

**Minutes a Meeting of the Directors of the Nanaimo Makerspace Association
Held at 2221A McGarrigle Rd, Nanaimo BC
19 September 2023**

Item No.	Item	Discussion	Action By
1	Call to Order	19:06:00	N/A
2	Confirm Quorum (5 Directors)	<u>Attendance</u> Directors: Price, Kent, Janet, Gord, Ken, Ron, Don, Yonas Absent: Kerwood Members: Serg	N/A
3	Approval of Agenda	Moved: Gord 2 nd : Ken Passed	All
4	Approval of previous minutes	Moved: Gord 2 nd : Ken Passed	All
5	Chair Remarks	Nil	
6	Reports:		
a.	Treasurer	Financial statements to be forwarded	Yonas
b.	Wood Shop	The current plastic dust bags will be replaced with heavier 3 mm bags on a one time use trial.	All
c.	Metal Shop	Kent estimates the Metal Shop project will be completed NLT the end of November.	
d.	Electronics	The front door access review is ongoing. The committee will look into mounting the security cameras.	
e.	Space Utilization	The fridge is on order and the cabinets are ready for installation. Some wiring needs to be done prior to completion. Gord will follow up on the wiring on return from his trip.	Gord
f.	Non Grant Fund	The last item on the list is the approved purchase of the new OM Tech laser. Ron suggested that the purchase be made on Black Thursday in order to save money. All agreed.	Ron
7	Old Business		
a.	Om Tech laser purchase	To be purchased on Black Friday	Ron
b.	Banner purchase	ongoing	Ron
c.	Wood Shop entry door security	Don moved that an amount not to exceed \$150 be approved to purchase security hardware for the door consisting primarily of a lock guard and striker plate. 2 nd : Ken Passed Kent and Ken agreed to fabricate and install a reinforcing	Ken Kent

		bracket at the bottom of the door frame as further security. No cost involved	
d.	Membership bursary	ongoing	Don
e.	Strategic Planning	Janet proposed to use the current survey results, along with a new survey to be initiated, in order to further assist in developing our Goals and Objectives. The new survey will be circulated among the Directors for input prior to distribution to the members. This project to be completed in time the the nest AGM in order to make any amendments to our Constitution/Purposes, if required	Janet
8	New Business		
a.	Dissolution of the Space Utilization Committee (SUC)	The SUC, having fulfilled its mandate, was moved to dissolution by Price and 2 nd by Gord Passed	N/A
b.	Dissolution of the Non-Grant Fund Committee	The Committee, having fulfilled its mandate was moved to dissolution by Price and 2 nd by Ron Passed	N/A
c.	Waste wood disposal stream	Our landlord has suggested that we create our own waste wood disposal stream. This led to a larger discussion on dealing with all our waste. Don noted that separating all our recyclable waste will soon be mandated by the City and that we should get ahead of it. Price agreed to look into the process of creating our own waste wood stream and enter into further discussion with the landlord on associated triple lease cost implications.	Price
d.	12 Sep meeting	The board identified 6 actionable items addressed by the members at the meeting and will follow up as indicated: 1, Training – the nature and scope of training desired by the members will be addressed in the survey to be developed and distributed by Janet 2. 1 st Aid Training – Many thanks to our member James who passed on contact information regarding 1 st aid training. We are also fortunate to have one of our Directors, Ken, involved with St john's Ambulance. Ken will look into various training opportunities provided by the local chaper and report back 3. Survey – As previously noted a new survey will be conducted to further enhance our ability to respond to the members. 4. Pot Luck – This fall into the category of promoting our ethos as a community. At the moment we are offering free pizza after clean up on the last Saturday of the month. The next Newsletter will put out a call for members to initiate a Social Committee in order to plan and conduct community events	

		5. Conduct of Directors meetings – The board is looking into ways to increase member input and participation in the decision making process without unduly hampering the ability of the Board to conduct the business of the Association. Recent Newsletters have provided an opportunity for members to suggest agenda items,ask questions or make suggestions. So far there has been no member input.	
e.	Meeting requisition	The board is aware of a possible General Meeting requisition being put forward by some of the members. The Board discussed whether to go ahead and schedule a General Meeting so those participating in the Requisition process could add their Special Resolutions to the agenda, or, to let the process of requisition go forward on its own. The decision of the Board was to let the requisition process go forward on its own and call a meeting if so required. <i>If the General Meeting requisition goes forward, the requirements (Special Resolution (s)) of the requisitioners along with the documents as signed by the requisitioners will be included in the notification of the General Meeting as required by the Societies Act.</i>	All
e.	Purchase of plasma cutter	Moved by Kent 2 nd Don To purchase the plasma cutter from Ken for the amount of \$1000 and to allocate up to \$2000 for upgrades and consumables for a total expenditure of up to \$3000 Passed (abstention by Ken)	Yonas Kent
9	Next Meeting Date	24 Oct 2023	
10	Termination	Moved: Ken 2 nd Don Passed	