

Coordinating Council meeting was held at CRE&T September 16, 2007, from 4:15 p.m. until 5:30 p.m – 115 Olympia Ave.

==Summary==

- *John will commit to calling in the outstanding machines that have not been paid for.
- *Karen will be hired as a contractor to help John M. with tasks. She will have to have a business license to begin. The job description will have to be put together by John M. on a weekly basis.

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 M., John W., Ken, Brenda

**Review, verify, clarify agenda

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

== Regular Business ==

- *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

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

==Consented Items==

*Commitments

==Past Due Commitments==

- * Brenda will come up with a current list of non profits - Lisa will help with the phone calls (8-12-07) not done – Karen may be able to do this when hired as an independent contractor.
- *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 – Corbin hasn't been here for many months. He has eight computers that have not been paid for since March. These are capital machines. John M. will commit to requesting these machines be returned. Has been ongoing to long.

*What does the state law say about minors and volunteering – Brenda will commit to making a phone call (7-15-07) John M. found out the City of Olympia takes volunteers 14 years old.

=== Reports ===

*Finances: (John M., John W.) – The finances are holding steady.

* Recycling (John M.) – The organization that has been picking up monitors and steel has worked through some internal problems and will not be charging for pickups and will pick up plastic as well.

*Public Relations; (Brenda) – Percy has offered distribute advertising.

*Systems; (Scott) –

*Thrift Store (John M.) – The store has been selling machines – mostly Windows. Windows machines are being requested for grant boxes. John M. purchased a shelf – and suggests purchasing a couple more from Costco.

*Disassembly (John M.) –

*Triage (John M.) – Sometimes incoming things are hard to sort. Ken suggests sorting them to the disposal bin so storage concerns aren't problematic in the near future.

*HR (Ken) no concerns at this time

*Build (Corbin) –

*Safety Officer (John T.) – No safety issues have been noticed and reported.

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

==New Business==

*Key Policy (John M) –

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

==Late Add==

*Hiring a person temporary and part time. Hire as an independent contractor. Karen will be temporarily hired after she submits a proposal. Brenda brought a form from another organization to view and use as a model. At the end of the year a 1099 form must be filled out. Karen will need a business license to get started.

The BOD will have to manage all security issues related to the final details

Accomplishments desired:

Start date – review date – contract ending.

A mile rate to reimburse for expenses if pickup and delivery is agreed upon.

Internet usage may be a tradable concept. Scruples must be managed – no browsing for porn may be a place to start.

The contract will be month by month – a review and renew date will have to be scheduled weekly.

A clear statement of expectations

Pay dates and amount

Release of medical concerns on the job or off the job.

Duties to be performed on any given day – someone to assign the most important tasks to be completed that day or week.

This person may not have another person with them as a guest –

This person will have a key/combination to the entrance door but may not have access to the Board Room, Build Room, and maybe not the storage room.

*Meetings are coming up for non profits – John W. has the details. The meetings are starting this week. John was asked to email the details.

Wrap-up ==

* Check Out

=== Next Meeting === September 23, 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 30, 2007