

Coordinating Council to be held at CRE&T March 30, 2008, from 4:00 p.m. until 6:00 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 ==

==Consented Items==

*Commitments

Contact the Olympian: "Share creative ideas for reducing, reusing or recycling with Lisa Pemberton at 360- 704-6871 or lpemberton@theolympian.com.

<http://www.theolympian.com/living/story/363632.html> (Brenda 3-9-08) not done

==Past Due Commitments==

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

*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. The Board does have a key box now.

The electronic entry door lock has two keys in case the battery dies – John M. and Ken will hold keys in case of battery failure.

The board room has an electronic lock – John M. and Ken will hold keys in case of battery failure.

The master passwords should be kept at home to use in case of emergency.

=== Reports ===

*Finances: (John M., John W.) – Revenue has not kept up with expenses. \$500 was paid for directors insurance. Fire insurance is due next month. The organization purchasing the copper has backed away. South Sound Steel will pay for it – but is not as friendly to make the sale complete.

Sales are clearly leading the way for revenue. Windows machines are the main stay.

There is \$7200 in the bank – will be \$6200 left after expenses are paid.

*Recycling (John M.) – Is going well at this point

*Public Relations; (Brenda) – 501 (3) c is in need as soon as possible – could be very beneficial for the survival of Olygeek. Costco and other businesses are getting a foothold in electronics recycling. Olygeek is getting left behind.

Brenda will contact Bruce to see how he is doing and inquire about his non profit.

John M. would like to see a bike rack – the city claims there is a bike rack around the corner to use. How about drafting a letter to send? Explaining the reasons a bike rack is needed.

John M. would like to advertise – Ken asked what kind of advertising – a page in the Olympian or a sign on the back of an IT Bus.

If Olygeek had a non profit Id tax number many radio stations would advertise the service Olygeek offers for free.

*Network Infrastructure - (John M.) – Have acquired a color laser printer that works. John M. is building two more XP Pro machines

Thrift Store -

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) - Someone is needed to run background checks. John M. has been doing this but needs to spend more time doing other things. Codes are needed to separate those that are acceptable and those that should not spend time here. A girl came in that openly admitted she has a shop lifting offense – would have come up in a background check.

Ken believes all should have a background check performed to remain consistent – then print id tags of some sort that all members shall carry for proof of id.

*Build () – Zenson has been helping to get more machines are the shelf.

*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==

*Key Policy (John M) –

*Grievance Policy

==Late Add==

Wrap-up ==

* Check Out

*The next meeting is: April 6, 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 April 13, 2008 –

==Summary==