ReFuel Washougal Meeting Minutes

Date: August 6, 2019
Time: 3:30 pm
Location: Washougal Community Center

Attendees:
Robert Barber, Leann Wilkins, , Rose Jewell, AJ Bogue, Niquie Love, Tamara Dinius,

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Meeting was called to order at 3:55 by Rose Jewell, City Liaison.

Rose distributed updated ReFuel Board contact list. Board members are to review for accuracy. A correction was made to Tamara's phone number.

Approval of June Meeting Minutes
Meeting minutes were distributed via email after July meeting. Board voted to approve the minutes as they were presented.

Financial Update
Bank balance stands at $24,173.17 as of 6/30/19. Approximately $400 in expenses were paid out in July. At this point our budget is 50% expended and we have attained 58% of projected yearly income.

Niquie and Tamara have met to start Niquie's transition to co-treasurer. Tamara brought the Riverview forms that need signature to complete the process, at this point just Ann's signature is needed. Rose will take forms with her to City Hall, Ann can stop by and sign them and drop them off at Riverview.

Bob announced that he must be removed as a signer on the bank account by the end of the year, due to a conflict with a new position he accepted. Tamara believes it will reduce confusion if we wait until we have completed the paperwork to bring Niquie onto the account, before we start the process to remove Bob.

At this stage, Niquie is making deposits and Tamara is writing checks.

Tamara shared that we are currently running two bank accounts at Riverview, our previous account had not been closed because we were waiting for an outstanding check to clear. At this point she is deeming that it will never clear. However, our PayPal account is linked to the old account and needs to be transitioned. Tamara will work with Niquie to get this done.

Board discussed that we are accumulating numerous login credentials for different purposes (Facebook, IRS annual reporting, Secretary of State reporting, etc) and it would be prudent to have a master list with all of them in one place. Tamara and AJ suggested using the Wix website, password protected. Bob recommended that we start using the ReFuel email address, instead of individual personal emails, with all of our vendors. Leann cautioned against sharing the online banking password with the whole group, to keep the finances protected. Leann will create a password security plan.

Partnership Programs
Board continued discussion (from July 2019 meeting) regarding third party partners who routinely use floor space at Friday meals to reach our dining audience - Sea Mar (food stamps), West Columbia Gorge Humane Society, Giving Table.

Multiple partners have expressed concern about limited amount of space in the dining area. Board discussed this updated schedule:

WCGHS – 1st Friday of each month
Sea Mar – 2nd Friday of each month
Giving Table – 4th Friday of each month

The third Friday of each month can be used for community musicians to perform for the crowd, provided the volume level stays in the background and is not intrusive to conversations.

Board had additional personnel discussion (continued from June 2019 meeting) about community volunteers that are unclear about the service roles that exist within ReFuel. Each group that is serving will bring their own person in charge (PIC) who has ultimate authority to use all volunteers as they see fit. Bob re-committed to addressing these situations case-by-case.

Rose reminded board that neither the group serving PIC, nor any community volunteer, is authorized to make schedule decisions, have official communications, or implement schedule changes with the Juvenile Justice program. This arrangement is between the Juvenile Restorative Program, City of Washougal, and the ReFuel Board. Additionally, we would like PICs to remember that the participants in Juvenile program are not to be utilized punitively. The spirit of the partnership is to instill volunteerism in youth. Multiple board members reported positive feedback from youth about the program.

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:

- Shelving will be purchased and installed (8/16/18, Bob/Rose) – completed
- Update Meal Reimbursement form with ReFuel's PO Box (7/2/19, Rose) – completed
- Update website with debit card usage policy (4/2/19, Leann) – completed
- Obtain copy of ReFuel insurance policy for city records (6/4/19, Rose) – completed
    - Needs to be an annual action item
    - Bob currently getting quote for new agent/company
- Transition Niquie into co-treasurer role (7/2/19, Tamara) – completed
- Talk to Angela Hancock about her interest in joining board (7/2/19, Leann) – completed
    - Angela still interested, but monthly meeting schedule may need to be adjusted to accommodate her. Group was on board with this, should it need to happen.
- Other updates:
    - All website content tasks are being transitioned to Leann
    - Social media policy has been edited; Ann will report update at next meeting
    - AJ requires non-profit organization certificate for Amazon Prime Pantry account to be completed

All other Action Items remain outstanding.

Other Business
Rose proposed the idea of a ReFuel Open House to recruit new community groups to serve. Tentatively this is set for October 2nd at 5:00, immediately following the monthly board meeting. Vision includes:

- Refreshments (desserts, coffee, finger foods)
- Tour facility
- Meet the board, ask questions

Leann and Rose will meet on 9/3 (9:00 am at City Hall) to draft a letter to be sent out to the community. Tamara will join if she is able.

Rose will work on press release for Post Record.

Report to State of Washington
Bob will work on our annual filing.

Meeting adjourned at 5:10

Next meeting:
September 3, 2019 @ 3:30
Washougal Community Center

Respectfully Submitted,

Leann Wilkins
Secretary