

ORE Board Meeting -Minutes
Thurs. May 3, 2018, 5:30pm - 7:30pm

In attendance: Dotty V, Eric Bachman, Edisa Muller
Excused Absence: Amanda Garces
Note-taker: Edisa

ACTION:

1. **DECISION** Approved Feb Board. Meeting Minutes -Agreed once we include the pending budget file name & total expenses/total revenue, as well as delete the last sentence.

2. Financial Update - will see at special meeting that Amanda requested. Need to set a date.

3. Dues Delay & Inactivation Communication

- Dotty shared fundraising news style she heard while away
- Reflected on Eric's philosophy/communication/mission e-mail...
- Eric's letter has a lot of good points.
- Timeline: Inactivation will be one month after we sent first letter, will send a short reminder one week before the official. We can send the letter at any time to members with overdue accounts. We should be prepared to have staffers ready to answer what might be many responses and/or questions about the letter. At any time we can set the payment system to automatically suspend member's access for those who are over due with their payments. When turned on it becomes effective immediately, for those who are overdue with their payments. There is no grace period built into the system. It will also suspend members who want to pay in hours but who have not yet been able to provide those hours. We should be prepared to have staffers ready to answer what might be many responses and/or questions about the suspensions. Currently members receive a notice 1month before their dues are due.

ACTION: Eric will check if we can set the "de-activation" to be a month after.

Pending:

- Modify the one month before notice (communicate the de-activation).
- Send out communication:
 - Overdue Members
 - All members
 - Members that pay with hrs

-ACTION: Eric will verify that these members are indeed past due.

4. Office Update

15min

-Tool Library

- A few members have borrowed tools. Only one is currently checked out.

We have used tools from the Tool Library for the Repair Cafe in both Barre and Hardwick. Eric has provided some additional training to Kathy on using the online software for the Tool Library. The documentation of the Tool Library procedures, for the Office Manual, are not yet complete. Eric will finish the draft and work with Kathy to confirm that it covers everything. A person who recently borrowed a tool had helped put the inventory into the Tool Library software. She was and is very excited about the tool library idea and may have time this summer to help with it (update the inventory with new tools, etc.). Eric is still the only person on the Tool Library Working Group, so there is still the need to find more members for the group

- Tool Library needs

- Add some shelves in the closet to get tool off the floor
- Add new and donated tools to the online inventory
- Get peg board hooks that fit our peg board (There are two standard sizes of peg boards. The peg board hooks that we have do not remain in the holes of our peg board because they were made for the smaller (more flimsy) peg board.) Comb through the online inventory to check it for accuracy (a few inconsistencies appeared recently). Online Tool Library membership database review (for correct ID). **ACTION:** Eric will work on these needs and send in potential costs.

- Farmer's Market -

Kathy is working on a manual for the FM. There are currently 13 members that pay with hours and are overdue — could potentially help with farmer's market coverage.

- Staffing (Hours)

Kathy Preston is in the ORE office from 10 am to 2 pm on Wed. (except when she is traveling). Eric Bachman is in the ORE office from 12 to 2 pm on Thursdays – **ACTION:** Edisa will reach out to one other member that had expressed interest in helping out. Lydia will be back in June.

- Orientation – **ACTION:** Eric is meeting with Jana tomorrow morning to go over potential dates and seek approval.

- TimeBankUSA fee - TBUSA is hoping to implement the new payment fee by may. Once we receive their communication, we'll share what we are doing internally (member dues) & possibly request more time.

5. Office Manual -

ACTION: What Eric & Kathy are working on includes what Laurie had worked on before, very complete but still some pendings— E & K are working on it every week.

6. Development Committee (Eric)

Grant Reports:

- NEGEV grant
 - The grant report was overdue. Edisa sent a letter to NEGEV & received e-mail confirmation.
 - Dreyfus Foundation - The grant report was over due. Edisa mailed in a letter, awaiting confirmation. Edisa will send more information regarding what we communicated per Eric's request (whether we should reach out to MSAC, etc).

Grant applications:

- Rotary Club of Montpelier Charitable Foundation
 - The three previous years the ORE grant application to the Rotary grant was not successful.
 - Dorie and Eric wrote an application for the 2018 Rotary Grant. Edisa, sent it in. To date we have not heard from them.

The Development Committee is waiting for further clarity from the board about what activities / projects ORE will be pursuing in the near future which will inform the committee about what needs we have that we can use when applying for further grants.

Discussion on how to choose the "projects" that we can get grants from. Discussion on pursuing donations from individuals & organizations.

Eric suggests looking at past donors & reaching out — baseline. **ACTION:** Eric will send out & bring in list of past donors.

7. Repair Cafe(Eric)

On April 28, ORE and CVSWMD organized the second Repair Cafe, this time in Hardwick.

- People brought in 37 items for repair, of which 20 were repaired.
- There was also a volunteer who offered head/neck/back massages. Ten people took advantage of the massage.
- Including organizers and volunteers there were over 60 people at the event

A VPR reporter was also there so we expect more radio coverage.

Dorie was at the ORE table and there were at least two people who showed great interest in time banking. The next Repair Cafe is planned for Bradford in June.

-Eric sent in new MOU. Signed MOU at mtg.

8. VSBM Market Place (Eric)

ACTION: Eric & Dotty agreed on a few dates & Eric will share with Amy. Will communicate final date with rest of the board to see if we are available to attend.

9. Conflict Resolution -

Edisa shared her concerns and potential ideas — all agreed this was a good idea, Edisa will reach out to current suggested names & bring info back to board.

10. Strategic Plan – **ACTION:** Dorie is working on a more direct communication to membership — Dotty will take on role as Diva/Cheer leader.

-Meet ups - New member (Anita) expressed interest in gatherings - Edisa connected Eric with her. Eric will follow up.

11. Pendencies (Dotty)

- Google Docs vs. Drop Box — next mtg whomever feels passionately about either/or will bring in suggestions, ideas and pros/cons.

- **ACTION:** Eric to provide more info on member donations vs. membership fees

- **ACTION:** Eric- orientation alternatives / video availability.

- Accounting Manual - Amanda has made considerable progress on this.

- Circle of Care (clarification)

12. Potential Hiring -

- Dotty brought in a “job description” - handed out copies to be discussed at next mtg.

13. OTHER

- COOP cooperation - agreed to continue with the \$5 off first year of membership. **ACTION:** Eric will also ask about profiling us on their newsletter/facebook.

- Walter (pending tool fee) – **ACTION:** Eric will reach out with a letter acknowledging that we received his notice & will happily work a payment plan out.

- Ratified that we will allow members to publicize free events on our calendar and newsletter. Agreed that we'll publicize events that require a fee as long as its noncommercial or benefits a nonprofit. Events need to be aligned with ORE values.

- Newsletter ideas
 - COOP cooperation
 - Repair Cafe
 - Change to Fees - TimeBank USA

Next Steps, next meeting: Tentatively May 31st (Waiting on Amanda & Eric)

Next Agenda:

- Job Description
- Strategic Plan
- Donors
- Google Docs vs. DropBox
- Pendings:
 - Eric to provide more info on member donations vs. membership fees
 - Eric- orientation alternatives / video availability.
 - Accounting Manual - Amanda has made considerable progress on this.
 - Circle of Care (clarification)