

Board Meeting Minutes

Kwartzlab Society Inc.*

2009-11-18

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

Date Thursday, November 18, 1941EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Ben Brown, Darin White, Eric Gerlach, Robert Gissing

Absent Alexandra Dysinski, Cedric Puddy, Stephanie Smith

Quorum Yes (4/7)

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 Eric Gerlach, President

PROCEEDINGS

1 Call to Order

The meeting was called to order at 1922EDT.

2 Approval of the Agenda

Add membership guidelines, Approved by general consent.

3 Report from the Treasurer

Report approved by general consent.

4 Old Business

4.1 Website

4.1.1 Update for Action 12.2 on Michael Kowalski: upload screenshot of website template for review

Not yet done; dropping by consent.

4.1.2 Update for Action 13.2 on Ben: convert website design to drupal template

Still working

4.1.3 Update for Action 14.1 on Ben: Ask Micheal Heimstra about KwartzLab vs. MakeKW, and what his plans are for MakeKW

Mike Hi will get back to us, our plan is to move forward with adding a public discuss list @kwartzlab

4.2 Lease contract for borrowing member equipment

4.2.1 Update for Action 13.3 on Eric: draft "lease" agreement for borrowed equipment

Not done

4.3 Metal brake/shear from RIM

4.3.1 Update for Action 12.7 on Gus: post announcement to list regarding Metal Brake/Shear on offer from RIM

Done

4.3.2 Update for Action 14.2 on Darin: Follow up with trying to find us a free truck to move the metal brake

No free trucks

Action

	WHO	WHAT	WHEN
15.1	Robert Gissing	organize truck for next week. Will port to list asking for help.	

4.4 Garbage & Maintenance

4.4.1 Update for Action 13.6 on Steph: Will post a "last orders" email re: clean-up schedule

Done.

4.4.2 Update for Action 13.7 on Gus: create a check list of cleaning tasks to be completed weekly, plus less frequent tasks for long-distance members

Not done yet.

4.5 Budget Revision

It was proposed to create a Tool Committee to oversee the Tool Fund budget line.

Action

	WHO	WHAT	WHEN
15.2	Ben Brown	Post budget to mailing list.	

4.6 Establishing a Health & Safety Committee

4.6.1 Update for Action 14.3 on Eric: Have Alex send floorplan to Jess

Informed her, not 100

4.6.2 Update for Action 14.4 on Eric: Look to see if he has a cellphone to use as the 911 phone

Action

	WHO	WHAT	WHEN
15.3	Eric Gerlach	Call Rogers to find out if it should work. Call Police to see if I can test.	

4.7 Members contacting outside parties on behalf of KwartzLab

Topic is done.

4.8 Global Hackathon

Camera and projector good to go. We need to make an announcement.

Action

	WHO	WHAT	WHEN
15.4	Eric Gerlach	Make sure an announcement goes out.	

5 New Business

5.1 New Members

Motion *Be it resolved that Dan Benoy be inducted into membership of KwartzLab Society Inc.*

In Favour 4

Opposed 0

Abstained 0

Motion *Be it resolved that Paul Walker be inducted into membership of KwartzLab Society Inc.*

In Favour 4

Opposed 0

Abstained 0

5.2 Reimbursements

5.3 Membership Guidelines

H&S committee has talked about this, and we can put other things into it too.

6 Next Board Meeting

Change to 27th of November Approved by general consent

7 Adjournment

Meeting was adjourned at 2010EDT.

Kwartzlab Operating Budget v0.2 (DRAFT)

Last Updated 11/18/09

Monthly				
Income				
		Budget	Actual	Difference
30 # Members		\$1,500.00	\$1,500.00	\$0.00
8 # Using Paypal				
	Total Income	\$1,500.00	\$1,500.00	\$0.00
Fixed Expenses				
		Budget	Actual	Difference
	Rent & Utilities	\$900.00	\$900.00	\$0.00
	DOLI & Liability	\$155.00	\$155.00	\$0.00
	Banking Fees	\$5.00	\$5.00	\$0.00
	Internet Access	\$50.00	\$50.00	\$0.00
Variable Expenses				
		Budget	Actual	Difference
	Supplies (1)	\$30.00	\$0.00	\$30.00
	Tool Fund (2)	\$75.00	\$0.00	\$100.00
	Misc (3)	\$150.00	\$0.00	\$150.00
	Media (4)			
	Paypal Fees (5)	\$14.56	\$14.56	\$0.00
	Total Expenses	\$1,379.56	\$1,124.56	\$280.00
	NET INCOME	\$120	\$375	\$280

Yearly				
Income				
		Budget	Actual	Difference
30	# Members	\$18,000.00	\$18,000.00	\$0.00
8	# Using Paypal			
	Total Income	\$18,000.00	\$18,000.00	\$0.00
Fixed Expenses				
		Budget	Actual	Difference
	Rent & Utilities	\$10,800.00	\$10,800.00	\$0.00
	DOLI & Liability	\$1,860.00	\$1,860.00	\$0.00
	Banking Fees	\$60.00	\$60.00	\$0.00
	Internet Access	\$600.00	\$600.00	\$0.00
Variable Expenses				
		Budget	Actual	Difference
	Supplies (1)	\$360.00	\$0.00	\$360.00
	Tool Fund (2)	\$900.00	\$0.00	\$900.00
	Misc (3)	\$1,800.00	\$0.00	\$1,800.00
	Media (4)			
	Paypal Fees (5)	\$174.72	\$174.72	\$1,260.00
	Total Expenses	\$16,554.72	\$13,494.72	\$1,260.00
	NET INCOME	\$1,445	\$4,505	\$1,260

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

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

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

(4) Media: Magazine Subscriptions, etc.

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



View Accounts

Account Activity

[Help](#)
[Print this page](#)
[Make a Stop Payment](#)

 BUSINESS - CHEQUING - 5209204 \$2,627.65 OK

Last 31 Days

Balance Date: Nov 18, 2009

Bottom

▼ Date	Description	Debit	Credit	Balance
Nov 16, 2009	AVIVA INS	161.87		\$2,627.65
Nov 13, 2009	PAYPAL MSP		54.73	\$2,789.52
Nov 10, 2009	CHQ#00029-0500517119 View Cheque	14.00		\$2,734.79
Nov 06, 2009	DEPOSIT		362.50	\$2,748.79
Nov 02, 2009	CHQ#00005-0100355555 View Cheque	945.00		\$2,386.29
Oct 30, 2009	COMM PLUS FEE	4.95		\$3,331.29
Oct 30, 2009	PAYPAL PTE LTD MSP		304.08	\$3,336.24
Oct 29, 2009	CHQ#00032-0500374181 View Cheque	350.98		\$3,032.16
Oct 28, 2009	DEPOSIT		920.00	\$3,383.14
Oct 26, 2009	EMAIL TFR C27tGCeM		52.50	\$2,463.14
Oct 26, 2009	PTS FRM: 38233125267		52.50	\$2,410.64
Oct 26, 2009	EMAIL TFR C2VjnRHk		52.50	\$2,358.14
Oct 26, 2009	EMAIL TFR C2hbJS2t		52.50	\$2,305.64
Oct 21, 2009	DEPOSIT		112.50	\$2,253.14
Total:		\$1,476.80	\$1,963.81	
▼ Date	Description	Debit	Credit	Balance

[Top](#)
[About This Statement](#) - Nov 18, 2009

[Customize Account Activity](#)
Download to:

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: 11/18/2009 18:55:55 ET)