



Vancouver Tool Library AGM

Sunday June 17, 2012 11:00am
Cedar Cottage Neighbourhood House
4065 Victoria Drive, Vancouver, BC

MINUTES

11:00 - 11:50 Coffee/Registration

11:50 **Call to order.**

Motion to approve quorum.

Moved by Caitlin Doward

Seconded by Tony Phillips

All approved

- Review of Voting Procedures: all voting is done by poll at this election, no secret ballots. Members present can speak to any motion before it is voted upon.

Motion to close director's election nominations and proposals for rule changes.

Moved by Conner Wear

Seconded by Kevin Lowe

All approved

-Reading of agenda for 2012 AGM

Motion to adopt agenda.

Moved by Chris Diplock

Seconded by Conner Wear

All approved

- Welcome and Introductions: 2011/2012 Directors introduced themselves and their role in the VTL. Chris Diplock introduced as Chair of the meeting.

Motion to approve 2011 AGM Minutes

Moved by Bruce Haines

Second by Kathy Yan Li

All approved

12:15 – 12:20 **2012 Board of Director's Election**

- Introduction of Candidates: five candidates were accepted by the nominations committee. The candidates introduced themselves.

- Chris Diplock: founding board member and VTL President since April 2011

- Conner Wear: founding board member and VTL Volunteer Coordinator April 2011-November 2011, VTL Director of Tools since December 2012

- Caitlin Dorward: founding board member and VTL Director of Communications since April 2011

- Craig Massey: VTL shop volunteer and VTL Vice President since March 2012
- Kathy Yan Li: VTL shop volunteer and VTL Director of Volunteers since March 2012

As there are 7 vacancies and only 5 candidates and subject to rule 72 of our Rules of Association, all nominees are declared elected.

Motion to approve the results of the 2012 Board of Director's Election.

Moved Chris Thoreau

Second Hillary Topps

All approved

- 2012 Election Results: Kathy Yan Li, Craig Massey, Caitlin Dorward, Conner Wear, Chris Diplock were elected to the board of directors for 2012/2013

- Farewell to Outgoing Directors: A thanks goes out to the many individuals who served on the VTL Board in 2011/2012.

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12:20 - 12:45 Vote on Bylaw Changes

- Decision to vote on all rule changes at once
- Reading of proposed Bylaw Changes
- Discussion of proposed Bylaw Changes

Proposed change #7 has been withdrawn by the board. Only proposed changes #1, 2, 3, 4, 5, 6, and 8 remain.

Motion to adopt proposed Bylaw Changes #1, 2, 3, 4, 5, 6, and 8

Moved by Oscar Foran

Second by Steven Creaser

All approved

12:45 – 1:00 Financial Report

- Review of 2011 Financial Statements

Motion to accept 2011 Financial Statements

Moved by Ken Ashdown

Second by Emiliano Sepulveda

All approved

1:00 – 1:05 Appointment/Waiver of Auditor

-Discussion: when does the VTL need to start auditing the financial statements? Suggestion from a member - when the organization can afford it, they should be doing it. The VTL is not currently in that position.

Motion to waive the auditor

Moved Chris Diplock

Seconded Conner Wear

All approved

1:00 - 1:15 Break for Lunch

1:10 – 2:00 Directors' Reports

Volunteering Report (Kathy Yan Li)

- 100% volunteer run in 2011/2012, over 2000 volunteer hours invested in the first year
- Achieved relatively consistent shop hours with a few holiday and unexpected closures
- Volunteer survey early 2012: feedback received - better communication, improved consistency, etc.
- To address feedback: volunteer committee meetings once per month starting in July, volunteer appreciation events to be held more frequently
- High turnover in the Volunteer Director position has been a big challenge, Kathy is committed to the full two year term
- New Build It program is also being introduced to increase benefit to shop volunteers as well as consistency in ship (participants receive materials and support to build a dream project and volunteer once a week in the shop for the duration of the program)

Tools Report (Conner Wear)

- Over 800 tools in our inventory today, over 80% of them have been donated
- Over 3,000 instances of tool check out!
- Tool maintenance possible thanks to the awesome Tool Committee. Their goals for the coming year include reducing turn-around time on tool maintenance, acquiring new tools needed by our members (especially some really popular ones - compound mitre saw, pressure washer, as well as some new tools)
- *comments: how do we choose what tools to buy?
 - Idea that maybe we need a comments box in the shop
 - Developments with our tool inventory software
 - Balance between an inventory relevant to our members and that attracts new members

Membership and Participation Report (Chris Diplock)

- 294 members at end of fiscal year; 61% active users
- 20% women; mostly women participants in our Intro to Tools Workshop
- Most of our new members in the past few months live very close to the tool library
- First organizational member signed up in April; this is an exciting area for growth next year
- September survey of our members: members indicated they want skill-building workshops, an online community forum, and a shared workshop space
- *comments:
 - Can the VTL develop a social space? Hackers have a big social element that adds a lot to the organization
 - Shop space to work on projects would be a great addition to the VTL (echoed around the room)
 - This is something the Board has heard a lot and is definitely interested in pursuing. Capacity of volunteer board members has to be kept in mind. Timeline of this development is realistically beyond a year.
 - Can we start with a baby step towards that at the shop?
 - A bookable workbench for members?
 - Tool library night at the Vancouver Community Lab or other orgs?

Events and Communications Report (Caitlin Dorward)

- A number of very successful events held in our first year: Nuts and Bolts open house, our Grand Opening, a garage sale, and a few fundraising partnerships with Ten Thousand Villages and Rocky Mountain Flatbread
- Workshops began in February. Monthly Intro-to-Tools Big part of fulfilling our mandate to empower people with tools and the skills to use them is expanding and improving our workshop offerings. This will be a focus of

the upcoming year.

- Communications highlights include the Featured Member projects on the blog and the Member Projects album on facebook.

2012/2013 Preliminary Budget (Chris Diplock)

- Fixed costs going up next year: security for the shop, rent increase, paid staff salary,
- Variable expenses going up: increased volunteer appreciation and the Build It program, Board Development incentives (budget for course/training for Board members), tool repair and maintenance probably going up,
- Final budget will be sent to members soon

Thanks to our funders and supporters this year!

- Financial Support: The City of Vancouver, Vancity Foundation, Mountain Equipment Coop, UBC Student Environment Centre, Peernet BC
- Technical and Professional Support: Zach Bulick, Melanie Conn, Mitch Dermer, Charlie Easton
- Tool Donors: Port Coquitlam Building Supplies, Midland Tarp & Canopy, Private Tool Donors

12:50 - 12:55 New Business

-None.

1:55 - 2:00 Closing

Motion to Adjourn

Moved by Chris Diplock

Seconded by Kathy Yan Li

All approved