

# Refuel Washougal Meeting Minutes

Date: September 18, 2018

Time: 3:00 pm

Location: Washougal Community Center

Attendees: Bob Barber, Tamara Dinius, Leann Wilkins, Margie Shoemaker, Margaret McCarthy, Ann Stevens, Rose Jewell, Fran Whitmire, Niquie Love, Renee Maritt

## Introductions

Introduction of current board members and their affiliations.

New attendees were welcomed:

- Fran Whitmire -St. Ann's Episcopal Church
- Niquie Love – Columbia River Gorge Elementary School, Church of Jesus Christ of Latter Day Saints

## Financial Report / Update

Balance as of last week \$20,119.61

Leann asked to discuss the significant difference between bank balance and budgeted expense. Tamara shared that it was due to an influx of income from 2017. Board previously agreed that the funds would be reserved for emergency severe weather shelter that was being planned in the future, as well as contingency reserves, since current income comes from City of Washougal and is only guaranteed on a year-by-year basis.

Ann reminded the group that our 501(c)3 is official.

Articles of Incorporation have been filed and completion is still pending, now that board member names have been added.

Discussed that all master paperwork – 501(c)3, articles of incorporation, etc. – will be held in City of Washougal vault.

## Vacant board position

Jan Johnson has stepped down. Jan was a board member-at-large (voting position) as well as the Kitchen Coordinator. We are seeking nominations for both positions, although one person could fill both roles.

### Board vacancy

Rose suggested Tom and/or Cindy Reidel could be good candidates. Ann will reach out to them.

Niquie and Fran (attendees) are both interested in the board position as well.

Once Ann has determined if Cindy or Tom is interested, she will report back to Bob. Bob will compile a list of all nominees and distribute to the board. Board will vote on appointment.

#### Kitchen Coordinator vacancy

Bob reviewed the role of Kitchen Coordinator, which also needs to be filled. This includes Kitchen Facilitator Recruitment Training.

Bob assigned Kitchen Coordinator duties to Ann, until such time that the position is filled. Ann will review Kitchen Facilitator Training with Jan at Meals on Wheels (MOW) and train subsequent facilitators as needed. Fran and Niquie volunteered to be trained, and Ann has two other recruits. Leann will have a potential new recruit shadowing her on 10/12 as well.

Bob's vision is that the Kitchen Facilitator team would be comprised of 6-7 individuals, with 6-7 trained board members as backup.

#### **General Kitchen Discussion**

Hairnets: Ann spoke with Jan at MOW and confirmed that MOW strongly requests that hairnets are worn by anyone in the kitchen. MOW is to provide the hairnets. (Kitchen is currently out of hairnets, so Ann will inform Jan.) Margaret will communicate hairnet requirement to volunteers.

Ann also reminded team that MOW has a requirement of no open toed shoes or shorts, and no eating in the kitchen.

Discussion about who would serve and volunteer on Friday 9/21. It will be St. Matthews.

#### **Website update**

[www.refuelwashougal.org](http://www.refuelwashougal.org) is live. Board reviewed the website together.

Tamara asked for a larger logo to maintain branding consistency. Tamara to work with Rose, who has graphic design resources on her team.

*Meals served* number is currently an estimate. Tamara will work out how that number will be updated.

Tamara's vision is also to include meal costs, to illustrate the need for donations. *Donations* tab includes one-time donations as well as recurring ones. When someone donates via PayPal, an electronic "Thank You" will be generated.

*Documents* tab has past meeting minutes and treasurer reports. Needs to be updated, possibly with volunteer schedule, contracts, reimbursement forms, job descriptions, etc. Board should review the website and provide recommendations for additional docs that should be added.

Website feeds live from *Facebook*. Facebook still shows Pam as Refuel primary contact and secretary. Ann will update it.

Website has links to Refuel's *Gmail* account. Going forward, Bob will monitor it. Tamara will provide the login information to Bob.

*Volunteer Coordinator* link needs a summary paragraph. Margaret will write it and send to Tamara.

*General Information* and *Get Involved* links need a summary paragraph. Bob will write them and send to Tamara.

Board members will review the *About Us* link and if their photo is needed, send one to Tamara. Margie and Bob still need to provide their bios.

Bob suggests that we load videos onto the website (more videos, less words to read). Rose suggested using clips from city council meetings. Bob also suggests creating a newsletter in the future which could include a shout out to donors.

### **Bank account ownership**

Tamara recommends that the bank account have additional owners besides her. Board has decided that account owners will be based on board roles, not individuals:

- Treasurer (currently Tamara Dinius, already on account)
- Chairman (Robert Barber)
- Co-chairman (Ann Stevens)
- City Liaison (Rose Jewell)

Rose made a motion to assign account owners based on these roles, and to give authority to Tamara Dinius to make the changes to the current bank account. Margie seconded. No further discussion. Motion carried.

New account signers will complete the questionnaire provided by Tamara and return them to her with a copy of their driver's license. Tamara will compile them and coordinate with the bank for these people to be added to the account.

Board discussed that we do not anticipate using online bill pay.

PO Box keys will be given to Rose (at City) and Leann. Leann will check the mail weekly, and if she is out of town she will communicate out to the board. Extra key will be with Rose at City Hall.

### **Shelving in shed**

Shelving has not been purchased yet, but it is still in the plans. Severe weather supplies have been moved into the shed.

### **Social media policy**

Rose will send electronic copy of city's policy to Ann. Ann will bring draft to next meeting.

### **Increase to meal reimbursement**

Received a request from Tom and Cindy Reidel to increase meal reimbursement from \$100 to \$150, for groups not affiliated with an organization such as a church, store, or restaurant. Discussion about how the cost of groceries has risen seems to justify this need.

There was a discussion about who would qualify for the higher reimbursement. The differentiator would be the serving group's budget and/or organizational spending restrictions.

For next meeting, Bob will propose a policy that includes definitions and parameters. Once approved, questions will be added to the reimbursement form, and in qualified cases we will reimburse up to \$150.

We discussed that Thanksgiving and Christmas dinners are also on the schedule by various families and organizations. Ann asked if these events are qualified for reimbursement. Board confirmed yes, with a budget of \$200.

### **Refuel participation at Volunteer Fair at WHS**

We have been asked to participate at this event again on 10/4 from 8-2. Bob, Tamara, Margaret, Margie and Ann are unable to attend. Seeking volunteers from rest of board. Rose and Leann will check their calendars and report back to Bob. Bob can help prepare the material, showcasing the new website.

### **Resource for the Homeless**

Rose shared first edition of homelessness resource pamphlet, which will be distributed to each church and organization listed in it. Police will be handing them out as well. New version will be produced each year.

Bob reports from Council for the Homeless meeting that the third week of December is expected to be our area's first occurrence of severe weather. Bob and Rose will be meeting to prepare for season, with a plan in place for fast action when the severe weather hits.

### **New meeting day time**

Board has decided that Thursdays do not work for this group. Third Tuesday at 3:30-5 will be the recurring meeting going forward.

**Next meeting: October 16<sup>th</sup> from 3:30 to 5:00**