

ReFuel Washougal Board Meeting

October 16, 2018

Minutes

DRAFT

Attendees:

Robert Barber	Tammy Dinius	Ann Stevens
Margie Shoemaker	Rose Jewell	Niquie Love
Fran Whitmeyer	Margaret McCarthy	

Minutes Approval

Motion: To approve the September 20, 2018 Minutes. Ann/Bob Passed.

New Business

Financial Report / Update (Tammy)

1. 78% of the budget expended year to date as of August
2. Ending balance \$20,343.68
3. Financial – co signature on accounts underway
4. Amazon Prime and Pantry account setup for ReFuel so that this does not go through the treasurers personal account

Board Positions: We need to replace Jan on the Board. Nominations included:

1. AJ Bogue
2. Tom and Cindy (who have declined per Ann)
3. Fran Whitmeyer (franwhitmeyer@gmail.com)
4. Niquie Love (niquielove1254@gmail.com)

Robert will email questions to the interested parties and then forward the information to the board for consideration.

Kitchen Facilitator Training – Ann received training by Janice w/MOW so that she can train ReFuel volunteers. Next training October 24th at 4 pm.

The board agreed to purchase Supplies for Kitchen: Tammy will order.

1. Refuel will purchase hairnets, gloves once a quarter to help with the cost.
2. Refuel will purchase thermometers to go in the ReFuel freezer and fridge.
3. Refuel will purchase sanitizer/bleach water test strips.

Policy for the Reimbursement for Groups – Robert

1. The group concurred that the 90 days receipt period be reduced to 60 days.
2. The group discussed increasing the per meal reimbursement amount to \$125 per week starting in January 1, 2019
3. Holiday meals are eligible for a \$200 reimbursement (effective immediately)
4. All meals reimbursement requests must be accompanied by receipts
5. Only one reimbursement request can be submitted per meal so that multiple individuals cannot request reimbursement for the same meal.

Motion: To approve the Reimbursement Policy as amended. Robert Barber No objections.

Motion passed.

Reimbursement / Donation for Radiant – *Christmas dinner at Hathaway school December 25, 2018 at their meeting the 19th of September we chatted that we never received your donation for 2017.*

Conversation ensued recalling that \$200 cash debit had been made for the 2017 meal referenced above and other purchases during this same time that added up to \$800 for items believed to have paid for what is now being requested. Bob will reach out to Michelle on behalf of the board on this matter.

Pam Clark believed that the board had voted to give Radiant \$100.00 for the 2018 Christmas meal. Board members recall a conversation on the matter. Several members reviewed their minutes, however, there was no record that a motion had ever been made.

Funding option were discussed. The board would like to have a three year contract with the city so that ReFuel can count on funding for budgeting purposes. Rose will look into this.

Old Business:

Website Update / Discussion – Tammy reminded the board to submit their bios and banner Rose will contact Michele Loftus creator of the logo. Meal count: Rose will go through the data received from Pam and records from ReFuels inception to determine an approximate meal count for the website.

Shed, Shelving, storage items, etc – Bob did put some supplies in the shed. He and Rose hope to work on the shelving soon.

Social Media Policy – Ann brought forward the city policy retrofitted for ReFuel. Much of the information was not necessary so that the policy could be scaled down. Ann make the revision and send it to the board for consideration.

Volunteer 2019 Sign Ups – Margaret will email up the 2019 meal schedule so that volunteers can sign up.

Next Meeting Day / Time – New meeting time will be the first Tuesday of the month at 3:30 in the community center.