



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

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

**Board Minutes**

**3/2/2021**

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		
Board Member	Open		
Board Advisor	Margaret McCarthy	x	x
Guest(s)			

**Approval of Previous Meeting Minutes**

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

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

Current bank account balance is \$35,190.88

- Includes additional grant monies of \$1,077 from Camas Washougal Community Chest due to excess in their budget

February Winter Event Spending Recap

- Total expenses approx. \$3829
  - Already paid - \$2,709
  - Pending expense - approx. \$1120 (needs to be paid to Bob) for Best Western rooms
- Facebook Drive Results
  - \$1,586.83 through PayPal
  - Also expecting \$1000 from Good Shepherds
  - Doesn't include several small deposits made by mail and/or hand delivered

Reviewed February budget update that was distributed via email

- Donations at Large totals over \$9000, which is extremely high for February YTD
  - Niquie indicated this includes grant monies, will correct and move to Grant Revenue line item
  - Niquie revised and redistributed, board moved to approve as presented

Year over year donations are on an upward trend which is positive.

## Annual Communication Penetration Stats

### Stats

- 138 recipients
- 24 bounces
- 56 opened
- 2 unsubscribed
- 17 clicked through to ReFuel's board elections page
- 9 clicked through to ReFuel's annual report page

40% click rate will serve as benchmark for future mail campaigns.

## Election Results

17 clicks to board elections, 7 actually vote

- Robert and Leann were re-elected unanimously to their existing board seats

## Open Board Position Nominations

### Open board seat

- One nomination for Pastor Ken Warren, but was withdrawn
- Two nominations for Angela Hancock – has expressed interest
- One nomination for Anastasia Billings

### Both nominees would bring value

- Angela
  - Current facilitator and strong community volunteer
- Anastasia
  - Serves at Salvation Army as well
  - Vested interested in ReFuel

Next steps: Leann will communicate to each

- Invite to next meeting
- Introduce themselves to board
- Observe in collaborative setting
- Bob provided Anastasia's contact info

## Clark County Food Bank

Clark Count Food Bank operates out of Hazel Dell to supplement food source for community organizations such as ReFuel

- Does not seek to be primary food stream, prefers to supplement
- Local partners include Salvation Army and Treasure House

Clark County Food Bank requested to work with ReFuel as a partnership agency

- ReFuel would serve as a Meal Site
- CCFB would provide food that could be used as for Friday Meals, or to go meal bags

What ReFuel would get

- Access to food
  - Some is past sell-by date but all is still consumable
- Online ordering system
- Flexibility to only order food if needed, no frequency requirements
- Consideration (through application process) for delivery service
  - If not, ReFuel volunteers would need to pick up

ReFuel's requirements

- 501c3, nonprofit organizations only
- Food must be prepared in a commercial kitchen, some preppers must have food handler's cards
- Reporting
  - Volunteer info (hours and number of volunteers)
  - Number of meals served
  - Information on other food streams (where it comes from, how much)

Other optional services through CCFB

- Government food stream; become a "USDA approved" food site
  - Food would potentially be fresher
  - Inventory more standardized, less sporadic
  - No food would be expired
  - Stricter reporting
- Starbucks
  - Would include sandwiches, wraps, salads
  - All previously frozen, needs to be refrigerated and cannot be refrozen
  - Expires within 72 hours
  - Pam Clark's existing partnership with local Starbucks was cancelled and replaced by this system

Vision for partnership

1. ReFuel board could "grocery shop" at CCFB for meals that they need to serve (fifth Fridays and filling in schedule holes)
2. ReFuel could re-introduce and sustain a grab and go meal bag program, providing shelf-stable brown bags of food along with Friday meals

Board questions

- Who would pick up? ReFuel board, on rotating schedule. If once a month, six board members would pick up twice per year.

- Are pickup times flexible? Yes, we believe so.
- Where are they located? Hazel Dell. Potentially 3 hours round trip.
- Who would prep snack bags? Either Friday meal volunteers during down time, or board could set up extra prep sessions.
- Traci has good flexibilities to help with pickups and bag prep.

#### Next steps

- Leann will arrange tour of CCFB for Ann, Rose, Fran, Leann, Niquie
- ReFuel will join CCFB “pilot” program and see if it’s a good fit

### **Lion’s Club Presentation**

Camas Lions Club asked if Refuel would like to present their program at an upcoming meeting. Bob views this favorable as potential donation source or strong community partner.

- 15 minutes via Zoom
- Three dates were available
- Ann will set it up
- Bob and Ann will present

### **Shed Inventory**

Traci is planning shed inventory date. Will keep board advised of date.

### **Severe Weather Shelter**

#### February Winter Event recap

- Community feedback was positive
- Originally planned for 4 nights
  - ReFuel board approved extra night due to continued inclement weather. A total of 5 nights were sponsored.
- No issues were reported by hotel
- 10 individuals; 9 rooms
- Best Western was as affordable as Rama Inn
  - Best Western sent \$50 donation as well

Board wished for thank you’s to be issued to Best Western and Rama Inn, and community at large.

- Website (Leann)
- Facebook (Ann)
- Thank you letter and flower arrangement to the hotels
  - Rose will write letter
  - Bob will deliver

Board approved \$60 on flower costs.

### **Action Items (Leann)**

Due to time constraints, full Action Item list was not reviewed. Items below were discussed.

Completed Action Items	Assigned to
"Year in Review" document	Leann
Annual Communication sent by 2/19/21	Leann/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: still pending</i>	

All other Action Items remain outstanding.

<b>New Business</b>
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Margaret presented a potential partnership with Family Community Resource Center

- Schools are unable to accept monetary donations; would like to funnel through ReFuel
- ReFuel would disburse according to guidelines to be created
- Board agreed to consider it
  - Leann will represent ReFuel in preliminary discussions
  - Margaret will set up meetings

Board discussed possibility of Donations Coordinator as a role on Board.

- Will explore once open board seat is filled

Board discussed Columbian article about serving seniors forwarded by Traci

- A similar idea is being covered by another organization

**Meeting adjourned at 5:10 pm.**

*Next meeting*

*Date April 6, 2021 @ 3:30*

*Location: Zoom*

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