



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Food Pantry Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:

Date /Time:

Location:

### **CITY OF STOUGHTON FOOD PANTRY**

**Wednesday, January 15, 2014 @ 1:30 p.m.**

**Hall of Fame Room/City Hall (381 E Main St, Stoughton WI 53589**

**Dave Diericks, Rita Johnson, Judy Olson, Dan Marshall, Karol Castle**

Members:

Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

Item #	CALL TO ORDER
1.	Communications
2.	Minutes of 10/16/2013
3.	Review Food Pantry Financials
4.	Review Thanksgiving Vouchers
5.	Term limits of Board Members
6.	2014 Food Drive
7.	Discussion regarding Food Carts
8.	Update on the Golf Outing
9.	Future meeting date
10.	Future agenda items

cc: Mayor Olson, Food Pantry members, City Council Members, Department Heads, City Attorney, Stoughton Newspapers/WI State Journal, Deputy Clerk Pili Hougan, Library Administrative Assistant Debbie Myren.

Note-An expanded meeting may constitute a quorum of the Council.

**ADJOURNMENT**

CITY OF STOUGHTON  
MINUTES OF THE FOOD PANTRY COMMITTEE

Date/Time: October 16, 2013 @ 1:30 p.m.

Location: Hall of Fame Room, City Hall

Members: Dave Diericks, Rita Johnson, Judy Olson, Dan Marshall, Karol Castle

Also Present: Alderman David Kneebone, Peg Smyth, Ruth Fortney, AnnMarie Oakland, Sarah Monette, Pili Hougan

**CALL TO ORDER**

*Dave Diericks called the meeting to order at 1:35 p.m.*

Diericks announced two items to be added to the agenda:

- Rotary Food for Kids Program
- Kiwanis Food Drive

**1. Introductions**

Members and guests introduced themselves.

**2. Communications**

Ruth Fortney reported that she had attended the most recent Leadership Stoughton meeting; there were a couple of people interested in volunteering. Keith Wise from Stoughton Trailers asked how many turkeys the Food Pantry wants at Christmas. Diericks volunteered to coordinate, and there was a discussion of what number to give, with a general consensus on approximately three dozen. People had also asked whether the Food Pantry prefers donations of food or money, to which Fortney said (and all present concurred) that a mix of both was really ideal.

**3. Minutes of July 17, 2013**

*Moved by Fortney, second by Olson, to approve. All in favor.*

**5. Thanksgiving Voucher update**

*[This item was moved up for the benefit of AnnMarie Oakland, who had her small son with her.]*

AnnMarie Oakland has been showing Karol Castle how to organize the Thanksgiving vouchers. They have applied for funding from Thrivent and from Universal Silencer. Thrivent's meeting is next Tuesday, but Marshall reports that their fund for donations is essentially used up for the year. Universal Silencer is going to donate money, although they have not specified a dollar amount; they are also going to do a food drive just before Thanksgiving.

The two matters that the committee needed to decide were:

- the number and value of vouchers
- the dates of distribution

*Moved by Marshall, second by Olson, to approve up to 100 \$30 vouchers. All in favor.*

The committee agreed that distribution would take place the Friday and Saturday before Thanksgiving (November 22 & 23) from 9:00 a.m. to 1:00 p.m.

The last voucher issued last year was number 72, and the Food Pantry paid less than \$2,000 to Pick 'N Save to redeem the vouchers.

There was some discussion of coordinating with the local churches.

*[Pili Hougan entered and Sarah Monette left at 1:55]*

Castle will write a letter to the newspaper about the need for donations.

#### **4. Review of Food Pantry financials**

Food Pantry financials are okay for this time of year. There are no big projects at this time. They are looking into the possibility of new carts. The cart costs \$65 and can be purchased at Menard's.

*Moved by Marshall, second by Diericks, to purchase the new cart. All in favor.*

#### **6. Discuss Replacement for Karen Bankston-Aldi's Shopper**

The Food Pantry needs someone to go to Aldi's every four to five weeks to keep the shelves stocked. They come back with 4-5 pallets of food. Dave will send out an email along with the outline of responsibilities to see who may be interested. It's hard to find a truck to help. Mary Lou is looking to find more companies that can provide trucks. David Kneebone will see if he can find someone to donate a truck. The other details will need to be worked out once they find a vehicle.

#### **7. Clarify Food Pantry Staff Responsibilities**

Who is responsible for writing grants? Dave wondered if that was something Food Pantry volunteers could do.



#### **8. Establish a date for the next mandatory meeting for all Food Pantry volunteers**

Two years since last mandatory meeting.

Nov. 12, 12:00-1:00 p.m. Soup & sandwich lunch. Ruth, Judy, and Rita will provide food for approximately 15-20 people. EMS or Fire Dept.

Ruth will send an email and a notice will be posted at the Food Pantry.

**Additional item #1: Rotary Food for Kids Program**

The Food Pantry is not interested at this time.

**Additional item #2: Kiwanis Food Drive**

CAC had a shortage of barrels; on October 23 and November 1, barrels will be brought back to unload food. Ruth can help on November 1. Dave will send out an email for volunteers.

**9. Future agenda items**

Next meeting date: January 15, 2014, at 1:30 p.m.

**ADJOURNMENT**

*Moved by Marshall, second by Diericks, to adjourn at 3:10 p.m. All in favor.*