

Coordinating Council was held at CRE&T January 13, 2008, 2008 , from 4:00 p.m. until 5:00 p.m - 115 Olympia Ave.

==Summary==

\*John T. will stop in on Wednesday to open the place for business.

\*The BOD election is next meeting

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 T., John W., John M., Brenda, Ken

\*\*Review, verify, clarify agenda

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

== Regular Business ==

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

\*The Take-it-Back Network was discussed.

\*If the person on the front desk encounters an unruly person or group of people they are to call 9-1-1 immediately

\*The fire marshal stopped by – recommended changes. John purchased and installed two new fire extinguishers.

The shelves have been attached to the walls for earthquake securement.

Most of the holes in the ceiling have been plugged.

The fire marshal has been called to let them know the work is being completed in a timely manner.

The circuit breaker panel must be accessible. John M. has been working on clearing the items blocking the panel.

==Consented Items==

\*Commitments

\*John will call the City of Olympia to get on the recycler list. Not done.

==Past Due Commitments==

\*John will commit to calling in the outstanding machines that have not been paid for. (From 9-16-07 ) - John did speak with Corbin, the machines have been moved around but have not been returned (1-13-08).

\*John M. will get a key policy together – The Boardroom should be locked. The key box will be in the locked board room.

=== Reports ===

\*Finances: (John M., John W.) – Sales have been good. Monitor and printer intake seems to be falling off. Higher end machines are starting to show up. Should be \$6,000 in the bank at the end of the month.

\* Recycling (John M.) – Is holding its own.

\*Public Relations; (Brenda) –

\*Network Infrastructure - (John M.) – John wants four bridging access points to manage the network with. Running more wire is time consuming. Wireless cards will be needed to install in machines

\*Business Infrastructure – taxes are due soon.

More metal shelving is needed to store monitors. The current board shelves are moderately rickety.

Speedfan [http://www.download.com/SpeedFan/3000-2094\\_4-10067444.html](http://www.download.com/SpeedFan/3000-2094_4-10067444.html)  
will test hard drives and report problem areas.

\*Thrift Store (John M.) – Should the organization get involved in Tee shirts and coffee mug for additional income?

Wednesday was a \$300 day. John M. was here by accident to accept the sale. Wednesday is not a day of operation as of yet.

More people are needed to increase the days of operation. John T. is interested in Wednesday.

John T. will see if Corbin is interested in coming in on Wednesday with him.

John M. will purchase gas for John T. to make the trip on Wednesday.

**Current open hours are:**

John T. is here most Monday evenings

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 M. would like to purchase some CPUs to increase the speed of some machines. Slot ones will be recycled or sold.

\*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 ==

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

==New Business==

\*Key Policy (John M) –

\*Grievance Policy

==Late Add==

\*The manager positions was discussed. Not enough regular people are stepping up. A single manager is most effective at the moment.

Wrap-up ==

\* Check Out

=== Next Meeting === January 20, 2008, from 4:00 to 6:00 p.m. at CRE&T - The election for the BOD is this day. Attend if you are able to accept the nominee.

\*Facilitator: John M.

\*Scribe: Ken

\*Agenda - Ken

\* Suggest agenda items

The following meeting will be January 27, 2008 –