

KwartzLab Society Inc.

Meeting Minutes

Metadata

- * Type of Meeting: Board of Directors
- * Date: Thursday, 10 November, 2011
- * Time: 2035 EDT
- * Location: KwartzLab Society Inc.
- * Meeting #71

BOARD MEMBERS

- * Present: Darcy Casselman, James Bastow, Doug Moen, Andrew Mackie, Robert Gissing
 - * Absent: Alex Williams, Rob Adlers
 - * Quorum: Yes (5/7)
 - * Other Attendees: Ben Brown, Jon Lamothe
- Distribution: To all KwartzLab Society Board Members
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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 2035 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 following additions were proposed:

- Two Corporation Return documents need to be completed for the Ontario Government – the first to reflect the recent Board Election, the second to reflect Doug's election.
- Proposal to reimburse Doug for costs incurred to him (pumpkins, supplies, etc) for the recent Hacky Halloween event.

The Board approved the agenda and amendments, by general consent.

3. Approval of the minutes of the October 13th board meeting

Motion: Be it resolved that the minutes of the October 13th board meeting are approved
So moved by James Bastow.

Seconded by Robert Gissing.

In favour: 4

Opposed: 0

Abstained: Andrew Mackie.

4. Report from the President

President Darcy Casselman reported no current outstanding issues.

5. Report from the Treasurer

Treasurer Robert Gissing reported that KwartzLab has a current balance of \$11202.52 in the bank account, plus a PayPal balance of \$2844.47. The rent cheques for the outstanding balances are all cashed, and building management is now up-to-date with KwartzLab rent-wise. Insurance is also paid for this month.

The laser engraver has been paid for in full as far as we know, costing \$5418.02 plus a \$25 wire fee. The Treasurer noted that payment was made with only 1 signature, which was insufficient but approved this one time.

The Treasurer also noted that he met with Minister of Provincial Parliament John Milloy and extended an invitation to the space.

An updated list of members has been compiled, consisting of 31 members. 25 are paid in full, but 6 are in arrears.

The Treasurer noted a conversation with the grant organization CEEO, in which KwartzLab's laser engraver grant was approved largely because the application was filled out correctly, which few applicants succeeded in doing.

It was also noted that local entrepreneur John Chen was renovating a theatre and expressed an interest in KwartzLab staging events, such as a 5+5 event there.

6. Old Business

6.1 Heavy Equipment Lab

Rob, who has taken point on the lab work, was absent. A leak in the heater was found, but repaired. However, the boiler was off. James Bastow noted that it is not normal, and it would have to be restarted manually.

6.2 Business Plan

Alex was absent, so discussion of the business plan was deferred.

7. New Business

7.1 Compiling an up-to-date member list

Gus has compiled a list, as noted above, with membership payment statuses as indicated.

7.2 Hacky Halloween

According to James, the event was a complete success. James has 15-20 kits left, available to people on a first-come basis. James also noted that Darin made a great blog post of the event on Makebright.com. James noted that he was charged twice for GST – once by the Canadian-based board service agency, and again upon import of the boards. James is confident that he can have the GST refunded, and will forward that refund to KwartzLab.

Motion: Be it resolved that James Bastow be compensated \$261.85 for his costs of having 100 Hacky Halloween circuit boards made, plus a second 100 boards made to be respun as a kit, plus both charges of GST.

So moved by Andrew Mackie.

Seconded by Doug Moen.

In favour: 4

Opposed: 0

Abstained: James Bastow

Motion: Be it resolved that Doug Moen be compensated \$303.00 for his costs purchasing 100 pumpkins plus miscellaneous carving supplies

So moved by James Bastow.

Seconded by Andrew Mackie.

In favour: 4

Opposed: 0

Abstained: Doug Moen

James noted that the extra 100 boards could be spun into KwartzLab kits, populated with 3 differently-coloured lights. It was discussed merging this with Chris Bruner's path-following mouse project, and/or schedule a public workshop to build these kits. KwartzLab may even pursue another Awesome Foundation grant to fund work done. This was left for further thought and discussion. It was noted that the Awesome Foundation's most recent event was cancelled due to the lack of applicants, and would be continued in the new year. James noted that a kit BOM would be about \$7.00, plus \$2 for FTDI cables, and a suggested retail price would be around \$20 including tax.

7.3 Small Tool Acquisition

It was noted that there is demand for small tools to be made available to members, such as a hand drill and ratchet set. Darcy volunteered to manage an email query for a list of small tools, which would be prioritized, assigned a cost value, and purchased.

7.4 Membership Drive

James mentioned that he has updated the wiki Propaganda page with useful information in marketing KwartzLab. It was noted that the official font of KwartzLab will be Futura.

7.5 Artist In Residence Program

Robert Gissing brought up the idea to have an “artist in residence” – that is, an artist would be given an honorary membership for six weeks, to use the space to work on their craft. This would be limited to one artist at a time. Gus has already provided a key to one artist, but acknowledges that he needs to retroactively seek Board approval for doing so, and that the board will need to approve future artists.

Motion: Be it resolved that Nik Harron be granted a key to KwartzLab for the next six weeks

So moved by Andrew Mackie.

Seconded by James Bastow.

In favour: 4

Opposed: 0

Abstained: Robert Gissing

An idea to offer an engineer-in-residence the same terms was floated and was met enthusiastically. No engineer has been considered as yet.

7.5 Geek Of Nature Texture Painting Workshop

Nik Harron (via Doug Moen) proposed to hold a public texture painting workshop, though it would be limited to approximately 8 people.

Motion: Be it resolved that Nik Harron may hold a workshop on Wednesday, November 16, 2011 at 19:00.

So moved by Darcy Casselman.

Seconded by James Bastow.

In favour: 4

Opposed: 0

Abstained: Doug Moen

Doug also mentioned an initiative wherein Kevin & Audrey (who run a paper craft store) run a paper-making and marbling workshop in KwartzLab. No specifics are yet available.

8. Action item review

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

All – Give ideas to James for poster copy for KwartzLab marketing.

Darcy Casselman– Email the member list to query about he need for small tools.

Darcy Casselman, Andrew Mackie – Discuss Alex’s business plan with him.

Doug Moen – To send email asking participate in papermaking/marbling

Andrew & Gus – Complete the Ontario corporate return sheets.

11. Adjournment

The meeting was adjourned by the general consent of the Board at 2154 EST.

