

Coordinating Council meeting was held at fgoly March 25, 2007, from 4:00 p.m. until 6:10 p.m

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=== **Summary** ===

*There will be a build team next Sunday April 1, 2007, at 2:00.

*There will be no meeting Easter Sunday.

*The Key Policy, Drug and Alcohol Policy, Volunteer Consent Form, Release and Waiver of Liability will be discussed electronically and approved if possible.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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Timekeeper:

Stacker:

Whiteboard/Projector:

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Average attendees = 5 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

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

**Review, verify, clarify agenda

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

== Regular Business ==

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

*Sean mentioned tradekey.com for business needs.

***Consented Items**

*A new fgoly group named “ Fgoly Proposals” will be created. Consented 3-18-07 Not done due to Yahoo’s problems.

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

***Commitments**

*Has Mark at PC Salvage been contacted? John M. will make an attempt to get an accounting statement – Not done.

*Rus will get a key policy together to be consented to by April 1, 2007. Emailed 3-25-07 – Will be discussed electronically next week.

***Past Due Commitments**

*John M. will purchase a vacuum to address the dust in incoming machines(1-21-07) – Not done.

=== Reports ===

* Finances: (John M., John W.) – Rus was removed from the account by closing down the old account and opening a new account – Jim Gerner is on the new account. A Visa Debit Card will come with the new account – John M. has been using his personal card and wants to start using an official fgoly card. Rus is waiting to get word the checks already written have cleared so the old account can officially be closed and the remainder of the money transferred to the new account.

* Recycling – John has contacted Lemay to take the plastic away – are going to meet on Tuesday – volume seems to be a problem at this point. John has a portable shed he is willing to let fgoly use to store things under. Cigarette butts need to be put in the garbage.

*Public Relations – (Michael)

*Systems – (Scott) – is working with John and godaddy.

*Thrift Store – (John M.) – The new label system is still in progress.

*Disassembly – (Scott) – The upstairs is full of recycling things that need a place to go.

*Triage – (John M.) – Is overflowing again – needs more people to handle incoming.

*HR – (Ken) – No HR concerns on the table.

*Build – (Rus) – QC is in need – no official documents are known at this point – a starting place is in need. The build room should be closed when not in use by a build member – folks that are not authorized to be in the build room without a build member are getting in because the door is not locked properly when all the build members leave. Please lock the door when you(build members) intend to leave.

*Safety Officer (John T.) – There are some safety concerns – more information will be gathered before a recommendation will occur.

*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., John T., Not an official team at this point 11-19-06 – These people contribute time to this area.

**5. Recycling (shipping - taking things to recyclers) John M.,

**6. Disassembly - Scott, Greg, Alicia, Anthony

**7. Triage (receiving, testing) –. John M.(team coordinator), Anthony, 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==

*Submit a pre-approved list of people that will sit in as safety officer in the event the appointed safety officer is unavailable. Not Discussed

*Drug and alcohol policy – Was emailed out.

Will be electronically approved if possible.

*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 fogly will need to be renamed from - 11-12-06 – Suggestions: This was discussed in Executive Session.

*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 Rus has a policy ready for critiquing.

Will be electronically approved if possible.

*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.

*Proposal: Rename all coordinators of the different teams to area manager.

John M. asked if anyone had a problem or concern with this concept?

Ken stated the manager is acceptable – it's the people in the positions that has the potential of becoming lethal. The manager should be known at all times. If the manager is struggling to take care of business how are we willing to help them out?

Brenda doesn't like the title of manager in a volunteer organization. A manager suggests pay and that is the case here. Titles that aren't bound by procedures and policies don't sit right. This is a very small organization that is trying to get all the functions going and defined to get more of something that makes sense. To call anyone manager at this point seems premature.

John M. wants the policies issued from the board since the BOD is legally responsible – council would set the managers.

Rus stated this place used to be anarchy and some imposed their beliefs on the rest of the people that would listen to them. It was total chaos – it is starting to look organized and some sort of hierarchy is needed – someone to stop unsafe conditions – someone to bring fights to an end. A by-law change is needed for this to be legally binding – changing by-laws takes a minimum of six weeks.

Sean likes someone with authority and the rest of the volunteers support this leader. How about calling it volunteer manager?

John M. stated we need policies to manage the managers so these managers don't look like a loose cannon. When the time comes to hire a person this may have to be changed to reflect the future. The Appointment to manager will be a privilege. Privileges can be revoked. All documents should be written to include volunteers and employees.

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

*New Facility – Latest findings

==Late Add==

*The volunteer Release and Waiver of Liability was discussed line by line – many changes were noted. John M. will email the changes. This can be consented to electronically.

Rus would like to see this document be renamed. The store manager/coordinator should sign this to make it legal.

This is an agreement before volunteering time – It's a consent form along with a waiver of liability.

Volunteer Consent Form, Release and Waiver of Liability.

Will be electronically approved if possible.

*A lengthy discussion on who should write policy...The BOD or the council. The BOD is ultimately responsible yet don't seem to have much say. Council seems to run the show yet the BOD takes the heat in the end.

How about basic rules such a pizza rule. The manager on duty is able to make this call. If the manager takes on too much then the council can take it up with this irresponsible manager.

Wrap-up ==

* Check Out

=== Next Meeting ===

*Set next meeting date: April 1, 2007 – from 4:00 to 6:00 p.m. at fgoly

*Facilitator:

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

*Should volunteers be forced to provide character references(at least two) prior to volunteering? Will this be going too far? What will the community think? Is this a bare minimum to throw caution to the wind?

Machines are received with data on them. Should anyone be allowed to handle this sensitive information? Criminals should not allowed to touch these machines...Period. The public will appreciate this extra effort.

Should this request be on the Web site? Before volunteering bring in two references form someone other than relatives?

The next meeting will be April 15, 2007

A silly story just for fun:

'A cheese loving King's castle is infested with mice so the king brings in cats to get rid of the mice. In a short period of time the castle was overrun with cats so the king brought in dogs to get rid of the cats. After a period of time the dogs were taking over the castle so the king brought in lions to get rid of the dogs then elephants to get rid of the lions then finally to get rid of the elephants the king brought in mice.

Thinking through the consequences of your actions may have a long term payoff....or not.