KwartzLab Society Inc.

Meeting Minutes

Metadata

* Type of Meeting: Board of Directors
* Date: Thursday, 13 October, 2011
* Time: 2033 EDT
* Location: KwartzLab Society Inc.
* Meeting #70

BOARD MEMBERS

* Present: Darcy Casselman, James Bastow, Rob Adlers, Doug Moen, Andrew Mackie
* Absent: Alex Williams (unable to connect remotely)
* Quorum: Yes (6/7)
* Other Attendees: Ben Brown, Jon Lamothe
Distribution: To all KwartzLab Society Board Members

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

James Bastow acted as chair for the meeting, calling it to order at 2033 EST. The Secretary 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 Secretary. The Board approved the agenda, by general consent.

3. Approval of the minutes of the September 7th board meeting

Motion: Approve the minutes of the September 7th board meeting
So moved by Andrew Mackie.

Seconded by Darcy Casselman.

In favour: 6

Opposed: 0

Abstained: 0

It was noted that no minutes are available for Board Meeting 69 (September 13, 2011) wherein Michael Davenport was confirmed as a new member.

4. Report from the President

Darcy reported on the $1000 grant from the Awesome Foundation, which will be put toward Hacky Halloween on October 29th, and the $6000 grant from the CEEO group, which will be used to order a laser engraving machine.

As well, Darcy highlighted the painted floor done by Don Leibold, the need to do dedicated work on a membership drive, and the wiring of the benches done largely by Rob Adlers and Ed Maste.

7. Report from the Treasurer

The Treasurer reported that at that time, KwartzLab has $18873.31 in the bank account, plus $1995.55 in PayPal. Our cashflow is at a two member deficit – approximately $100. Gus is working on compiling a distributable member list.

Both grants mentioned in section 4 have been entered and are reflected in the above bank account. There are 3 rent cheques that the building management has not cashed, and are possibly lost. Gus will write a single cheque to the landlord to replace the 3 uncashed ones. The total amount was not available at the meeting time. October rent, however, has been cashed.

8. Old Business

8.1 Heavy Equipment Lab

Rob is seeking chains to suspend lighting, and will work with Ed Maste to accomplish this, and continued electrical work. Other work would be to wire up outlets between the windows in the work room and lay long power strips.

Rob & Ed noted high levels of moisture in the walls. It is believed that the wall is saturated and buckling. Building management is aware of the leak and has promised to investigate it.

8.2 Trillium Grants

After the application rules changed, Ben has set the existing application aside. Apparently, after discussion, KwartzLab is still eligible under the Community Action grant. It was decided to not pursue the Community Capital grant, as KwartzLab would need to provide 50% of funding. Gus & Steph will continue work on the grant, with a target of the February due date.

8.3 Business Plan

Alex has sent a proposed business plan document, to be reviewed by directors.

8.4 Communitech

Darcy is talking to Terre to organize a tour for interested KwartzLab members. This can be removed from Old Business list.

9. New Business

9.1 Laser Engraver

James has received the quote, for US$5225. This includes the brokerage and money transfer fee. There is apparently no duty expected, but taxes do apply when the machine lands.

A discussion arose on where to put the machine. The tool room was deemed too dusty. The tentative decision was to place it in the kitchen, in place of the light table. Gus & Ben will gently dismantle the kitchen door and adjacent window to both move it in and provide more usable space.

9.2 Hacky Halloween

According to James, the event is on track. Funding is in, the venue is set, and there are plenty of volunteers to help.

9.3 Membership Fee Structure

Doug was in discussion with ThinkHaus about how their membership rates are set, and reported on such. ThinkHaus has a special rate for starving hackers. At the Board's discretion, a secret membership rate is offered. It was discussed if this would help boost membership to KwartzLab. The "secret" aspect was not a popular idea, and leads the space to become more director-run as opposed to KwartzLab's members-first stance. It was also noted that it would not help former members return, as they left mostly due to disinterest, not of financial concerns.

9.4 Reimbursement to Ben Brown for T-shirts

Be it resolved that Ben is reimbursed for the T-shirts he printed at his cost.

So moved by Doug.

Seconded by Rob.

In favour: 6

Opposed: 0

Abstained: 0

9.4 Reimbursement of James Bastow for Hacky Halloween costs

Be it resolved that James is reimbursed for the costs incurred in Hacky Halloween preparations.

So moved by Andrew.

Seconded by Doug.

In favour: 5

Opposed: 0

Abstained: James Bastow

10. Action item review

Rob/Ed M – Lay out new electrical outlet placement.

Gus – Compile an up-to-date members list.

Andrew – Update the mailing list from the compiled member list.

Gus & Steph – Complete the Trillium grant application

All directors – Review Alex's draft business plan

Andrew – Remove Communitech from old business.

Gus, Ben – Dismantle the door and window from workshop to the kitchen.

James – Order the laser engraver.

11. Adjournment
The meeting was adjourned by the general consent of the Board at 2158 EST.