

Coordinating Council to be held at CRE&T May 18, 2008, from 4:00 p.m. until 5:00 p.m - 115 Olympia Ave.

==Summary==

*The Olympian ran an article for Olygeek computer recycling (May 13,2008)

*John M. call Sparrowhawk consulting for a 501(3)C

*John met with a Good Will representative again.

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, Rich

**Review, verify, clarify agenda

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

== Regular Business ==

*Thurston County Recycle Days was May 10 at the Thurston County Fairgrounds(4-6-08) No Olygeek representatives were able to attend.

*The Olympian ran an article for Olygeek computer recycling (May 13,2008)

<http://www.theolympian.com/living/story/447363.html>

*John M. had a meeting with Good Will(4-27-08) Completely depends on Olygeek obtaining a 501(3)C

*John M will call an attorney to inquire about the 501(3)C(4-27-08) Called Sparrowhawk consulting. Between \$3500 and \$4500

The filing fee for the IRS is \$550 because Olygeek brings in more than \$10,000 per year

The accounting must be in better shape than is currently. Olygeek has a good start

The attorney is only a guide – they would be giving directions

A conflict of interest policy is in need

John M. will order the E-Book soon to follow to obtain the 501(3)C

==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) Done by John M.

==Past Due Commitments==

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

*John M. will get a key policy together –

=== Reports ===

*Finances: (John M., John W.) –

*Recycling (John M.) –

*Public Relations; (Brenda) – The City of Olympia will install bicycle racks close to Olygeek soon.

John M. would like to purchase ink for the DesignJet 600 to print posters

Each cartridge is \$32 and two are needed – 51626 – paper is needed

*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 () –

*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==

*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. Will need a 501(3)C before work will begin.

==Late Add==

Wrap-up ==

* Check Out

*The next meeting is: May 25, 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 June 1, 2008 –