

Coordinating Council was held at CRE&T May 25, 2008, from 4:00 p.m. until 4:30 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, Rich

**Review, verify, clarify agenda

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

== Regular Business ==

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

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

*John met with a Good Will representative again. A 501(3)C is needed before the process can begin.

==Consented Items==

*Commitments

==Past Due Commitments==

*John M. will get a key policy together –

=== Reports ===

*Finances: (John M., John W.) –

*Recycling (John M.) –

*Network Infrastructure - (John M.) –

*Thrift Store – Volunteers are hard to find. John M. hands out paper work and rarely is returned at all. Then others do return but do not stay the course. John M. would like to charge to become a volunteer to encourage these people to stay. This would weed out those that are not serious. Ken would like to get exit interviews to see what is wrong with the volunteer system. I have asked for this before.

John M. states this won't work. These people show up one day then are gone never to be seen again. Exit interviews won't be returned because these people aren't around long enough.

John is thinking group training so less training is given to an individual only to have them leave before any time is volunteered. A class room training program would be given on a scheduled basis. Those wishing to become a volunteer will wait till this session begins.

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

*Good Will has offered to send employees(possibly 3 - trainees) to assist in the recycling of computers if olygeek has a 501 (3) C(4-27-08)

==New Business==

==Late Add==

*John M. would like to begin charging for towers (\$5) – to be continued

*Is a senior discount something to consider? Sometimes extra time is needed to explain how to work the machine. Should a discount be given knowing this? To be continued.

Wrap-up ==

* Check Out

There will no meeting on June 1, 2008.

*The next meeting is: June 8, 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 15, 2008 –

==Summary==