

Coordinating Council meeting was held at CRE&T August 12, 2007, from 4:30 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 W., John M., Brenda, John T., Ken, Lisa, Abhay -

****Review, verify, clarify agenda**

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

== Regular Business ==

***John T. and John M. were here late Saturday night – a transient was using the overhang on the south exit door as shelter for the evening.**

***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**

***Brenda has a flyer ready for approval for the Open House – Scheduled for September 1, 2007 - Harbor Days is this same weekend – good for publicity.**

Brenda would like to add “Tours” to the flyer

Volunteers are needed to make this successful – Distribution – Organizing – purchasing (plates, utensils, desired food to serve) – anything else???

==Consented Items==

***Commitments**

*** Brenda will come up with a current list of non profits(8-12-07)**

Lisa will help with the phone calls

==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**

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

==== Reports ====

*Finances: (John M., John W.) – 8-11-07 was not a high income day – Most bills have been paid for this month – the accumulations for next months expenses are not happening RRI has not paid yet – John M. intends to call them soon to hound them

* Recycling (John M.) – The person getting monitors is raising prices – now wants \$1 per monitor as a reasonable price – all agreed this is a necessary service

Completed Forms are needed for the Department of Ecology to be registered as a recycler – several categories are available for registration

John T. will contact to good to toss

*Public Relations; (Brenda) –

*Systems; (Scott) –

*Thrift Store (John M.) – John M. has some disks for O.S. installations that are working out great

*Disassembly (John M.) – John would like input for manager expectations(job description) - Is working on training material in the form of presentations and etc.

*Triage (John M.) –

*HR (Ken) no report.

*Build (Corbin) – New shelving has been installed – monitors are on top for easy viewing – the cabling is still in the works for Internet access

John and been building machines for sale and grant

*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 – Is done and has been emailed to all for comments –

John T. asked how this affects minors? Should minors be allowed to be the reference?

John M. believes someone over 18 should sign the Letter of Reference

Hours available is missing

* Grievance Procedure –

*Volunteer commitments – shift concept – Is this concept fundamentally sound?

Arriving an hour early before the shift starts so enough people are available to handle the work load. Cleanup has been problematic in the past.

If a volunteer commits and fails to show what are we prepared to do about this?

Coordinating volunteers is in need to increase efficiency.

Should this commitment be inserted in the application form so these people know in advance they are expected to be somewhat professional.

Training is as real problem – many hours are needed to train each volunteer and once volunteers are trained they become productive. Until then it is hard for managers to be in multiple places at once and trying to maintain production.

The managers in each department (area) will assign works loads to the volunteers that are dependable. If a volunteer becomes undependable this volunteer may be pushed to another area that is in need. Custodial duties are equally important but not always desired.

Volunteers don't always enjoy reading the reading the documents for each room – but this is equally as important as the work so all are on the same mission. The house is built on a foundation that is stable. Volunteers used to do their own thing and each was doing things different and caused frustration.

Abhay - More regular volunteers are in need. Each volunteer seems to show up sporadic. A Class Room is needed for training – the board room is suppose to double as a classroom/boardroom

Many volunteers want hands on computer training and appreciate a person committing time to give training.

* 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.

Many Job descriptions are printed – comments have been slow to non existence -

[Bookkeeper](#)

[Carpenter](#)

[Disassembly Worker](#)

[Disassembly Trainer](#)

[Distribution Maintainer](#)

[Electrician](#)

[Plumber](#)

[Receptionist](#)

[Recycler](#)

[Supply Clerk & Custodian](#)

[Triage Trainer](#)

[Triage Worker Level 1](#)

[Triage Worker Level 2](#)

[Triage Worker Level 3](#)

[Triage Worker Level 4](#)

==New Business==

*Volunteer Consent Form is ready, Release and Waiver of Liability is complete
Key Policy –

John would like to withhold passing out keys (the combo to the front door) for now. Too many people with keys was not good in the past – hopefully this can be slowed down in the future

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==

Wrap-up ==

* Check Out

=== Next Meeting === August 19, 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 26, 2007

==Summary==