

Coordinating Council meeting was held at fgoly January 14, 2007, from 4:00 p.m. until 6:00 p.m

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==== Summary ====

*The store coordinator position was discussed – Input is desired – what do you expect of this person?

*The plastic accumulation is a concern – Mark in Tacoma will be contacted for a solution. An accounting statement has not been presented – this has been ongoing.

*The parking lot is getting a makeover to accommodate the storage container

*The Key Policy is to be emailed out with revisions so all participating members are able to read, recommend changes and prepare to pass this policy.

*The anti-discrimination policy was looked at - Rus will draft a new policy and email it out this week.

*The anti-harassment policy was looked at – Rus will draft a new policy and email it out this week.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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Timekeeper:

Stacker:

Whiteboard/Projector:

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Average attendees = 6.5 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

John M., Thomas, Rus, John W., Brenda, Michael

**Review, verify, clarify agenda

*Has everyone read the agenda and prepared for an informed meeting?

== Regular Business ==

*The name change was discussed in executive session.

*Some members have requested their picture not be posted – others are okay with it. This should be respected and followed. All Agree? All attending members agreed – No argument was presented!

***Consented Items**

*The BOD was added to the list of people that may access private information(consented 1-7-07)

*John M. be appointed store coordinator until the first meeting in April – (consented 1-7-07)

***Commitments**

*Has Mark at PC Salvage been contacted? (Rus) – To discuss the container and pick up schedules for recycle. From 12-10-06 – Fgoly has not received any accounting from the last pickup. Rus will contact Mark January 8, 2007, to get an accounting statement. Rus has tried to contact Mark but has not been able to talk to him.

Fgoly has an accumulation of plastic – Mark needs to be contacted to see if he is able to take the plastic.

*John M. will write a policy as his first assignment as store coordinator (consented 1-7-07) –

John would like input to as what is expected of the coordinator. 1. The store coordinator should find someone to open the place on the days it should be open.

Thomas would like to be open another day – maybe reduce the hours –

Rus would like to be open on Friday – from 1:00 to 4:00 – if volunteers would like to stay longer they may.

John – would like to be open Friday a few hours – when many machines come in on Thursday it is hard to address them. Business people may not have time during the week or may want to bring these things in during business hours.

Michael – shouldn't the hours open work around the hours the volunteers are available? School kids show up – when would hours work best for them.

John – let's let the store coordinator find out when volunteers are available. It takes a lot of time to train volunteers – I would like to encourage them to stay for the better system. Do you think raising the minimum hours for a basic system would help keep them?

Thomas – maybe encouraging volunteers in need of training to show up early so training them when the public is dropping off machines.

***Past Due Commitments**

**The consented container – The current status is? (Consented 10-22-06) – Has not been delivered – has been paid for. Fgoly is paying rent while sitting in the company's yard. Will Fgoly get to use this thing before all the monthly rent is deducted from the money paid?

Gravel has been delivered – it is in need of a leveling – JC hauling moved a bunch of dirt for free to make room for the gravel. As soon as the gravel is leveled the container may be delivered.

=== Reports ===

* Finances: (Rus, John W.) – Rus has not been to the bank – no figures are available. Thomas is on the bank account as a signer. Rus believes finances are down this month. John tends to believe the account is around \$7,000 – the tax liability is around \$2,500 – this will have to come out of the \$7,000. The machines are coming in and some sales are happening but this is the second week of January – a slow period.

* Facility –

*Public Relations –(Brenda) –Who is the public relations coordinator? There is no coordinator at this point. Michael will take this roll. Is Teresa helping out? Apparently not at this time. Michael would like a lesson in history – how did this group begin? Something to explain how the group has evolved. Incorporate this in with a vision to the future.

This group started in the attic – was sharing rent with another group. After this group left fgoly took over the space this group vacated. The basement eventually became a part of the storage. Some people take things home to disassemble or to install operating systems.

How about some group input? Send information out on the email system? Many people have come and gone. How many machines a week average over the year? Overall we need some information on how the group is evolving. Where the group intends to be in the short term and long term goals. Should we advertise the Portland experience? Probably not – it's not positive.

*Systems – (Scott) –

*Thrift Store – (John M.) – A couple of machines were sold. John has been working on wireless Internet. The store has been cleaned up.

*Recycling – (Scott) - Rus – plastics are being stored under the stairs – this should stop.

What should happen to this plastic in the short term? No answer at this point.

*Triage – (John M.) – John W. wants to step down as team coordinator – time has become a problem. John M. will take over this role – all attending members agreed to this change.

*HR – (Ken) - nothing happening with HR at this point.

*Build – (Rus) RAM and processors have not been purchased. PC133 is moderately expensive – DDR RAM is cheap at this point.

*Safety Officer (Tom) – overall safety is acceptable at this point. A person had hardship while walking down the stairs – maybe padding the problem area so heads that make contact aren't exposed to injury. The basement is problematic – it is in need of cleaning. The container should have been delivered long before now.

*Team Member Reporting(who is on which team)

**1. Finance - (Rus, John W.) –

**2.Public Relations - Public Relations – (Brenda, Michael) Jamie has an interest. Teresa has an interest.

**3. Systems(Web site) - Scott, (Rus has assisted)

**4. Thrift Store (input, output) - – Ramona B., Brenda V., Not an official team at this point 11-19-06 – These people contribute time to this area.

**5. Facilities (shipping - taking things to recyclers) -

**6. Recycling - Scott, Greg, Alicia, Striker, John H., Anthony

**7. Triage (receiving, testing) –. John M.(team coordinator), Anthony, Tom Hess, John W

**8. HR (staffing) - Ken, Jim, John W, Scott

**9. Build (finished machines) - – Rus, Ken, John Whitehead, John Murtha, John Tessburg

**Safety Officer – Tom Hess

== Old Business ==

==New Business==

*Safety concerns need to be addressed – 1. Extensions cords across walkways – 2. a second computer sitting on the desk 3. Four computers sitting on floor with “evaluate for Page” 4. A half door sitting on glass display covering “Do not set anything on the glass” 5. Store room was clogged and dirty (five cases of floppy drives on floor area)submitted 1-7-07

*Discuss the names submitted to the PR team in case fgoly will need to be renamed from - 11-12-06 – Suggestions:

*To spend \$100 for advertising flyers. Why not print them at fgoly? Anthony has an outlet that will charge \$50 for 100 flyers – 5 cents per copy – was this decided?

Anthony had a friend by the name of Darla – this was a special price.

Rus – the PR team is made up of non-participating members. These members need to meet and form a group. During this process this team may vote themselves a budget – expenses for flyers and etc. may be taken out of this budget.

*Virtual Meeting as a means to accomplish some of our team meetings. Is this acceptable? This needs to be defined before passing. This was to be tested the week of 12-10-06

*Key Policy – what should this policy look like? – Rus has a printed copy of a key policy.

Ken – Why wasn't changes to the key policy made and sent on our email system? I want something in print before we spend time arguing about this. We have limited time – now it seems you want to take what little time we have and argue about something that could have the potential to resolve itself by email.

*Store coordinator – what is expected of this person? What is not expected of this person? John M. Will draft a policy as part of his first assignment.(from 1-7-07)

*Volunteer coordinator – Is this person in need at this point? What policies are needed to help this person succeed? (from 1-7-07)

*Who has the authority to form teams?

*What is the best way to attract members to teams without members? Or dissolve the team without members and incorporate this team with another team?

*Dissolving disagreements between members before the situation gets out of control – Ideas?

*Should teams continue with the consensus process? How should these teams move forward in the immediate assuming they are not close to the next team meeting and have issues to be addressed?

*Team – is this concept working or should it be amended? How about add a “Floater” team?

*Two team limits – should these limitations continue? For whom?

*Making deposits – who is responsible? Are changes in need? Cash deposits are question.

Night deposits are very convenient – but WESC doesn't want cash in the night deposits. John had problems at the drive through – this is reserved for people with quick transactions. Rus will make a call – is also in need of help writing checks. John M. will start writing checks and anyone on the checking account will sign them.

*New Facility – Latest findings

*Security issues need to be addressed – back ups – lock for file cabinets – Maybe a safety deposit box.

*The current bank account must have at least half the signers as state employees – John M says the signers should be members of the credit union. Tom is current member of the current bank

(credit union) Rus suggests changing to West Coast bank. Thomas is on the bank account. Rus has lost interest in changing banks at this point.

*Effectively addressing dirt, dust and other accumulations inside incoming machines – how should this be addressed to minimize the potential hazards associated with breathing these hazards? Michael reported a switch and wire would have to be installed according to code to activate the vacuum. John M. reported it is hard to say how much longer fogly will be allowed to remain in the building. from 12-10-06

*Adding security to the current infrastructure – how in depth should the (wireless) security be?

==Late Add==

*Anti-Discrimination Policy

*Anti-Harassment Policy

Wrap-up ==

* Check Out

=== Next Meeting ===

*Set next meeting date: January 21, 2007 – from 4:00 to 6:00 p.m. at fgoly

*Facilitator:

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

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The next meeting will be January 28, 2007