

# Board Meeting Minutes

Kwartzlab Society Inc.\*

2010-05-26

**Meeting #** 34

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

**Date** May 26, 2010, 1930 EDT

**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, Rob Adler

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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 this meeting, and called the meeting to order at 1944 EDT. The Secretary, Stephanie Smith, recorded the minutes.

## 2 Approval of the Agenda

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

## 3 Report from the Treasurer

The Treasurer presented the Board with current financial statements, which were accepted by the general consent of the Board.

The Treasurer also indicated that despite our increased rent (for the new machine room), we were financially healthy because we are not spending everything that's currently allocated in our budget.

There was a brief discussion about the implications of HST. The membership needs to be notified that July dues will increase to 56.50 as a result of the new tax. We also need to clarify that even though July dues are paid before July 1, HST is still applicable. On the plus side, with HST, we will be able to start selling kits and components.

### Action

	WHO	WHAT	WHEN
35.1	Ben Brown	Notify membership that beginning with July dues, rates will increase to \$56.50	

## 4 Agenda Amendments

### 4.0.1 Public Event

Alexandra Dysinski asked to discuss a public event she would like to hold, during New Business. The Board agreed, by general consent.

### 4.0.2 Fire Inspection

Robert Gissing asked to report on the recent Fire Inspection, during New Business. The Board agreed, by general consent.

## 5 Old Business

### 5.1 Website & Mailing Lists

No update.

## **6 New Business**

## **7 Adjournment**

The Board meeting was adjourned at .

**So moved by**

**Seconded by**

**In Favour**

**Opposed**

**Abstained**

### **7.1 Health & Safety Committee**

#### **7.1.1 Update for 29.2 on Everyone: bring in phone for H&S; activate with Eric Gerlach's SIM**

No phone has been located yet; Eric will solicit the membership-at-large.

#### **7.1.2 Board Procedure and Committee Appointments**

No update.

### **7.2 Plan of action for the Tool Room**

#### **7.2.1 Plan of action for the Tool Room**

Ben Brown reported to the Board that the Tool Committee has been appraised of what they need to do.

Robert Gissing reported to the Board that he has a friend who would like to donate a table saw to KwartzLab. Its a very good table saw. We will need to write a letter of thanks.

### **7.3 Workshops**

#### **7.3.1 Update for action 27.3 on Eric Gerlach: Read through insurance policy and figure out workshops and instructors.**

No update.

### **7.4 Art Wall**

Robert Gissing announced to the Board that he will be passing the Art Wall project over to Jessica Clayman. Robert also informed the Board that a radio host at CKWR (Mary Lou) would like to interview each new artist as we unveil new exhibits. This will be great local exposure for both the artists, and for KwartzLab.

#### **7.4.1 Update for 30.2 on Robert Gissing: Email members clarifying the Art Wall's ownership**

Item rendered moot.

## 8 New Business

### 8.1 Non-Members in the Space

#### 8.1.1 Poll Results

Eric Gerlach summarized the poll results for the Board: the membership has indicated they would prefer to let “common sense” dictate the access guests are granted in our space, rather than setting firm rules.

The Board is therefore pleased to not introduce any new policies regarding non-members in the space. There was a brief discussion regarding how the Board would like to see potential problems dealt with. Ideally members would be able to resolve most issues amongst themselves, without needing Board intervention. For this to work it will be important that if anybody has a problem with another member’s guests, that they speak up.

The Board also re-affirmed that non-members will need to follow the same rules as members regarding tool use. Any guests wanting to use “red label” equipment will need to be cleared by H&S first.

### 8.2 Membership Withdrawals

#### 8.2.1 Michael Heimstra

Stephanie Smith submitted Michael Heimstra’s membership withdrawal notice to the Board.

It was acknowledged by the Board without comment.

### 8.3 Elections

There was a detailed discussion by the Board regarding upcoming Board elections, and the various processes which need to be in place first.

Darin White expressed his desire to see the election process accelerated.

As KwartzLab does not yet have By-Laws governing the election process, discussion turned towards drafting those By-Laws. The Board would like to have a draft ready for membership review by the next Board meeting.

Darin White and Ben Brown will start working on a draft.

Items which should be included in the By-Laws:

- what are the terms of office
- definitions of President, Secretary, and Treasurer
- whether President, Secretary, and Treasurer will be elected or appointed
- procedure for filling a seat should a Director resign before the end of term
- should the previous President be an ex-officio, non-voting member of the Board
- schedule for nomination period
- whether or not proxy voting will be allowed

#### Action

	WHO	WHAT	WHEN
35.2	Ben Brown	post a poll to the membership, soliciting feedback on whether the membership would like to vote directly on office, or would prefer for the newly elected Board to appointed offices.	

**Motion** *Be it resolved that elections for the Board of Directors for KwartzLab Society Inc. be called, with nominations opening, July 10; nominations closing July 24. Be it further resolved that a General Meeting for the Corporation be called for July 8, to consider Business of the Corporation, at 7:30pm, to be held at the head office of KwartzLab Society Inc., with the agenda to be set by the President of the Corporation by June 5.*

**So moved by** the President

**Seconded by** Darin White

**Discussion** Concerns were expressed regarding passing an unhealthy budget over to a new Board. The Board was reminded that there is a specific action plan in place, both to increase revenue and to exit out of our second lease, should the need arise. This plan will be communicated to the new Board.

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries/Fails.

## 8.4 Public Event

Alexandra Dysinski would like to host a party on June 4, 7pm - 10pm for the (non-member) volunteers who have helped her with complete a large project. Members would also be invited.

The Board approved this event by general consent.

## 8.5 Fire Inspection

Robert Gissing reported to the Board that there was recently a fire inspection of our premises. Two items of concern were raised:

1. Tenants may not have access to the boiler room. This means that the Landlord will need to block the door that leads from our Tool Room to the Boiler Room. As we don't use this door, it won't impact our use of the space.
2. We don't currently have sufficient fire extinguishers for our space. The two extinguishers we currently have need to be refilled, plus a third one needs to be obtained. We need ABC extinguishers, and they need to be checked every year.

### Action

	WHO	WHAT	WHEN
35.3	Ben Brown	Ensure we have sufficient fire extinguishers	

## 9 Action Item Review

	WHO	WHAT	WHEN
13.2	Ben Brown	Convert website design to drupal template	
27.3	Eric Gerlach	Read through insurance policy and figure out workshops and instructors	
29.2	Everyone	bring in phone for H&S; activate with Eric's SIM	
35.1	Ben Brown	Notify membership that beginning with July dues, rates will increase to \$56.50	
35.2	Ben Brown	post a poll to the membership, soliciting feedback on whether the membership would like to vote directly on office, or would prefer for the newly elected Board to appointed offices.	
35.3	Ben Brown	Ensure we have sufficient fire extinguishers	

## 10 Adjournment

The Board meeting was adjourned at 2131 EDT.

**So moved by** Ben Brown

**Seconded by** Darin White

**In Favour** 7

**Opposed** 0

**Abstained** 0