

# Refuel Washougal Board Meeting - August 16, 2018

## Attendees:

- Rose Jewell
- Margie Shoemaker
- Leann Wilkins
- Robert Barber
- Margaret McCarthy (excused late arrival, left early at 4:23)

## Update on 501c3

- Robert reports we have been approved by the state as a non-profit corporation
  - Refuel Articles of Incorporation were developed to accomplish this
- 501c3 paperwork is completed as well
- Bob has also confirmed that no business license is required by Refuel since there is no exchange of services for donations

## Summary

- State of Washington – done, Refuel is registered as a non-profit
- IRS/Federal government - pending 501c3 has been filed, waiting for confirmation
  - **Bob will update group when receive**

Once completed, we will be eligible for grants, donations etc. that we were previously not qualified for: C/W Community Chest, Georgia Pacific, Lions, Rotary, etc.

## Board Position Elections

Ann Stevens was elected as Refuel Co-chairman (motion by Rose, second by Margie)

Other position elections were approved by email voting this last month:

- Secretary – Leann Wilkins

- Volunteer coordinator – Margaret McCarthy
- Kitchen coordinator – Jan Johnson

### Website Update through Jessy

- Tamara's resource is still waiting for bios and profile pictures from some board members.
  - Margie and Robert still need to submit bios
  - Most still need to send profile pics
  - Need to be sent to: [jmdinius@gmail.com](mailto:jmdinius@gmail.com)
  - Tamara will compile a list of what's needed and send reminder to the group
- Does the website need to be updated with our EIN #? Rose suggested that we auto-generate a thank you email for online donations, including all required info.
  - Leann will check out some websites to see what is standard
- Tamara will connect Ann and Jessy to ensure public website logo matches Facebook.
- Rose will send stats on #s of meals provided to Jessy, so website can include them.

### Shed, shelving, storage items

- Refuel needs shelving for the shed. No shelving has been donated so Rose proposes using some budget to purchase adjustable shelving from Costco.
- Bob and Rose will determine shelf dimensions. Bob will purchase them. Rose can provide resources to install it.
- Board agrees to this purchase.

### Social media

- Ann proposes that we create an Instagram account. Board likes the idea but also questioned the need. Discussed target audience for Instagram is younger, trendier.
  - Board requests Ann to create sample social media guidelines for further group discussion.
  - Rose will send city's social media policy to Ann, as a sample
- Ann will be updating Facebook with the meal schedule

## Financial Update

- Tamara reports \$21,316.73 as bank balance
- Received a \$300 personal donation from citizen, who plans to donate more in the future
- Tamara will bring thank you cards that board members can sign, that she can hand out as donations come in in the future.
- Discussed shelving purchase, Tammy agrees but states that it may overrun the budget line item. This is completely normal given the state of change that Refuel experienced this year. Board agreed that we should charge the shelving purchase to the same line item that the shed was charged to.

Leann will check whether the 501c3 is necessary to open a business account at iQ.

## Miscellaneous topics

Rose has updated the tally sheet templates and recreated the food temperature holding template.

Rose reports that online ordering has been working well.

Margaret wished to confirm what supplies that Refuel will provide for the groups that are serving Friday meals, to provide clarity for volunteers. She would like something in writing.

Rose will type up a list that Margaret can distribute. Our past discussion has been that Refuel will provide:

- Paper products
- Coffee
- Lemonade
- Utensils

Groups must now provide ice and water, peaches, etc (this is new)

Once a written list is received, Margaret will create a volunteer communication letter/email and will send to board for review/feedback.

There is no Kitchen Facilitator scheduled for 8/17. Rose volunteered to stop by and guide the volunteer group (Salmon Falls Chapel).

Future projects: Severe weather planning. Bob will be developing a proposal. Will be a partnership between Refuel and City of Washougal, with Refuel as facilitators (training, recruiting volunteers).

Rose shared two resource samples for (small pamphlet and Council for the Homeless). Small pamphlet was a prototype of City of Washougal's handout, which will be handed out with bus passes that C-Tran will be donating.

Donation idea:

Safeway rounding up purchase costs at register. Leann will research and bring info to next meeting.

Adjourned at 4:55 pm

Next meeting September 20<sup>th</sup> @ 3:45 pm