

Refuel Washougal Meeting Minutes

Date: February 5, 2019

Time: 3:30 pm

Location: Washougal Community Center

Attendees: Bob Barber, Leann Wilkins, Ann Stevens, Rose Jewell, Fran Whitmeyer, Niquie Love, Thea McNorvell

Guests: Jaden Leonard, Ella Morris

Meeting was called to order at 3:30.

Approval of prior month's minutes:

Bob made a motion to approve January's meeting minutes as presented. Board agreed. Motion carried.

Financial Update:

Board reviewed 2018 year-end financials and compared spending to proposed 2019 budget.

2019 budget for Kitchen Consumables expense was proposed at \$400, board suggested that we increase to \$800 based on 2018 spending. Rose stated that increased spending was due to new relationship with Meals on Wheels and ReFuel's agreement to purchase different items than in previous years.

2019 budget for Meal Reimbursement expense was proposed at \$4200. This would be sufficient based on 2018 spending but would not be enough if every week's meal reimbursement was expended 100% (\$125/week @ 52 weeks/year) and could impair our ability to secure funding from the city in the future, should it be interpreted that a financial need was not present. Board suggested that we increase to \$6000. Bob stated that kitchen groups should be encouraged to claim reimbursement. If the group wishes to donate their contribution back to ReFuel, the Reimbursement Form should still be completed with the In-Kind Donation box checked; then, the donation can be recorded as a budget line transfer from Meal Reimbursement to Donations at Large. Reimbursement form needs to be updated to highlight the In-Kind Donation box, Rose will update.

2018 spending for Miscellaneous expense was greatly exceeded due to unexpected refrigerator cost. 2019 budget for Miscellaneous expense was increased from \$20 to \$500, which group agreed is reasonable.

Board suggested that 2019 budget needs to reflect receipt of Severe Weather Shelter grant, with Grant Revenue increased to \$3500 and Severe Weather Shelter expense increased to \$3500 to indicate how the grant funds are earmarked.

Ann asked if online donations can be notated and earmarked specifically for a line item such as Severe Weather Shelter. Group looked online and noted there is a Comments box on the online donation form, which will allow Tamara to assign the donation specifically as requested.

Rose mentioned that future grants will be written more broadly to allow ReFuel to use grant funds more freely; however, this was our initial grant request and we were instructed to be very specific in what we needed.

Board discussed increasing Website/Communications expense to include an email address for ReFuel (...@refuel.org). Board approved and will request that Website/Communication expense be raised from \$450 to \$500.

With the modifications indicated, Bob calculated a spending overage of \$3465, which he proposed we deduct from 2018 Rollover (currently \$23,132.93). Fran seconded. No objections, motion carried.

Bob will forward 2019 budget comments to Tamara.

New Board Members:

Bob issued a formal welcome to new board members Fran, Niquie, and AJ. It was noted that the election took place via email. Margaret and Margie have agreed to stayed on as Advisory Board Members.

Severe Weather Shelter and Community Chest Grant:

ReFuel was the recipient of grant funds in the amount of \$3500 from Camas/Washougal Community Chest. With these funds, 20 cots were ordered and delivered in time for the first severe weather shelter of 2019. Niquie questioned how the cots were sanitized after use; Bob shared that they are covered with a sheet before being used, and if the shelter runs multiple days in a row, the guest will use the same sheet during the span. Cots need twin "extra-long" sheets, or flat sheet (not fitted). Cots are 36 lbs. and can hold up to 500 lbs. With the residual grant money Bob will purchase a TV and antennae so shelter can receive weather updates. Bob already ordered charging station for mobile phones.

Bob shared that other local shelters (Living Hope, Beautiful Savior, and Emanuel Lutheran) have expressed interest in our cots and proposed that we loan each shelter one cot so they can determine whether to purchase some.

Bob shared that ReFuel and the Severe Weather Shelter have a strong partnership with the City of Washougal and Washougal Police, which has garnered positive comments from other shelters. Rose stated that Washougal Police have displayed support for local homeless by keeping coats and blankets in their cars.

ReFuel will return the cots in our possession to Salvation Army, who we borrowed them from.

Action Item Review:

Leann presented new standing agenda item which will encapsulate all outstanding action items from previous minutes, for group to review and get status updates.

Completed items from this week's review:

- Thermometers have been purchased for kitchen fridge and freezer (10/16/18)
- Hairnets, gloves, sanitizer/bleach water test strips have been ordered (10/16/18)
- Email login credentials have been given to Bob (9/18/18)
- Budget updated for 2019 (1/8/19)
- Writing Volunteer Coordinator description has been reassigned to Ann

All other Action Items remain outstanding.

Website Update:

Cross training has been done. Tamara met with Leann and Ann and redundancy for website maintenance is now in place.

Leann pointed out the website changes that were implemented during training. In the News page was created, Documents page broken out into four factions, Severe Weather Shelter tab was added but hidden pending content.

Leann asked for board opinion on specific documents we could add:

- Volunteer schedule – board agrees
- Contracts – board reports that there are none that would be relevant to the public
- Job Descriptions – board agrees, Leann will add
- List of what ReFuel provides – board agrees, Ann will add this

Leann requested Board decision on whether we should we add 501(c)3 to website. Bob stated yes, document can be added but not tax ID #. Leann will add.

Board discussed website content that still needs to be written:

- Severe weather shelter content written – Bob will write this
- Volunteer Coordinator link needs summary paragraph – Ann will write this
- General Information link need summary paragraph – Bob will write this
- Get Involved link need summary paragraph – Bob will write this

Leann is willing to help write content, if needed. Bob reported that he will reach out if that is necessary.

Ann stated that she needs additional bios and pics from Fran and Niquie.

Our History needs to be reviewed and unhidden. Leann will send to group for review.

Group discussion about Friday meal tally sheet being used for statistical purposes, since the Community Chest grant requests certain data. For this purpose, tally sheet classifications will be updated to:

- Seniors
- Homeless
- Adult
- Children

Rose will update the tally sheet.

Ann asked for clarification on how and when weekly meal counts should be reported to Tamara, was referred to Tamara for further instruction.

Bus Passes:

Bob reminded group that bus passes are available for those in need.

Shelving in Shed:

Still pending

Miscellaneous:

ReFuel currently works with Clark County's Juvenile Restorative Services to provide community service opportunities for youth.

They want to recognize ReFuel for a strong partnership at a proclamation ceremony. ReFuel board members are encouraged to attend (February 11 at 7:00 pm).

Meeting adjourned at 5:00.

Next meeting:

March 5, 2019 @ 3:30

Washougal Community Center

Respectfully Submitted,

Leann Wilkins

Secretary