

Refuel Washougal meeting minutes

Date: March 22nd, 2018

Time: 3:45pm

Location: Washougal Community Center

Attendees: Bob Barber, Margaret McCarthy, Ann Stevens, Tammy Dinius, Rose Jewell, Margie Shoemaker

Financial Report: Please see attached budget

Liability Insurance

- In order for us to proceed with Meals On Wheels, we need to have liability insurance in place. **I, Bob, would like to recommend that we go ahead with the quote from Country Financial for the General Liability Portion \$735** (we will hold off on the Directors Liability at this time)
- **I, Bob, make an official motion that we purchase the General Liability Insurance for \$735 for 1 year through Country Financial Washougal**
- **We have a unanimous decision. Bob will work out the details with Country Financial to get this in place.**

Update RE: Health Dept. & Food Service Permit

- We will be umbrella under meals on wheels
- There will be a training with Janice from Meals on Wheels with the kitchen coordinators
- Only have 4 coordinators-maybe called facilitator or advisor
- The four coordinators will be Pam, Ann, Michele, Fran Whitmeyer and Margaret (floater)

Kitchen coordinator

- Only have 1 coordinator at a time at a meal

There needs to be more communication amongst the board and the groups regarding volunteering

Emails need to go through Bob for approval or submission to the board before it is sent out to others

Changes in procedure go through Bob

501c3

- 501c3 Easy form-If the organization raises less than \$50,000 a year
- Paul Greenlee is seeking someone to partner with-Kathy Huntington Round Table
- Margaret will report back to Bob if kathy can do it.
- Bob will then send out an email for board approval

Shed-

- Paid for - \$1,200.00

- Delivered in sections
- Need to buy shingles and rafter boards, few other supplies-board approved around \$200.00
- City to prep ground- It will be sighted, offload pieces and then put together
- Building inspector will send us a list of supplies we will need

Vacant Board Position

- Send recommendations to Bob for board member, after the list has been approved, we will then notify them.
- Looking for a new board member-Board composition-Business community, have volunteered previously, or they have donated to us. Professional. Not requirements. Live or work in Washougal
- Rose will update job descriptions in the future

Update on weather shelter

- 3 nights we were open
- Happy to hear how what we are doing said the Council for the homeless
- We have received donations from volunteers
- In May Bob would like to have a dessert reception, what did we do right, what can we improve on?
- We can talk about our experiences
- Then in the fall have all of the volunteers get together again, possibly retrain
- Bob would like to have a lead for each time slot
- The city is putting together a flyer to give to the homeless-Resource guide. Rose will have done in the next few weeks.
- Rose bought 3 big boxes, they will be mounted, they will be locked. They can then go to Vancouver for services and not have to worry about their belongings

Website/Facebook

- Tammy's daughter will do our website
- URL, Logo
- Have an about, financials, how can I help, donations, bylaws, board
- Meals, groups
- Bob would like us to drop the friends out of friends of refuel
- It should be just Refuel Washougal
- \$600 for Tammy's daughter-website
- What kind of information would we like on our Facebook?

Other business

- We need another key for our P.O. Box-141 Tammy will look into getting another

Adjournment: 5:10pm