

ReFuel Washougal Meeting Minutes

Date: March 3, 2020

Time: 3:30 pm

Location: Washougal Community Center

In attendance:

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

Meeting was called to order at 3:51 by Robert Barber, Board Chairman.

Approval of February Meeting Minutes

February's meeting minutes were distributed via email. There were no requests for changes. Aj made a motion to approve the minutes as presented; Ann seconded. Motion carried.

Financial Update

Niquie presented 2020 budget draft. Board compared budget draft to budget and actual spending for the previous year. The following changes to the drafted expenses were agreed upon:

Budget Expense item	Drafted amount	Approved Amount	Note
Kitchen Operating Supplies	2200	800	Refrigerator will be purchased from Grant, no need to inflate this line item
Kitchen Consumables	400	500	Increase for rising costs
Meal Reimbursements	6500	7200	Adjusted for increase in reimbursement policy
Paper Goods	500	600	Increase for rising costs
Volunteer Recognition	75	200	Increase for rising costs
Severe Weather Shelter	1100	4200	Adjusted to encompass Grant spending
Website/Communications	450	300	Decreased for actual spending in 2019

Further notes:

- Board agreed with Income entries as they were drafted
- Budget will be balanced with \$3490 spending from reserves

Board voted to approved 2020 Budget as presented by Niquie WITH the changes indicated above.
Niquie will update final draft and distribute to board

Niquie shared that \$12,500 was moved from an auxiliary savings under Friends of ReFuel into our primary account, in preparation for the auxiliary account to be closed once the PayPal account was relinked.

Current bank account balance is around \$30k. Bob recommended that the board consider higher yield investing. Bob will form subcommittee with AJ and Leann to review options.

Leann suggested that bylaws be amended to require financial audit of treasurer records. Board agreed this is a good idea, especially during times of transition to a new treasurer. Rose will research timing requirements (how often) and whether City has a low-cost resource to perform an audit for us. Bob will add bylaw amendment to next meeting agenda.

Coronavirus

Board agreed on the following precautions in response to COVID-19 concern:

- All guests are required to wash their hands prior to being served a meal. Guests who refuse cannot eat in the dining room but will be served food in a to-go container.
- Gloves must be worn by everyone in the kitchen except the dishwasher
- Extra diligence in washing tables
- Meals will be served using paper goods and disposable utensils only

Rose will create special signage so the handwashing expectation is clear to guests, using the terms “due to Coronavirus outbreak”.

Ann inquired if extra cleaning was being done. Rose reported that risk in our area is still low but extra cleaning can be ordered if risk becomes higher.

Food Safety

AJ expressed concern that food and refrigerator/freezer temperatures are not being logged regularly and suggested that a timer be instituted. Ann stated that current procedures only require food temps to be taken at the start of the meal, and one other time. AJ disagreed with this and cited health department requirements.

Ann and AJ will compare the logs with the Facilitator schedule and identify Facilitators who are not taking temps with consistency. Ann will coordinate additional training and/or reminders.

AJ also remarked that some groups are cleaning tables and seats with the same cloth, which he does not recommend.

Missing Tools

AJ states that kitchen implements in the locked storage room have been removed. They were labelled as belonging to ReFuel. A preliminary search has been conducted by Ann and AJ. Rose stated that another search should be done as there is no benefit to a volunteer group taking them home. AJ was assigned a task for ReFuel to purchase even more tools in the near future but AJ is hesitant to proceed, not knowing that they will be secure.

Once an additional search is done, Rose will research a solution (Bob suggested a locking cabinet be installed). Ann advocated for AJ to be reimbursed for the tools since they were his personal property.

Spring Festival Update

Traci was tasked with creating a booth activity for ReFuel's table at the Washougal spring festival. She presented the idea of a canned food drive and coin drive, named "Cans and Coins". Activities and games would be created to donate coins and canned goods. Traci will build the props and will reach out to Niquie and AJ if needed.

Action Items

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

Changes from last month's review:

- Update website with items that will be provided for Friday Dinners (2/4/20, Leann) - completed
- Stock up on meal food items (2/4/20, Ann) – completed
- Donate peanut butter (2/4/20, Rose) – completed
- Set up ReFuel.org email address (3/4/19, Leann) – completed
- Remove forwarding order that sends emails to Bob (2/4/20, Leann) – completed
- Create Sign-up Genius account for ReFuel (2/4/20, Leann) – completed
- Research and purchase Amazon Prime account for ReFuel (4/2/19, AJ) – completed
- Research Health Department permit (6/4/19, Bob) – AJ added as co-owner
- Updated YE-2019 budget and new 2020 budget (12/3/19, Niquie) – completed
- Ideas for ReFuel's table at spring festival (2/4/20, Traci) – completed
- Name tags for ReFuel board and facilitators (2/4/20, Bob) – transitioned to Rose

All other Action Items remain outstanding.

Other Business

Password Security Policy is scheduled for annual review. Board received copy of policy as well as shared passwords. All requests for updates are to be sent to Leann so website can be updated.

Niquie has stepped into Treasurer role and Tamara has entered resignation. There is an opening on the board. Ann nominated Traci Tingley; AJ seconded the motion. There was no opposition. Traci Tingley is named ex-officio board member. Traci's email address is Traci Tingley ttingley@fvrl.org. Traci will draft and send bio/summary to Leann for website.

Bob suggested that the group research the Quilt Guild, which can raise as much as \$4,000 for an organization in need. Niquie would be able to supply the quilt.

Meeting was adjourned at 5:15 pm.

Next meeting – rescheduled from normal time

April 14, 2020 @ 3:30

Washougal Community Center

Respectfully Submitted,

**Leann Wilkins
Secretary**