



People Helping People

PHILOMATH COMMUNITY SERVICES, INC.

P.O. Box 1334

Philomath, Oregon 97370

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C/O LBFS
545 SW 2nd St
Corvallis OR 97333

June 22, 2012

RE: Philomath Wood Gleaners

Susan, Pat, Don and Dean,

Susan, I want to thank you for taking the time and setting up the meeting yesterday with the 5 of us. My understanding is that the Wood Gleaning operation in Philomath needs to resolve some internal reimbursement and management issues.

After the hour and half meeting the agreement reached by all parties was as follows: Don Harris is in charge and the coordinator for Philomath Wood Gleans. Any money that Mr. Harris receives as donations to help the wood gleaning program with their costs are to be turned in to Pat Hart and forwarded to the PCS's acting Treasurer, Peggy Clark and she will in turn deposit it in to the appropriate gleaner account to be dispersed as the donors instructed.

To insure that all donations are properly accounted for and the chain of custody is maintained, when donations are forwarded to Pat she should initial that she has received those funds, when Pat turns those funds in to Peggy she should also initial receipt of those funds. Don should give the donor a receipt, keep a copy of the donations received for his records, give Pat a copy of those funds for her record and Peggy a copy for her records. As funds transfer hands everybody has to sign off that they have received them, thus the chain of custody is complete.

The purpose of yesterdays meeting was to resolve all outstanding issues involving reimbursement between various people volunteering for the wood gleaning program and establishing the chain of command in that program as well as donations. I made the decision to reimburse Dean \$220 for the invoices that he submitted. If there are additional invoice or money issues outstanding, they need to be brought directly to my attention for resolution. We all agreed to the above described conditions and I hope everybody will honor our agreement and move forward and let bygones be bygones. Please do not rehash old disputes and remember that we are all trying to do our best to help people in need.

Best regards,

Jeffrey R. Lamb
President