

Coordinating Council meeting was held at fgoly April 29, 2007, from 4:00 p.m. until 6:00 p.m –

=== **Summary** ===

*The conflict resolution was looked at – May call this document: “Infractions Procedures”.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

Average attendees = 5.75 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

John M., Ken, Corbin, Karen, Brenda

**Review, verify, clarify agenda

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

== Regular Business ==

***Consented Items**

***Commitments**

*John M. will get a key policy together -

***Past Due Commitments**

=== Reports ===

* Finances: (John M., John W.) –

* Recycling –

*Public Relations – (Michael) –

*Systems – (Scott)

*Thrift Store – (John M.) –

*Disassembly – (Scott) –

*Triage – (John M.) –

*HR – (Ken) – no report.

*Build – (John T.) –

*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)
- **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.

The code of conduct and the grievance procedure was looked at in depth.

A flow chart was written on the dry erase board. John M. will put something together and email it out to be looked at.

*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.) –

*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: May 6, 2007 – from 4:00 to 6:00 p.m. at fgoly

*Facilitator: John M.

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

May 13, 2007 - is Mother's Day - No meeting.

The following meeting will be May 20, 2007