

Coordinating Council was held at CRE&T January 6, 2008, 2008 , from 4:00 p.m. until 5:00 p.m
- 115 Olympia Ave.

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, Zenson

**Review, verify, clarify agenda

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

== Regular Business ==

*John will make a purchase order form.

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

==Consented Items==

*Commitments

*John will call the City of Olympia to get on the recycler list.

==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.) – John M. purchased some items but has not been paid from Olygeek trying to maintain a reasonable balance.

A purchase order form is needed. Guidelines are needed first.

The private school did finally pay. Cynthia reported some of the machines are in need of attention.

* Recycling (John M.) - The shelves in the monitor room are in poor shape and should be replaced soon.

Some of the older machines are in need of recycling. The receiving room is getting full of machines and some are not desirable. Chuck was mentioned as a potential place to find homes rather than recycle them.

Keeping the work areas clean. Tagging tested equipment with the appropriate tags. The tester needs to sign the tag in case quality control is needed the specific individual can be instructed to proper procedures.

The minimum hard drive should be increased to 8 gig. Anything below should be recycled.

*Public Relations; (Brenda) – Is Olygeek interested in becoming a 501(3)c? Is taking over Bruce's non profit a better option.

*Network Infrastructure - (John M.) – John is going to order some wireless cards. All the cards should be the same. A single driver is needed, the operating system is compatible. Running wires is expensive and time consuming. The rooms are redesigned from time to time then the wall jacks are located in the wrong area of the room. Wireless will eliminate this problem. Wireless USB cards may be desired soon to trouble shoot machines that are problematic. The machine wouldn't need to be opened up.

The tools purchased for a specific room should remain in that room. Tools tend to walk off and end up in different rooms. All volunteers should be reminded to leave the tools in the rooms.

*Business Infrastructure –

*Thrift Store (John M.) – Keeping the areas clean is most helpful in appearance and safety.

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) – John has added Thunderbird calendar. An encryption program has been added. RSS owl, Gimp shop has been added,

*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==

*A person lacking in mental capabilities stopped in demanding a paycheck December 29, 2007. When asked to leave this guy became very upset. When confronted with this situation the person at the front desk should call 9-1-1 immediately.

*Brenda introduced some papers from the Take it Back network. It has some guidelines to follow such as insurance is required. Technology must be recycled responsibly.

The outreach is multi counties – Thurston County is not included.

A concern is tracking machines as they arrive as an inventory unit. Tracking each machine would be at best difficult. Each box contains video cards, network cards that can't be tracked per machine without major restructure. There isn't enough people to manage the tasks at hand much less add more tasks.

Another problem is tracking each machine to the donor. Many donors prefer anonymous drop offs. These machines will end up in the dump if Olygeek doesn't recycle them. Some donors drop off things that were found by the dumpster and don't want to be associated with them.

Olygeek is not on the City of Olympia's list of recyclers.

*The Fire Marshal stopped for an inspection. A couple fire extinguishers were outdated.

The safety manager should look at these on a monthly basis to make sure the gauge is in the ok zone. And not white residue is coming out the hose.

The holes in ceiling must be covered. The deadline is this coming Friday (Jan 11).

John asked about shelving not attached to the walls. The inspector agreed this was a good idea but did not indicate it was a requirement.

There is black mold by the refrigerator.

There are some lights that need to be repaired or replaced.

Some wiring is in need of attention.

*The BOD is going to meet January 20, 2008.

Wrap-up ==

* Check Out

=== Next Meeting === January 13, 2008, 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 20, 2008 – The election for the BOD is this day. Attend if you are able to accept the nominee.

==Summary==