

# Refuel Washougal Meeting Minutes

Date: December 4, 2018

Time: 3:30 pm

Location: Washougal Community Center

Attendees: Bob Barber, Leann Wilkins, AJ Brogue, Ann Stevens, Rose Jewell, Fran Whitmire, Niquie Love, Cindy Walker

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## **Financial Update:**

No financial report. Tamara was not in attendance. Bob will email Tamara and obtain updated financial reports for group.

Rose stated that all outstanding 2018 invoices need to be turned in to the city as soon as possible. She will request them from Tamara.

## **Vacant Board Position:**

Appointing the board vacancy has been postponed until early 2019. By next meeting Bob will compile background and qualification information from all candidates, to help the board in the decision-making process.

## **Kitchen Facilitator and Volunteer Coordinator Report:**

Ann has done a training session with some new kitchen facilitators and will host another one early next year.

Ann updated kitchen facilitator instruction printout into a four-page document and distributed it to all new facilitators. A copy has been placed in the facilitator's notebook in the kitchen.

Dinners on January 4<sup>th</sup> and January 28<sup>th</sup> are unassigned as yet. Niquie (Washougal River LDS) has volunteered to take January 28<sup>th</sup> and will also take January 4<sup>th</sup> if no other group can do it. Ann or Margaret will let Niquie know if her group is needed on January 4<sup>th</sup>.

Refuel board will move forward with hosting several Friday dinners in 2019. The purpose of these days will be to provide volunteer opportunities for people who are not affiliated with a large group or church.

The dates are as follows: 3/29, 5/31, 8/30, and 11/29.

Each date will be coordinated by two board members. Board members should look at their calendars and let Ann know which dates they choose. (Leann volunteered for 11/29 and Rose volunteered for 3/29.)

Bob states that individual volunteers should be coordinated through the City of Washougal (Rose).

**Website Update:**

Our website [refuelwashougal.org](http://refuelwashougal.org) is live, although it does not appear in standard search engines when “ReFuel Washougal” is entered. We believe that the website admin can add keywords to the website to help us appear in searches. Bob will talk to Tamara about this.

Rose provided updated meal counts so this information can be current on the website.

Ann added a “donate” button to Refuel’s Facebook page that links to the new donation links on the website.

Rose will update City of Washougal website with new ReFuel website link.

Bob reiterated the importance for the website to be updated regularly. Board discussed who the website admin will be, once it is transitioned away from the creator (Tamara’s daughter). Bob will confer with Tamara on where admin rights currently reside.

**Severe Weather Shelter Update:**

Severe weather plan is being enacted in Washougal for 12/5 and 12/6, Wednesday and Thursday nights of this week. Although windchill has consistently made the weather feel much colder, the WASHOUGAL COMMUNITY SEVERE WEATHER SHELTER HANDBOOK (distributed at today’s meeting) states that the threshold for enacting the plan is 30 degrees or below. Our shelter is available for people all over, not just Washougal. We can shelter 20 people.

The shelter will be open from 6 pm to 7 am. We have developed a partnership with Salvation Army; they will plan to open their doors at whatever time our shelter closes so as to provide consistent protection for the public.

The shelter will be run in shifts, with one leader for each shift:

5:00 – 8:30 (includes one hour for set up)

8:30 – 12:00

12:00 – 4:00

4:00 – 7:30 (includes 30 minutes for clean-up)

Bob has garnered enough volunteers to run this week’s shelter. Many people signed up for multiple volunteering shifts, but Bob is attempting to establish a one-per-person limit so as to avoid overworking volunteers.

In preparation for this week’s event:

- Rose will update the City of Washougal website and various city resources
- Ann will update Facebook
- Rose will update Camas Police Department (for sending people in need). Washougal PD has already been notified.

Bob reports that last year there were two people who used the shelter consistently. We expect more this year.

The shelter has a need for more cots. One person who uses the shelter regularly has a special need for something that is low to the ground; that has been donated. More cots are still needed. Bob and Rose are applying for a grant with Community Chest specifically for cots. They will be meeting next week to continue work on it.

Bob shared that our severe weather shelter is listed on the national resource website [www.211.org](http://www.211.org) as well.

Bob states that he will be setting up another volunteer training session, but it may not be until next year.

Ann questioned whether the severe weather shelter would conflict with a Friday ReFuel meal, which ends at 6:00. Bob stated that severe weather shelter set-up would take place simultaneously with ReFuel's clean-up but should not really conflict.

#### **Friday ReFuel Meal – Miscellaneous:**

Rose made a motion that we modify the Friday dinner's end time from 6:30 to 6:00. We have found that there is virtually no attendance at the dinners from 6:00 to 6:30. The Board agreed with this idea.

This change will require updated material, both printed and electronic (posters, signage, website, Facebook, etc.). Rose stated that City of Washougal will cover any related costs.

Ann second. Motion carried. Will be effective January 1<sup>st</sup>, 2019.

- Rose will be responsible for updating any printed material
- Ann will be responsible for updating any electronic material
- All material will be updated by 1/1/19

Leann suggested Volunteer Group ground rules need to be communicate better to volunteers (hairnets requirement, closed toed shoes, etc.). Rose reminded us that new rules may be necessary while under Meals on Wheels insurance, but more rules can also be off-putting to volunteers, so we must use caution. Bob suggested we add stronger language into the email reminder that are sent to the volunteer group's leader about a week before their shift, reiterating those few key rules.

Rose suggested that we use budget surplus to stock storeroom with chili, dumplings, and other canned good items from Cash and Carry that can be used for the severe weather and/or for groups that run out of food. Board approved this idea. Ann will carry this out with a budget of \$200.

#### **Shelving**

Bob presented two shelving options to the board - details in agenda. Second option holds more weight and is sturdier, but costs more (we need two units of shelving). Option 2 is what Bob recommends – total costs approximately \$300 + tax. Board approved Bob to purchase using his own discretion but suggested that shed should be remeasured before final purchase is made.

**Next meeting: January 8, 2019 @ 3:30**