

## Refuel Washougal meeting minutes

**Date:** Thursday May 17th, 2018

**Time:** 3:45pm

**Location:** Washougal Community Center

**Attendees:** Bob Barber, Ann Stevens, Margaret McCarthy, Rose Jewell, Leanne Wilkins, Rene Maritt, Jan Johnson, Charlie Walker, Rebecca Corcoran

### Introductions from around the table

### Minutes from Last Meeting / Financial Report - Please see attached budget

- [https://drive.google.com/file/d/0B\\_mf4RAkqGGFNlpLREozUEFsQm1HNIFHUmYwdWISaVBwUVJj/view?usp=sharing](https://drive.google.com/file/d/0B_mf4RAkqGGFNlpLREozUEFsQm1HNIFHUmYwdWISaVBwUVJj/view?usp=sharing)
- Do we want to provide all consumables or have the groups provide their own? Table until next meeting
- Bob will send an email regarding the consumables, post office, and misc expenses to Tammy so she can itemize them for us.
- Minutes approved from last meeting

### Update on Liability insurance (Bob)

- Insurance is in place. MOW has their certificate. Some wording may need to be changed.
- Another \$110.00 will need to be paid if the changes are great.

### Update on 501c3

- No update
- Still looking for someone to help us with this
- Rene will ask her sister
- Ann will ask Chuck Carpenter
- Jan looked up information regarding insurance- She printed out a packet. It says we don't need a license.
- We are considered a donor kitchen - don't need a permit/license

### Kitchen Facilitator Training (held May 14<sup>th</sup>, 5 facilitators present)

- Bob handed out a responsibilities list

- Please see attached list-  
[https://drive.google.com/file/d/1B1tUGWF0cUog8jZD0TTVuKKv7vWg\\_atH/view?usp=sharing](https://drive.google.com/file/d/1B1tUGWF0cUog8jZD0TTVuKKv7vWg_atH/view?usp=sharing)
- Reminder to sign up on MOW website - Register to Volunteer

### **Positions Needing to be filled:**

- Vacant Board Position
- Volunteer Coordinator Position
- Kitchen Coordinator Position
- Need updated job descriptions - Rose will work on, send out and the board will have 1 week to look it over and state any changes that need to be made.
- Leanne is interested in being a board member
- Jan is interested in the kitchen coordinator
- Ann is interested in Co-Chair
- Anyone interested in Volunteer coordinator?

### **New Groups Needing Help**

May 18 – Hathaway-Ann ask Pam for tomorrow

May 25 – Camas Church of Nazarene - Ann will be there, Jan will reach out to the church to see if they need help

### **Update Juvenile Court System Partnership (Rose)**

- Two different programs
- We will send them a list of which groups need help
- They will wait at city hall until their supervisor shows up

### **Website Content Needed**

- Process to get involved (even if it's just a contact person and talk about how great it is to be involved/some stats on how many meals you serve, etc.)
- The domain name you want to use
- Bios on board, coordinators, etc.
- Where I am routing the contact us form
- Any relevant information about Refuel (when/how it started, how it has grown, etc.).
- There's a lot of blank space and I would like to fill it with valuable information about Refuel.

- Chose logo - top one or bottom Vote - Bottom one approved Refuel Washougal, WA
- Colors? Rose will send out some choices for us to chose
- General info to go to Secretary, then they will forward to appropriate person

### **Update on Shed**

- Ready for us to put some supplies in

### **Ann work on inventory**

- Decide what we should provide for the groups (condiments, lemonade, etc)
- What do we currently need? Coffee, coffee filters?
- Ann will check with Pam

### **Jan will put a spreadsheet together of volunteers**

**Adjournment:** 5:15pm

**Next Meeting:** June 21<sup>st</sup> @ 3:45 pm

Please see attached Job Descriptions

Kitchen Coordinator

[https://drive.google.com/file/d/0B\\_mf4RAkqGGFOGw1aE5rNTBTWUEyME1sM29jeWdsUEgwUVJR/view?usp=sharing](https://drive.google.com/file/d/0B_mf4RAkqGGFOGw1aE5rNTBTWUEyME1sM29jeWdsUEgwUVJR/view?usp=sharing)

Kitchen Facilitator

[https://drive.google.com/file/d/0B\\_mf4RAkqGGFdEpsZVkyYjRIOVnV2VFV20zdXcdERJUzE0/view?usp=sharing](https://drive.google.com/file/d/0B_mf4RAkqGGFdEpsZVkyYjRIOVnV2VFV20zdXcdERJUzE0/view?usp=sharing)

Volunteer Coordinator

[https://drive.google.com/file/d/0B\\_mf4RAkqGGFcDM1UXBZbFhVY3kzczFrR0N6Qkswa3YtSzIN/view?usp=sharing](https://drive.google.com/file/d/0B_mf4RAkqGGFcDM1UXBZbFhVY3kzczFrR0N6Qkswa3YtSzIN/view?usp=sharing)