

Refuel Washougal meeting minutes

Date: June 21, 2018

Time: 3:45pm

Location: Washougal Community Center

Attendees: Ann Stevens, Rose Jewell, Leanne Wilkins, Tammy Dinius, Margaret McCarthy

Agenda

Approve minutes from last meeting

- **** A motion was made by Leanne to approve the minutes, and seconded.**

Financial Report/Update

- \$18, 377.19 balance
- ****Suggest we purchase Amazon pantry for \$40.00 a year. Needs board approval **Need that to get free shipping on pantry items. A motion was made and seconded.**
- We will order our supplies through Amazon this way from now on
- It is a liability for errands to be ran outside of a meal. It eliminates risks
- Will have items shipped to the city.
- Will have debit card and email attached to account. We can give other people access to order as well.
- Received two payments from the city

501c3 Update

- Can we update the board after the meeting?
- Will there be a fee?
- What materials and information will you need?
- Ongoing maintenance/costs - Will we need an accountant?
- There will be a meeting next week with a few board members and Chuck Carpenter, who will be helping us.

Website Update discussion

- Rose will contact Michele Loftus so she can contact Jessie regarding the website banner for graphics and send her pictures
- ****Domain name - Refuel Washougal. Rose motioned, it was seconded. We need to have board vote.**
- Rose will get relevant information and history about Refuel to Jessie

- Rose will send Bylaws to Jessie
- Have her put awards and recognition on the website
- How many guests are at each meal - running tally
- List of all volunteer groups names
- Reimbursement forms etc.
- Mission statement and purpose
- Rose will look to see if we have a mission statement. Then the board will need to vote on.
- Ann will put in the minutes that all board members need their bios complete and sent to Jessie ASAP - Please see the attached form to fill out
- Email to JMDinius@gmail.com
- Ann will send out all board voting items
- Board members will send bios to Jessie directly

Positions needed to be filled

****Rose makes a motion that Leanne be on the board-it was seconded**

**** A motion was made for Margaret to be Volunteer Coordinator- seconded**

****Margaret motions Jan Johnson as kitchen coordinator, it was seconded**

Ann is interested in Co-Chair

****Tammy suggests that we take August and December off for Board meetings.**

July 6th-Board will do meal

We are looking at Bob to be the PIC for the meal

Who wants to bring what to the dinner?

Please let the board know if you can help with this meal and what you can bring.

Hot dogs-Ann

Buns-Ann

Chips-Leanne

Potato salad-Rose

Watermelon-Tammy

Condiments

Drinks

Desserts-Ice cream bars-Ann

****Mentioned - Tammy will look into our checking account so there are two signers, Updating the bank account**

****Tammy will purchase two P.O. Box keys 1 to Ann, 1 to Rose**

Bob can you please touch base with Janice regarding a checklist and temp chart- We recall Janice saying that she would make one up for us.

**Washougal Eagles donated a check for over \$3000 to Refuel
Thank You Eagles!!!**

Adjournment: 5:05pm

Next meeting July 19 @3:45pm