

KwartzLab Society Inc.

Meeting Minutes

Metadata

- * Type of Meeting: Board of Directors
- * Date: Friday, 9 February, 2012
- * Time: 2030 EDT
- * Location: Kwartzlab Society Inc.
- * Meeting #75

Board Members

- * Present: Darcy Casselman, Doug Moen, Andrew Mackie, Rob Adlers, Alex Williams, Gus Gissing, James Bastow
 - * Absent: None
 - * Quorum: Yes (7/7)
 - * Other Attendees: Mark Pitcher, Ralph Janke, Chris Bruner
- 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

Darcy Casselman acted as chair for the meeting, calling it to order at 20:35 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

Motion: Be it resolved that the minutes from the prior board meeting, 12 December 2012, are reviewed to be accurate.

So moved by James Bastow

Seconded by Alex Williams.

In favour: 4

Opposed: 0

Abstained: Andrew Mackie.

Absent for vote: Doug Moen, Gus Gissing

3. Report from the President

The President deferred his comments until the discussion of new business.

4. Report from the Treasurer

The report was made when Gus arrived at 21:48. He reported that he worked over the weekend to update the books. February's work is still pending.

He noted that rent has been overpaid by \$100 every month for the past 3 months. He has talked to Burhan, who has agreed to accept a rent cheque for \$300 less than the normal rent.

Gus recommended approaching building management for the possibility of a 5-year lease. In light of potential city-directed gentrification of the building, the rent may rise dramatically, or Kwartzlab may be evicted. By securing a lease in a binding contract, new owners must either honour the lease or compensate Kwartzlab for an early release.

James noted that Agnes donated \$50 for use of the laser cutter.

New Business

1. SO SCIFI

Deferred as the organizer, Charlotte, was unable to come for a discussion.

2. Treehaus Partnership

Treehaus is looking for partners to share in a potential new space at Breithaupt & Weber. ed Gabrielle of Treehaus was to come, but was unable to at this time. Darcy quoted that Treehaus has a cooperative landlord, the possibility of sharing lounges, kitchen and other common areas. A question that was brought up was how insurance would be managed. Darcy mentioned that the rent per square foot was \$6-\$8 plus a \$4 CAMS (maintenance) fee, for a total of \$10-\$12. For shared space each corporation would pay half. It was noted that this could be worthy for a Trillium grant. We also noted that of course any move would be put to a vote of general members.

3. CEI Funding 101 report

CEI (Creative Enterprises Initiative) is linked to CEEO, and has the aim of funding arts initiatives. It was discussed whether Kwartzlab would benefit from a relationship with CEI. Mark volunteered to call CEI to find this out.

4. Public Events

Motion: Be it resolved that Kwartzlab host the following public events:

- Ubuntu Global Jam, 3 March 2012
- Ubuntu Release Party, 28 April 2012

So moved by Alex Williams

Seconded by Andrew Mackie.

In favour: 4

Opposed: 0

Abstained: Darcy Casselman.

Absent for vote: Doug Moen, Gus Gissing

5. New Meeting Time

This was actually discussed after Gus arrived, as he is most impacted by the current Thursday evening meetings.

Motion: Be it resolved that Board meeting times are changed from the second Thursday of the month at 2030 to the second Monday of the month at 2030.

So approved by general consent.

Old Business

1. Laser Discussion

James volunteered to have another laser training session on the evening of Friday, 10 February. He noted that anyone who took the training should themselves be able to train others.

It was also noted that non-members should not be permitted to use the engraver directly, but may solicit members to do work for them for a donation to Kwartzlab, as well as any fee that the member may charge.

We also discussed keeping a ledger book by the printer to track donations, and/or having donations in an envelope marking the donation as such.

Doug volunteered to add the laser policy for users and non-users to the wiki.

James volunteered to add an asset tag to the laser cutter.

2. Shop Door Lock

Alex is inquiring about a door bolt. James mentioned that he can get a door strike for \$20. A storeroom lock handle would also be needed. When asked to give a budget for the task, James quoted \$100.

Motion: Be it resolved that James be budgeted \$100 to complete work on the shop door.

So moved by Darcy Casselman.

Seconded by Alex Williams.

In favour: 4

Opposed: 0

Abstained: James Bastow

Absent for vote: Doug Moen, Gus Gissing

3. Shop/Heavy Equipment Lab

Andrew volunteered to change the name in the Agenda of “Heavy Equipment Lab” to “Shop”.

Rob reported that he and Ed Maste have planned to continue installing lights in the shop, and possibly more electrical outlets. The laser cutter is now on its own circuit. Rob mentioned that the lab is getting dirty again, and members need to understand that they need to clean their work area when they are done. He noted it would be a good idea to put up “clean up” signs everywhere to help remind people. Rob, now given an up-to-date members list, is creating a 52-week cleanup schedule. For absent members, he mentioned that they can help on the occasional audit period. For scheduling, Darcy has offered to help him work with Google Calendar.

A leak has sprung in the furnace's water pipe. It was noted that the fix was inadequate. A fix will need to be done soon, as the water fills a bucket in 48 hours.

Doug requested reimbursement of \$122 for the carbon dioxide fire extinguisher to be used with the laser cutter.

Motion: Be it resolved that Doug Moen be reimbursed \$122.00 for the fire extinguisher.

So moved by Andrew Mackie.

Seconded by Rob Adlers.

In favour: 5

Opposed: 0

Abstained: Doug Moen

Absent for vote: Gus Gissing

3. Trillium Grants

Mark is forging ahead on a new Trillium Grant application. Doug will be sending application specifics to Mark. It was noted that the March deadline is extremely optimistic, and that we may do well to shoot for the June deadline.

4. Business Plan

Alex has stated that work is continuing. It was suggested that the plan should perhaps be a yearly exercise with a quarterly review.

6. Kwartzlab Kick Pilot

The process is currently on-hold. James would like to order 100, but noted it would cost approximately \$1000. James suggested holding a soldering event to recover some costs. It was noted that Google has grants for getting girls interested in technology.

7. Small tool acquisition

Alex has purchased all member-selected tools except the vice! Alex was asked to bring in receipts.

8. Artist-In-Residence Program Report

Jennifer Gough, the newest artist in residence, has her key. She has not announced an opening as yet.

Action Item Review

- Mark – Get in touch with CEI for potential opportunities with Kwartzlab
- Doug – Add laser cutter policy to the wiki
- James – Add asset tag to the laser cutter
- Andy – Change references of “Heavy Equipment Lab” to “Shop”.
- Doug – Update Mark with Trillium Grant information.
- Darcy – Ask members to comment on a new member application for Todd Schneider.
- Alex – Bring receipts for the small tool purchases.

5. Adjournment

The meeting was adjourned by general consent of the board at 2215 EDT.