

Board Meeting Minutes

Kwartzlab Society Inc.*

2009-12-02

Meeting # 17

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

Date December 2, 2010, 1930 EST

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Ben Brown, Cedric Puddy, Eric Gerlach, Stephanie Smith, Alexandra Dysinski, Darin White, Robert Gissing

Arrived Late

Absent

Quorum Yes (7/7)

Others

Kwartzlab Society 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.

*Recorded by Stephanie Smith, Secretary

PROCEEDINGS

1 Call to order

The President, Eric Gerlach, called the meeting to order at 1934 EST, and 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. Laser Cutter Procurement was added to New Business, and the agenda was approved by the general consensus of the Board.

3 Report from the Treasurer

The Treasurer, Ben Brown, presented a financial report to the Board. Only two members were late with membership dues for December. He also presented a draft for the revised budget.

There was a brief discussion regarding long term plans and goals for the emergency & tool fund contributions, as well as options for putting such funds in interest-generating accounts. Discussion continued at 4.5 Budget Revision under Old Business.

4 Old Business

4.1 Website & Mailing Lists

4.1.1 Update on Action 13.2 on Ben Brown: convert website design to Drupal template

Ben presented to the Board that he now has the FTP credentials for uploading his template to the site, but does not currently have internet access. He estimates that once he has internet, it will take approximately 2 weeks to get the template ready for review.

4.2 Lease contract for borrowing member equipment

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

Eric reported to the Board that he had posted his draft to BOD mailing list last week; no concerns were raised, so we are ready to share it with the general membership.

Action

	WHO	WHAT	WHEN
17.1	Eric Gerlach	post draft lease to members list, asking for comment.	

4.3 Metal brake/shear from RIM

4.3.1 Update for Action 15.1 on Robert Gissing: Organize truck and post to list asking for help moving brake.

Gus reported to the Board that it will cost \$129, plus fuel and ramp materials cost, to move the brake. We've budgeted \$200 for the move and should come in under that.

4.4 Garbage & Maintenance

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

Gus reported to the Board that he has posted a list of weekly cleaning tasks to his blog. This has been linked to from the duty roster web page as well. He also provided the following items as less-frequent tasks that long-distance members could do: cleaning windows, dusting ceiling pipes & lights.

Alexandra Dysinski offered to launder our towels on a regular basis.

4.5 Budget Revision

4.5.1 Update for Action 15.2 on Ben Brown: Post budget to mailing list

Ben reported to the Board that he has posted the budget draft to the mailing list, and there is an active discussion thread regarding it there.

There was a detailed discussion regarding the funds listed in the budget, and how to budget for other discretionary spending we might want to save up for.

The general consensus of the Board was to quickly save up an emergency fund valued at 3 months expenses, and then more slowly build that to (and keep it at) 6 months expenses. Once our target has been hit for the emergency fund, surplus funds earmarked for the emergency funds may be diverted to either the tool fund, or a general warchest. The language in the current budget draft needs to be revised to allow us to divert these funds without having to revise the budget again.

Action

	WHO	WHAT	WHEN
17.2	Eric Gerlach & Ben Brown	revise language in budget regarding fund contributions.	

4.6 Establishing a Health & Safety Committee

4.6.1 Update for Action 15.3 on Eric Gerlach: Call Rogers to find out if phone should work for 911. Call Police to ask if we can test.

Completed: Eric reported that his Roger's cell phone can be used for emergency calls. He has a SIM card which needs to be re-activated. With a pay-as-you-go contract, we can still make emergency calls for 2 months after the pay-as-you-go minutes have expired. We could therefore pay \$10 every 3 months to keep the emergency line active.

The police do not offer any 911 emergency testing services.

Jessica Clayman reported to the Board that she has posted preliminary Health & Safety documents to the website.

There was a general discussion regarding the sorts of training that members will need to receive: MBOS, and training on our drill press & metal break.

4.7 Global Hackathon

Eric Gerlach presented the Board with an update on the recent Global Hackathon. It went very well. Hackerspaces.org plans to make this a monthly event. We don't want to participate that frequently.

4.8 Drink Order

Cedric Puddy presented to the Board an update on the current drink order: he needs to reconcile remaining inventory against monies collected by the drink fund.

4.9 Policies & Procedures for Bringing in New Equipment

4.9.1 Update for Action 13.4 on Stephanie Smith: generate google spreadsheet for tracking assets

Completed: Stephanie presented to the Board that she has created a CCK for assets within Drupal.

4.10 Workroom Floor

Action

	WHO	WHAT	WHEN
17.3	Robert Gissing	get quote for epoxy paint for workroom floor	

4.11 Public in the space & semi-external groups

4.11.1 Update for Action 16.1 on Eric Gerlach: Call our insurance broker and ensure we properly understand the insurance implications of event organizers keeping revenue from events held in our space.

Eric reported to the Board that Dave was out of the office this week; he will be back tomorrow, and Eric will call him then.

5 New Business

5.1 New Members

Motion *Be it resolved that Jonathan Lamothe is admitted to membership in KwartzLab Society Inc.*

So moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 6

Opposed 0

Abstained 1

Motion Carries

Motion *Be it resolved that Ron Harding is admitted to membership in KwartzLab Society Inc.*

So moved by Eric Gerlach

Seconded by Alexandra Dysinski

In Favour 6

Opposed 0

Abstained 1

Motion Carries

5.2 Reimbursements

No reimbursement requests were submitted.

5.3 Recurring TON Stuffs

There was a general discussion regarding the need for more publicity. Darcey has offered to keep on top of twitter posts, but has fallen victim to the drupal/twitter bug.

Action

	WHO	WHAT	WHEN
17.4	Stephanie Smith	resolve Darcey's twitter issues	

5.4 Laser Cutter Procurement

Darin White presented to the Board his ideas regarding how to plan for big ticket items, specifically a laser cutter. This is an opportunity for third party donations.

There was a discussion regarding other big ticket items we may want to pursue first: shop bit (CNC router), PCB Mill, RepRap. We should run all of these options by the membership, and see what people are most interested in.

Action

	WHO	WHAT	WHEN
17.5	Darin White		Summarize discussion about large tools

Alexandra Dysinski presented to the Board that she has an industrial sewing machine which she would like to lend to the space, and will provide training on. She also shared her ideas on a supply closet for the space.

Cedric Puddy presented to the Board that he has a supply closet he'd like to donate to KwartzLab.

6 Next Board Meeting

The Board agreed by general consensus to hold one last meeting in 2009, on Thursday December 17. This meeting would only cover new members, reimbursements, and any urgent business which could not wait until January.

7 Action Item Review

	WHO	WHAT	WHEN
17.1	Eric Gerlach	post draft lease to members list, asking for comment.	
17.2	Eric Gerlach & Ben Brown	revise language in budget regarding fund contributions.	
17.3	Robert Gissing	get quote for epoxy paint for workroom floor	
17.4	Stephanie Smith	resolve Darcey's twitter issues	
17.5	Darin White	Summarize discussion about large tools and email members list with a few options to get feedback about it.	

8 Adjournment

The Board meeting was adjourned at 2044 EST.

So moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 7

Opposed 0

Abstained 0