

Coordinating Council was held at CRE&T April 20, 2008, from 4:00 p.m. until 5:30 p.m - 115 Olympia Ave.

==Summary==

*John M. would enjoy helpers keeping the store open among other items.

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 ==

*Advertising is desired. All ideas will be considered

*Background checks are getting closer to reality. An Admissions group was formed – all discussions will take place in Executive Session.(4-6-08)

*Talkin Trash has an event coming up on April 19 at Westfield Mall(4-6-08)

*Thurston County Recycle Days are May 10 at the Thurston County Fairgrounds(4-6-08)

==Consented Items==

*Commitments

Brenda will contact Bruce to see how he is doing and inquire about his non profit.(3-30-08)

Brenda found the phone number she had is outdated.

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)

==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). John has recently talked to Corbin. It may be best to write this one off.

*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.

=== Reports ===

*Finances: (John M., John W.) – Saturday was a great day. The truck was filled at Westfield Mall (Talkin Trash) in a short period of time. The people that arrived and had no place to recycle the technology came to Olygeek. This is the affect of advertising. Close to \$900 came in.

John is thinking olygeek should advertise to hold onto market share. There have been days with little incoming or outgoing (sales).

South Sound Steel is paying 1.25 per pound for copper

John M. would like to hire Bruce to sit at the fairgrounds May 10 to gather all the technology. A banner would cost around \$100. All attending council members agreed the banner should be purchased.

Thurston County Solid Waste

http://www.co.thurston.wa.us/wwm/Recycling_and_Disposal/Recycle/Recycle%20Days/Recycle%20Days.htm

The home page for Thurston County Solid Waste Front office: (360) 357-2491

<http://www.co.thurston.wa.us/wwm/>

*Recycling (John M.) – Olygeek is in need of getting certified to get ahead of the recycling mandates coming out in 2009.

*Public Relations; (Brenda) – This building does not have hot water.

*Network Infrastructure - (John M.) –

*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) -

*Build () – - Some things came up missing in the build room. John M. is very disappointed and now wants to lock the door.

*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 ==

*Key Policy (John M) –

*Grievance Policy

==New Business==

*Advertising – John M. asked if anyone knew of a catchy slogan to catch the eye of the community.

Ken and Zenson suggested the following - short – sweet and simple. Long adds tend to lose the reader.

Computers

Freegeek Olympia wants your unwanted technology

115Olympia Ave.

Visit us at: <http://www.oly-wa.us/freegeek/>

Or

Give us a call - 360 - 705-9999

==Late Add==

*Good Will has offered to send employees(possibly 3 - trainees) to assist in the recycling of computers if olygeek has a 501 (3) C. John M. has a meeting with a Good Will representative on Tuesday at 9:00 if anyone is interested in attending.

Very beneficial

If this happens – who has the authority? Volunteers or Employees? This should be cleared up prior to a Good Will employee arriving.

All agreed the store manager on duty is in charge of Good Will employees and volunteers.

Should titles be given to the Good Will Employees? These people could be here for around 6 months for 20 hours a week.

Is it possible to let Good Will Employee work alone without a seasoned store manager?

One person is deaf – but is in need of community support.

Wrap-up ==

* Check Out

*The next meeting is: April 27, 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 4, 2008 –