

Coordinating Council meeting was held at fgoly January 21, 2007, from 4:30 p.m. until 6:00 p.m

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=== Summary ===

- \*Anti-Discrimination Policy – was consented to.
- \*Anti-Harassment Policy – was consented to.
- \*Council met in executive session to discuss the name change
- \*John M. will purchase a vacuum to address the dust in incoming machines.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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Timekeeper:

Stacker:

Whiteboard/Projector:

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Average attendees = 6.25 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

Thomas, John M., John W., Brenda, Ken, John Tessburg

**\*\*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.**

**\*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. Has not been addressed.**

**\*The parking lot is getting a makeover to accommodate the storage container. This is completed.**

**\*Consented Items**

**\*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. This has not been completed.

Fgoly has an accumulation of plastic – Mark needs to be contacted to see if he is able to take the plastic.(1-14-07) This has not been completed.

\*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. (1-14-07) This revised policy has not been re-written – Rus was supposed to re-write this policy – did not happen.

A concern was to be invited to get keys – not one person decides if keys are warranted. Who tells the key master who does and does not get keys or does the key master decide who should have keys and when these keys are revoked. A key master team has been suggested. An argument against is the teams are over taxed now. Facilities have no team members.

\*The anti-discrimination policy was looked at - Rus will draft a new policy and email it out this week. (1-14-07) The board has completed and passed this policy.

\*The anti-harassment policy was looked at – Rus will draft a new policy and email it out this week. (1-14-07) this did not happen – the insurance carrier needed this information. The board has completed and passed this policy.

#### \*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.

\*The lock on the file cabinet – has not been purchased and is long overdue.

#### === Reports ===

\* Finances: (Rus, John W.) – Thursday was a \$400 day – Saturday was a \$120 day.

\* Facility – Someone used the garbage container to transport gravel – used it as a wheel barrel.

\*Public Relations –(Michael) – No new news. Teresa did talk to John M. – was interested in helping with advertising.

\*Systems – (Scott) – John has a wireless PCI card – will test it at home before turning it loose here. Oregon state surplus may have some cards for surplus. <http://www.oregonsurplus.com/> <http://2goodtotoss.net/default.aspx> is another place

\*Thrift Store – (John M.) –

\*Recycling – (Scott) - Rus –

\*Triage – (John M.) – John has been working to clean up the area to make it functional. The triage room is working well at this point. All volunteers need to help keep it clean.

\*HR – (Ken) – No HR issues at this point.

\*Build – (Rus) – There are many build able machines – RAM is hard to come by.

\*Safety Officer (Tom) – The monitors in the basement are piled too high and the piles are tipping over. Plastic under the stairs is a concern. A volunteer hit her head on the header at the bottom of the stairs – installing padding to cushion the blow may be the best option in the short term. It currently has a sign posted to avoid making contact with it.

\*Team Member Reporting(who is on which team)

\*\*1. Finance - (Rus, John W.) –

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

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

\*\*4. Thrift Store (input, output) coordinator – John M. - – 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==

\*Anti-Discrimination Policy – The BOD has forwarded the revised policy to be consented to.

\*Anti-Harassment Policy - BOD has forwarded the revised policy to be consented to.

Proposal to pass both policies –

**Consents → All Members**

**Stand asides → None**

**Blocks → None**

\*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  
A suggestion has been made to not put a sack of concrete on the glass shelf.  
The aisles need to remain clear. 40 inches of clearance must be maintained.  
This information wasn’t readily available – one person seemed to be on a rampage.  
All members agree the areas need to be made as safe as possible.

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

Due to the sensitive nature of a proposed name change the coordinating council has chosen to return to executive session– continued from December 17, 2006.

The names are being looked at – nothing concrete has been decided at this point.

\*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. **Remove this from the agenda for now.**

\*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  
This has been tested and does have it's place. Some problems were recognized. A policy should be written before it is used on an ongoing basis.

\*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.

*This policy has not been re-written – was not emailed out for discussion – Is on the back burner until then.*

A suggestion was made to allow council to make the decision – who gets keys and who gets them revoked. One person in charge is not recommended.

\*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) John believes the store should be kept open – this person should be the person to see to it the store is open and someone is manning the desk. When the public shows up and no one is around – the public starts to lose confidence in the organization we are attempting to build.

The by-laws are currently restricting volunteers from being invited to a team. Some members have no interest in putting in time in all areas. Other members are not able to contribute time in all areas yet make huge contributions in their own way in the areas they are able. These volunteers should be invited to a team – maybe the council should be able to override the by-laws to get around this ridged rule.

There are too many cases for sale in the store – these were hot at one time but seem to have cooled down. Now they are taking up valuable space. The attractiveness and function of the store should be a task the store coordinator takes care of. Over pricing the machines with operating systems is not recommended – we don't want the public spreading the word that fgoly is over priced – the public will stop showing up and supporting our mission statement. We get most of this stuff for free – we charge to dispose of monitors – we want to be careful about the amount we charge to make expenses.

Is Kubuntu the future? Maybe Freespire or Linspire is a better O.S. Finding drivers for some of the cards and printers are hard to come by.

99% of the things we do is image – we need to watch this very carefully.

\*Who has the authority to form teams? The idea of self forming teams isn't working at this point. A proposal needs to be submitted then formed to meet the needs of this organization.

\*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? This one isn’t being enforced due to lack of volunteer participation. *Remove this one from the agenda.* Why pass more rules we can’t follow anyway?

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

Night deposits are very convenient – but WSSECU 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. *Maybe give this one to the store coordinator to make sure this happens at all. If the finance team isn’t taking care of this the store coordinator picks up the slack.*

John talked to WSSECU - It is okay to deposit cash – no change in the night deposits.

\*New Facility – Latest findings

\*Security issues need to be addressed – back ups – lock for file cabinets – Maybe a safety deposit box. *John will get something to back up the important files.*

\*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. *Remove this one from the agenda for now.*

\*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

John M. will purchase a vacuum to handle this task.

\*Adding security to the current infrastructure – how in depth should the (wireless) security be? John would like wireless encryption protocol at a minimum.

==Late Add==

Wrap-up ==

\* Check Out

=== Next Meeting ===

\*Set next meeting date: January 28, 2007 – from 4:00 to 6:00 p.m. at fgoly

\*Facilitator:

\*Scribe: Ken

\*Agenda - Ken

\* Suggest agenda items

\*Changing grant boxes to a 500 mhz spec.

\*Amending the by-laws to allow council to override who may become a participating member.

The next meeting will be February 11, 2007