

# Board Meeting Minutes

Kwartzlab Society Inc.\*

2010-01-27

**Meeting #** 23

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

**Date** January 27, 2010, 1930 EST

**Distribution** To all Kwartzlab Society Inc. Board Members

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## Directors

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

**Arrived Late**

**Absent**

**Quorum** Yes (7/7)

## Others

**Kwartzlab Society Members** Jessica Clayman, Alex Williams, Ed Blanchard

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

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\*Recorded by Stephanie Smith, Secretary



# PROCEEDINGS

## 1 Call to order

The President Eric Gerlach acted as Chair for the meeting, and called the meeting to order at 1933 EST. The Secretary, Stephanie Smith, recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

## 2 Approval of the Agenda

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

Director Robert Gissing would also like it noted that Director Darin White is looking “extra fine”.

## 3 Report from the Treasurer

Treasurer, Ben Brown, presented the Board with a current financial report. There were no note-worthy items on this report, and it was accepted by the general consensus of the Board.

## 4 Old Business

### 4.1 Budget Revision

**4.1.1 Update on action 22.2 on Ben Brown: to post this current draft to the member’s list for final approval.**

Completed.

**Motion** *Be it resolved that the Board adopts the operating budget as presented to the Board, version 0.4 attached.*

**So moved by** Ben Brown

**Seconded by** Cedric Puddy

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries

## 5 New Applicants

There was a brief discussion by the Board, recognizing the Board’s desire to involve the general membership in the new member vetting process, and how to best demonstrate that intent, even though no formal policy or bylaw change has been adopted yet.

The Board agreed by general consensus to take a poll of the present membership before voting on the new member for today’s meeting.

The Board further agreed by general consensus to have Director Robert Gissing act as returning officer.

## 5.1 Ed Maste

**Member Poll** *on Admitting Applicant Ed Maste to KwartzLab Society Inc. Membership*

**In Favour** 10

**Opposed** 0

**Abstained** 0

**Motion** *Be it resolved that Ed Maste is admitted to membership in KwartzLab Society Inc.*

**So moved by** Eric Gerlach

**Seconded by** Alexandra Dysinski

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries

## 6 New Business

### 6.1 Reimbursements

**Motion** *Be it resolved that the Board approves reimbursing Ben Brown \$56.25 for 5+5 food purchases.*

**So moved by** Eric Gerlach

**Seconded by** Robert Gissing

**In Favour** 6

**Opposed** 0

**Abstained** Ben Brown

Motion Carries

**Motion** *Be it resolved that the Board approves reimbursing Darin White \$50.85 for the purchase of a projector cable.*

**So moved by** Eric Gerlach

**Seconded by** Ben Brown

**In Favour** 6

**Opposed** 0

**Abstained** Darin White

Motion Carries

## 6.2 Membership Withdrawals

### 6.2.1 Process

There was a brief discussion regarding what are the legal requirements for processing voluntary membership withdrawals. The KwartzLab Society Inc. bylaws currently do not specify any process regarding voluntary withdrawals, so the Board just needs to officially recognize & record the withdrawal.

There was a brief discussion regarding the benefit in reviewing membership withdrawals at general member meetings.

### 6.2.2 Daniel Benoy & Rob Magon

**Motion** *Be it resolved that the Board acknowledges Daniel Benoy and Rob Magon's resignations, pending the return of any keys that they may have.*

**So moved by** Eric Gerlach

**Seconded by** Cedric Puddy

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries

## 6.3 Membership Hiatus

There was a detailed discussion amongst the Board regarding the intent of membership hiatus, and what criteria should be used for approving hiatus requests. The issue was agreed to be understood as "under which circumstances we expect returning members to repay the \$100 sign-up."

The Board recognized the need to balance flexibility and a welcoming atmosphere against a desire to make membership "sticky". Not all Directors were in agreement with how to do this.

The issue of hiatus first arose with the question of how to most fairly accommodate co-op students, and some directors expressed the opinion that it should be reserved only for such cases.

A variety of concerns were expressed, including what would be considered "fair" to active members, what exactly the \$100 sign-up fee is for, and how flexible any given policy should be. No consensus was achieved on any of these points.

This discussion was briefly interrupted by a recess, while the Board and present members looked at available units in the building.

**Motion** *Be it resolved that the Board will recess at 2015EST until we're done looking at the space.*

**So moved by** Eric Gerlach

**Seconded by** Robert Gissing

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries/Fails.

The Chair reconvened the meeting meeting at 2045 EST.

**Motion** *Be it resolved that the following be adopted as a board procedure:*

## Hiatus

The Board shall not approve membership hiatus in cases other than co-op students for a co-op term, and shall not approve hiatus for durations other than four months.

**So moved by** Darin White

**Seconded by** Robert Gissing

**Discussion** Concerns were expressed that this motion explicitly restricts hiatus to co-op students on co-op term.

The Board also acknowledges that this policy does not explicitly address the question of what sign-up fees should be paid by returning members, and agrees to revisit the topic of sign-up fees for returning members at a later date.

**In Favour** 4

**Opposed** 1

**Abstained** Cedric Puddy & Stephanie Smith

Motion Carries.

### 6.3.1 David Hayes

#### Action

	WHO	WHAT	WHEN
27.1	Stephanie Smith	notify David Hayes of the Board's policy regarding membership hiatus.	

## 6.4 Ed Blanchard

Member Ed Blanchard asked to address the Board regarding recent events in the Lab. The Board agreed by general consensus to let him speak.

Ed stated that he greatly appreciates the work of Gus & Darin for the 5+5 event last night. However, he also has concerns that they are carrying too much, and it's not sustainable. He expressed the need to get more involvement by the general membership.

There was a general discussion by the Board and present members regarding this point. We are a business, and we need to treat it like so; as a business, we are all best served by having members who are engaged and involved in the space. How can we foster this? The lines of communication with our membership aren't always good. We should hold a members meeting to discuss our vision for the year.

**Motion** *Be it resolved that KwartzLab Society Inc. will hold a members meeting in February, date and agenda to be determined.*

**So moved by** Robert Gissing

**Seconded by** Darin White

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries

## 7 Action Item Review

### Action

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
17.1	Eric Gerlach	Post draft of lease agreement to members list asking for comment	
21.2	Robert Gissing	write up a proposed motion for new member approvals, and post to BOD for discussion	
21.3	Robert Gissing & Ben Brown	start talking with Kapley regarding that unit.	
22.1	Eric Gerlach	post reminder to Board & Members to review draft Health & Safety policy	
22.3	Eric Gerlach	bring in his cell phone & activate it.	
23.1	Stephanie Smith	notify David Hayes of the Board's policy regarding membership hiatus	

## 8 Adjournment

The Board meeting was adjourned at 2124 EST.

**So moved by** Stephanie Smith

**Seconded by** Alexandra Dysinski

**In Favour** 7

**Opposed** 0

**Abstained** 0

# Kwartzlab Operating Budget v0.4

Last Updated 1/27/2010

Income		
	Monthly	Annually
32 # Members	\$1,600.00	\$19,200.00
10 # Using Paypal		
<b>Total Income</b>	<b>\$1,600.00</b>	<b>\$19,200.00</b>
Fixed Expenses		
	Monthly	Annually
Rent & Utilities	\$900.00	\$10,800.00
DOLI & Liability	\$155.00	\$1,860.00
Banking Fees	\$5.00	\$60.00
Internet Access	\$50.00	\$600.00
Variable Expenses		
	Monthly	Annually
Supplies (1)	\$30.00	\$360.00
Misc (2)	\$150.00	\$1,800.00
Paypal Fees (4)	\$18.20	\$218.40
Promotional Expenses (7)	\$30.00	\$360.00
<b>Total Expenses</b>	<b>\$1,338.20</b>	<b>\$16,058.40</b>
Fund Contributions		
	Monthly	Annually
Tool Fund (5)	\$75.00	\$900.00
Emergency Fund (6)	\$186.80	\$2,241.60
<b>Total Fund Contribs</b>	<b>\$261.80</b>	<b>\$3,141.60</b>
<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$0.00</b>

(1) Supplies for space operation: Garbage bags, paper towels, soap, etc.

(2) Misc: One-time costs (machine transportation, etc) & incidentals

(4) Paypal: Fees incurred are \$1.82 per member

(5) Tool Fund: Purchase of new tools, repairs & tool consumables (blades, bits, etc)

(6) Emergency Fund: Used to cover expenses in case the lab can't pay it's bills. This fund will contain three month's worth of current operating expenses, unusable for any other purpose. Contributions exceeding that amount can be used for other expenses

(7) Promotional Expenses: Materials cost for items such as pins, stickers & poster printing





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BUSINESS - CHEQUING - 5209204 \$3,942.28 [OK](#)

Last 31 Days

Balance Date: Jan 27, 2010

**Bottom**

<a href="#">▼ Date</a>	<a href="#">Description</a>	<a href="#">Debit</a>	<a href="#">Credit</a>	<a href="#">Balance</a>
Jan 27, 2010	EMAIL TFR C2ioQ6HF		52.50	\$3,942.28
Jan 26, 2010	EMAIL TFR C2Ue0KrD		52.50	\$3,889.78
Jan 25, 2010	PTS FRM: 38233125267		52.50	\$3,837.28
Jan 19, 2010	CHQ#00036-0200136185 <a href="#">View Cheque</a>	945.00		\$3,784.78
Jan 15, 2010	PAYPAL MSP		506.80	\$4,729.78
Jan 14, 2010	AVIVA INS	161.87		\$4,222.98
Jan 13, 2010	RTD CHQ SERVICE CHRG	5.00		\$4,384.85
Jan 13, 2010	RETURNED CHEQUE	52.50		\$4,389.85
Jan 08, 2010	DEPOSIT		1,328.76	\$4,442.35
Jan 08, 2010	EMAIL TFR C2NoUwJS		52.50	\$3,113.59
Dec 31, 2009	COMM PLUS FEE	4.95		\$3,061.09
Dec 30, 2009	CHQ#00030-0200535704 <a href="#">View Cheque</a>	29.50		\$3,066.04
Dec 29, 2009	PTS FRM: 38233125267		52.50	\$3,095.54
Dec 29, 2009	EMAIL TFR C2wPJRN7		52.50	\$3,043.04
Dec 29, 2009	EMAIL TFR C2A9EjjG		52.50	\$2,990.54
Dec 29, 2009	EMAIL TFR C2YyUKPc		52.50	\$2,938.04

**Total: \$1,198.82 \$2,255.56**

<a href="#">▼ Date</a>	<a href="#">Description</a>	<a href="#">Debit</a>	<a href="#">Credit</a>	<a href="#">Balance</a>
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## Current Reimbursement Requests

Name	Amount	Description	Budget Item
Ben Brown	\$56.29	Food for 5x5 Event	Misc
<b>Total</b>	<b>\$56.29</b>		