

Coordinating Council meeting was held at CRE&T August 5, 2007, from 4:00 p.m. until 6:00 p.m – 115 Olympia Ave.

Facilitator: John M.

Scribe: Ken

Agenda: Ken

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

==Check in ==

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

**Review, verify, clarify agenda

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

== Regular Business ==

*The job descriptions will be looked and consented electronically

*Purchasing pens, coffee cups or hats with olygeek on them for advertising will be put on ice for now

The minutes from last meeting were approved.

==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 – Not Done

*Corbin will call all the people on the Thurston County Community Services List(7-8-07)
Not Done – a new list can be obtained

Visudha De Los Santos – Has experience with not for profits – Together is about substance abuse – Community Action Center is local and has a great program

Residual donations should be thought out.

Getting people on mailing lists for updates. Taking these names and email addresses when donations are made or purchases is the best time to add to the mailing list.

Offering training on a regular basis should be ongoing – John would like to get a slide show running for training purposes.

=== Reports ===

*Finances: (John M., John W.) – There are outstanding bills and incoming checks that have not arrived. RRI is behind on paying – these people are very slow anyway.

Hallmark owes some money.

Water, sewer and garbage is \$140 per month – storm water charges are relatively high.

* Recycling (John M.) -

*Public Relations; (Brenda) – Volunteer boxes have been going out. The thank you letters are slow to non existent. These letters are important for the future plans for fgoly/olygeek.

*Systems; (Scott) –

*Thrift Store (John M.) –

*Disassembly (John M.) – The floors need to be kept clean.

*Triage (John M.) – New install disks are getting closer to working properly

*HR (Ken) no report.

*Build (Corbin) – some machines are being built here and there – several machines are ready for adoption. Quality control is needed – to make sure the basic things work – floppy drive don't always work – make sure the Internet works properly – Modems are a problem that has not been addressed properly.

*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), 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 – A suggestion was made to make the application online. What if the potential volunteer doesn't have a computer?

The form must be big enough to write information in when small hand writing isn't possible.

John read the application line by line looking for objections –

Removing the SSN and replacing it with a state id –

Another form should be created for references – so basic information is returned. How long have you know this person? What is your address and phone number so we may contact you?

Would you recommend this person for volunteer work at fgoly?

A line for the person making the call that says the call has been made.

What is your assessment of this volunteers potential capabilities?

Do you have any concerns or comments?

A form letter is needed for the grantees for are you happy with your machine or what would you recommend different?

- * Grievance Procedure –
- * Volunteer commitments – shift concept
- * 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. John M. is rapidly working on this(7-29-07) Volunteer Candidate Application, Request ... that was emailed out was looked at line by line – Some things will be added some things deleted.

==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? Most think the minimum age should be high school age – the maturity is a concern – What does the state say about minors, volunteering and hours they may spend volunteering.

==Late Add==

*Brenda has a flyer ready for approval for the Open House – should the Web site be on the flyer – can the Web site be made to advertise the open house? The phone number is missing. Should the Intercity Transit bus terminal be mentioned? Distinguish the location is different from the Greyhound Bus terminal. Corbin liked the chili dogs – yet there is a concern this will cause a mess. Should chips be substituted instead of chili for potential mess purposes?

To edit for thumb drives go to ect/fstab
sudo nano in the prompt for privileges

Wrap-up ==

* Check Out

=== Next Meeting === August 12, 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 19, 2007

==Summary==