

Coordinating Council meeting to be held at CRE&T September 9, 2007, from 4:00 p.m. until 5:30 p.m – 115 Olympia Ave.

==Summary==

- \*Most documents are completed and all agree
- \*Brenda was appointed the new Board of Director's secretary.
- \*Volunteers must continue to put in monthly time to remain in good participating member status. The exceptions are extremely limited.
- \*Grievance procedure has been changed to dispute resolution.
- \*The open house planning is not going well due to lack of interest.
- \*Minimum age has been consented to and will be followed consistently.
- \*Certificates of Completion are now available to some degree. See John M. for details.
- \*Change Systems to Web Site.
- \*Add Infrastructure to the team member reporting

Facilitator: John M.

Scribe: Ken

Agenda: Ken

Average attendees = Four for last four meetings - must have 4 attendees this meeting for a quorum.

==Check in ==

John W., John M., Brenda, Ken

\*\*Review, verify, clarify agenda

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

== Regular Business ==

\*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) 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

\*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.) –

\* 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) – this was cleaned up September 9, 2007

\*\*1. Finance - (John M., John W.)

\*\*2. Public Relations - ( manager - Brenda) Percy is interested in helping here.

\*\*3. Web Site – Scott B.

\*\*4. Thrift Store – (manager - John M.) - Brenda V., John T.

\*\*5. Recycling (shipping - taking things to recyclers) John M.

\*\*6. Disassembly – (John M. manager) Scott B.,

\*\*7. Triage (receiving, testing) (John M. manager defacto) John W, Robert T., Thomas B.,

\*\*8. HR (staffing) - Ken, John W, Scott

\*\*9. Build (finished machines) - Ken, John W., John M., John T., Corbin W.,

\*\*10. Infrastructure (John M. manager) – Ken,

\*\* 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?

An adult is required. This has been resolved.

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

**Hours available is missing** - done

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

\* Open House 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?**

==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.

John M. will be doing this unless others want to step up. Sometimes finding regular people to help out is problematic.

Documents that are completed are:

Volunteer application kit 1.00

Code of Conduct 205

Volunteer application form 1.05

Reference form letter 1.00

Volunteer reward policy 1.02

Anti discrimination 1.03

Volunteer release and waiver 1.09

Drug and alcohol policy 1.00

The grant request form has been changed to some degree. If you have any input send this information to John M. so he inserts it to finalize this form. Getting recipients to return a recommendation letter is in need. This is very important for the future of Olygeek and the 501(3) c.

\*Grievance Procedure - Change this to dispute resolution.

The question was asked about **exemptions** – who qualifies? All attending members agree all people wanting to stay in good standing must be putting in time. If these volunteers aren't stopping in each month to help they need to be removed from participating member status. Several people who have been gone for months and wanting to return with the same status are **not** grandfathered in.

\*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.

A general consensus is if minors are present a guardian or adult must be with them.

If high school kids 16 and above want to volunteer to get their diploma then it is still okay – the past was working to some degree.

If kids 12 to the age of 15 want to volunteer they must have a guardian, parent or adult supervisor present at all times. One adult may represent three kids for a volunteer shift.

If the guardian isn't the parent then permission from a parent or legal guardian.

**Consents → all attending members   Stand asides → none   Blocks → none**

John M. will attempt to call the high schools to see if they have students that want to volunteer time. This also spreads the word.

\*The future – Hiring a person should be considered in the near future. Money to pay this person is hard to come by.

==Late Add==

\*Brenda was appointed the new board of director's secretary.

\*John has made up a certificate of completion – these will be handed out in 24 hour, then 50 hour and 100 hour certificates.

Or should this certificate be based on accomplishments?

A certificate of training completion and hours volunteered has been issued to a hard working volunteer very deserving of recognition.

\*Add Infrastructure to the team member reporting - this criss-crosses many areas of the organization.

- broken down Business, Server, Network, Email may come into play one day,

Change Systems to Web Site.

\*Administrative passwords were discussed in case something happens to a current a highly valued participating member or a member becomes disgruntled which has happened in the past.

Wrap-up ==

\* Check Out

=== Next Meeting === September 16, 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 23, 2007