



## **Meeting Minutes**

April 18, 2022

### **I. Attendees**

JB: Justin Blackman  
MW: Maureen White  
RG: Ron Gulyas  
RT: Roger Tubby  
BB: Barbara Barra  
LB: Lindsey Bolger  
KK: Ken Kreiling

### **II. Call To Order**

The WASCA Board of Directors meeting was called to order at 18:00 in hybrid mode, Center and Zoom.

### **III. Quorum**

Currently the board has seven (7) members and therefore needs four (4) for a quorum. At this meeting there were seven (7) members present and a quorum was reached.

### **IV. Last Month's Minutes (RT)**

Last month's meeting minutes were approved unanimously.  
MW: Anything in minutes related to personnel? No.

### **V. Treasurer's Report (MW)**

- Nothing out of the ordinary. Have surplus due to lack of Director, not paid for audit/990.
- KK: supplement fundraising? Spaghetti dinner event planned for May 20<sup>th</sup>. No other fundraising events are on the calendar. . Need to look at other avenues.
- Approved report unanimously.

### **VI. Director's Report**

- MW: Operations metrics
  - o About 400 meals above our contract
  - o 65% volunteer hours; 35% staff
- VASCAMP – wealth of information – try to keep attending

### **VII. Board Discussion**

- Job Search
  - o BB: Reports we are back to square one. Our most promising candidate has withdrew; other candidate not workable.
  - o JB: Suggested using Weststaff agency search – temp to perm – finders fee – 5-6K / 50%



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- RT: worried about scam artists due to housing shortage, hard to find employees; better to find someone from community. Use VASCAMP as potential source. Coordinate with other meal sites for marketing/outreach? MW will email chair of VASCAMP.
- JB: Tasked with getting more information? Yes. WESTAFF
- 'Snow Days' Discussion
  - Existing documents say we are open unless calendar says we are closed for holidays, etc.
  - Documents say it is the director's decision based on emergency/safety.
  - MW: decision should be made by 6:00am. While we are lacking a director, should be a board decision.
  - JB: SUGgested adding 1-2 PTO days for bad weather. Just add to PTO pool without verifying? MW: would need to adjust payroll/etc.
  - Ask drivers? No schools? LB: drivers shouldn't make a value call. MW: not a WASCA written policy.
  - Lots of discussion on whether the cook can decide whether to come in or not.
  - RT: further discussion. Committee: JB, RG, BB, LB – April 27<sup>th</sup> (Wed) at 18:00 in person.
- LB and BB exiting stage left.
- Pause Committee
  - Continue as is; next pause meeting via Zoom on April 26 (Tuesday) at 18:00 I thought we has said 2 weeks, making it May3rd
- Spaghetti Dinner
  - JB advised the organising group learned of a Conflict with Legion on April 30<sup>th</sup>; pushed to event to Friday May 20<sup>th</sup>
  - Committee meeting on May 5 in Person 1pm.
- Electric work –
  - Having the kitchen GFI outlets replaced and new outlets installed in prep area cost, \$378.80
  - RG: Send to DownStreet? Bernie? Email address (website)
  - Group agreed to save the bill for discussions with DowcStreet.
- Carpet – RG – Delares - \$35 bill for measuring and formal quote.
  - Last Replaced aprox 5 years ago.
  - Repair seams?
  - Asked RG to get a price fron Delares to repair existing carpet.
- Our volunteer who is key to daily scheduling and meal bad preparation is out April 26 for 6-8 weeks –
  - The volunteer is in 5 hours/day.
    - may be able to do some clerical work from home before
  - MW: Need office coverage from 10:00-11:00 – answer phones, help out as needed
    - KK: Monday, JB: Friday, RT: Tuesday
    - RT: doing driver scheduling
    - Donna out 10<sup>th</sup> – 14<sup>th</sup>. Ron is out. Ali would be by herself the 10<sup>th</sup>/12<sup>th</sup>



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### **VIII. Adjournment**

19:12 meeting adjourned. Next meeting on May 16 @ 18:00 via Zoom Only.