

# Agenda of the General Members Meeting of the International Fab Lab Association; Wellington, New Zealand, 22-28 August 2012

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Prepared by the Board of the International Fab Lab Association:

- Chairperson: Pieter van der Hijden ([pvdh@sofos.nl](mailto:pvdh@sofos.nl)),
- External and Internal Relations: Axel Sylvester, Hiroya Tanaka ([axel\\_association@fablab-hamburg.org](mailto:axel_association@fablab-hamburg.org), [htanaka@sfc.keio.ac.jp](mailto:htanaka@sfc.keio.ac.jp)),
- Innovation (new products and services): Alex Schaub ([alex@waag.org](mailto:alex@waag.org)),
- Liaison CBA and FABn: Sherry Lassiter ([sherry.lassiter@cba.mit.edu](mailto:sherry.lassiter@cba.mit.edu)),
- Registrar (Fab Charter, Rite-de-passage, List): Lindi Mophuti, ([lindi.mphuthi@gmail.com](mailto:lindi.mphuthi@gmail.com)),
- General Secretary: Peter Troxler ([trox@fabfolk.com](mailto:trox@fabfolk.com)),
- Treasurer: Betty Barrett ([bb1@illinois.edu](mailto:bb1@illinois.edu)).

## IMPORTANT NOTES

All times are NZST = New Zealand Standard Time = UTC/GMT +12 hours. This is especially important during the voting process. **Monday may be over (in New Zealand) before you wake up (elsewhere)!!!**

You can only vote if you are a member AND have paid your 2012 fee (EUR 20).

- **Not a member yet and want to join?** Fill the form at <http://www.fablabinternational.org/fab-association/how-to-join>.
- **Membership fee 2012 (EUR 20) not paid yet?** You can only vote if you have paid. Check recent email reminder or use one of the following options: 1) Triodos Bank, Zeist, The Netherlands, IBAN NL20 TRIO 0254 3246 57, BIC TRIONL2U; 2) PayPal [fablab\\_association@fabfolk.com](mailto:fablab_association@fabfolk.com).

Times and locations of the physical meetings may vary.

Additional documents will be published on our website at <http://www.fablabinternational.org>. For ease of reference, you find them in the "Newsroom" on page "General Meeting". Later, we will move that page to the "Members Area".

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## **1 Session-1: Friday 24th of August 2012, 17:00-18:30 NZST, Room 10A02**

### **1.1 Opening the meeting and welcome to new members**

On the 4th of July 2011, the International Fab Lab Association was established. It is an association with members and a Board, etc. As it is a democratic organization ruled by its members, it organizes at least once a year a general members meeting. We intend to do that during the annual FABn conferences. For the first time it happened during Fab7 in Lima (Peru) in August 2011, for the second time it will happen during Fab8 in Wellington (New Zealand) in August 2012.

#### **Welcome to the second General Members Meeting of the International Fab Lab Association held during Fab8 in Wellington (New Zealand).**

The meeting has been split into two sessions which take place on Friday 24th and Tuesday 28th of August 2012. The days in between are reserved for e-voting. Only members who have paid their 2012 annual fee (EUR 20) may vote. All voting is done electronically. Even the members who are present in New Zealand have to vote electronically.

E-participating is possible in various ways, see the Fab8 Newsletter #3 for details.

## 1.2 How far have we come during the last year?

We look back at our first annual meeting, report on what we have done since that time, present our financial report plus the report of your Audit Committee.

### 1.2.1 Minutes of the first general meeting

The draft minutes of the first general meeting of the members (Lima, Peru, August 2011) can be found on the General Meeting page at our web site (<http://www.fablabinternational.org>).

### 1.2.2 Annual report 2011 (and beyond)

*Draft to be amended and voted upon by the general meeting.*

This annual report formally covers the period from the start of the association (4 July 2011) until the end of the year 2011 (31 December 2011). In fact we describe the outcomes until mid August 2012.

What did we accomplish so far?

- At the time of the first general meeting the association had 72 members, on 1 January 2012 they were 97, on 1 July 2012 142 and since then it raised to 158 (17 August 2012), an increase of 119%.
- We promised the community to take care for the process of updating the Fab Charter, the rite-de-passage and the set of common tools and processes. We indeed prepared draft documents on these topics and will stimulate discussions during open sessions at Fab8. As the Fab Charter is such a key document in our community, the board prepared a proposal to include all active members of the community, even if they are not members of the association (yet), into the voting procedure. Therefore an extra round of electronic voting will take place after Fab8 in which everybody is invited to participate.
- We started our website as an portal for the public and the Fab Lab community (<http://www.fablabinternational.org>); there you find what a Fab Lab implies, where it does come from, what you can do, the list of Fab Labs and/or hyperlinks to this information on other web sites.
- We have a list of Fab Labs and monitor the functioning of our rite-de-passage and intervene if necessary. Intervening so far, implied contacting Fab Labs whenever their data could be misinterpreted. CBA maintains its own list of Fab Labs. It is our aim to come to a single list, maintained according to principles shared by us all.
- We wanted to facilitate members in setting-up workgroups on common issues and sharing their results. Common issues identified so far are:
  - Setting-up a Course on "How to manage a Fab Lab" - Neil Gershenfeld asked Klaas Hernamdt of Waag Society to prepare a proposal for such a Fab Academy 2, more or less following the same model as the Fab Academy on "How to make almost anything". In the workgroup that Klaas chaired, also some board members actively contributed to the new course design. In July 2012 Klaas finished his draft report and sent it to Neil.
  - Organisational Health and Safety has been identified as an important topic. We are still looking for members who would like to chair a workgroup on this topic.

- Fab Yearbook was a nice initiative from Ton Zijlstra in The Netherlands. He asked us to adopt it and now we are trying to mobilise people who want to become editors of the next edition.
- Intellectual Property is an important issue as well. We want to address it in an effective and efficient way. Ideas are very welcome.
- We worked on the composition of an attractive membership package. One of our products is the monthly Newsletter, mailed to our members and published on our website. We encourage the readers to re-distribute it and we noticed this is happening indeed. Further, we acted as a kind of clearing house that helps community members to find others with common interests.
- We have set our association up and running. We have a board of 8 people with monthly board meetings via Skype; their attendance is high, only once the quorum was an issue. Membership administration, contribution fee collection, public website at <http://www.fablabinternational.org>: it is all in place. Setting-up special member pages and functions on our website needs more time than provisioned, unfortunately.

### 1.2.3 Financial report 2011

#### **2011 Financial Report: International Fab Lab Association**

In this year the treasurer's role moved from Harmen G. Zijp to Betty Barrett. The appropriate arrangements for transfer of access to the bank account have begun. This report largely reflects work done by Harmen with assistance from other officers.

- Our association is based in the Netherlands. (In May 2012, we were awarded tax exempt status (ANBI-status) as of the association's founding date.)
- We have a bank account as of November 2011 and money is now transferred or deposited into this account. The bank is Triodos.
- In addition we have established a PayPal account to handle the receipt of dues and payment of bills.
- One initial mailing was sent to alert people to pay their dues. Many thanks to Peter Troxler for facilitating these mailings.

The start up costs for the Association were a loan from the "Stichting FabLab Nederland" which gave us the funds to cover the costs of the attorney and the registration of the organization. The total cost was 2,386.00 Euro – of which 1241.17 Euro was paid to the notary and 1144.88 Euro was paid to translate the paperwork to English.

The following is a full accounting of the financial affairs of the association for 2011. There was one dues payment in 2011.

<b>BALANCE SHEET AS OF 31-12-2011</b>			
<b>ASSETS</b>		<b>LIABILITIES</b>	
cash	€ 59.20	loan to be paid off	€ 2,386.05
		<b>EQUITY</b>	
		equity at start	0
		equity increment during 2011	€ 2,326.85-
	<b>€ 59.20</b>		<b>€ 59.20</b>
<b>PROFIT &amp; LOSS STATEMENT 2011</b>			
membership fees	€ 40.00		
sponsoring	€ 26.64		
other	€ 19.20		
<b>sum income</b>		<b>€ 85.84</b>	
founding	€ 2,386.05		
ch.of commerce	€ 26.64		
<b>sum expenses</b>		<b>€ 2,412.69</b>	
<b>result</b>		<b>€ 2,326.85-</b>	

\*sponsored by Harmen Zijp

Submitted August 6, 2012

Betty Barrett, Treasurer

Note 17 August 2012: Up to now, in total 81 (out of 160) members have paid their 2012 dues, and we received sponsorship of EUR 360, which allowed us to pay off half of the debts to Stichting FabLab Nederland.

### 1.2.4 Report by the Audit Committee

The general meeting in Peru elected into the audit committee Jenine Bressner, Makeda Stephenson and Scott Zitek. In the advent of the second general meeting the treasurer sent them her draft financial report and asked for their Audit Committee report.

As far as we know, they will present it in person during our general members meeting.

## 1.3 Update of the Fab Charter, the rite-de-passage and the common set of tools and processes

During one of the Fab7 sessions a start was made with updating the Fab Charter. At the end of Fab7 we promised the community to organize the process of updating the Fab Charter including the rite-de-passage and the set of common tools and processes. We indeed prepared draft documents on these topics and will stimulate discussions during open sessions at Fab8.

### 1.3.1 Fab Charter text

The board prepared the following text as input for the open discussions on the Fab Charter.

Part	CURRENT TEXT (draft: August 30, 2007) <a href="http://www.fablabinternational.org/fab-lab/the-fab-charter">http://www.fablabinternational.org/fab-lab/the-fab-charter</a>	Proposal Neil Gershenfeld (16 August 2012)	Proposal Pieter van der Hijden / Lindi Moputhi / International Fab Lab Association (18 August 2012)
A	The Fab Charter	The Fab Charter	The Fab Lab Charter
B			Vision: Actual developments in digital fabrication enable personal, local and small scale fabrication, combined with global collaboration and sharing of knowledge, experience and designs. This offers tremendous opportunities for improving the human condition.
C	Mission: fab labs are a global network of local labs, enabling invention by providing access for individuals to tools for digital fabrication.	<p>What is a fab lab?</p> <p>Fab labs are a global network of local labs, enabling invention by providing access to tools for digital fabrication</p> <p>What's in a fab lab?</p> <p>Fab labs share an evolving inventory of core capabilities to make (almost) anything, allowing people and projects to be shared</p>	<p>What is a fab lab?</p> <p>Fab labs are a global network of local labs, enabling invention by providing access to tools for digital fabrication</p> <p>What's in a fab lab?</p> <p>Fab labs share an evolving inventory of core capabilities to make (almost) anything, allowing people and projects to be shared</p> <p>What is its impact?</p> <p>Fab Labs welcome individuals, community groups, schools and businesses to empower themselves, to learn, to solve their real life problems, to create jobs, to invent and innovate and to become productive based on actual developments in digital fabrication.</p>
D	Access: you can use the fab lab to	Who can use a fab lab?	

	make almost anything (that doesn't hurt anyone); you must learn to do it yourself, and you must share use of the lab with other uses and users	Fab labs are available as a community resource, offering open access for individuals as well as scheduled access for programs	
E	Education: training in the fab lab is based on doing projects and learning from peers; you're expected to contribute to documentation and instruction		
F		What does the fab lab network provide?  Operational, educational, technical, financial, and logistical assistance beyond what's available within one lab	
G	Responsibility: you're responsible for:	What are a fab lab user's responsibilities?	
H	<ul style="list-style-type: none"> <li>• safety: knowing how to work without hurting people or machines</li> </ul>	<ul style="list-style-type: none"> <li>• <i>safety</i>: knowing how to work without hurting people or machines</li> </ul>	
I	<ul style="list-style-type: none"> <li>• cleaning up: leaving the lab cleaner than you found it</li> </ul>		
J		<ul style="list-style-type: none"> <li>• <i>knowledge</i>: contributing to documentation and instruction</li> </ul>	
K	<ul style="list-style-type: none"> <li>• <i>operations</i>: assisting with maintaining, repairing, and reporting on tools, supplies, and incidents</li> </ul>	<ul style="list-style-type: none"> <li>• <i>operations</i>: assisting with maintaining the lab</li> </ul>	
L	Secrecy: designs and processes developed in fab labs must remain available for individual use although intellectual property can be protected however you choose	Who owns fab lab inventions?  Designs and processes developed in fab labs can be protected and sold however an inventor chooses, but should remain available for individuals to use and learn from	
M	Business: commercial activities can be incubated in fab labs but they must not conflict with open access, they should grow beyond rather than within the lab, and they are expected to benefit the inventors, labs, and networks that contribute to their success.	How can businesses use a fab lab?  Commercial activities can be prototyped and incubated in a fab lab, but they must not conflict with other uses, they should grow beyond rather than within the lab, and they are expected to benefit the inventors, labs, and networks that contribute to their success	

### 1.3.2 Fab Charter voting

As the Fab Charter is such a key document in our community, the board prepared a proposal to include all active members of the community, even if they are not members of the association (yet), into the voting procedure. This will be organized via an extra (virtual) general meeting after Fab8.

Of course, we need first of all, the approval of our members for this peculiar procedure.

Therefore we prepared the following proposal to our members:

- The board will use the Fab8 conference to stimulate open discussions on the Fab Charter which may lead to one or more alternative texts. The board is responsible for the final editing of these alternatives.
- The board will prepare an e-voting procedure that includes all members of the association as well as all known other members of the Fab Lab community.
- The board will organize an extra (virtual) general meeting to accept or reject the e-voting procedure, and if accepted, to appoint a mixed committee of one association member and one non-member to audit the e-voting process. They report to the general members meeting and to the community in general.
- The board will execute the e-voting procedure and publish its outcomes.

### 1.3.3 Rite-de-passage

Last year, the association adopted the rite-de-passage as developed by the community and administered via the Iceland wiki. This year we discussed internally about the need for changes. In fact we only saw a few opportunities for polishing the text, but not of great importance.

To find out the opinion of our association members and other community members the board will raise this topic in the open discussions on Fab8. Eventual changes can be decided upon in a future general meeting.

For ease of reference, we copy here the actual text as used for the Fab Lab 4-letter rating. See also [http://wiki.fablab.is/wiki/Fab\\_Lab\\_conformity\\_rating](http://wiki.fablab.is/wiki/Fab_Lab_conformity_rating).

		<b>ACTUAL TEXT</b>
<b>1</b>		<b>access to the fab lab</b>
1	A	at least some free/open public access (but may assess real material costs)
1	B	paid public access only, but anyone can join
1	C	closed or restricted user group
<b>2</b>		<b>adherence to the Fab Charter</b>
2	A	charter explicitly on site and website
2	B	"in the spirit" of the charter
2	C	no mention of charter
<b>3</b>		<b>common set of tools and processes</b>
3	A	has all core tools & processes and possibly more
3	B	very close to but missing at least one core machine or process
3	C	difficult to do most fab projects or follow fab tutorials
<b>4</b>		<b>participate in the larger, global fab lab network</b>
4	A	members actively contribute or collaborate with members from many other lab; lab takes part in or leads network initiatives
4	B	members actively contribute or collaborate with few other labs; lab keeps up with network initiatives and discussions
4	C	very little, only passive, or no participation outside of local lab

### 1.3.4 Common set of Tools and Processes

The board has collected ideas on updating the common set of tools and processes for Fab Labs. They will be handled as input for open discussion during Fab8. Eventual changes can be decided upon in a future general meeting.

As input for the discussion we prepared an alternative for the current text on "core equipment" etc.

You will see that we replaced terms like "core equipment" by "common equipment". We also replace examples of makes and types by "recommendations". Of course, it still has to be filled in which organisation is recommending what. As CBA is the centre of expertise in this field, we would like to ask them to come with recommendations.

	Actual text	Alternative text
A	<b>The Equipment Portal</b>	<b>Common tools and processes</b>
B	Fab Lab equipment are the machines and materials we use to create our wonderful products. While individual labs may differ in the exact brand or models of each piece of machine, they share more in common than they differ.	Fab Lab tools and processes are the machines and procedures we use to create our wonderful products. While individual labs may differ in the exact brand or models of each piece of machine, they share more in common than they differ.
C	<b>CORE EQUIPMENT</b>	<b>COMMON EQUIPMENT</b>
D	<b>Computer Controlled Subtractive Machining</b>	<b>Computer Controlled Subtractive Machining</b>
E	<a href="#">Laser Cutter e.g. Epilog Laser</a>	<a href="#">Laser Cutter, recommended by ...: Epilog Laser</a>
F	<a href="#">CNC Large Scale Wood Router or Soft Materials Mill e.g. Shopbot</a>	<a href="#">CNC Large Scale Wood Router or Soft Materials Mill, recommended by ...: Shopbot PRS 96*48 inch or alpha version</a>
G	<a href="#">Vinyl/Sign Cutter e.g. Roland CAMM</a>	<a href="#">Vinyl/Sign Cutter, recommended by ...: Roland CAMM-1</a>
H	<a href="#">Precision Desktop Milling Machine e.g. Roland Modela</a>	<a href="#">Precision Desktop Milling Machine, recommended by ...: Roland Modela MDX-20</a>
I	<b>Computer Controlled Additive Machining</b>	<b>Computer Controlled Additive Machining</b>
J	<a href="http://desktopfab.com/">UP! (http://desktopfab.com/)</a> allegedly to be replaced by the Ultimaker when in can be rolled out in volume.	<a href="http://desktopfab.com/">UP! (http://desktopfab.com/)</a>
K	<b>Electronics</b>	<b>Electronics</b>
L	<a href="#">Electronics workspace</a>	<a href="#">Electronics workspace</a>
M	<b>Communications / Network</b>	<b>Communications / Network</b>
N	<a href="#">connection with Fab Lab Video Conference Server aka "the Polycom" or "mcu.cba.mit.edu"</a>	<a href="#">Connection with Fab Lab Video Conference Server, recommended by ...: Polycom plus noise suppressing microphone</a>
O	<b>also found in some labs</b>	<b>OPTIONAL EQUIPMENT</b>
P	Computer Controlled Subtractive Machining	Computer Controlled Subtractive Machining

Q	<a href="#">MTM Snap</a>	<a href="#">recommended by ...: MTM Snap</a>
R	Computer Controlled Additive Machining	Computer Controlled Additive Machining
S	<a href="#">Embroidery e.g. Babylock Embroidery Machine</a>	<a href="#">Embroidery, recommended by ...: Babylock Embroidery Machine</a>
T	3D printing e.g. <a href="#">RepRap</a>	<a href="#">3D printing, recommended by ...: RepRap</a>
U	Electronics	Electronics
V	<a href="#">RF Network analysis eg, Wispy USB spectrum analyzer for 900 MHz - 5 GHz</a>	<a href="#">RF Network analysis eg, Wispy USB spectrum analyzer for 900 MHz - 5 GHz</a>
W	Communications / Network	Communications / Network

## 1.4 What do we want to accomplish during the coming year?

We look forward to 2013 and present our annual plan and budget for that year.

### 1.4.1 Annual plan 2013

*Draft to be amended and voted upon by the general meeting.*

This annual report formally only covers the year 2013. For practical reasons, we include the period from 1 August 2012 - 31 December 2013.

#### What do we want to accomplish?

- Strengthening the community
  - Cooperating with CBA to come to a single list of Fab Labs, maintained according to principles shared by us all.
  - Cooperating with FabX organisers to develop a shared vision on future annual conferences.
  - Supporting the development and first delivery of the course "How to manage a Fab Lab". Figuring out with all involved in the Fab Academy on "How to make almost anything" the optimal organizational setting for this new course and eventual new initiatives.
  - Strengthening the regional support structure of Fab Labs by stimulating the initiation and development of regional organizations, e.g. via special events.
- Building our association - Improving the infrastructure offered to our members to cooperate online on topics of common interest; this infrastructure might be realised as part of our website or elsewhere. Actively promoting workshops on special topics like Organizational Health and Safety and Intellectual Property. Stimulating that these result in concrete products like a special event or publication.
- Improving knowledge management - Examples: Extending our monthly Newsletter to (in the end) a monthly e-Journal that keeps you on top of everything happening in the Fab Lab world. Initiating and/or participating in events on special topics, like Fab Educa on education. Cooperating where possible to maintain and improve the quality of such meetings, e.g. via academic-like call-for-papers procedures.
- Improving the membership package - Trying to get a rebate for members on the entrance fee for events, on books and journals, etc.; giving them direct access to the members directory including their contact details.
- The compulsory membership fee for 2013 will remain unchanged, i.e. EUR 20.

It is clear that the above ambitions and ideas need more human power than that of the board alone. How far we can come in fact heavily depends on the voluntary efforts of our members!

### 1.4.2 Budget 2013

The proposed budget will be presented during the general meeting.

## **1.5 Running the association**

**There board members will leave the board at the end of Feb8. So we have to fulfil two vacancies. Further we**

### **1.5.1 Election of the board members**

Our constitution says that the board has between 3 and 9 members. At the moment we have 8.

New Board members will be elected for three years. However, for reasons of continuity, we built in our constitution that every year 1/3 should end their term. Therefore, as we are just starting up, the Board members elected in 2011, had to figure out themselves who will stop after 1, 2 or 3 years.

### **1.5.2 Candidates for the Board**

Of the current Board members, Pieter van der Hijden and Hiroya Tanaka will stop. So there are now two vacancies to fulfil..

Members who want to candidate themselves, should let that know ASAP but before the end of the first session.

At this moment, one member candidates himself. More candidates are welcome. The board asks candidates to write 2-3 sentences about their motives/ideas and 2-3 sentences about themselves and will publish these texts to the members as part of their e-voting instructions.

Note: The board itself determines which board member will take which office (chairperson, secretary, treasurer, etc.).

### **1.5.3 Election of the Audit Committee**

The general meeting needs an Audit Committee 2012 of at least two people. They will check the financial affairs 2012 and report to the next general meeting.

## **1.6 Motions**

The members can propose and discuss eventual motions. They may be included into our voting process.

## **2 Voting process: Saturday 25th, Sunday 26th and Monday 27th of August 2012; all day; New Zealand Standard Time = UTC/GMT +12**

Ultimately Saturday 25th of August 2012 at noon (NZST) all members will receive an email with voting instructions. If you do not receive it, send an email to our secretary, Peter Troxler, [trox@fabfolk.com](mailto:trox@fabfolk.com).

## **3 Session-2: Tuesday, 28 of August 2012, 15:30-16:00 NZST, Room 10A02**

During our second session we will announce the results of the voting processes and handle eventual loose ends of session-1.