

Coordinating Council meeting was held at fgoly March 18, 2007, from 4:00 p.m. until 6:00 p.m

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==== **Summary** ====

\*The name Facility will become Recycling – The name Recycling will become Disassembly.

\*A new fgoly group named “ Fgoly Proposals” will be created. Consented 3-18-07

\*John T. was appointed Safety Officer – Consented 3-18-07

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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Timekeeper:

Stacker:

Whiteboard/Projector:

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Average attendees = 4.75 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

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

\*\*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) Not Done

\*Rus wants to give up certain commitments – those who are able to take over the commitments  
Rus currently has on his plate – please speak up.

**\*Consented Items**

\*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

\*Rus is stepping down from finance – John M. will take over - Consented to 3-11-07 :Rus wants off the account this week.

**\*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. Mark 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 wants off this commitment – someone will need to take over. John M. will take this commitment over and make an attempt to get an accounting statement.. John is willing to take over the recycling duty but wants to be able to pass this off to another willing volunteer when this volunteer comes along. John will make an attempt to put together a document that states how recycling appear. John has a place to send the monitors as long as they are on pallets. An outlet is needed for plastics. Pallets will be in need for the monitors once they start disappearing. The container should be considered – what it was rented for and what it is actually currently being used for.

\*Rus will add people to the groups as moderators. Done

\*Rus will get a key policy together to be consented to by April 1, 2007. Is working on this.

#### **\*Past Due Commitments**

\*\*The consented container – The current status is? (Consented 10-22-06) – This container is scheduled to arrive 1/29/07 – Actually arrived February 1, 2007. 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. Rus has four keys. Scott will have 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. John M. purchased a new file cabinet. John has the keys.

#### **=== Reports ===**

\* Finances: (John M., John W.) – John believes fgoly is down \$600 per month. Sales are down. Yesterday was a \$72 day. The finances are a huge concern – maybe opening another day will help.

\* Facility – The trash dumpster has not been delivered. Garbage is currently \$78 a month – Rus believes the city is charging for the wrong size container. Remove facility – change to recycling.

\*Public Relations – (Michael)

\*Systems – (Scott) -

\*Thrift Store – (John M.) – John is trying a new labeling system – he is selling the machines as systems – Evergreen system for 24 hours, Capital System for 50 hours with a max of three systems. The warranty policy is being looked at. Some folks are disappointed in the system – sometimes it will load Windows sometimes not.

\*Disassembly – (Scott) -

\*Triage – (John M.) – is looking up -

\*HR – (Ken) – Does not share HR concerns – these are private matters.

\*Build – (Rus) – Rus may step down and John T. will take over build coordinator.

\*Safety Officer (John T.) –

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

\*\*1. Finance - (John M., John W.) –

- \*\*2. Public Relations - Public Relations – (coordinator - Michael, Brenda) Teresa has an interest.
- \*\*3. Systems(Web site) - Scott
- \*\*4. Thrift Store (input, output) coordinator – John M. - – 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 – fire extinguishers) – remove this and change to to “Recycling”.
- \*\*6. Disassembly - 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 Tesberg
- \*\*Safety Officer – John T.

== Old Business ==

==New Business==

\*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.

Discussion:

How should this be incorporated? How about an orientation packet? Maybe send the documents home then ask questions the next time they return. How about a document to sign that states these volunteers have read and understand these documents? Rus stated the signature must be an original signature - can’t be stored electronically to be legal.  
Should background checks be part of the norm?

\*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 its place. Some problems were recognized. A policy should be written before it is used on an ongoing basis.

Discussion:

How about Yahoo groups polling? Rus states it doesn't fulfill the definition of a standard meeting. When the polling opens and when it closes. This must be restricted to participating members only – anyone is able to cast a vote member or not.

If nothing else works – discussing the topics by email to work out the bugs then passing the policy at the next council meeting works.

\*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? John would like to see managers for each team. The build manager is responsible to report in. Self forming teams aren't happening and maybe council needs to appoint team members assuming people would like to be on these teams.

Rus states “a sense of belonging” is happening with the team concept and encourages this continue.

Rus states no one can tell volunteers what to do according to the IRS. Otherwise they start looking like employees and a tax liability exists. A structure needs to be put in place that states you must obey the person on duty. The legal definition is controlled actions. The release form must state: If you agree to volunteer you must agree to obey the team/area manager. The team manager would be listed on the form.

**Put on the agenda for next week - Proposal:** Rename all coordinators of the different teams to area manager.

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

\*New Facility – Latest findings

==Late Add==

\*A proposal to create an fgoly group called “Fgoly Proposals”.

**Consents – All members → Stand Asides → none   Blocks → None**

\*John M. wants to propose documents for each team coordinator and what is expected of them. May it be build, triage, or other team member.

\*To appoint a new safety officer.

Proposal to appoint John Tesberg as safety officer. Give John the authority to appoint a safety officer when his absence is going to be known. How about a pre-approved list of people this task may be delegated to? A participating member only? Put on the agenda for next.

Proposal to appoint John Tesberg as safety officer. The above will be given more thought between now and the next meeting.

**Consents – All members → Stand Asides → none   Blocks → None**

Wrap-up ==

\* Check Out

=== Next Meeting ===

\*Set next meeting date: March 25, 2007 – from 4:00 to 6:00 p.m. at fgoly

\*Facilitator:

\*Scribe: Ken

\*Agenda - Ken

\* Suggest agenda items

\*Drug and alcohol policy - should the BOD put this together?

The next meeting will be April 1, 2007