

## **Donation Room Brainstorming Meeting**

Aug 13, 2015 10am

Present: Suzanne Metcalf, Christy Austin, Ainsley Austin, Katherine Cox-VISTA

\*We took a brief tour of the donation room, hygiene closet and ready/set/go closet, then met in conference room.

### **Topics discussed:**

#### **A.) Improving storage method**

- Do we have funding for storage cubes or shelving? Is that something we could get donated?
- Shoe racks, or different way of organizing
- Location for off-season donation storage; how can we make that happen? Off-site possibility?
- Do we have connections to people who could build shelving for us?
- Are the cupboards in the hygiene area available for storage use?
- Do we have the option of relocating the birthday closet and/or hygiene area? Was interested in using for donation processing area; space is limited! Also, getting rid of unused items in area (printer, glasses, etc...) making most efficient use of space
- Thinking about using space more efficiently; currently there are a lot of unused racks in back

#### **B.) Safety concerns**

- Are we breaking fire codes? What can we do about creating pathways, making it safer?
- Considering weight/height/current for current methods; currently difficult/painful for volunteers...how to make it easier, won't require heavy lifting or maneuvering?

#### **C.) Streamlining Donation Process & Sorting Guidelines**

- Want to create standard way for volunteers to complete tasks; not having other volunteers come in and redo, making more work for others...would love to invite other donation room volunteers to partake in discussion, alleviate frustration = work together!
- Would like more authority and leadership from staff for management of donation room; checking in with volunteers with tasks or focus areas so volunteers can contribute and be useful
- Create inspection guidelines, such as; "Is it dirty/stained? Are there holes/damage? Does the zipper work? Would you let your child wear this—if no, get tossed!" etc...
- Would like guidelines for what donations can be accepted, which ones are NOT accepted
- Regular maintenance of "Ready Set Go" closet
- Setting up designated areas for toss/recycle, PBP delivery, keep & hang...

### **Proposed idea moving forward:**

- Would like to pick a date/time (half-day?) in August where we can have a "Purge Party"; would like staff with authority to be present for part of it and be able to designate what can go, what needs to stay, etc...also okay with staff putting post-it notes & prep work so volunteers can come in and take care of it.
- Would be willing to provide delivery service for PBP, recycle, dump, etc.

### **Assigned Tasks:**

- Ainsley will draft up proposed donation room guidelines
- Suzanne will do research on resources for donation delivery and pick up
- Christy is willing to take on donation dumping; also provided current donation list and will discuss possibility of donation drive with school in the Fall
- Katherine will discuss notes and meeting with Natalie and get some more answers, will coordinate date/time for Purge Party; will aim for end of August and recruit others to help, and will also debrief with new VISTA.