

Coordinating Council meeting was held at Crest July 8, 2007, from 4:00 p.m. until 6:00 p.m – 115 Olympia Ave.

==== Summary ====

*The Volunteer Reward Claim and Agreement and the Grant Request form have been consented to 7-8-07

*Corbin will call all the people on the Thurston County Community Services List

* Job descriptions are needed from each area – at least something to start with and to be able to build on.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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

==Check in ==

John M., John M., John T., Brenda, Corbin, Ken

**Review, verify, clarify agenda

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

== Regular Business ==

*Ideas to get more publicity are sought after. The revenue is down – Need to get more people with \$ to stop by.

*Consented Items

*Commitments

*John M. will get a key policy together -

*Past Due Commitments

==== Reports ====

*Finances: (John M., John W.) – down a bit on revenue – exact figures are not known at this point. \$600 to \$800 is due from recyclables. The electric bill was \$12 for the month.

* Recycling (John M.) -

*Public Relations; (Brenda) – Advertising is in need maybe a new name - Jurassic computers – old computers with frog DNA, PC to the bone, PCs renewed, Renewed PCs, A person named Mary has been stopping by – She was not friendly from the start – She came back on Thursday the 5th – John didn't have a modem that would work and this pushed her over the edge. She was telling John how to run the business – She wanted to

go over John's head and speak to a manager. She continued to raise her voice then left. The BBB left a message on the answering machine on Saturday the 7th assumed from Mary since she is the only disgruntled person arriving at CRE&T in recent weeks.

- *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 - (manager - Brenda)
- **3. Systems(Web site) - Scott
- **4. Thrift Store – (manager - John M.) - Brenda V., John T.
- **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) - Ken, John Whitehead, John Murtha, John Tesberg, Corbin W.,
- **Safety Officer John T. or store coordinator

== Old Business ==

- *Volunteer application -
- * Grievance Procedure –
- *Volunteer commitments – shift concept

==New Business==

- *Setting up an email contact so more information could be found if an inquiry was made.

*Each manager will have a written description of policies and expectations. Job descriptions are needed from each area – at least something to start with and to be able to build on.

*Volunteer Consent Form, Release and Waiver of Liability, Key Policy, Grievance Procedure

*Key Policy (John M.)

*What is the minimum age for volunteering with or without supervision?

==Late Add==

John's email – the future – does it exist?

John read the email dated July 7, 2007, named Submitted for approval: Volunteer Reward Claim form; request for comments Grant Request form.

We NEED someone to step up and BE our board secretary. *Corbin has been asked to sit in.*

We NEED to get our application in for 501c-3. *Bruce has problems which may carry over.*

We NEED to get these forms and rules in place, perfect or not.

We NEED to get our bylaws revisited. *Change participating to voting member. Participating member tends to hack people off.*

We NEED a strategy for sales and donations and etc. that we all UNDERSTAND and AGREE with. *Agreement is number one. John M. is running the store so help him by asking him before setting things in the store or removing them.*

The entire group must be on the page at all times.

John would like all the volunteer forms under lock and key – someone should be in charge of these documents at all times.

Background checks cannot be disclosed to the general public – if member is not a member of the group that addresses this concern this member cannot be given any information. This is a right to privacy.

How much do we care about sending things to the landfill? It is very hard to find places to recycle some things such as printers and plastics.

The group agrees we should recycle as much as possible yet remain practical.

Do we think Linux is the answer to the poor? Should we push Linux hard? Or is there a better alternative?

Some end users are unable to understand Linux since Windows is the industry standard and most user tend to understand Windows over other operating systems.

Kubuntu has modem issues which isn't friendly to a typical end user without substantial training.

Get people aware of the need for us all to be on the same page at the same time about our procedures for recycling, triage, build, quality control, Public relations, and volunteer management.

The Grant request Form was looked at and modified. Individuals and businesses request these systems. Giving directly to individuals without a sponsor could be a problem.

These peoples want want want and don't understand tech support isn't available through the CRE&T system.

The Web site was looked at – What are the certain restrictions that may apply?

Our volunteers refurbish dropped-off computers and distribute them to those that need them in Olympia. Should Olympia be a target demographic?

John read an email concerning a person named Lisa that was very demanding, disruptive, unappreciative, was attempting to take over to suit her demands,

With this reading in mind:

Do want to give computers away?

Some recipients want to take over the organization and expect one on one treatment which we are unable to offer.

We can't decide the disabled mental or physical states of people walking through the door.

Should we request a referral from a reputable agency or these people must volunteer to receive a machine. Change referral to a referring agency. John had a bad experience with a potential recipient that lasted several hours.

Senior Citizen Center, churches, Salvation Army, Government Agency (DSHS), Bread and roses, Lions Club or Thurston County Community Services List (a yellow sheet of paper from St. Peter Hospital.

To receive a machine:

1. A person wanting a machine will get form from CRE&T,
2. This person will take it to a referring agency (A list will be provided)
3. The referring agency will sign the form
4. The potential recipient returns the form - A testimonial letter will be requested in return.
5. The request goes into the queue – first request in is first request out.

Systems will be available for sale to those who cannot volunteer and want a machine immediately.

Warranties will last 15 days and will only be handled per the Volunteer Reward Claim and Agreement.

Proposal to accept the Volunteer Reward Claim and Agreement and the Grant Request form which will have changes soon reflecting revisions to better reflect the future. John will email these current documents out by Wednesday.

Consents → all members Stand asides → None Blocks → None

All outgoing machines will need to be sealed with something that states it originated at CRE&T and could be referenced to a receipt so warranty issues can be addressed. A machine that did not originate at CRE&T cannot be warranted since the seal will not be present. Any altercations internally will not be warranted by CRE&T.

CRE&T does not discourage volunteers from making deals with recipients on the side to get the machines running.

Commitment: Corbin will call all the people on the Thurston County Community Services List. Corbin thought of a place in Kansas City that may have some valuable tips.

Proposal - Job descriptions are needed from each area – at least something to start with and to be able to build on.

www.envision.ca/templates/resources.asp?id=233 Has some reference forms available.

Consents → all members Stand asides → None Blocks → None

Don't forget to clean up your area.

Wrap-up ==

* Check Out

=== Next Meeting === July 15, 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 July 22, 2007