

Coordinating Council meeting was held at fgoly April 1, 2007, from 4:40 p.m. until 6:15 p.m –

=== **Summary** ===

*Coordinators were changed to Manager.

*Rules for Electronic meetings were consented to 4-1-07

*Six documents will be emailed out to be electronically consented to over the next two weeks.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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Timekeeper:

Stacker:

Whiteboard/Projector:

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Average attendees = 5.5 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

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

**Review, verify, clarify agenda

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

== Regular Business ==

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

*Sean mentioned tradekey.com for business needs.

*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. Was not consented to electronically.

***Consented Items**

***Commitments**

*Has Mark at PC Salvage been contacted? John M. will make an attempt to get an accounting statement – John did speak with Mark – he is working on the accounting statement. John stated Hallmark will help with recycle needs.

*Rus will get a key policy together to be consented to by April 1, 2007. Emailed 3-25-07 – Will be discussed electronically. Was not discussed electronically – was discussed on the phone by several members

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

***Past Due Commitments**

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

==== Reports ====

* Finances: (John M., John W.) – Two debit cards are in use.

* Recycling – John has contacted Lemay to take the plastic away- John and Scott met with the coordinator and a price is in the works – John M. has been making runs here and there to recycle materials and hauled other things to the landfill.

*Public Relations – (Michael)

*Systems – (Scott) – fgoly.com is online,

*Thrift Store – (John M.) – Isn’t doing as well as hoped. Better labels are being looked into. The machines are broken into Evergreen and Capital systems.

*Disassembly – (Scott) –

*Triage – (John M.) -

*HR – (Ken) –

*Build – (Rus) – The Volunteer Reward Claim and Agreement form was looked at. Suggest change Volunteer to Recipient.

*Safety Officer (John T.) –

The BOD has directed council rename all Coordinators to Managers. The title of Manager is a privilege. Triage, Build, Recycle, Store, Safety, Disassembly will have managers.

Ie:

Triage Coordinator will become Triage Manager.

Build Coordinator will become Build Manager

Recycle Coordinator will become Recycle Manager

Store Coordinator will become Store Manager

Safety Officer will become Safety Manager

Disassembly Coordinator will become Disassembly Manager.

Volunteer Coordinator will become Volunteer Manager.

Consents → All Members Stand asides → None Blocks →None

John T. will be recommended for Volunteer Manager

*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==

*Should volunteers be forced to provide character references(at least two that are not family) prior to volunteering?

Proposal: Volunteers shall provide at least two character references (that are not family) prior to volunteering. This shall be on the application form. This Information will be written into the Web site to let folks considering volunteering know this is a requirement.
John M. will write up a volunteer application form.

Consents → All Members Stand asides → None Blocks →None

*Submit a pre-approved list of people that will sit in as safety officer in the event the appointed safety officer is unavailable. (3-18-07)

*Drug and alcohol policy – Was emailed out. Needs a witness.

*Volunteer Consent Form, Release and Waiver of Liability, Key Policy, Code of Conduct, Drug and Alcohol Policy, Grievance Procedure **will be discussed electronically over the next two weeks.**

*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:

*Key Policy – (Rus)

*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. Was emailed out

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

*New Facility – Latest findings

==Late Add==

*Electronic consenting – A participating member will send out the proposal. This person will ask for input and/or changes. If all members assent to any version of the document submitted then the scribe will call for the proposal to be voted on.

A minimum of 72 hours shall be allowed to make changes to the proposal. If a member submits a change then the process shall start over.

If no input is given in 72 hours then the scribe opens the vote by casting the first vote. Vote polling continues for the announced period (48 hours minimum) for at least a quorum of participating members to vote. All participating members must be polled.

Any vote may be changed during the announced voting period. Five yes votes are able to override one block. If no one blocks the policy then the policy will be announced at the next council meeting as consented to.

Consents → All Members Stand asides → None Blocks →None

Wrap-up ==

* Check Out

=== Next Meeting ===

*Set next meeting date: April 15, 2007 – from 4:00 to 6:00 p.m. at fgoly

*Facilitator: John M.

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

*Each manager will have a written description of policies and expectations.

The next meeting will be April 22, 2007