

Coordinating Council meeting was held at CRE&T July 22, 2007, from 4:00 p.m. until 6:00 p.m – 115 Olympia Ave.

==== Summary ====

*Support for advertising is present among members – all attending members agreed – we need to move forward. Consented 7-22-07

Facilitator: John M.

Scribe: Ken

Agenda: Ken

Average attendees = 5.25 for last four meetings - must have Four attendees this meeting for a quorum.

==Check in ==

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

**Review, verify, clarify agenda

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

== Regular Business ==

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

Brenda will try to write something for the store – didn't happen

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 to help with all the tasks – training is needed for new volunteers

*Making flyers and business cards to attract more people – John M. did a great job of making cards and flyers.

*The minutes were approved for the last meeting

*Consented Items

*Commitments

*What does the state law say about minors and volunteering – Brenda will commit to making a phone call(7-15-07) – not done

*Past Due 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

==== Reports ====

*Finances: (John M., John W.) – John took a load to S S Recyclers, returned with over \$350

Saturday was \$35 day

Side cutters are in need to better address the wire issues. More trim work is needed to get more money for the wire. S.S. recyclers pay less for wire with plastic ends on them.

The aluminum is downgraded if steel is present. The aluminum must be clean – pure aluminum.

All the plastic needs to be removed from the steel – plastic feet included.

Ken hauled the plastic away.

* Recycling (John M.) -

*Public Relations; (Brenda) –

*Systems; (Scott) –

*Thrift Store (John M.) –

*Disassembly (?) – Scott has stepped down as manager – does anyone want to take his place on disassembly.

*Triage (John M.) – Some are reading documents others don't care – this is troublesome.

*HR (Ken) no report.

*Build (Corbin) –

*Safety Officer (John T.) – The hallway is cluttered with things. Is it possible to get things into storage areas. Shelves are in need.

*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), 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

*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) – if you are able to assist with this please do.

==New Business==

*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?

*Purchasing pens, coffee cups or hats with olygeek on them for advertising –

There is support for advertising- spend as wisely as possible

Consents --> all members Stand aside -> none Blocks → None

Olygeek we are not your father's geek for a Tee shirt

Olygeek junk for the masses – Tee shirt

==Late Add==

*Cleaning your workspace is a topic of discussion.

Volunteers are making a mess and not cleaning up afterwards.

Wrap-up ==

* Check Out

=== Next Meeting === July 29, 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 August 5, 2007