



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, December 5, 2012 @ 9:30 a.m.

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

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 9/26/2012
3.	Comments from Greg Hoyte, Youth Center Director
4.	Results of Thanksgiving Voucher Program
5.	Status of annual Food Pantry Golf Outing.
6.	Reducing on-going costs at the Food Pantry
7.	Relationship between Food Pantry and Second Harvest-Final Decision
8.	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

FOOD PANTRY COMMITTEE MEETING MINUTES (Draft)

Wednesday, September 26, 2012 3:15 PM

Hall of Fame Room, City Hall

Present: Rita Johnson, Lois Quale, Nick Probst, AnnMarie Oakland, Dave Diericks, Dave Kneebone, Judy Olson, Roberta Rush, and Pili Hougan.

Communications: A few volunteers were looking for a first aid kit. We will order one if they can't find the one designated for the food pantry.

Peg Smyth has been designated to oversee the Pet Food. Pet food in the past has been bagged into smaller portions. The pantry has been getting the dog food from Friends of Noah-they haven't had to bag into smaller portions because they have had a plentiful supply. In the future the volunteers can bag dog food as time allows-and one person can be the oversight. Dog food is from friends of Noah. They have been giving them full bags of food since they have plenty lately. Volunteers can do bagging as time allows and designate one person as responsible- oversight. Information regarding a golf outing was handed out. Chip for meals is a golf outing on Oct. 13 to raise money for lunches for school aged children.

Minutes: Approved as presented.

Purchasing Yogurt: Lois will no longer be taking care of yogurt. Roberta Rush stated she could take care of the yogurt but on Wednesdays. Rita will be back up.

Thanksgiving Food Distributions: Dave received a call last week from Dane County United Way; they wanted information regarding our Thanksgiving program to update their website. AnnMarie stated we need to pick a date(s) for distribution of Thanksgiving vouchers. The dates of Nov. 16 & Nov. 17 are the dates for distribution of the vouchers. They will need to have some volunteers to assist with this. The vouchers for the time being will remain at \$25.00. If enough funds/donations come in at a later date, they can raise the vouchers to \$30.00. Rita asked if seniors could be included for vouchers. The vouchers for the seniors could be \$10.00-\$15.00. AnnMarie will check with United Methodist Church to see if they will be offering a Thanksgiving program this year. It was suggested to contact some local businesses who have donated in the past for this event. Some of these businesses include Universal, Cummins, Nelson Global etc. We need to find out how money from these businesses was solicited in the past. Pili will ask Mayor Olson how funds were solicited in the past from these businesses. AnnMarie will make up flyer and print the vouchers.

Upcoming Food Drives: Girl Scouts food drive is Oct. 6th, Dave and AnnMarie are chair and co chair of this drive. Kiwanis food drive is usually called "Trick or treat others can eat" Buzz Davis usually notifies the pantry regarding this food drive, barrels for this drive are placed at the schools and then delivered to the pantry for sorting. Dave can be food pantry contact for this event. Rita will be the chair of the Postal Workers food drive. Ruth will be the contact/chair for the Nurses food drive, Peg will be the contact/chair for the Boy Scouts food drive.

Rep for DCFPN meetings: need a representative committed for meeting. Dave will be rep-however he may need a backup when he is not available to go.

Golf Outing Status: \$5815.00 was profit from last year. Dan Marshall has shown interest-is willing to assist. 1st Monday of June is reserved. With the economy the way it is, it's hard to get funds from businesses. Mike Rutland offered to take over the golf outing. Judy will discuss further with Dan and Mike regarding ideas for outing and bring back to next

meeting. Grant writing ideas- who do we contact? Check into ideas for grant writing opportunities.

Review Financials: what is the point where pantry needs help to start cutting back? What items should be cut back? Yogurt and extras should be cut back when the time comes. Should keep the substantial items. Keep an eye out on financials; watch for when they get close or below the comfort level. They would like financials every month.

Future Meetings: Meetings should be quarterly, the next meeting will be in December, as things arise we may need to meet more often.

There will be a meeting on Wednesday, December 5th @ 9:30 in the Hall of Fame room.

Meeting adjourned at 4:30 p.m.

Respectfully Submitted,

Pili Hougan
Deputy Clerk