

Coordinating Council meeting was held at CRE&T September 2, 2007, from 4:30 p.m. until 5:30 p.m – 115 Olympia Ave.

==Summary==

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 ==

***NWecobuildingguild had a recycle fair August 26, 2007, at the Rants building from 10:00 to 4:00 – Ken passed out flyers and business cards to those inquiring about recycling their technology <http://ecobuilding.org/>**

*** Open House – Scheduled for September 1, 2007 - Harbor Days is this same weekend – Is this still a go? – Did Not Happen**

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

What is the next date that may work better? The First weekend in October? Does anyone have time to make this happen?

***Thurston County Recycle Days are Sept. 15 at the South Sound Speedway and Sept. 22 at the Thurston County Fairgrounds**

==Consented Items==

***Commitments**

*** Brenda will come up with a current list of non profits - Lisa will help with the phone calls (8-12-07)**

==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)**

***What does the state law say about minors and volunteering – Brenda will commit to making a phone call(7-15-07)**

=== Reports ===

*Finances: (John M., John W.) –

* Recycling (John M.) –

*Public Relations; (Brenda) –

*Systems; (Scott) –

*Thrift Store (John M.) –

*Disassembly (John M.) – .

*Triage (John M.) –

*HR (Ken)

*Build (Corbin) –

*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?

==New Business==

*Volunteer interviews – at a minimum Schedule a time who should interview the potential volunteers -two people minimum

have they read the documents? alcohol and drug – discrimination – maybe a simple test at the end that asks basic questions to make sure these people are signing on with the best of intentions.

This is a great idea – commitments are the main problem. Who is able to commit to a regular schedule to make sure the volunteers are dealt with professionally so they get off on the right foot.

A suggestion was to ask John M. Ken, Brenda and Scott if they would be interested in switching around to take turns interviewing potential volunteers.

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

*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.
John M. would like to limit this to 16 and above because of maturity if they are unaccompanied. If a parent or legal guardian stays with them limit this to 12 and a solid commitment.

Committed volunteers are in need – training takes so much time – inconstant volunteers are not worth the time. It takes around eight hours to train a volunteer then if these people don't make solid commitments this becomes a waste of time.

==Late Add==

*The future – Hiring a person should be considered in the near future.

Wrap-up ==

* Check Out

=== Next Meeting === September 9, 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 September 16, 2007