



*"To comfort our community by providing a warm meal to those in need"*

[www.ReFuelWashougal.org](http://www.ReFuelWashougal.org)

**Board Minutes  
1/5/2021**

Robert Barber, Board Chairman, called the meeting to order at 3:35 pm. The meeting was held virtually.

**Attendance**

Board Position	Name	Present	Call in
Board Chair	Robert Barber	X	X
Board Co-Chair	Ann Stevens	X	X
City Liaison	Rose Jewell	X	X
Treasurer	Niquie Love	X	X
Secretary	Leann Wilkins	X	X
Board Member	Fran Whitmeyer	X	X
Board Member	Traci Tingley	X	X
Guests			

**Approval of Previous Meeting Minutes**

December meeting minutes were distributed to the board via email prior to the meeting. No changes were requested. December meeting minutes were approved by the board.

**Treasurer’s Financials Report (Niquie)**

- Current bank account balance is \$33,279.66
- Includes numerous recent donations
  - Includes a gift card for \$200 from donor
    - Will be used by Ann for pantry items

- Quicken was purchased
- As opposed to QuickBooks which was more complex than ReFuel’s needs
  - Niquie confirmed she will send monthly budgets to Leann for website

- Group reviewed Niquie’s proposed budget but there was some difficulty opening it, due to formatting.
- Bob re-sent it to Leann’s work
  - Board will further review budget and provide feedback to Niquie

**Year In Review Stats**

Leann is getting ready to draft the Year in Review document, in preparation for annual meeting. Will include

- Total meal count
  - Rose and Traci will work together to update Rose's historical spreadsheet, then send to Leann
- Number of groups served
  - Fran sent 2020 completed calendar to Leann during the meeting
- Dollar amount of donations
  - Leann will derive from 2020 budget report
- Number and dollar amount of grants received
  - Niquie confirmed there was one grant for \$4200
- Number of guests hosted at Severe Weather Shelter
  - Leann will research in May meeting minutes
- Recap of new and resigned board members

### **Confirmation of Fiscal Year and Tax Reporting and Potential Donation**

Leann shared that we received an inquiry from ON Semiconductor, requesting recent 990 tax form or audited financials, for inclusion in their employee community service program.

- ReFuel has not yet filed 990, being a newly formed 501(c)3
- Leann will respond and offer to share our annual budget

### **Thank You receipt/Letter for Donations**

Rose provided draft via email which board reviewed

- Bob suggested we expand to include donations of goods (no value)
- Leann suggested Tax ID be added so letter can be used as a receipt as well

Discussion about intended use of thank you card or letter – as a thank you, or a receipt?

- Board agreed that it would be ideal to form one document to be used as either
- Leann and Rose will work on minor revisions to current draft, to serve this purpose

### **Inventory**

Traci expressed concern about inventory in our storage room and shelves.

Problems to solve:

- How groups will know what seasonings and supplies are available to them
- Maintaining extra inventory emergencies
- Spices in kitchen are not labelled, no clear owners of some items

Solution:

- Will create an inventory of everything in storage
- Will develop inventory minimum levels to stock to, making it easier to restock
- Will utilize recurring orders in Amazon as much as possible
- Rose will discuss with Bill/MOW to create cohesion

- Changes will be communicated to facilitators

Traci offered to inventory shed as well

### Severe Weather Shelter

- Attempts to open this week were not successful due to lack of volunteers.
- Some supplies have been donated by Council for the Homeless (touchless thermometer, spray, masks)
- Bob is seeking feedback and support from volunteer pool for future severe weather events this season
- Bob still looking for an individual to take over primary management of Severe Weather Shelter.

### Community Chest Grant

Update on grant status

- Community Chest is requesting a report on last year's grant funds before they will consider the current grant
- Rose and Bob will meet to prepare the report
  - Refrigerator funds have not yet been used to purchase new unit, due to fact that we received gift of used fridge
  - Those funds are still earmarked for future refrigerator purchase, in case this one becomes unreliable

### Action Items (Leann)

Leann presented outstanding action items from previous meetings, for group to review and receive status updates.

Completed Action Items	Assigned to
Add "Donations" as a new expense line item (for when ReFuel donates to another organization)	Niquie
Send budget copy to Traci for C/W Community Chest Grant	Niquie
Purchase QuickBooks	Niquie

Updates on Outstanding Action item	Assigned to
Insurance invoice for treasurer records	Bob
Research whether insurance covers potential costs of indemnifying ReFuel agents (bylaw Article 6)	
<i>Update: Insurance agent has reported that she is still working on it</i>	
Updated kitchen and volunteer guidelines	AJ
<i>Update: Board determined that AJ's primary concerns no longer required action. AJ was able to confirm that there has been no special guidance issued for serving during COVID-19. Special discussion was held surrounding dress code, and board agreed that we should</i>	

<i>proceed with caution to avoid driving away volunteers. Rose will work with Leann to refresh a Friday Meal overview document, so we can provide a digital summary to those who inquire.</i>	
Review options for online volunteer schedule	Fran/Leann
<i>Leann and Fran will meet 1/11 in the afternoon.</i>	
Create Comment Cards for guest testimonials; send to Leann for Year in Review document	Traci
<i>Ann will help Traci identify guests who would be willing to complete one</i>	
Camas Washougal Community Chest grant	Rose/Bob
<i>Needs report of grant funds used last year</i>	
2021 budget	Niquie
<i>Still under development</i>	
Thank you cards ordered	Rose/Leann
<i>Transitioned to thank you letter; Leann/Rose to meet and discuss</i>	
"Year in Review" document	Leann
<i>Needs some stats to complete</i>	

All other Action Items remain outstanding.

<b>New Business</b>
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- Gift card for AJ – thank you \$50 – Ann made a motion, board approved. Niquie will purchase.

**Meeting adjourned at 4:55 pm.**

*Next meeting*

*Date January 5, 2021 @ 3:30*

*Location: Zoom*

***Respectfully submitted by Leann Wilkins, Secretary***