

Coordinating Council was held at CRE&T February 17, 2008, from 4:15 p.m. until 5:00 p.m - 115 Olympia Ave.

==Summary==

* Brenda Plans to be at St. Martin's March 7 & 8.

*There will be a BOD meeting next Sunday.

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, John T.

**Review, verify, clarify agenda

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

== Regular Business ==

==Consented Items==

*Commitments

==Past Due Commitments==

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

*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). Not Done

*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.) – Checking has \$3,000 – another \$400 is needed to make expenses this month. The taxes have not been paid yet.

Wednesday was a \$6 day. John M. was here alone.

Thursday was \$450 –

John purchased chairs for the classroom.

More shelves are in need.

Windows machines are selling 10 to 1 over Linux machines.

* Recycling (John M.) –

*Public Relations; (Brenda) – Brenda Plans to be at St. Martin’s March 7 & 8.
Business cards and Brochures are needed. Start out with 100 to see what kind of interests exists.
*Network Infrastructure - (John M.) – The classroom is well under way. This is running on a wireless network. Scott will start classes soon through Freeschool. Web design is the class.
Once the network is running properly – it could install 40 to 50 machines at one time.

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.) – There aren’t many machines to recycle right now.
*Triage (John M.) –
*HR (Ken)
*Build () – - Help is needed here.
Mepis installs in 20 minutes. Ubuntu takes about an hour.
Power PC is good for Macs
Handouts should be available for each computer sent out. A sticker that advertises Olygeek should be stuck to the front. A warranty void tape should be installed on each machine. If the person wants to tamper with it the warranty is void.

*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.
**10. Infrastructure (John M. manager) - Ken,
** Safety Officer John T. or store coordinator

== Old Business ==

==New Business==

*The NonProfit Exhibit is March 7 & 8(Friday and Saturday) at St. Martin’s Pavilion – Theresa Holiday is putting on a conference called “Brighter Tomorrow” for non profits. There is no charge for the booth. Help is needed to setup, to answer questions, and to remove the exhibit when finished.

Brenda plans to be there but would enjoy a helper.
A sample of what Olygeek does should be available for display.
Pictures of the building, rooms and activities are requested.
A group photo shoot is desired.

*Key Policy (John M) –

*Grievance Policy

==Late Add==

*A BOD meeting is in need. There will be a BOD meeting next Sunday. Are BOD need to be present.

Wrap-up ==

* Check Out

*The next meeting is: February 24, 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 March 2, 2008 –