



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 – SPECIAL MEETING
Date /Time: Tuesday, July 17, 2018 at 10:00 a.m.
Location: Ed Overland Room (381 E Main St, Stoughton WI 53589)

Item #	CALL TO ORDER
1.	Call to order
2.	Elect Chair and Vice Chair
3.	Communications
4.	Approval of 4-19-18 and 5-21-18 minutes
5.	Recommendations for new pantry hours and days, aligning volunteers to changes
6.	Discussion of officer responsibilities including new tasks of registration software, senior boxes, pick up of produce; review other responsibilities of officers
7.	Discussion of upcoming grant applications for Walmart and Stoughton Area Community Foundation
8.	Discussion on client signatures on vouchers
9.	Discussion on beginning publication of a quarterly newsletter for pantry patrons
10.	Discussion and possible action on the creation of a volunteer position to handle Public Relations
11.	Discussion on the new Food Pantry website: www.stoughtonfoodpantry.org
12.	Discussion and possible action on Thanksgiving and Holiday vouchers
13.	Adjournment

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