



## 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: CITY OF STOUGHTON FOOD PANTRY  
Date /Time: Thursday, December 20, 2018 at 2:00 p.m.  
Location: Hall of Fame Room (381 E Main St, Stoughton WI 53589)

### Item # CALL TO ORDER

1. Call to order
2. Attendance
3. Approval of minutes
4. Welcome to new board member
5. Stoughton HS – discussion of satellite pantry and other ideas
6. Idea of logging hours of volunteers
7. Staff training - computer, procedures, etc. issue of not recording all visits on the computer
8. Senior boxes – folks sign up but not coming in for them
9. Newsletter
10. Review of Thanksgiving and Holiday vouchers
11. Review Pantry Board responsibilities
12. Upcoming TEFAP commodities especially fresh fruits
13. DCFPN (Dane County Food Pantry Network) - new training requirements, etc. meeting update

cc: Mayor, Food Pantry members, City Council Members, Department Heads, City Attorney, Stoughton Newspapers/WI State Journal, Deputy Clerk Candee Christen, Library Administrative Assistant Sarah Monette  
Note-An expanded meeting may constitute a quorum of the Council.