

ReFuel Washougal Meeting Minutes

Date: September 3, 2019

Time: 3:30 pm

Location: Washougal Community Center

Attendees:

Robert Barber, Ann Stevens, Leann Wilkins, Rose Jewell, AJ Bogue, Fran Whitmeyer, Margaret McCarthy

Meeting was called to order at 3:39 by Robert Barber, Board Chairman.

Approval of August Meeting Minutes

Meeting minutes were distributed via email after August meeting. One slight correction was requested by Rose to clarify the parties that are authorized to modify the Juvenile Restorative schedule. Update was made and published to the ReFuel website.

Board voted to approve August minutes.

Financial Update

No update in Tamara's absence. Financial Reports were distributed via email after August meeting. Board had no questions about them.

Margaret reported that she and Ann completed the grant request discussed in the July meeting but haven't heard back from the grantor.

Margaret mentioned that a fundraising event called Give More 24 was approaching in September. Give More 24 is a day where the community is prompted to donate to a charity. Margaret suggested that ReFuel should register as a recipient. The board researched the event and registration opened in May and is already closed. Leann will mark this as an action item for April 2020.

Website Update

Leann has been making edits to the website in preparation for the Open House in October. Website changes were presented to the board and garnered the following feedback, which Leann will execute.

- Format *Contact Us* links differently to make them stand out from the rest of the text
- Embed *Now Seeking Volunteers* links with Contact Us links
- Redirect *Contact Us* links to the Gmail account, rather than the Wix inbox
- Add Non-Group Volunteer List to *Board Member Access* page as a centralized location
 - Everyone should forward their volunteer lists to Leann, to populate this list
 - Members will use this information to gather volunteers for the meals that they serve on behalf of the board
- Add Volunteer Resources password to Board Member Access page

Password Security Policy

Leann created a Password Security policy and presented it to the board, requesting feedback. This policy outlines how ReFuel will manage its numerous passwords. In some cases, a group/shared password will be allowed, but not on accounts where an individual could acquire personal, financial advantages (such as the checking or the PayPal accounts).

To further stabilize the password security protocol, wherever possible the board will change contact email from individual/personal email addresses to the group email refuelwashougal1@gmail.com.

Board members who manage ReFuel's access to a site designated as "shared password" in the policy should send their ReFuel related login credentials to Leann, to place in the Board Member Access Portal.

The board discussed that there are some websites (Amazon, Gmail) that require security protocol, such as texting 6-digit codes to the phone number on file, in order to gain access from a different browser location than had been used in the past. This has hindered the ability for others to gain access to that site. It was suggested for the board to schedule a separate meeting in which to get all website logins arranged. Leann will set this up; best days are September 18-20th, after 2:00 pm.

The board approved the Password Security Plan as it was presented.

Juvenile Restorative Program Hours

Last Friday we requested with Jeff Olson (contact at JR program) for juveniles and their officers to extend their hours to 6:30 (previously 6:00) when they are volunteering. This will add extra support to the closing process and help groups get out faster.

Jeff did not have a major concern with this request. There may be exceptions to their availability (such as when the juvenile is getting transportation from a parent or guardian rather than the officer) but he states that most of the time his employees are actually on the clock until 9:00.

Partnership Programs

Board continued discussion (from July and August 2019 meeting) regarding partnership programs. Schedule was determined in August but it wasn't clear how it would be disseminated to the groups or the volunteers, or when it went into effect.

Additionally, WCGHS has expressed a desire to have a table every week, not just once a month. Board agreed that they can take the week that was previously dedicated to community musicians. Updated schedule will be as follows.

WCGHS – 1st and 3rd Friday of each month

Sea Mar – 2nd Friday of each month

Giving Table – 4th Friday of each month

Schedule is effective 10/1/2019.

After discussion, board determined:

- Robert will convey to Cindy/Giving Table
- Rose will convey to Sea Mar
- Ann will convey to West Columbia Gorge Humane Society
- Margaret will send out the schedule to inform volunteers

Rose will create a sign explaining the schedule to place above the table along the south wall.

Bob asked if Clark County Food Bank partnership should also be discussed. Rose stated that their donations (breads and pastries) were dropped off earlier in the week for citizens to take. Anything not taken by Friday was to be thrown out. This arrangement works well and there does not appear to be a reason to modify it.

Board discussed that the volunteer schedule needs to be updated to disclose which partner will be present at the Friday meal.

Also, it was previously decided that a column should be added to the Friday sign up sheet, asking the group whether they want the Juvenile Restorative Program present at their meal. AJ asked why we give this option. Rose clarified that it was because some groups have an overabundance of volunteers and don't need the extra help and/or don't want the responsibility of leading the juveniles. Bob stated that we will revisit this rule if it becomes a problem.

Margaret, Fran, and Ann will work on the updated sign up sheet and meal schedule, in preparation for the Open House.

Open House

Press release written by Rose and Leann was presented to the board and accepted. Rose was named the event contact person for the press release. It will be dated 9/12, will be sent to media/Post Record for distribution the week of 9/10.

Open House Task list was presented to the board. Assignments were distributed.

- Margaret, Fran, and Ann
 - Create schedule and volunteer sign-up sheets
- Leann
 - Print copies of the ReFuel Meal Handbook
 - Print information on how to obtain food handlers card
- Robert
 - Gather all material for Severe Weather Shelter (Rose can help with this)
 - Provide TV, computer and connection cables
- AJ
 - Catering/refreshments
 - Will reach out to Niquie if he needs help
- Rose
 - Print bylaws
 - Print and/or bring all signage
 - Office supplies, name badges
 - Send press release to Leann, Ann and Margaret
- Margaret
 - Balloons
- Press release distribution team
 - Leann will post on website
 - Ann will post on social media

- Margaret will distribute to volunteer list
- Rose will send to newspapers and local businesses

Board approved a budget of \$200 to purchase refreshments, for AJ to use at his discretion.

There will be a touch base meeting in approximately two weeks to make sure everyone is on track.

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:

- Community letter and Press Release for Open House (8/5/19, Rose) – completed
- General Information and Get Involved descriptions (9/18/18, Leann) – completed
- Social media policy (8/7/19, Ann) – completed
- Other updates:
 - Ann and Fran are meeting next month to transition Fran to Co-Volunteer Coordinator
 - Social media policy needs to be sent to Rose for ReFuel archives
 - AJ ran into complications with the Amazon account delivering security authentication to the group email, which he didn't have access to
 - Bob obtained a new insurance quote and will forward it to the group

All other Action Items remain outstanding.

Other Business

Decision was made via email to not serve dinner on September 6th due to replacement of windows in the Community Center. Board reviewed this decision during the meeting and no one had any concerns.

Meeting adjourned at 5:00

Next meeting:

October 2, 2019 @ 3:30

Washougal Community Center

Respectfully Submitted,

Leann Wilkins
Secretary