



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

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

**Board Minutes  
2/2/2021**

Robert Barber, Board Chairman, called the meeting to order at 3:34 pm. The meeting was held virtually.

**Attendance**

<b>Board Position</b>	<b>Name</b>	<b>Present</b>	<b>Call in</b>
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
Board Member	Open		
Guest(s)			

**Approval of Previous Meeting Minutes**

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

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

Current bank account balance is \$53,925.37

- Includes contribution from St. Matthews
- Niquie received a \$50 donation with a note that it would be matched according to Tamara
  - Niquie will reach out to Tamara

Niquie expressed concern that she hadn’t received Community Chest grant check

- Bob shared that it was dropped off at his office
- Niquie will pick it up at Bob’s Camas office
- Bob received a friendly request that we submit requests “rounded up”

Niquie distributed final draft of budget via email prior to board meeting. Board moved to approve it, no dissent. Budget approved.

## **Year in Review document**

First draft was disbursed via email last month.

- Stats were reviewed. Missing stats were provided
  - Severe Weather Shelter: 8 events, 57 guests, 11 unique individuals served
  - 2020 donation: \$6,972.02

Leann will update for final draft

- Transition to annual report style
  - Will add basic operating statement or budget info as second page
- Format as .jpg or .png for Facebook; will send to Ann

Discussion about future uses

- St. Anne's and churches can use in their ministries reporting, to reinforce ReFuel's role in the community
- City of Washougal to demonstrate impact as evidence for funding
- Future grants applications

## **Inventory**

Traci put pantry inventory together and updated with Ann and Leann's feedback

Next, Traci will create shed inventory. Planned for last weekend in February, Bob and Ann will both try to join.

- Numbered totes are for individuals' personal belonging and bedding
- Donations from Council for the Homeless are earmarked as COVID supplies (masks, thermometers, etc.)

Ann ordered a stepstool to reach higher shelves in the pantry and it has arrived

## **Annual Meeting / Election Board Members**

Annual Meeting and celebration with public does not seem feasible

- Bob proposed 30-min Zoom annual meeting for 2020, present Year in Review and have a Q&A.
- Rose proposed "Annual Communication" instead, email Year in Review document, and share that we are seeking new board member

Current seats up re-election and open

- Leann and Bob are up for re-election
- AJ's board seat is open and up for appointment by the board
- Will focus on re-elections first, then appointment of open seat

Contents of "Annual Communication"

- Year in Review Document
- Survey Monkey
  - Two board positions open for election, unopposed and with space for a write-in candidate

- Share that we are seeking new board member, send names of interested individuals or nominations to [info@ReFuelWashougal.org](mailto:info@ReFuelWashougal.org)
- Leann and Rose will set up logistics
- Deadline 2/19

March meeting

- Revisit board position duties and change if needed
  - All changes will be discussed with the spirit of cooperation
  - If needed, board will vote to decide who will fill which position
- Discuss open board position appointment

**Action Items (Leann)**

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

Completed Action Items	Assigned to
Create Comment Cards for guest testimonials; send to Leann for Year in Review document (12/1/20)	Traci/Ann
Shopping trip to restock shelves (12/1/20)	Traci
Camas Washougal Community Chest grant (11/3/20)	Rose/Traci
Research whether Shelter can borrow City cleaning supplies (12/1/20). <b>Rose reports that City will work with janitorial service to do a deep clean, if the shelter needs to be opened. This will be supplemented by the cleaning supplies Bob received from the Council for the Homeless.</b>	Rose
Thank-you cards ordered (9/8/20). <b>Transitioned to thank you letters.</b>	Rose

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: Bob tried calling again today, no update.</i>	
Review options for online volunteer schedule kitchen and volunteer guidelines	Leann/Fran
<i>Leann and Fran met to review the draft that Leann built. Fran approved moving forward and will update automatic letter templates to her liking. Leann will continue the build and make Fran an additional admin. Board approved the ongoing cost of \$6-7/mo. for the platform.</i>	
Begin sending Financial Reports for <a href="http://refuelwashougal.org">refuelwashougal.org</a>	Niquie
<i>Niquie will send to board monthly; Leann will transfer them to the website</i>	

All other Action Items remain outstanding.

**New Business**

None

**Meeting adjourned at 4:50 pm.**

*Next meeting*

*Date March 2, 2021 @ 3:30*

*Location: Zoom*

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