

## **ECHO Minutes March 15, 2011**

**Attending: Nancy Gleckler, Nell DeWitt, Darius Eveland, Joe Gill, Robert Chapman, Jim Eveland, Melody Forcum, Bev Berl, Carolyn Harmon, Kimberly Fayhee, JoEllen Henson, Jessica Blair, Mary K. Bradford**

**Secretary's report from Feb. read and approved  
Treasurer's report also read and approved**

**Manager reported 4 people living at the shelter. Terminix has visited. Painting is done and closet doors installed. Donations include a microwave, couch, chair, shower curtain liner. We have new mini blinds and trash container. We decided not to put a door up between the office and laundry room at this time.. The new first aid kit will be installed tomorrow. Some chairs need to be repaired.**

**We also decided not to have a beef and noodle dinner at this time. We may be looking at having an event in Kansas, IL. during one of their special celebrations.**

**Joe proposed fine tuning a drug/alcohol screening policy for our use and adding an amendment to our by-laws allowing that testing. We will plan to address that at our next meeting on April 19. We'll also discuss fund raising and new fliers.**

**Mary K. volunteered to make up an inventory list to be used to track items owned by the shelter but used by the residents such as towels, linens, and pillows so that when a resident out-processes we'll check back in those items that were loaned to them when they moved in. Also suggested was keeping a record of items owned by the manager so that should he move, we'll know what should move with him and what belongs at the shelter.**

**Respectfully submitted,  
Mary K. Bradford, secretary**