

Board Meeting Minutes

Kwartzlab Society Inc.*

2010-03-25

Meeting # 28

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

Date March 25, 2010, 1930 EST

Distribution To all Kwartzlab Society Inc. Board Members

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 Ed Maste, Chris Brunner, 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 the meeting, and called the meeting to order at 1947 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 President presented the agenda, which was accepted by the general consent of the Board.

3 Report from the Treasurer

The Treasurer presented a current financial report, which was accepted by the general consent of the Board.

4 Old Business

4.1 Website

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

Ben reported that he would be installing the new template this weekend, and asked that the database be backed up in preparation for this.

4.2 Lease contract for borrowing member equipment

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

Completed.

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

The Board now has 1 phone plus 2 SIMS to try.

We need to locate and install a bulletin board, to house Health & Safety information

Eric Gerlach also reports that he has not yet seen IT Crowd.

4.4 Space Expansion

4.4.1 Update for action 26.6 on Ben & Gus: meet with Kapley re: spaces

Ben Brown reported that he has not been able to reach Kapley; we may need to talk directly to the Landlord.

Additionally, the Board discussed the possibility of drafting a lease agreement ourselves, and presenting that to the Landlord. This may help shorten the negotiation period

Action

	WHO	WHAT	WHEN
28.1	Ben Brown and Robert Gissing	talk with Burhan regarding the unit rental	
28.2	Eric Gerlach	draft a lease agreement	

There was further discussion regarding the financial implications of taking this second unit. Even with our currently reduced membership numbers, the Board believes it will be feasible.

4.5 Tool Committee

4.5.1 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.

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

Tool Committee

1. Definition

- (a) The Tool Committee shall be a committee of the Board of Directors of KwartzLab Society Inc.

2. Responsibilities

- (a) To oversee the spending of the Tool Fund;
- (b) To authorize the purchase and donation of new tools for/to KwartzLab; and
- (c) To authorize funding for the repair of tools at KwartzLab.

3. Membership

- (a) Membership shall consist of between three (3) and seven (7) members of KwartzLab, including at least one (1) Director of KwartzLab.
- (b) Members shall be appointed by the Board of Directors.
- (c) At no time shall the majority of the members of Tool Committee be Directors of KwartzLab.
- (d) The committee shall choose its own Chair, or should the committee be not able to do so, one shall be appointed by the Board of Directors.
- (e) The term of appointment to the committee shall be one year, and may be renewed. Members of the committee may resign at any time.

4. Powers

- (a) The committee shall be allowed to authorize spending of all funds which have accumulated in the Tool Fund
- (b) Any such authorization over \$500 shall require the confirmation of the Board of Directors before it is effective.

5. Accountability

- (a) The committee shall report all purchases authorized to the Board of Directors as soon as practical for the purposes of reimbursement.

- i. The report shall at minimum include receipts, warranty information, product registration, and applicable rebate forms.
- ii. The committee shall also tender a copy of their report to the Health & Safety Committee

6. Meetings

- (a) The committee shall meet at the discretion of the Chair.

So moved by Eric Gerlach

Seconded by Alexandra Dysinski

In Favour 7

Opposed 0

Abstained 0

Motion Carries

Motion *Be it resolved that Chris Bruner is appointed to Tool Committee*

So moved by Alexandra Dysinski

Seconded by Ben Brown

In Favour 7

Opposed 0

Abstained 0

Motion Carries

Motion *Be it resolved that Cedric Puddy is appointed to Tool Committee*

So moved by Alexandra Dysinski

Seconded by Robert Gissing

In Favour 6

Opposed 0

Abstained Cedric Puddy

Motion Carries

4.6 Workshops

4.6.1 Update on action 27.3 Eric will revisit insurance, to see if we can extend our coverage to non-KwartzLab events in the space.

No update.

5 New Business

5.1 Public Event Request: Stitch'n'Bitch (Katrina Somers)

Motion *Be it resolved that the Board approves the public event of a "Stitch'n'Bitch" to be held in the lab on Saturday April 17, from 1pm to 5pm.*

So moved by Stephanie Smith

Seconded by Alexandra Dysinski

In Favour 7

Opposed 0

Abstained 0

Motion Carries

5.2 Membership Termination: Jon Lamothe

Jonathan tendered his resignation, effective March 31. The Board sadly acknowledges it.

Jon indicated that he would be interested in providing help during any build-out we undertake, even though he is not a member.

6 Action Item Review

Action

	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	
26.6	Ben Brown & Robert Gissing	meet with Kapley re: spaces	
27.1	Robert Gissing	install a Health & Safety bulletin board in the Lab	
27.3	Eric Gerlach	determine whether or not there is a reasonable way to extend insurance to non-KwartzLab events in the space	
28.1	Ben Brown and Robert Gissing	talk with Burhan regarding the unit rental	
28.2	Eric Gerlach	draft a lease agreement	

7 Adjournment

The Board meeting was adjourned at 2020 EST.

So moved by Alexandra Dysinski

Seconded by Ben Brown

In Favour 7

Opposed 0

Abstained 0



View Accounts
Account Activity

[Help](#)

[Print this page](#)

[Make a Stop Payment](#)

BUSINESS - CHEQUING - 5209204 \$3,979.78 [OK](#)

Last 31 Days

Balance Date: Mar 25, 2010

Bottom

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

Total: \$1,111.82 \$1,603.62

<u>▼ Date</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Top	About This Statement - Mar 25, 2010			
	Customize Account Activity			

[Download](#) to: [Select Download Format](#)

All transactions to the close of the previous BUSINESS day will be downloaded.
[Information about supported versions of software for downloads.](#)

[Print this page](#)

(Printed: 03/25/2010 13:55:05 ET)