Draft minutes of the General Members Meeting of the International Fab Lab Association Lima, Peru, 16-19 August 2011
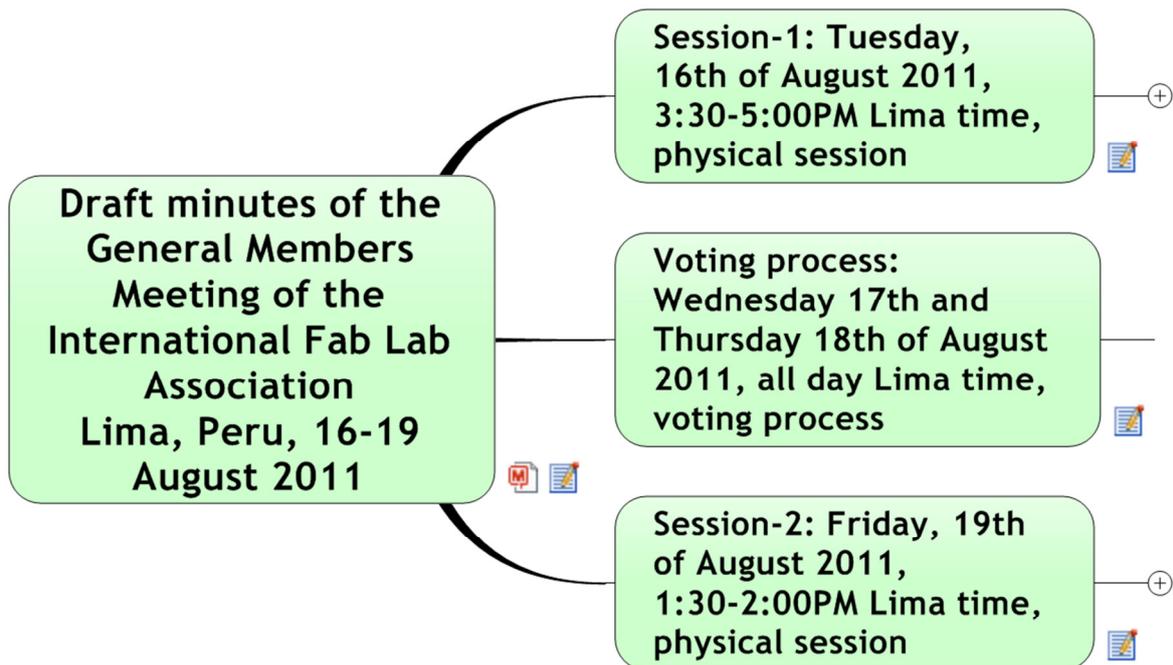
Session-1: Tuesday, 16th of August 2011, 3:30-5:00PM Lima time, physical session

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Voting process: Wednesday 17th and Thursday 18th of August 2011, all day Lima time, voting process

Session-2: Friday, 19th of August 2011, 1:30-2:00PM Lima time, physical session

Draft by Pieter van der Hijden (pvdh@sofos.nl) - 21 August 2011

Table of contents

1 Session-1: Tuesday, 16th of August 2011, 3:30-5:00PM Lima time, physical session

Present: on site 19 members, 0 non-members, on distance 2 members.

1.1 Opening the meeting and welcome to the new association

Chairperson: Pieter van der Hijden.

All times and dates are Lima time (GMT-5).

On the 4th of July 2011, the International Fab Lab Association was established. It is an association with members, a Board and an Academic Council, 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, to begin with FAB7.

Welcome at the first General Members Meeting of the International Fab Lab Association.

The meeting has been split into two sessions which take place at Fab7 in Lima on Tuesday and Thursday. The days in between are reserved for voting.

E-participating is possible via a combination of Polycom (AV) and Skype (IM). Between the two sessions the voting process takes place. All voting is done electronically. Even the members who are present in Peru have to vote electronically.

1.2 Fab Charter and rite-de-passage (adopting Bylaws)

Apart from the Constitution, which requires a notary to change it, the association also may have Bylaws which we can change ourselves. As long as they are not in conflict with the constitution, we can fine-tune our association via the Bylaws.

At this moment, the board proposes to address the following issues in our Bylaws:

- the Fab Charter, we adopt the August 2007 version,
- the rite-de-passage, we follow the "self-assessment" process as prepared by Fabfolk and only intervene when other mechanisms fail,
- the Academic Council, we start-up this council that deals with academic affairs.

The following paragraphs contain the draft text for the Bylaws to be amended and voted upon by the general meeting.

1.2.1 The Fab Charter

The International Fab Lab Association adopts the Fab Charter in its most up to date version (currently 30 August 2007).

Mission: fab labs are a global network of local labs, enabling invention by providing access for individuals to tools for digital fabrication.

Access: you can use the fab lab to 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.

Education: training in the fab lab is based on doing projects and learning from peers; you're expected to contribute to documentation and instruction.

Responsibility: you're responsible for:

- **Safety**: knowing how to work without hurting people or machines
- **Cleaning up**: leaving the lab cleaner than you found it
- **Operations**: assisting with maintaining, repairing, and reporting on tools, supplies, and incidents

Secrecy: designs and processes developed in fab labs must remain available for individual use although intellectual property can be protected however you choose.

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.

1.2.2 Rite-de-passage

According to Article 20.2 of the constitution the bylaws shall "contain the procedure for the official recognition of Fab Labs by the Board of the Association. The Board shall keep a register in which all names and addresses of all Fab Labs recognized by the Association are recorded." The rite-de-passage below is the procedure for keeping that register and for official recognition of Fab Labs by the International Fab Lab Association.

Taking into account,

- that the Fab Lab community maintains a wiki at wiki.fabfolk.com; and write access to the wiki is granted to members of the community by the wiki administrators;
- that the wiki contains a list of Fab Labs at http://www.fablab.is/w/index.php/Portal:Labs, including an assessment according to the four criteria defined at http://www.fablab.is/w/index.php/ConditionsForFabLabLabel;
- that this assessment is initially a self-assessment, but may be amended by any wiki user with write access.
1. The association adopts this list as the official list of Fab Labs and the criteria as the official criteria for becoming a Fab Lab.
2. The labs themselves are responsible for keeping their entries accurate and up to date.
3. The board monitors the list and the criteria for disputes, vandalism and other forms of abuse.
4. Disputes should be handled through the discussion function of the respective wiki pages.

5. If the community is not able to resolve the dispute, it is the duty of the board and eventually the general meeting to mediate between the parties and assist them to resolve the dispute.

6. If a Fab Lab for any reason requires a formal confirmation of being a recognized Fab Lab, the board shall issue them with a letter confirming their entry on the list and outlining the registration process.

7. The board may install a commission to deal with the above.

1.2.3 Academic Council

The association will have an Academic Council as described in Article 18 of the constitution.

1. The Academic Council has at least three members. At least one seat will be appointed by CBA. The Academic Council further appoints its own members.

2. The Academic Council oversees and advises on all issues regarding academic research and formal education. These advises are binding for the association.

3. The Academic Council may advise the association on all other issues, both on its own initiative or upon request

1.2.4 Amendment

Various members propose amendments to the text regarding the Academic Council. They conclude that they combine their proposals as one single alternative text:

The association will have an Academic Council as described in Article 18 of the constitution.

1. The Academic Council has at least three members. At least one seat will be appointed by CBA. The Academic Council further appoints its own members. **An appointment is valid for two years. The Academic Council appoints one of its members as chairperson.**

2. The Academic Council oversees and advises on all issues regarding academic research and ~~formal~~ **academic** education. These advises are binding for the association.

3. The Academic Council may advise the association on all other issues, both on its own initiative or upon request. **The Academic Council reports on its proceedings to the annual general meeting.**

1.3 What do we want to accomplish during the coming year? (incl. policy plan, budget 2012, membership fee)

1.3.1 Policy plan

This policy plan covers the period from the start of the association until the end of the coming year, i.e. 4 July 2011 - 31 December 2012.

What do we want to accomplish in the coming period?

- we come to a single list of Fab Labs and monitor the functioning of our rite-de-passage and intervene if necessary

- we facilitate members in setting-up workgroups on common issues and sharing their results

- we try to compose an attractive membership benefits package

- we have our association up and running.

List of Fab Labs etc. - In fact we adopt what has been accomplished so far and add an anchor to the association (i.e. intervening when other mechanisms fail). Eventually we can change this all via a democratic process, i.e. our next general members meeting.

Common issues - The Board should focus on facilitating the members to be active for common goals. Which issues are most relevant has to be figured out.

Membership package - We need members for our association while most people involved with Fab Labs focus on their own lab and do not have the means to travel to international conferences. So we have to compose an interesting membership benefits package to stimulate them to become a member.

Up and running - As CBA expressed various times that running the community is not their core business, we have to figure out with them which activities better can be allocated to the community and organized via the association. Further, we want to set-up a website with interactive facilities or merge with one of the existing web sites.

1.3.2 Budget

2011

We have made considerable costs for establishing the association. Notary plus sworn translator costed about EUR 2500. The Dutch Fab Lab foundation was willing to lend us this amount. We want to pay it off as soon as possible. Therefore we will ask all Fab Labs to sponsor the association and hope this results in EUR 2500 as donations.

We have set the membership fee for 2011 to an amount to be determined by the individual members themselves. We expect that this results in EUR 200 (at least).

2012

We prepared a modest budget for 2012.

As income we assume to have 100 members who have to pay an annual membership fee of EUR 20. Individuals for whom this amount is too high may apply for a rebate.

All amounts in EUR	2011	2012
Expenses		
notary & translation	2500	
domain names and web hosting	100	300
printing		100
board expenses		100
workgroup expenses		1000
small expenses	100	
Total expenses	*2700*	*1500*
Income		
donations	2500	
contribution	200	2000
Total income	*2700*	*2000*
Result	**0**	**500**

1.4 Running the association (Election of Board members, Audit Committee, and start-up of Academic Advisory Council)

1.4.1 Election of the board members

The initial Board was self-appointed by the workgroup International Fab Lab Association. Therefore all offices become vacant and have to be filled again. Of course, the current Board members may candidate themselves.

Our constitution says that the board has between 3 and 9 members. So we could decide on the number (within this range) first and then start the elections. However, for the moment, we propose not to fix the number as long as it results in 3 - 9 Board members.

Normally 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 themselves have to figure out who will stop after 1, 2 or 3 years.

1.4.2 Candidates for the Board

Of the current Board members, Klaas Hernamdt and Harmen Zijp have indicated that they do not candidate themselves as a Board member.

Of the former workgroup members, Lindi Mophuthi has indicated that she will candidate herself as a Board member.

Seven members did candidate themselves before the meeting, one, i.e. Betty Barrett, did so during the meeting.

The following paragraphs list short texts the candidates provided on request.

Alex Schaub

Fab Lab Manager Amsterdam since 2007 @ Waag Society's Fab Lab Amsterdam. Advised most initiatives in Europe on Fab Labs, recently co-responsible for initiating and setting up the first south East Asia HONFablab (http://honfablab.org). I'd like to join the board to strengthen international knowledge sharing and methods of it, and to improve ways to use of the Video Conferencing facilities.

Axel Sylvester

I'm Axel Sylvester from Hamburg Germany. 2010 I joined a local initiative that aims to open a Fab Lab in our town. Since two month we have a temporary room and I am one of the Fab Lab managers and head of the club's executive board.

I want to support the community and want to expand the relation of our fab lab to other fab labs in the world.

Betty Jo Barrett

It would be an honor to help build an international fab lab community. My experience includes volunteer work in starting up and running a community lab, participation in the Fab Academy, and a deep knowledge of sociotechnical systems.

Hiroya Tanaka

Hiroya Tanaka, Ph.D in Engineering, is an associate professor of Keio University Japan. He is the founder of Fab Lab Japan, and a manager of Fab Lab Kamakura.

Hiroya would like to connect Fab Lab in the world and is especially interested in Asian connections. "We Asian people have language issues. I'd like to find the best solution to this problem in collaboration with all Fab Lab members all over the world."

Lindi Mophuthi

Ms. Lindi Mophuti is South African Fab Lab Network Coordinator/ Manager. She wants to join the board to strategically participate in worldwide Fab Lab's efforts to educate, distribute research, personal fabrication, possible business incubation and encouraging government involvement.

Pieter van der Hijden

International consultant on organization, information and ict and frequently working in developing countries, especially in Suriname. There he paved the way for Waag Society to establish Fab Lab Suriname. He attended Fab6 and proposed there a Fab Lab global structure which resulted in chairing a workgroup and currently chairing the newly born International Fab lab Association.

I want to continue to be a Board member for one more year to have the association really up and running.

Peter Troxler

Peter Troxler, formerly project manager for Fab Lab Amsterdam; I am supporting organizations and communities to set up their own Fab Lab, I am guiding Fab Labs on their way to becoming financially sustainable, and I am helping building the international Fab Lab community.

I want to become a member of the first regular board to continue the community building work we started at Fab6 and to share with the association my long standing experience in shepherding communities and a deep understanding of the management of not-for-profit organizations.

Sherry Lassiter

I am Sherry Lassiter Program Manager at the Center for Bits & Atoms and Secretary Treasurer of the Fab Foundation in the US. I helped to start the Fab Lab Program at MIT and have helped shepherd its growth internationally since 2001.

I want to be on the Board to continue my work helping the network to grow and to become an enabling and effective force in technical education, development and community challenge resolutions.

1.4.3 Election of the Audit Committee

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

The following members candidate themselves:

- Jenine Bressner

- Makeda Stephenson

- Scott Zitek

1.4.4 Start-up of the Academic Council

We asked CBA to come with a proposal for the first three seats in the Academic Council. The Academic Council will only start if and when CBA decides to come with a proposal.

1.5 Motions

No motions are proposed.

1.6 Reports and Queries

No reports and queries are brought to the table.

2 Voting process: Wednesday 17th and Thursday 18th of August 2011, all day Lima time, voting process

On Wednesday 17th of August before noon, all members receive instruction from Phyllis Klein and/or Peter Troxler on the e-voting procedure. E-voting is open until Friday 20th of August 2011 0.00 AM. If members do not receive the emailing instructions they can send an email to our secretary, Peter Troxler, trox@fabfolk.com.

3 Session-2: Friday, 19th of August 2011, 1:30-2:00PM Lima time, physical session

Present: on site about 40 people members, not clear who 19 members, 0 non-members, on distance 2 members.

The second session is delayed to 3 PM and is part of the Fab7 Conclusions session.

During our second session we announce the results of the voting processes and handle eventual loose ends of session1.

3.1 Bylaws

The voting and elections have taken place. All bylaws have been accepted: the Charter with 32 against 1 vote, the "Rite de passage" with 30:3 and the Academic Council with 27:5. For the Academic Council, the amended version of the text has been preferred with 29 over 3 votes. The text of all bylaws will be made available on the International Fab Lab Association page on the fabfolk wiki (http://www.fablab.is/w/index.php/Fab_Lab_Association).

3.2 Policy plan and Budget

The activity (policy) plan for 2011 and 2012 has been accepted with 26:2 votes, the budget with 31:0, setting the membership fee for 2011 at zero and 2012 at EUR 20.

3.3 Board members

Elected into the new board of the association are:

Name	Votes	%
Alex Schaub	27	79.41%
Axel Sylvester	22	64.71%
Betty Jo Barrett	27	79.41%
Hiroya Tanaka	27	79.41%
Lindi Mophuthi	24	70.59%
Pieter van der Hijden	27	79.41%
Peter Troxler	26	76.47%
Sherry Lassiter	29	85.29%

Elected into the audit committee are Jenine Bressner, Makeda Stephenson, Scott Zitek.

3.4 Extras

During one of the Fab7 sessions a start was made with updating the Fab Charter. During the coming year the board will organize the process to come to a new draft to be decided upon next year.

Neil Gershenfeld asks for the name of the person that ultimately will be responsible for the Fab Lab recognition procedure. The association will identify a responsible board member after its first board meeting.