

CTVSC Furnishings Committee

Meeting on 2015-12-01 at 2 PM @ Goodwill Burleson

Attendees -----1

Misc. -----2

Fire Code & Compliance -----2

Layout -----2

Sanitation-----2

Need Volunteers for Load-In -----2

Deliveries-----2

Volunteer Resources? -----3

Limits & Possible Abuse? -----3

Liability & Personal Info Release-----3

Acceptable Furnishings? -----3

Veterans Choice (Possible Partner) -----3

Next Steps -----3

First Goodwill Inventory Intake!-----3

 Zone taping and minor cleaning _____3

Jonathan To-Dos -----4

Attendees

- **James:** Goodwill - Part of Jason S’s team that’s picking out furnishings that would be destroyed and setting them aside for us.
- **Eugene Edwards:** Goodwill - Organized a prior initiative that tried to provide furnishings. Really impressed with the progress this one’s made.
- **Megan K:** Caritas - Rehousing Veterans - SSVF. Enthusiastic about this Furnishings initiative because the grant Caritas uses to buy furniture from Cort is about to run out (January 2016?).
- **Michael “Bo” Buell:** A New Entry - Lots of connections to volunteers (who can help move things from place to place).
- **Jacqueline Powers:** Americorps - Mayor's Office & Caritas
- **Victoria Fuller:** Prop manager for Film & TV. “ I know how to make things look good and get things for cheap.” - She knows how to organize a warehouse full of furniture.
- **Clay Weger:** Freedom Office Supplies - He obtained and signed the lease for the warehouse. He also has our best furniture-mover (a 12-foot open hitch-trailer).
- **Jason Stewart:** Goodwill - He runs the Goodwill Burleson warehouse. He’s our source of furnishings; he’s directing his team to pull furnishings aside for us.
- **Pia Villalion:** Center Point - Possible veteran case referrer. Also connected to volunteer sources.
- **Will Williams:** Connected to Heroes Night Out / Veterans Choice Thrift Store; other programs that fill a similar need/ niche.
- **Jonathan Leistiko:** TexVet.org - Created the online Furnishings inventory tool (<http://texvet.org/furnishings-index>).

Misc.

Eugene: If you're not on it already, you should get on CTOSH (A UT listserv that's a potential furnishings source.).

Fire Code & Compliance

Victoria: Is the building in compliance with fire code? Do we need to bring a fire marshal in?

Clay: Tried to talk to Georgetown, they were not there. Short answer is "yes." Landlord asked that we talk to the city as well.

There's a full irrigation system in the building. It's older, but it's up to code. The warehouse is 30K to 40K square feet. Our section is 4.5K square feet.

Clay is going to talk to the City of Georgetown after this meeting.

Layout

Victoria: Layout? Have a floor plan.

Me: We should have a "tape it out" day.

Victoria: How high?

Clay: No lower than 7.5 to 8 feet.

Victoria: How big are the apartments? What can they hold?

Megan: Varies. One bed / one bath to efficiency.

Sanitation

Victoria: Are cloth furnishings sanitized?

Jason: Nope. Mostly shredded for shipping to Mexico.

Victoria: Bedbugs?

Jason: We don't take mattresses.

Victoria: Yeah, but bedbugs can infest couches, etc..

Megan: You (Goodwill) run a warehouse. Have you had issues?

Eugene & Jason: Nope.

Need Volunteers for Load-In

We need volunteers to take stuff off trucks and put it in the warehouse.

Pia: I have contact with High School ROTC, but they can only do it on weekdays. I'm also in contact with UT's Vet Services Reserves: They've sent an email to the Veteran Resource Center - He'll reply some time this week.

Eugene: How about contacting BethAnn @ ACC for their veteran campus resources?

Megan: Nikki @ Caritas / Point in Time

Megan: Jacqueline does coordination. She'd be a good resource.

Bo: I know a pastor and several religious orgs.

Deliveries

Megan: How do you deliver?

Clay: I have a 12-foot flat trailer.

Bo (?): Volunteers would use their vehicles.

JL Note: Vehicles to transport furnishings from our warehouse could be a future stumbling block.

Victoria: How many outgoing deliveries per month?

Megan K. estimates anywhere from 20 to 50. For example, there are already 20 veterans to be homed and delivered to in December.

JL Note: I talked with Perry Jefferies (my boss) about this. He notes that 30 veterans = 1 per day. If we have one delivery day per week, we'd be delivering to 7 veterans each time. This isn't small potatoes. Obviously we'll ramp up to it. We need to know where we're going, though.

Volunteer Resources?

Clay recalls a guy at the most recent CTVSC meeting talking about a web app that connected volunteers to those that need them. Was it VolunteerMatch? TaskRabbit (costs \$ to use)?

Limits & Possible Abuse?

Megan: Are there limits? Case workers will poach from each other - you're your client's best advocate.

Liability & Personal Info Release

We likely need to get a personal info (Name, Address, Phone #) release from client-recipients.

Bo: Recipient waiver?

General consensus was to have a standard waiver stating furnishings are as-is (“We do our best to ensure the quality and safety of the furnishings we provide. However, these are provided as-is. We disavow responsibility for injury or harm from use or misuse of furnishings we provide once recipient takes possession of them. Etc., etc., etc...”) as well as releasing PI to TexVet for purposes of delivering furnishings and/or follow up contact specifically pertaining to the furnishings.

Acceptable Furnishings?

What will we accept? Cribs? (Would a faulty cribs expose us to liability?) Washers & dryers? Refrigerators?

Veterans Choice (Possible Partner)

Will W: Says that the Veterans Connection Thrift Store (in Round rock) will contact the VFW, who will deliver the furniture to the veteran(s). Will's been in touch with Mr. Boltman at the Veterans Connection Thrift/Surplus Store.

[Someone]: Will they just pick up from our warehouse instead of

Next Steps

- * Tape out zones (and second cleaning)
- * Inventory in
- * Catalog inventory
- * Inventory out

also needed, but not a blocker for the above:

- * Set up a printer with packing tape to print out inventory slips to attach to each item.
- * Cover the open-to-the-outside fan hole with plastic (garbage bags, even) and duct tape/wood staples.
- * Cover the two big holes to our warehouse neighbor-tenant with plastic (again: Wood staples & duct tape?). This needs a 20-foot ladder - ideally free-standing.

First Goodwill Inventory Intake!

Saturday, December 5th at 1 PM

At 2200 S Church St #101, Georgetown, TX 78626

We're planning on having two 25-foot U-Hauls. 10 to 20 able-bodied people should unload these relatively quickly.

*** Who's organizing the volunteers for this?

*** If this won't happen, someone needs to contact Jason & let him know so he doesn't send trucks with no-one to unload them.

Zone taping and minor cleaning

Also on Saturday, December 5th: Victoria and Jonathan (and anyone who'll join) will block out zones to put furnishings and paths. Time to be determined, but well before intake at 1 PM.

Jonathan To-Dos

(Feel free to ignore this section.)

- * Add fields to the online furnishings index for:
 - * Value of each item,
 - * Donor,
 - * Case Manager (and their employer?) who claimed the item,
 - * and possibly location (in the warehouse) of the item.
- * Create “how to” video/page for case managers to “order” furnishings. (Test this with Megan @ Caritas?)