

Coordinating Council was held at CRE&T December 2, 2007 , from 4:00 p.m. until 5:15 p.m - 115 Olympia Ave.

==Summary==

*Purchase order forms are needed

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 ==

*The people that are allowed to volunteer were discussed. No people recently released from prison.

*501(c)3 was discussed

==Consented Items==

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

*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

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

=== Reports ===

*Finances: (John M., John W.) –

* Recycling (John M.) –

*Public Relations; (Brenda) –

*Nework Infrastructure ; (John M.) – VMWare is working

*Business Infrastructure -

*Thrift Store (John M.) – All machinery that leaves the building needs to be checked out with John M. This includes computers, printers, monitors,
The school has not paid yet.

Quality control has been inconsistent

The question continues to pop up - do you take credit cards or debit cards? Is Olygeek ready to enter the credit card world?

How about a paypal account?

The security is a huge concern?

Who manages the security of the credit card information?

Purchase order forms are in need when companies remove items from the store – they will issue a purchase order before the removal.

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) –

*Grievance Policy

==Late Add==

*The 501(c)3 was looked at and discussed. The possibility of taking over WCSC exists.

Wrap-up ==

* Check Out

=== Next Meeting === December 9, 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 16, 2007

==Summary==

*Purchase order forms are needed