

Coordinating Council meeting was held at fgoly April 22, 2007, from 4:00 p.m. until 6:00 p.m –

=== **Summary** ===

*The Key policy was looked at line-by-line

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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

==Check in ==

Ken, John M., John W., Rus

**Review, verify, clarify agenda

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

== Regular Business ==

*Rob has the fgoly.org Domain name – appears as if he is in cahoots with Portland.

***Consented Items**

*The consent change was Consented Permanently. (4-15-07)

*A list of people that may stand in for the safety manager was consented to (4-15-07)

* The Volunteer Consent Form and Release & Waiver was consented to (4-15-07)

*Rus has stepped back considerably – until he moves to the east coast.

***Commitments**

*John M. will get a key policy together -

***Past Due Commitments**

=== Reports ===

* Finances: (John M., John W.) – The checking is around \$9,000 – the electric hasn't been paid. Recycling has been contributing around \$1,000 per month when it is cashed in regularly. Mark slowed the incoming down considerably. Store sales are down. Expenses are around \$2400 per month.

* Recycling – clipped wire can be sold for 8 cents per lb. Floppies and CD Roms can be sold as well.

*Public Relations – (Michael) – Michael has some great publicity flyers ready.

*Systems – (Scott) The Web site is working – fgoly.com

*Thrift Store – (John M.) –

- *Disassembly – (Scott) –
- *Triage – (John M.) – Corbin has been working hard on triaging.
- *HR – (Ken) – no report.
- *Build – (John T.) – Corbin is working a deal for machines going to Iraq.
- *Safety Officer (John T.) – no report

*Team Member Reporting(who is on which team)

- **1. Finance - (John M., John W.) –
- **2. Public Relations - Public Relations – (coordinator - Michael, Brenda)
- **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==

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

- *Drug and alcohol policy – Was emailed out. Needs a place for a witness on the form.

*Volunteer Consent Form, Release and Waiver of Liability, Key Policy, Code of Conduct, Drug and Alcohol Policy, Grievance Procedure

The code of conduct, Store manager Duties and Functions, Recycling manager Duties & Functions, Volunteer Consent Form and Release & Waiver of Liability were passed out for review.

- *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.

*Key Policy – (John M.) – The key policy was looked at line-by-line. Why have a key policy at all?

Systems – includes computers that have sensitive information on them that could be altered or destroyed.

Mechanisms – The current lock system in place on which door or work area.

Change members to people which may have access to which areas.

The whole purpose is too limit access to areas to an as-needed basis.

Rus is concerned that there is too much repetition making this a long drawn out document.

There may come a time some people will need keys to rooms but not keys to the front door.

Circumscribe the authority conferred to a manager in charge of access to a CRE&T area means....If a manager wants a member's key revoked the key manager revokes this key immediately.

*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.

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

*New Facility –

==Late Add==

Wrap-up ==

* Check Out

=== Next Meeting ===

*Set next meeting date: April 27, 2007 – from 4:00 to 6:00 p.m. at fgoly

*Facilitator: John M.

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

The following meeting will be May 6, 2007