

Coordinating Council was held at CRE&T December 16, 2007 , from 4:00 p.m. until 5:00 p.m - 115 Olympia Ave.

==Summary==

*John will make a purchase order form.

*John M. has been nominated for President. The election will be January 20, 2008.

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., Brenda, John W., Ken

**Review, verify, clarify agenda

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

== Regular Business ==

*A deal with Chuck was discussed.(12-9-07)

==Consented Items==

*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. Corbin called – did not mention the machines(12-16-07).

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

=== Reports ===

*Finances: (John M., John W.) – This week was not a good week for business. Saturday was a \$150 day. The other days were very low.

A call has been placed to Hallmark. They have not returned the call.

John purchased a couple heaters – the electric bill will go up some.

Cynthia has not paid the agreed price. She is reporting problems.

John M. will make a purchase order form. This would have been helpful for Cynthia. Send the school a bill to pay rather than depend on them to voluntarily pay.

* Recycling (John M.)

*Public Relations; (Brenda) – A sign is still needed for the church next to the old building on Jefferson for advertising and sending directions to 115 Olympia Ave..

- *Network Infrastructure - (John M.) –
- *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) – Corbin called – stated he would be in Saturday (12-15-07) but did not make it.

*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. Network Infrastructure - (John M.
- **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 election for the president of the board will be held five Sundays from today January 20, 2008.

John M. is nominated for President

Wrap-up ==

* Check Out

=== Next Meeting === December 16, 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 January 6, 2008 – unless a special meeting is needed in December.