

# ReFuel Washougal Meeting Minutes

Date: December 3, 2019

Time: 3:30 pm

Location: Washougal Community Center

Attendees:

Robert Barber, Ann Stevens, Niquie Love, Fran Whitmeyer, Leann Wilkins, Rose Jewell, AJ Bogue

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Meeting was called to order at 3:30 by Robert Barber, Board Chairman.

## **Approval of November Meeting Minutes**

November's meeting minutes were disbursed via email. There were no requests for changes. Board approved minutes as they were presented.

## **Financial Update**

No update in Tamara's absence.

Rose requested a copy of 2019 budget to use for a grant she is applying for.

Ann inquired whether Niquie was prepared to take over full treasurer duties; Niquie reports yes.

Leann asked whether board could expect budget draft in January; Niquie will confer with Tamara.

Board requests Tamara or Niquie to provide current updated budget report with YTD income and expenses, to help with spending decision.

## **Review of Thanksgiving and Black Friday meal**

What went well:

AJ stated that Friday's volunteer group was great. Ann stopped by and everything seemed to be going well. Bob mentioned that severe weather shelter was open on both Thursday and Friday, and there was a dinner both nights. Leann said that there were lots of dessert leftovers from Thursday for Friday. Around 50 guests were served on Thanksgiving.

What didn't go well:

St. Anne's church that hosted on Thanksgiving prepared meal for 120 based on an estimate that they were given. This was too high given the historical attendance of 40-50. There were too many leftovers. Freezer items were not covered properly or covers were displaced due to overcrowding of the freezer space. Refrigerator was also too full, coupled with other past problems with the cooling system, made it so almost all the leftovers had to be thrown away. St. Anne's was unhappy with the amount of leftovers and the wasted food.

AJ (in charge of food for Friday) had received message of plenty of leftovers from Thursday. This plan changed when he arrived and discovered that the leftovers were not fit to be served. Refrigerator

temperature was at 68. Rose stated that the refrigerator was not that old and the city has been monitoring it's performance.

St. Anne's cited the following frustrations:

Too much food was prepared. Felt that they prepared to the estimate that was given. Had concerns about poor communication by the ReFuel board about the leftover policy. There was no primary contact within ReFuel to alleviate their questions.

St. Anne's felt the following went well:

All food was homemade. Labor was planned and divided well. They had plenty of volunteers. There was an abundance of food.

ReFuel board rationale/reasoning:

On a normal night (not Thanksgiving) St. Anne's would have had a facilitator assigned to help them. They would not be leaving food; special permission was granted for them to leave the food since the next regular ReFuel meal was the following day.

AJ mentioned that the kitchen was not clean when he arrived on Friday afternoon. Bob stated that the shelter staff left it clean on Friday morning. Rose brought up a concern that perhaps there was unauthorized use of the kitchen at some point on Friday; she will research.

Takeaway plan to remediate St. Anne's frustrations:

- Rose will work on refrigerator maintenance with the City
- ReFuel will offer reimbursement for wasted food to St. Anne's as a goodwill gesture
- Bob will draft a letter of apology to St. Anne's, on behalf of the board, which will be delivered by Sunday

### **Refrigerator Purchase and Sharing Community Center Space**

Rose reported that the City has approved our plan to put an extra refrigerator in the storage room for ReFuel's use. She will be writing the purchase into the grant she is currently applying for. Rose will work out the logistics of when and where the refrigerator will be placed. Need coordination with the city and the various other organizations that are sharing the community center space.

Board had discussion about being good partners with the various other organizations that all share the storage room: Meals on Wheels, Senior Center, exercise group.

Meals on Wheels reported to Rose that they would like ReFuel to be a separate entity from them (not serve under the MOW license). Bob has not received any communication from Janice indicating such.

### **Severe Weather Shelter**

The shelter served 7 guests on Thursday/Thanksgiving 11/28. It served 9 guests on Friday 11/29. Shelter was not opened on Saturday 11/30 due to temperatures being over 30.

Some community members were frustrated that the shelter was not open but policy clearly dictates the temperature threshold.

Bob reported that each morning after the shelter is dismantled, every table gets wiped down with bleach solution, kitchen is cleaned and floors are swept. Board should be prepared to counter any concerns about shelter guests using community facilities.

Rose reaffirmed that mopping is outsourced to a third party and shelter volunteers shouldn't have to do it.

### **Bus Passes**

Rose reported that City looked into purchase bus passes at a discount from C-Tran, similar to last year, but change in purchasing process required City to sign a waiver with terms the City was unwilling to agree to.

Alternatively, Bob can get the bus passes from the county's Council for the Homeless. Board agreed this is a better plan. Purchasing options:

- \$1.44 for 2.5 hour passes
- \$3.40 for all day passes

Board decided 2.5 hour passes would provide more flexibility for the user if we provide two at a time like last year.

Passes have no expiration date so board voted to purchase 400. Bob will obtain them.

Rose will write the purchase of bus passes into the grant as well.

### **Community Chest Grant**

Board assumes grant will cover: bus passes, refrigerator purchase, independent license with Clark County (to separate from MOW). Leann expressed concern that if we don't get the grant we are committing to several large purchases without having seen an updated YTD budget in several months. Bob assured board that bank account reserves are sufficient to make the purchases, should the grant fail. However, if the grant is not awarded the board with revisit these purchase decisions.

Rose, Bob, and Ann are meeting next week to write the grant.

### **Miscellaneous**

ReFuel was offered a food shipment from the Clark County Food Bank. Board approved to accept it.

Some upcoming Friday meals are as yet uncovered:

January 3<sup>rd</sup>: Fran and Ann

January 31<sup>st</sup> (5<sup>th</sup> Friday of the month, ReFuel board week): Niquie and Ann

### **Action Item Review**

Leann presented outstanding agenda items from previous minutes, for group to review and get status updates.

Updates from this month's review:

- Leann continues to monitor [ReFuelWashougal1@gmail.com](mailto:ReFuelWashougal1@gmail.com) as well as [Info@refuel.org](mailto:Info@refuel.org). Bob is relieved of his previous duty to monitor the gmail inbox.

- AJ will send Leann a list of all the documents he needs to set up the Amazon Prime Pantry account.

All other Action Items remain outstanding.

**Future Business**

Full board discussion about joining WBA. Ann to send an email summary of benefits to board, for future deliberation.

Meeting adjourned at 5:05.

**Next meeting:**

January 7, 2020 @ 3:30

Washougal Community Center

**Respectfully Submitted,**

**Leann Wilkins**  
**Secretary**