

Coordinating Council to be held at CRE&T November 25, 2007 , from 4:00 p.m. until 5:15 p.m - 115 Olympia Ave.

==Summary==

- *Break Infrastructure into Business and Network – consented 11-25-07

- *The volunteers allowed in were discussed. No people recently released from prison.

- *501(3)C was discussed

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, Ken

- **Review, verify, clarify agenda

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

== Regular Business ==

- *Many people are coming in looking for service work

- *A sign is needed for the Jewish Temple – the old building is gone. Only a pile of rubble remains

- *Friday & Saturday, March 7 & 8 is a gig at St Martins if someone has the time - Brenda will try to be there

- *John M. has been calling businesses on the Thurston County list to get the name out.

==Consented Items==

- *Commitments

- * Brenda will investigate the 501(3)c possibilities – Brenda looked at RCW Web sites – An application is a first step for a state not for profit. A universal ID is available.

An Articles of Incorporation application was passed out – Ken is sure this has been filed and believes Jim Gerner filed this one while in school.

The Business license refers to this group as a *domestic non profit* corporation.

City of Olympia business license is different.

The registered agent may need to go to the Doliver building.

The bookkeeping requirements are very strict. This must be in place before the application is submitted.

EIN number is needed – Employer Identification Number

Form 23 is needed – Brenda did not have a copy of this form.

\$25,000 is a magical number – anything less has less papers to file – anything more has more pages to file

If this organization were to hire someone – is a 501(3)c needed before? The correct answer is not known at this point.

Quick books will be needed eventually to make the book keeping easier – including printing of W-2 forms

==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.

*John M. will get a key policy together – The Boardroom should be locked.

=== Reports ===

*Finances: (John M., John W.) – There is \$800 outstanding from the school. This week was fairly productive. Utilities are coming due soon.

The insurance is pre-paid.

Shelves have been purchased.

Many newer machines have been coming in with Windows stickers. This is helpful.

* Recycling (John M.) – there are about 50 monitors ready to go to the recycler. The hot tub is in need of removal if you know of someone willing to remove it.

*Public Relations; (Brenda) – Stephanie is interested in this area. She will be in and out between now and Christmas.

*Nework Infrastructure ; (John M.) – Is working on VM ware.

*Business Infrastructure -

*Thrift Store (John M.) –

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 –

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

Sunday 1-4

*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) -

**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? Who actually needs keys? Some want but do not need – some don't want and should have.

*Grievance Policy

==Late Add==

*Who should be allowed to volunteer? Drug addicts just out of prison? DUI recipients that have been court ordered community service? Recent Drug addicts? Recently convicted of drug use or possession? This could a reality here soon. This should be addressed now.

Young people tend to be impressionable and putting these people next to the wrong person or group of people could take a wrong turn.

If a person was just released from prison then No? This is the general consensus. The group wants to help society but wants to limit any damage those making poor choices may add to this organization.

*Break Infrastructure into Business and Network

Consents -> all members Stand asides -> no members Blocks -> None

Wrap-up ==

* Check Out

=== Next Meeting === December 2, 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 December 9, 2007