

ReFuel Washougal Meeting Minutes

Date: September 8, 2020

Time: 4:30 pm

Location: Zoom

In attendance:

Rose Jewell, Ann Stevens, Niquie Love, Leann Wilkins, Traci Tingley, Robert Barber

Meeting was called to order at 4:35 by Robert Barber, Board Chairman.

Approval of August Meeting Minutes

August's meeting minutes were distributed via email. There were no requests for changes. Board approved the minutes as presented.

Financial Update

Niquie reports that current bank balance is \$27,851.53.

Group discussed recent donations including \$200 from Joyce Lindsay, a supportive citizen who makes pillowcases and sends proceeds to ReFuel Washougal.

Board agreed to send thank you cards to both Joyce and Children's Home Society for their recent contributions. However, current thank you cards are outdated (digitally imposed with old board member's signatures). All board members should send picture of their signature to Rose; she will make updated thank you cards.

Storage Room

Electrical was approved and the freezer that MOW donated has been moved in. Shelving has been mounted and labels attached to indicated ownership of shelves (Severe Weather Shelter, ReFuel, Meals on Wheels). Project can be considered complete.

Ann suggested that further labelling is necessary to keep shelves organized. Rose will do this.

Kitchen and Dinner Update

Recent Friday dinners have served an average of 80 meals. Groups have been successfully distributing donated breads and pastries, in addition to Lean Cuisine dinners donated by Meals on Wheels.

Bob will request the airline food donation from earlier in the year, which was pending until we were able to procure additional freezer space.

Ann asked that a key to the shed be added on the ReFuel key ring, so Facilitators can provide blankets and other supplies if the need arises. Rose will get one made and put it on the ring that floats between groups. Board requests that only Facilitators have access to the shed.

Policies and Protocols discussion

In an email to the board on 8/29, AJ expressed concern about groups not following Health Department guidelines. In his absence, Ann concurred and added that protocols during times of COVID-19 may be different and have not been made clear to groups serving dinner.

Board discussed that some of the previous guidelines (no shorts, hairnet requirement) may have been MOW-specific rules. As we are now under our own license, we no longer need to abide by those ones. Bob remarked that preparing food on dining room tables should not be in violation of any rules as long as guests are not eating at them.

Board agreed that updated protocols, including stricter guidelines for COVID-19, would be good idea. AJ was charged with writing the draft. Draft should specify who is responsible for updating temperature logs and other documentation. It is the board's desire that ReFuel's guidelines should match Health Department minimum requirements and no more, to make compliance as easy as possible for those who are serving.

Rose will research basic Health Department rules, then reach out to AJ with what she finds. AJ will create updated guidelines and bring the draft back to Board for feedback and approval.

Cooling Station Update

Traci remarked that during high temperatures, guests want to be inside not outside (and unfortunately we are unable to comply due to COVID-19, see discussion in August meeting minutes). She reported that during last high temperature day, she set out three coolers of water. The water was taken and the coolers were not stolen.

Board agreed to modify cooling station plans as follows:

- Coolers with water will be set out at locations around town
- ReFuel will get volunteers to fill them with ice and water periodically

ReFuel currently has 3 coolers, some ice and waters. Ann reports that Washougal Business Association can provide water as well.

Possible locations: City Hall/Library, Salvation Army (site is well shaded), Activate Church or Liberty Auto by Chase bank (for west side location). Need to find an east side location.

Bob will discuss with Salvation Army. Niquie has a contact at Liberty Auto. All board members should consider an east side location.

It is anticipated that temperature will be 96 on Thursday so we need to be ready to deploy. Rose will create some signage promoting ReFuel, to be displayed on or near the coolers.

Bivy Bags

Bob was approached with the concept of supplying waterproof bags for the homeless that would provide some protection from the rain and serve as a one-man tent (similar to Bivy bags). He has a contact that may be able to make them, who is researching costs. Bob will keep the board apprised.

Action Items

Leann presented outstanding action items from previous meetings, for group to review and receive status updates.

Changes from last month's review:

- Storage room: shelving units mounted, freezer moved (8/4/20, Rose) - completed
- Health Department permit/licensing (6/4/19, Bob/AJ) – completed
- Research marketing for Give More 24 in September (6/23/20, Ann) – completed. All board members should share social media posts out as much as possible.
- Bob will follow up with insurance agent on outstanding questions (insurance coverage for indemnifying agents, invoice needed)
- Update PayPal info on refuelwashougal.org – Leann needs Niquie to send email address used for PayPal
- Subcommittee for term limit recalibration and annual meeting – Rose will send Leann meeting invitation for Monday 9/21

All other Action Items remain outstanding.

Other Business

Prior to meeting, Rose distributed spreadsheet with contact information of record for each board member. Individuals should review the spreadsheet and report updates to Rose.

Board revisited recurring meeting schedule of first Tuesday of every month. This day still works for most people but board agreed to remain flexible if needed, as school district and individual work schedules are adjusted during and after COVID-19.

Meeting was adjourned at 5:20 pm.

Next meeting

October 6, 2020 @ 3:30

Location TBD

Respectfully Submitted,

**Leann Wilkins
Secretary**