

KWartzLab Society Inc.

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Meeting Minutes

Metadata

- * Type of Meeting: Board of Directors
- * Date: Thursday, August 5, 2010
- * Time: 1930 EDT
- * Location: Kwartzlab Society Inc. Head Quarters
- * Meeting #40

BOARD MEMBERS

- * Present: Eric Gerlach, Cedric Puddy, Stephanie Smith, Alex Williams, Paul Walker
- * Absent: Robert Gissing, Ben Brown
- * Quorum: Yes (5/7)

- * KwartzLab Members: Andrew Mackie, Darcy Casselman, Alexandra Dysinski, Jessica Clayman

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:

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1. Call to Order

Board Chair Eric Gerlach called the meeting to order at 1955 EDT. 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 Chair presented the Agenda to the Board. The Secretary recommended postponing the following items, as they involved to Directors who were not

present:

Approval of the Previous Minutes
Report from the Treasurer
Report from the President
Health & Safety Committee: Set Board Procedure and Committee
Appointments
Trillium Grants
KwartzLab Sign
Marion Call Concert
Review Existing Board Procedures
KwartzCon

The agenda, along with these postponements, were approved by the general consent of the Board.

3. Old Business

3.1. Website and Mailing Lists

Update for action 39.1 on Steph Smith: Replace staging site with WordPress:

Stephanie Smith reported to the Board that she has replaced the staging site with a WordPress install, and provided Ben Brown with the necessary information for accessing it.

Update for action 39.2 on Ben Brown: build new site in WordPress:

Pending.

3.2. Health & Safety Committee

Update for action 36.1 on Ben Brown: Bring in sim and pre-paid phone card; Eric will activate Nokia phone:

Pending. Alex Williams indicated that he also has an unused cell phone, which he could donate to the lab.

ACTION 41.1 on Alex Williams: bring in phone

3.3. Workshops

Update for action 27.3 on Eric: Read through insurance policy and figure out workshops and instructors:

Pending.

3.4. Maker Faire Detroit

Member Andrew Mackie provided the Board with an overview of Maker Faire Detroit, and KwartzLab's activities therein.

The Faire itself was amazing -- lots of good Maker energy.

Flashy and noisy exhibits received the most attention. While the KwartzLab booth wasn't particularly noisy, we were situated beside booths which were, and benefitted from that.

Take-aways were also popular -- project sheets, stickers, and buttons. T-shirts were not popular for anybody, although less traditional swag was. I.e., ties.

While the exhibit was very hands-on (attendees were able to pick up and examine demoed projects), attendees were careful handling things.

i3 hosted a Hackerspaces social Friday evening, which provided us an opportunity to see their space. In addition to tools and a machine room, they have a clean room, craft room, and chem lab. We are jealous.

There was a brief discussion regarding the sorts of novel swag KwartzLab could prepare for the next Maker Faire, including branded ties and vibrating underwear. Concerns were expressed regarding the sort of ties we might make. Eric is too good for clip-on neckware.

3.5. Need of alarm system and anti-burglary system

Update on action 39.3 on Ben Brown: install webcam security cam outside our front door:

Pending. A sign has been posted outside of our unit, indicating that the area is under camera surveillance.

3.6. Kwartz Store

Update on action 39.5 on Steph Smith & Paul Walker: make shop.kwartzlab.ca happen:

Pending. Stephanie Smith reported that she has installed OSCommerce, and provided Paul Walker with the access information. Paul Walker reported that until we have an initial inventory, there isn't much that can be done with the storefront.

There was a brief discussion regarding how to best build up an initial inventory. Arduinos are the most promising market.

Motion: Be it resolved that the Board approves the purchase of 10 arduinos for Kwartzlab store.

So moved by Paul Walker.

Seconded by Alex Williams.

In favour: 5

Opposed: 0

Abstained: 0

Motion carries.

Alexandra Dysinski recommended JW Smith (out of Mississauga) as an import broker.

ACTION 41.2 on Alex Williams: order arduinos

ACTION 41.3 on Steph Smith: check Ladyada pricing

3.7. How can we start fully using the Heavy Equipment Lab

The Board reviewed the current obstacles towards making full use of the Heavy Equipment Lab:

- * ventilation
- * electricity
- * health & safety

i) Ventilation

As this is a project which we can likely "DIY", we need somebody to take ownership of it. As there were no volunteers at the meeting,

the Board agreed to solicit the membership. Before doing that, however, the present Board agreed that Robert Gissing should be contacted, to see if he was interested in taking this on.

ii) Electricity

There are a number of electrical projects related to the Heavy Equipment Lab. Unfortunately, we do not have any members who are (a) qualified, and (b) available to tackle these. The Board recognizes that somebody will need to be brought in. Both Ben Brown and Robert Gissing have indicated at previous meetings that they know electricians who could do the work. The Board will move to proceed on this at the next meeting, when they are both present.

iii) Health & Safety

Further discussion has been postponed to a dedicated meeting.

ACTION 41.4 on Steph to email Gus re: ventilation project.

4. New Business

4.1. People's personal belongings and projects

Alexandra Dysinski addressed the Board, regarding the outcome of the recent email thread regarding personal projects and interpersonal communication in the space. Some suggestions had been made regarding what an appropriate code of conduct regarding "other people's property" in the space might be.

There was a detailed discussion as the Board attempted to clarify what specific issue or problem they were attempting to address. Examples of recent inter-personal breakdowns were described:

i) Members rearranging the layout of shared space, despite a request not to do so by other members

ii) Members moving other members' projects/materials without prior consent

In both cases, the Board believes the issue can be abstracted to one of communication break-down. The Board had a detailed discussion regarding what are reasonable expectations in a shared environment like KwartzLab; no consensus was reached, which highlighted the importance of clear communication, strong community building, and acting always in good faith.

The Board also recognizes that in a "hands-on" environment like KwartzLab, it bears being explicit regarding what is "hands-off".

The Board also wants to stress that the incumbency of communication goes both ways:

i) If a member is leaving something which must not be touched, this needs to be clearly communicated.

ii) If a member needs to move something which is not theirs, this also needs to be clearly communicated.

While the Board recognizes that not everything warrants communication, there was disagreement regarding where a line might be drawn. Ultimately members will have to decide for themselves what's important and what requires communication. There will be disagreements in practice, and the Board hopes that members will be able to give each other the benefit of the doubt when those disagreements arise.

The Board feels very strongly about establishing a culture where members try to work together (however that may be), rather than laying down specific rules which govern how people interact. The Board discussed what this culture might look like, and ways to promote it within our community. One suggestion was to collect and share stories which illustrate members communicating, sharing, and problem-solving together. We want to focus on the positive, and find examples of things that have worked well.

There was a tense moment of drama, posturing, and bared teeth, which passed with neither bloodshed nor faces-flinging. Also, Eric is very eloquent.

ACTION 41.5 on Paul to generate some story examples re: good communication, plus an option friendship collage.

4.2. New Applicant: Ralph Janke

Motion: Be it resolved that Ralph Janke is admitted to membership in KwartzLab Society Inc.

So moved by Eric Gerlach

Seconded by Alex Williams

In favour: 5

Opposed: 0
Abstained: 0

Motion carries.

4.3. Ubuntu Global Jam

Darcy Casselman addressed the Board regarding the upcoming Ubuntu Global Jam. Although he will not be present for the day himself, he would like to organize a public even in KwartzLab, which would be hosted by member Ralph Janke.

Motion: Be it resolved that the Board approves a public Ubuntu Global Jam event, to be held at KwartzLab for the afternoon and evening of August 28.

So moved by Darcy Casselman.
Motion sponsored by Paul Walker.
Seconded by Cedric Puddy.
In favour: 5
Opposed: 0
Abstained: 0

Motion carries.

5. Action Item Review

27.3 on Eric: Read through insurance policy and figure out workshops and instructors

39.2 on Ben Brown: build new site in WordPress

39.3 on Ben Brown: install webcam security cam outside our front door

39.4 on Robert Gissing: contact Marion Call regarding the possibility of doing a concert at the Lab.

39.5 on Paul Walker: make shop.kwartzlab.ca happen

41.1 on Alex Williams to bring in phone

41.2 on Alex Williams order arduinos

41.3 on Steph check Ladyada pricing

41.4 on Steph to email Gus re: ventilation project. Does he want to do it?

41.5 on Paul to generate some story examples re: good communication, plus an option friendship collage.