Board Meeting Minutes

Kwartzlab Society Inc.*

2010-02-24

Meeting # 26

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

Date February24, 2010, 1930 EST

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Eric Gerlach, Alexandra Dysinski, Robert Gissing, Stephanie Smith, Cedric Puddy

Arrived Late

Absent Darin White, Ben Brown

Quorum Yes (5/7)

Others

Kwartzlab Society Members Alex Williams, Jessica Clayman, Bevan Lantz, Jonathan Lamothe

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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.

PROCEEDINGS

1   Call to order

The President Eric Gerlach acted as Chair for the meeting, and called the meeting to order at 1942 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, with the amendment to reintroduce "Mailing Lists" under "Website". Alex Williams also requested that the Tool Committee discussion be moved to before Old Business. The Board approved this agenda with these amendments, by general consent.

3   Report from the Treasurer

The Treasurer was not present to report.

4   New Business: Tool Committee

The Board discussed the creation of a tool committee. A provisional committee (consisting of Alex Williams), with limited powers, will be established immediately, with additional members & powers to be appointed by the Board at a later date.

There was a detailed discussion regarding the vision and scope of the tool committee. Should the tool committee be responsible for tool repair, maintenance, and storage, as well as tool acquisition? No decision was made, though the Board did agree that the mandate should be kept simple to begin with.

The Board wants the tool committee to be able to work independently – the Board should not have to be directly involved in individual purchase decisions. There should be an upper-limit on the tool committee's autonomous spending power, however.

The tool committee should hold open meetings, so that all interested members can participate. However, actual voting privileges will be reserved to members of the tool committee.

Motion *Be it resolved that Alex Williams will be the head of the tool committee, and that the tool committee be empowered to spend $75 from the tool fund.*

So moved by Alexandra Dysinski

Seconded by Robert Gissing

In Favour 5

Opposed 0

Abstained 0

 Motion Carries

Action

	WHO	WHAT	WHEN
26.1	Eric Gerlach	write up tool committee procedure.	

The Board acknowledged that Board procedures should be reviewed after every general meeting.

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5   Old Business

5.1   Website & Mailing Lists

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

Ben Brown was not present to report.

5.1.2   Mailing Lists

The Board revisited the topic of a public kwartzlab.ca mailing list, as recently discussed on the members' mailing list. Although the public list was originally shut down, because it was seen as redundant (against the MakeKW public discussion lists), there was been recent demand for one.

The Board also discussed the public accessibility of the members' discussion list archives. Some applicants have mentioned that its a bit "weird" to be able to read member discussion regarding their application. Although there hasn't been any issues related to do, the Board felt that it would be prudent to keep those discussion private.

Motion   *Be it resolved that the Board will create a public discussion list, and take the archives of the members' list private*

So moved by Eric Gerlach

Seconded by Robert Gissing

In Favour 5

Opposed 0

Abstained

  Motion Carries/Fails.

Action

	WHO	WHAT	WHEN
26.2	Stephanie Smith	Create discuss@kwartzlab, and make members' list private	

5.2   Lease contract for borrowing member equipment

5.2.1   Update for action 17.1 on Eric Gerlach: Post draft of lease agreement to members list asking for comment

Eric Gerlach reported to the Board that this has been done. There were no comments posted in response to the agreement.

Motion   *Be it resolved that KwartzLab Society Inc. adopt the attached draft as our standard lease agreement*

So moved by Eric Gerlach

Seconded by Alexandra Dysinski

In Favour 4

Opposed 0

Abstained Robert Gissing

  Motion Carries

Action

	WHO	WHAT	WHEN
26.3	Stephanie Smith	create equipment@kwartzlab.ca, forwarded to bod@kwartzlab.ca	
26.4	Stephanie Smith	put extra copies lease agreement in locker. (Eric needs to make a slight change to agreement first.)	

5.3 Health & Safety Committee

5.3.1 Update on action 22.3 on Eric Gerlach: bring in his cell phone & activate it.

Eric Gerlach reported that he tried to activate his phone, but that his sim card is too old. Robert Gissing has an extra sim card which he will bring in.

Action

	WHO	WHAT	WHEN
26.5	Eric Gerlach & Robert Gissing	bring in a working sim card, activate phone, form Voltron	

5.4 Workroom Floor

The Board decided by general consensus to postpone this discussion to a later meeting.

5.5 Trillium Grants

The Board briefly discussed the necessity of wheelchair accessibility for Trillium Grants. Robert Gissing reported that we can include the necessary renovations to our space in the grant application.

As there has been no recent movement on this topic, the Board agreed by general consensus to postpone this discussion until there is an update.

5.6 Membership Vetting Procedures

5.6.1 Update for action 21.2 on Robert Gissing will write up a proposed motion for new member approvals, and post to BOD for discussion

Robert Gissing reported he had posted his proposal to the BOD's list right before the meeting. The Board agreed to postpone discussion until all directors have had an opportunity to read it.

5.7 Space Expansion

Robert Gissing reported that a meeting has been not set up with Kapley yet. He asked for pre-approval from the Board if the additional space comes in at less than $300/month. The Board decided that the Treasurer should be present for such a decision.

Action

	WHO	WHAT	WHEN
26.6	Robert Gissing & Ben Brown	meet with Kapley re: space	

5.8 Signage

Ben Brown was not present to report.

5.9 Ubuntu Global Jam

Darcy Casselman was not present to report.

5.10 Members Meeting

5.10.1 Update on action 24.2 on Eric Gerlach: post to members that we'll be holding a members meeting on the 17.

Eric Gerlach reported that the announcement has been posted.

The Board also discussed the administrative topics which will likely be removed from the Members' Meeting agenda, and when we will discuss them. The topics are:

- vetting

- hiatus

- non-members in space

- bylaws – Board Election (deadline is next winter)

If these topics are not covered at the Members' Meeting, the Board will need to add them to future Board Meetings, and ensure that the membership is aware of these discussions. These are all large, and potentially contentious, topics, so the Board would prefer to tackle one at a time. The Board discussed what the order of priority should be:

1. Vetting (March 11th)

2. Hiatus

3. Non-Members

4. By-Laws

Action

	Who	**What**	**When**
26.7	Eric Gerlach	post a notice to the members' list regarding the Board's intention to discuss Membership Vetting at the March 11th Board Meeting	

6 New Business Cont'd

6.1 Frequency & Date of Board Meetings

Stephanie Smith summarized recent discussions on the Board mailing list: some directors have expressed frustration regarding the length and frequency of the Board Meetings. While weekly meetings do take up a notable amount of time, most of the business being conducted at the meetings centres around updates on old business, and more general discussion which does not necessarily require in-person meetings.

There was a discussion regarding how frequently the Board should continue to meet – biweekly or monthly. It was suggested that the Board scale back gradually, by beginning with biweekly meetings, and

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considering a move to monthly once we've established that reducing frequency doesn't result in longer meetings.

There was also a suggestion to move Board Meetings to Thursday evening, when members are all ready in the space. One of the goals of the Board is to engage the membership, and ensure that members are presented with obvious opportunities to participate in administrative discussions. Moving to Thursday evenings may help meet this goal.

Motion *Be it resolved that the Board of Director's next meeting will be on Thursday March 11, and fortnightly thereafter.*

So moved by Eric Gerlach

Seconded by Stephanie Smith

Discussion Robert Gissing has an issue with the word "fortnightly".

Alexandra Dysinski calls the question.

The Board unanimously agrees to proceed to a vote.

In Favour 5

Opposed 0

Abstained 0

 Motion Carries

7 Action Item Review

Action

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
26.1	Eric Gerlach	write up tool committee.	
26.2	Stephanie Smith	Create discuss@kwartzlab, and make members' list private	
26.3	Stephanie Smith	create equipment@kwartzlab.ca, forwarded to bod@kwartzlab.ca	
26.4	Stephanie Smith	put extra copies lease agreement in locker. (Eric needs to make a slight change to agreement first.)	
26.5	Eric Gerlach & Robert Gissing	bring in a working sim card, activate phone, form Voltron	
26.6	Robert Gissing & Ben Brown	meet with Kapley re: space	
26.7	Eric Gerlach	post a notice to the members' list regarding the Board's intention to discuss Membership Vetting at the March	

8 Adjournment

The Board meeting was adjourned at 2034 EST.

So moved by Stephanie Smith

Seconded by Alexandra Dysinski

In Favour 5

Opposed 0

Abstained 0