

Coordinating Council meeting was held at Fgoly March 11, 2007, from 4:00 p.m. until 6:00 p.m.

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=== **Summary** ===

*Amend Code of Conduct – add to Malicious –1. Use of profanity in heated discussions . 2. Body language that intimidates others. 3. Shouting - Consented to 3-11-07.

*Store Coordinator has been granted authority to settle disputes among members then report to council. Consented to 3-11-07

*Brenda has been asked to join council. Welcome Brenda. Consented to 3-11-07

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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Timekeeper:

Stacker:

Whiteboard/Projector:

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Average attendees = 5.75 for last four meetings - must have Four attendees this meeting for a quorum. The last meeting was Held Jan. 28, 2007

==Check in ==

John T., John M., John W., Brenda, Ken, Rus

**Review, verify, clarify agenda

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

== Regular Business ==

*John M. will purchase a vacuum to address the dust in incoming machines(1-21-07)

***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. :Was supposed to be here to pickup recycle-ables on 1/28/07 – did not show up. Will try for 2/10/07

Fgoly has an accumulation of plastic – Mark needs to be contacted to see if he is able to take the plastic.(1-14-07)

*Rus will add people to the groups as moderators.

*Rus will get a key policy together to be consented to by April 1, 2007.

***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. This container is scheduled to arrive 1//29/07 – A concern exists if this thing will be water tight. The container has been delivered and used as a storage place for metal. The original idea was to palletize monitors. Rus asked who needs keys to the container? John T, and John M. Ken asked for a key to be put away in the hiding place for emergency use – if no one is around that carries a key.

*The lock on the file cabinet – has not been purchased and is long overdue. – locks are not easy to come by – may have to purchase a new file cabinet.

*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. Rus will attempt to schedule Mark for the 10th of Feb.

*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) (Rus) – Rus thought this was passed – but no one has knowledge of this passing – still needs to be completed. A concern was one person alone should not decide if keys are warranted. Rus will complete this policy to be consented to no later than April 1, 2007.

=== Reports ===

* Finances: (Rus, John W.) – The latest reporting is \$9140.89 before all the expenses are paid. Could be around \$7,000. Rus is stepping down from Finance – he is overloaded in his own concerns – he needs someone to take over. John M. has volunteered to take over. John and Rus will meet with Jim and the two Johns to get Thomas off as well. John M. and Rus will work this out.

Consents --> All – Stand asides → None Blocks → None

* Facility –

*Public Relations – (Michael)

*Systems – (Scott) -

*Thrift Store – (John M.) –

*Recycling – (Scott) - Rus –

*Triage – (John M.) –

*HR – (Ken) –

*Build – (Rus) –

*Safety Officer (Tom) –

*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==

*Store Coordinator – shall be the person to make sure the store is open on the days agreed upon. Shall oversee safety on all days taking over for the safety officer. Shall make sure the store area is attractive, clean, and will price items fair to all parties involved. (John M.) A) Store Coordinator may appoint an Acting Store Coordinator who may act in his absence that has the same powers and authority as the Store Coordinator. The basis of approval for an Acting Store Coordinator I leave open. That is, we may require council to pre-approve those that may be Acting Store Coordinator, or we may allow the Store Coordinator to appoint one. I can be persuaded either way on this point, but the need to be able to appoint an Acting Store Coordinator is real, I believe.

B) Store Coordinator has the authority to settle disputes on the spot. Store Coordinator must report any incidents to Council, Board, and HR. Store Coordinator should file a brief description of the incident, the problem, a quick description of the arguments as presented by each side, and the reason the Store Coordinator took whatever action the Store Coordinator decided to resolve the dispute. Store Coordinator shall attempt to act in a reasonable, unbiased manner, insofar as is possible. Store Coordinator should attempt to avoid making decisions that are irreversible. For instance, say that there is a dispute between two volunteers about whether to put a computer into the garbage. Assume that there are possibly legitimate arguments on each side. All things considered, it is probably not going to kill anyone to wait to place the computer into the garbage, but once the computer IS placed into the garbage, the dispute is effectively over, whether the computer should have been placed into the garbage or not.

However, there may be a valid reason for placing the computer into the garbage {it may be full of ants,} and if the Store Coordinator elects to do so then his decision is the one we support, even if it was not necessarily the best decision to make.

If abuse were to occur – Council has the power to impose sanctions. Remember the Code of Conduct and the Grievance Procedures?

Consents --> All – Stand asides → None Blocks → None

*All new volunteers must be introduced to the “Code of Conduct” and to the “Grievance Procedure” prior to volunteering. Michael’s camera was removed without his permission – this is intended to be step one to eventually obtaining a background check on All volunteers before they spend time volunteering.

*Ken’s Proposal – The council went into executive session to discuss this proposal. The proposal was presented to the party in question – all members have consented to this proposal.

Consents --> All – Stand asides → None Blocks → None

*Naming the different rooms to increase the ease of what and whom belongs where.

Name: Store

Location: The first room one enters from the ramp side, on the Northeast corner of the ground floor.

Name: Receiving

Location: The ground level room nearest to the front door, on the Northwest corner of the ground floor

Name: Disassembly A

Location: The North room upstairs.

Name: Disassembly B

Location: The South room upstairs.

Name: Holding

Location: The basement.

Name: Lavatory

Location: Lavatory on ground floor.

Name: Triage

Location: The room with the door closest to the bathroom, on the Southeast corner of the ground floor.

Name: Build

Location: The room across from the bathroom, on the Southwest corner of the ground floor.

Name: Container

Location: Parking Lot.

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

*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.
Is on the back burner until a policy has been re-written Rus will present a key policy to be consented to by April 1, 2007

*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?

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

*New Facility – Latest findings

==Late Add==

*Amend Code of Conduct – add to Malicious –use of profanity in heated discussions. 2. Body language that intimidates others. 3. Shouting

Consents → All – Stand asides → None Blocks → None

*Add Brenda to the participating member and a member to council.

John and Ken would like to add more members to council so meetings that move the group move forward – unlike the meetings that didn’t happen in February.

Rus is okay with Brenda – but is concerned about disruptive people joining council. Putting in 200 hours of volunteer time gives the volunteer enough time to understand how the organization works. Store coordinator should have some say who is invited – if they fit into the organization and work well with others. Getting automatic membership from showing up and maybe doing nothing constructive should be halted.

John stated he became president after a very short period and doesn’t feel like he has brought the place down. He has asked questions, read policies, and looked at how the organization was run. Working and home and logging excessive hours could be an issue as well. 100 hours may be enough if they are worked at the headquarters.

Ken would like to amend the by-laws to say the volunteer must put in 100 hours and attend at least 5 council meetings before becoming a member of council.

Rus – I still want 200 hours and I like the five minimum council meetings add in six consecutive weeks and 100 percent council approval.

John doesn’t like the idea of 100 percent council approval

Rus states the changes must be announced and the current by-laws followed to make this procedural according to the by-laws. Brenda meets participating member status and may be invited to council.

Proposal - Add Brenda to the participating member status and a member to council.

Consents → All – Stand asides → None Blocks → None

Wrap-up ==

* Check Out

=== Next Meeting ===

*Set next meeting date: March 18, 2007 – from 4:00 to 6:00 p.m. at fgoly

*Facilitator:

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

The next meeting will be March 25, 2007