

ReFuel Washougal Meeting Minutes

Date: January 7, 2020

Time: 3:30 pm

Location: Washougal Community Center

Attendees:

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

Meeting was called to order at 3:35 by Ann Stevens, Board Co-chair.

Introductions

Board welcomes Traci to her first meeting. Traci is attending this month's ReFuel board meeting because she wishes to be more connected to the needs of the Washougal community. Traci works at the Washougal Community Library and was recommended to ReFuel by City Hall.

Approval of December Meeting Minutes

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

Financial Update

No update in Tamara's absence. As treasurer in training, Niquie has managed day to day expenses but as yet has been unable to connect with Tamara to transition financial reporting or budget responsibilities. Niquie reports that Riverview is not willing to give her an individual online banking password – it must be shared with Tamara.

Rose emphasized the need for updated financials and budgets for city records, since they could be audited at any time. Also, continued city funding is dependent on ReFuel submitting their financials. Niquie will continue to try to engage Tamara.

Niquie brought two invoices to the meeting:

- Washougal PO Box (\$154)
- Business license renewal (amount undetermined until Niquie logs in)

Board does not have a recent updated budget but approves both of these invoices to be paid as they are critical to business operations.

Rose reports that City of Washougal has not received recent invoices from ReFuel. The city uses these invoices to disburse quarterly checks (\$1300/quarter) to ReFuel and Rose believes we have not received them for Q3 or Q4. If not received soon, City cannot pay. 2019 budget year is ending. Rose will follow up with Tamara.

ReFuel receive another anonymous donation of \$800.

Community Chest Grant Approval

ReFuel's grant application was approved and will be paid out in two sums. Historically the disbursement is made in May but ReFuel expressed urgency in needing 20 sleeping bags in time for winter season. Therefore, Community Chest granted funds for these items ahead of time. Rest of disbursement will take place in April (\$4200 total).

Bus passes have been purchased out of ReFuel's account and the grant will reimburse the expense.

Meals on Wheels and ReFuel - Coordination of Kitchen and Supplies

MOW erroneously locked up some supplies that are joint use for ReFuel and other kitchen users (items owned by the City). This was mainly due to miscommunication and turnover in MOW. A meeting with MOW has been planned to discuss sharing resources and who is responsible for purchasing specific shared items. Ann will provide Leann with the results of the meeting so it can be posted on the ReFuel website.

Rose states that all equipment in the kitchen belongs to the City except the convection oven and the items that are locked in drawers. Additionally, the two refrigerators on the left are guaranteed for MOW, in addition to things in drawers/locked. Anything not locked can be used by anyone.

Anything purchased by ReFuel that can't be shared should be put into the back storage room. However, Rose suggested that ReFuel consider purchasing some utensils for the good of the Community Center. Group who use the kitchen heavily have done this in the past to help offset the City's costs and contribute to good will in the kitchen sharing arrangement.

AJ was tasked with making a list of items that could be useful for the kitchen and will bring to the next meeting.

Ann reported that the padlock on the garbage dumpster does not work consistently. Rose will look into purchasing a new one.

ReFuel Board Meals 2020

Board agreed to retain the fifth Friday in months that have one, to provide individual citizens an outlet for serving at ReFuel. Fifth Fridays were distributed:

January 31: Niquie/Margaret

May 29: Rose/AJ

July 31: Leann/Bob

October 30: Ann/Fran

ReFuel also picked up January 3 since there was no other group.

Traci will research whether library would be interested in hosting a meal.

Friday Meal Update

Weekly calendar is full until April 3, then June 5.

Bob suggests that Fran send the open dates to all groups who have not signed up for six Fridays, currently:

- Radiant

- St. Matthews
- United Methodist
- Unite
- Salmon Falls Bible

Ann will see if Washougal Business Association would like to help out on any more Fridays.

Action items

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

Changes from last month's review:

- Transition Fran into co-Volunteer Coordinator role (Fran/Ann, 7/2/19) – completed
- Research unauthorized use of the kitchen (Rose, 12/3/19) – completed
- Review insurance renewal options (Bob, 8/7/19) – insurance renews in the spring will look at options at that time
- Research Health Department small organization permit (Bob, 6/4/19) - will be created by the time that grant funding arrives
- Community Chest grant (Rose, 12/3/19) – completed
- Purchase bus passes (Bob, 12/3/19) – completed
- Pros/Cons of joining the WBA (All board members, 11/6/19) – completed
- Send board a list of WBA pros/cons (Ann, 12/3/19) - completed

All other Action Items remain outstanding.

ReFuel Joining Washougal Business Association

Board discussed benefits of joining WBA.

Pros: additional public relations, promotional advertising at community events, greater exposure on social media (WBA would re-share our posts, etc), encouraging donations

Rose emphasized that ReFuel does not need additional guests, we need more volunteers and donations. ReFuel gets many guests that aren't homeless or hungry, but they want the social environment. Ideally, those guests could be "table hosts."

The board agreed that participation in the WBA could be a channel to get more businesses involved in ReFuel. Board moved to join WBA on the condition that they promote our need for volunteers and donations, not guests. Motion was approved unanimously.

New Business

City of Camas: Rose reports that the City of Camas has expressed interest in what Washougal does for the homeless. For that purpose, they visited City of Washougal and spoke with Rose about ReFuel and the Severe Weather Shelter. Camas does not have a building that could facilitate a meal or shelter program but possibly could contribute budget funding to ReFuel Washougal. Rose and City of Washougal is supportive as long as ReFuel Washougal and the City of Washougal retain ownership of the program.

New Donation: AJ received inquiry whether ReFuel can accept store bought meat donations that are still in wrap and within date. ReFuel agrees to accept once the refrigerator is purchased.

Next meeting

February 4, 2020 @ 3:30

Washougal Community Center

Respectfully Submitted,

Leann Wilkins

Secretary