

Refuel Washougal Meeting Minutes

Date: January 8, 2019

Time: 3:30 pm

Location: Washougal Community Center

Attendees: Bob Barber, Leann Wilkins, Ann Stevens, Rose Jewell, Fran Whitmire, Niquie Love, Tamara Dinius

Meeting was called to order at 3:35.

Approval of prior month's minutes:

Bob made a motion to approve December's meeting minutes as presented. Ann seconded. Motion carried.

Financial Update:

Tamara reports bank balance of \$19,692.07. Budget expenses are 92% expended, she estimates we will be fully expended by end of year. Income thus far is at 117% of projection due to multiple donations including \$300 from Discovery Dental partnership and anonymous citizen who has made multiple donations this year. Tamara estimates 2018 income will be 160% of budget, once year end financials are settled.

Leann asked if next year's budget has been developed. Tamara stated that she will begin working on it using the method of rolling over most of last year's budget and just updating the numbers. Other budget discussion points:

- Bob estimates that insurance will be \$2000 and will get a quote. This year's policy will provide coverage for board member activities.
- Tamara will add \$1000 for ReFuel to obtain independent licensing
- Bob asked for Severe Weather Shelter expenses to be added as a line item
- Website domain costs are estimated at \$400. Tamara is currently performing website maintenance at no cost.

Regarding insurance costs, Tamara states that 2018's insurance costs only totaled \$800 and questioned the significant difference. Rose and Bob both affirmed that the insurance policy required a rider that elevated the cost; Tamara does not believe we paid for it. Bob confirmed that the policy was instated and copies were submitted to the City for retention.

Regarding the Severe Weather Shelter, Rose and Bob have written a grant application for shelter expenses. Pending approval, this will defer the cost of up to \$3500 of items needed (cots, hygiene items, supplies). Budget line item will be added to pay for items not covered by the grant. Tamara will include budget line items for both the grant funds (incoming) and the expenses.

After year end financials are completed, Tamara will create budget draft and send to group.

Tamara brought documents to update ownership of bank account but signers (Ann and Bob) had additional questions. Tamara will follow up with Riverview.

Sea Mar:

Sea Mar, a community health and human services company, has asked for a table at ReFuel Friday meals to counsel attendees on Medicaid and Medicare. Bob believes it will span the length of the Medicaid/Medicare enrollment period. Board approved. Rose will obtain the dates and frequency of when Sea Mar would like to be there, and Margaret and Ann will pass the info on to volunteers, so they can be expected.

Website Update:

Tamara wished for the group to know that all current meeting minutes and financials have been consistently maintained on the website.

Board discussed previous topic of not being able to easily find refuelwashougal.org using a search engine. Since the last meeting, some members have been able to successfully find Refuel's website in a search. However, Tamara confirmed that there are no search engine optimization (SEO) keywords added to our website. Group brainstormed and came up with a list for Tamara to add (free, meals, Washougal, homeless, community, hungry, ReFuel, dinner, etc.). Tamara believes that optimal adoption into search engine results can take up to six weeks. Board agreed to monitor the situation once the SEOs are added.

Tamara stated that the information she has been receiving from Rose and Ann has made it difficult for her to maintain accurate meal counts on the website. She feels like consistency in receiving the information will help. Ann agreed to provide meal counts to Tamara each week. Tamara committed to updating the website's meal count tally once a month.

Board discussed plan for website maintenance. Currently Tamara is maintaining the website personally, having transitioned the job away from her daughter (the website creator) at the end of the year. Tamara shared that website administration is quite complex and feels that access should only be given to individuals who are trained on how to use it. Leann and Ann volunteered to go through training with Tamara. Tamara will remain the primary website admin, with Ann and Leann providing contingency support.

Tamara pointed out that there are outstanding deliverables from the group on website content from September's meeting:

- *Volunteer Coordinator* link needs a summary paragraph. Margaret will write it and send to Tamara.
- *General Information* and *Get Involved* links need a summary paragraph. Bob will write them and send to Tamara.

Bob mentioned another outstanding deliverable from September that needs addressed:

- Website has links to Refuel's *Gmail* account. Going forward, Bob will monitor it. Tamara will provide the login information to Bob.

Tamara stated that she was waiting for website development to be further along before doing this. She will get the email account login information to Bob in the near future.

Tamara led a group discussion about the purpose of the website compared to social media. Tamara provided her vision of the website being used as a hub for any social media outlets we use. Social media should always tie back to the website, with the website being the primary source of information.

Ann brought up that the website could be a useful tool for publishing volunteer schedule. Ann suggested linking website to Google Docs. Tamara was not sure if Google Docs would update in real time, she and Ann will perform some tests.

Bob suggested an online sign up sheet could be used successfully by a future Volunteer Coordinator. Board agreed, as long as the link was behind a password to vet out unqualified volunteer groups.

Severe Weather Shelter:

ReFuel received two donations of bus passes for use in connection with the Severe Weather Shelter, with an additional \$75 to spend on any supplies needed. Board authorized Bob to spend as he sees fit to meet the shelter's needs.

Bob stated that the shelter is always in need of blankets, since blankets are typically donated to the shelter guests at the end of their stay (cleaning them is too costly).

Another training session was held with 10 more volunteers. We are now up to 50 volunteers. However, Bob has found that due to scheduling conflicts and other priorities with the volunteers, we likely need to have 100 volunteers on hand in order to staff the shelter for 3 days.

Tamara will add a tab to the website about the Severe Weather Shelter.

Bob will be out of town starting next week but has backup plans in place, so shelter can open in his absence if needed. Bob will provide Rose with contact info for volunteers in charge while he's gone.

ReFuel Board-Hosted Dinners:

Bob reminded the board of the four days in 2019 that our group will be coordinating the Friday meal: 3/29, 5/31, 8/30, and 11/29.

Each board member is to select a date (2 board members per date). At last meeting, Rose chose 3/29 and Leann chose 11/29. At this meeting:

- Tamara will take 3/29 with Rose
- Bob will take 11/29 with Leann
- Ann and Niquie will take 5/31
- Margaret and Margie will take 8/30 by default

Shelving Units:

Bob has priced the shelves that he wants and will re-measure to ensure that they will fit.

Open Board Position:

The board has one (1) open board position and 3 candidates:

- Niquie Love
- Fran Whitmire
- AJ Brogue

Bob asked Niquie and Fran (both in attendance) to share information about themselves to help board make a selection. Ann called AJ on speakerphone, so we could hear his introduction.

Fran

Several years of service at ReFuel through St. Anne's Church in Washougal

Serves as outreach coordinator for St. Anne's and works in the following programs

- Backpack
- Reading buddy
- Pastoral care

Uses ReFuel to stay connected with the community and to bring opportunities back to her church peers.

Lives in Washougal

Niquie

Current kitchen volunteer with ReFuel

Works with youth at her church

Works with kids at the school where she is employed

Strong background in service

Hard worker

Lives in Washougal

AJ (phone)

59-year old Washougal resident

Police/fire/medical background

Retired due to injury

Restaurant experience

Became involved in ReFuel through Ann and has gone through Kitchen Facilitator training

Opened soup kitchens in different cities

Started several nonprofits

Downtown Washougal Association event coordinator

Bob thanked individuals for sharing their background. Candidates were dismissed so board could freely discuss election.

Board discussed candidate qualifications.

Board Composition Discussion:

Tamara reminded the group of the importance of redundancy planning, having multiple people who can perform each role within the group.

Board talked about different possible board structures to optimize the multiple qualified candidates (alternate board members, advisory board members).

Two board members were not present at the meeting. Board decided to re-affirm their ability to continue serving on the board; other board positions may become available. Bob will talk to Margie and Ann will talk to Margaret.

Meeting adjourned at 5:10.

Next meeting:

February 5, 2019 @ 3:30

Washougal Community Center

Respectfully Submitted,

Leann Wilkins

Secretary