gerlach: Write up tool committee procedure

Eric Gerlach presented the Board with his draft of the tool committee procedure.

There was a discussion regarding suggested revisions. Specifically, should the Tool Committee also oversee tool donations and loans? I.e. should all tool acquisitions be filtered through the Tool Committee.

The accountability of the Tool Committee should also be made more explicit. Purchase receipts, warranties and any other paperwork related to the tool acquisition needs to be included in the report to the Board. Additionally the Tool Committee should report new acquisitions to the Health and Safety Committee as well as to the Board.

Action

	WHO	WHAT	WHEN
27.2	Eric Gerlach	revise Tool Committee Procedure, per feedback from the Board.	

4.7 Frequency and Dates of Board Meetings

4.7.1 Update on action 26.7 on Eric Gerlach: Post notice re: Board meeting on the 11th

Eric Gerlach reported to the Board that this item was completed.

4.8 Report on Arduino Workshop

Ben Brown presented the board with report of the recent Arduino workshop.

The workshop had a good turnout and the event went well. There was \$40 in surplus revenue which has been donated to the lab.

There was a detailed discussion regarding facilitators making money off of events. Generally speaking, the board has no problem with event organizers being financially compensated for their efforts. However there were some concerns regarding the specific logistics, and to what degree these arrangements should be formalized.

Regardless of any rules or procedures which KwartzLab decides to adopt, the Board agrees that the spirit of entrepreneurship should be kept firmly in mind.

From a financial perspective, insurance and taxation are the Board's primary concerns. If KwartzLab is directly responsible for workshop, related fees will be taxable. Likewise, if KwartzLab is directly responsible for workshop, the event will be covered by our insurance.

Action

	WHO	WHAT	WHEN
27.3	Eric Gerlach	determine whether or not there is a reasonable way to extend insurance to non-KwartzLab events in the space.	

4.9 Membership Vetting Procedures

There is a detailed discussion regarding the new vetting procedure proposal. The current proposal is to hold an initial vote for a new applicant, and if that vote is not unanimous, hold a second vote in one week's time. The second vote would not need to be unanimous, in order for the new applicant be accepted. However, it would force a "pause" and further discussion should a Director not support the applicant.

There were concerns that this new procedure is too complicated, and doesn't specifically address the issue which the Board was originally trying to respond to – specifically, how to ensure that new applicants won't be blocked simply because enough Directors don't know them.

The membership has indicated that they don't want to be directly involved in approving new applicants – this responsibility should stay with the Board. However, the Board still actively wants to receive feedback from the membership regarding new applicants. In this way, Directors can vote on an applicant based on feedback they've received, in cases where they don't have direct knowledge of the applicant.

The Board is also concerned with how best to respond to objections received by the membership. There are numerous reasons why somebody may object to a new applicant, some legitimate, others not. There are also potential privacy concerns related to requiring members to divulge the nature of their objection. We need to balance due diligence with sensitivity towards all involved, and ultimately use wisdom when evaluating objections.

Motion *Be it resolved that when an applicant is being voted on for membership to KwartzLab Society Inc., if any objections have been raised to a Director about the applicant, this must be stated for the record. The exact nature of the objection does not need to be stated, however the number of members posing objections does.*

So moved by Robert Gissing

Seconded by Ben Brown

In Favour 7

Opposed 0

Abstained 0

Motion Carries

5 New Business

No new business was presented to the Board.

6 Action Item Review

Action

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
26.4	Stephanie Smith	print copies of lease and place in Board locker	
26.5	Eric Gerlach & Robert Gissing	bring in phone and SIM card and try to activate	
26.6	Ben Brown & Robert Gissing	meet with Kapley re: spaces	
27.1	Robert Gissing	install a Health & Safety bulletin board in the Lab	
27.2	Eric Gerlach	revise Tool Committee Procedure, per feedback from the Board	
27.3	Eric Gerlach	determine whether or not there is a reasonable way to extend insurance to non-KwartzLab events in the space	

7 Adjournment

The Board meeting was adjourned at 2047 EST.

So moved by Alexandra Dysinski

Seconded by Ben Brown

In Favour 7

Opposed 0

Abstained 0



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BUSINESS - CHEQUING - 5209204 \$3,984.15 [OK](#)

Last 31 Days

Balance Date: Mar 11, 2010

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▼ Date	Description	Debit	Credit	Balance
Mar 10, 2010	DEPOSIT		780.00	\$3,984.15
Mar 04, 2010	PAYPAL MSP		456.12	\$3,204.15
Mar 02, 2010	EMAIL TFR C2b5rZtr		52.50	\$2,748.03
Mar 01, 2010	CHQ#00042-0100237422 View Cheque	945.00		\$2,695.53
Feb 26, 2010	COMM PLUS FEE	4.95		\$3,640.53
Feb 26, 2010	EMAIL TFR C2BmMMsS		52.50	\$3,645.48
Feb 26, 2010	EMAIL TFR C219fCgu		52.50	\$3,592.98
Feb 25, 2010	PTS FRM: 38233125267		52.50	\$3,540.48
Feb 19, 2010	CHQ#00041-0500194983 View Cheque	945.00		\$3,487.98
Feb 19, 2010	CHQ#00040-0500189228 View Cheque	56.29		\$4,432.98
Feb 16, 2010	AVIVA INS	161.87		\$4,489.27
Feb 12, 2010	CHQ#00034-0200397341 View Cheque	251.06		\$4,651.14
Feb 10, 2010	CHQ#00039-0100509314 View Cheque	50.85		\$4,902.20
Feb 10, 2010	DEPOSIT		987.50	\$4,953.05
Feb 08, 2010	CHQ#00037-0600228042 View Cheque	531.08		\$3,965.55

Total: \$2,946.10 \$2,433.62

▼ Date	Description	Debit	Credit	Balance
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