

Coordinating Council to be held at CRE&T November 11, 2007 , from 4:00 p.m. until 6:00 p.m - 115 Olympia Ave.

==Summary==

- *Systems was changed to Infrastructure
- *General Manager will be John M. for now.
- *Long term the goal is to hire a person
- *Volunteers are allowed three systems per year
- *Publish Letters of recommendation to the Web after release is obtained
- *Thurston county Community Services List was updated

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., Brenda, John T., Ken

**Review, verify, clarify agenda

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

== Regular Business ==

==Consented Items==

*12 policies were consented on 10-28-07

*Commitments

==Past Due Commitments==

*John will commit to calling in the outstanding machines that have not been paid for. (From 9-16-07) - John did call Corbin, the machines are in storage but will return soon. Not done

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

*John M. will get a key policy together –

=== Reports ===

*Finances: (John M., John W.) – \$800 is outstanding from Cynthia and the school – there have been some \$400 days. Hallmark owes around \$300

Rent money is in the bank. Could be extra money this month for the rainy day fund

Taxes have been paid – \$157.34 including the convenience fee of \$3.84

\$6,325.70 Total Deposits

\$1,289.20 Wholesaling (Hallmark, Rapid Refill, South Sound Steel)

\$2,333.00 Services (Monitor/Printer/Scanner Fees)

\$1,827.31 Retail Sales (calculated from Gross Retail Revenues of \$1,980.80)

\$ 786.00 Donations Total (Includes donations accompanying computers e.g., "boxes")
Unaccounted for income: \$92.70 (monies deposited but not recorded anywhere.)

September sales: \$1,196.00

September donations \$315 (this is more than September printer fees were.)

September fees: \$909 (significantly short of our rent and our utilities.)

* Recycling (John M.) – Is clean at this point – all recycle is rotated on a regular basis

*Public Relations; (Brenda) – We have the most recent Thurston county Community Services List created by the Crisis Clinic Resource Network & Win 211 of the Western Counties

<http://www.crisis-clinic.org/services/safeline.html>

All computer vendors should be informed olygeek exists. 4th Dimension was throwing their junk motherboards away – now they save them for olygeek.

Habit, Bread and Roses, have submitted letter of recommendation – Inquire about a release to post these on the Web for positive advertising

*Infrastructure ; (John M.) – There are three network printers working. VMware server is in the works. A Windows server is up and running. Triage area is a work in progress. Electrical outlets are in need.

Special projects have three clean tables. Please continue to keep them clean. Triage has an over abundance of hard drives. A hard drive wiper is used to clean the drives of vulnerable information.

*Thrift Store (John M.) –

There are several different speeds and options of machines on the shelf. Some have burners some don't. Hard drives, memory, video cards are different on each machine. This gives a variety of machines for the end user to purchase.

Motherboards are currently being looked at to see if this is viable. Get a newer motherboard and used olygeek parts to get it going.

Current open hours are:

John T. is here on most Mondays

Tuesday 1-7 John M. is usually alone

Thursday 1-7 John M. is usually alone – CLOSED THANKSGIVING November 22, 2007

Saturday 1-7 – this is the best day for volunteers

Sunday 1-4

The busiest times are usually as the place opens and just as it closes.

*Disassembly (John M.) -

*Triage (John M.) -

*HR (Ken)

*Build (Corbin) – What is the lowest machine that should be built? Should the cutoff be at 500 mhz? higher? Lower?

Cpu speed rounded to nearest 50 divided by two is the baseline price – add for hard drive, memory, burner,
Should \$50 be the starting price for a basic machine? There has to be a place to start. Some people look at the \$45 computer and wonder what is wrong with it. The ‘you get what you pay for’ attitude.

How much is a high price computer worth? John T. says \$200. Depending on the machine. Is \$300 too much for a decent system with Windows? Dell has low cost systems. They charge shipping and tax.

Somewhere between \$50 and \$250 is the general consensus.

*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) -

**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.(hasn't been here for months)

**10. Infrastructure (John M. manager) - Ken,

** Safety Officer John T. or store coordinator

== Old Business ==

==New Business==

*Key Policy (John M) – Where do we put the keys?

The electronic lock system works great.

==Late Add==

*Systems was changed to Infrastructure –

Consents → All Members – Stand asides → None Blocks → None

*Grievance Policy

*Team Concept – This has not been followed to the letter due to the lack of consistent volunteers.

*Keeping the competition in check with advertising

*Publish Letters of recommendation to the Web – will need releases from the organizations issuing the letter

*General Manager as opposed to Team Managers – John M. has been the backbone of the operation for a long time. No one wants the title of manager of any other areas. Someone should be in charge and accountable to these areas. If someone wants to step up to an area John will turn the manager duties over to this person.

*More volunteers show up on the weekend – Days open? During the week most of these people work or attend school.

*Volunteers are allowed three systems per year. The regular volunteers need to fill out the proper forms to get the systems for the year. Otherwise they will forfeit these systems when the fiscal year ends.

*Long term the goal is to hire a person or group of people to continue on with recycling and possibly service such as olygeek squad to compete with other service industries.

Less than 20% can be paid out in wages

A hired person that is here regularly makes the place look stable.

The hours are from 10:00 to ? Should be open during lunch hour? After the regular work day?

Regular starting times on each day to promote consistency.

Volunteers should be sought after for consistent hours.

*How about a drawing for a free system on a weekly basis to send out advertising/publicity?

Wrap-up ==

* Check Out

=== Next Meeting === November 18, 2007 from 4:00 to 6:00 p.m. at CRE&T

*Facilitator: John M.

*Scribe: Ken

*Agenda - Ken

* Suggest agenda items

The following meeting will be November 25, 2007