

Coordinating Council meeting was held at Cre&t July 15, 2007, from 4:00 p.m. until 6:00 p.m – 115 Olympia Ave.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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

==Check in ==

John M., John W., John T., Brenda, Ken, Wayne, Emily,

**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.

* Job descriptions are needed from each area – at least something to start with and to be able to build on.(7-8-07)

John M. has completed disassembler and disassembler trainer from the invisions template

John read these descriptions

Brenda will try to write something for the store

How about something for PR or advertising distribution

Build, accounting, triage, book keeper, legal, sanitation engineer, component testers, printer tester, monitor tester, software projects, finance

Volunteers are needed

*Has the BBB been contacted and what was the outcome?John did call these people and they asked if fgoly was a non profit and that was close to the end of the conversation.

*Consented Items

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

*Commitments

*John M. will get a key policy together -

*Corbin will call all the people on the Thurston County Community Services List(7-8-07)
not done

*Past Due Commitments

=== Reports ===

*Finances: (John M., John W.) – sales are down and are in need of improvement

* Recycling (John M.) -
*Public Relations; (Brenda) –
*Systems; (Scott) – CRE&T has three servers – John would like to install VM ware on one, Virtual machines will be the future, this increases the speed to boot, VM has licensing that will run under Linux, One VM server will simulate 20 to 30 machines,

*Thrift Store (John M.) – Don't put machines out on the shelf unless John approves of them, some are for sale others are for grants,
The pipe in the receiving room is a problem – Wayne has not returned to remove it

*Disassembly (Scott) –
*Triage (John M.) –
*HR (Ken) no report.
*Build (Corbin) –
*Safety Officer (John T.) – The hallways are looking bad – maybe we can all work together to clean this area for safe walking. More steel racks are in need to store items. Storing things in the hall isn't ideal but may have to happen – this may encourage organizing things – the current tables are cluttered

*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. CRE&T should have it's own domain email server. This needs spam filtering, should run 24 hours per day. Google will give a 501 (3) c status a free email storage.
Jake may host an email system for CRE&T

*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

The grievance procedure should be given consideration

Brenda would like to call it something else

Dispute agreement

Volunteer complaint policy – that points out steps in how disputes are managed

Conflict resolution policy will be the name

*Key Policy (John M.) John hasn't been working on this steady enough.

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

Under sixteen year olds are hard to supervise

Maybe contact the Boy Scouts or Catholic Community Services,

How about allow these young people to complete software services without hands on computer disassembly or other labor intense tasks – like advertising fliers,

How about interview or a sponsor – look for mature youngsters

How about at least High School kids?

How about with a parent or guardian

Some kids have no sense of responsibility and horse play may be excessive

How about 14

What does the state law say about volunteering – Brenda will commit to making a phone call

==Late Add==

*Proposal to make up business cards to present to the public on the counter – John M., John W., John T. has committed to making business cards this week. All agree this should have been done some time ago.

Wrap-up ==

* Check Out

=== Next Meeting === July 22, 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 July29, 2007

=== Summary ===