

City of Stoughton
Minutes of the Food Pantry Committee

Date/Time: July 9, 2015 1:00 p.m.

Location: Hall of Fame Room, City Hall

Members: Sandra Flemming, Karol Castle, Mike Heger, Judy Olson

Absent: Dan Marshall

Also present: Deb Blaney

CALL TO ORDER:

Mike Heger called the meeting to order at 1:05 p.m.

Introductions:

There were none.

Communications:

June has been the busiest month yet this year. Postal drive went well.

Review minutes of April 30, 2015

Moved by Karol to approve minutes, second by Sandy. All in favor.

Review Food Pantry Financials:

Finances are looking good, donations were generous.

Upcoming Food Drives:

Discussion took place regarding the EMS food drive at Pick N Save. Mike stated that the EMS Director said the best time to do that would be in the summer. Suggestion was made to possibly have donation bins at central school registration. Mike said he would contact the Kiwanis to see if they would be interested in helping with that.

Volunteers/Staffing:

Judy said they are good now as far at staffing goes, but will need a few after summer is over. Deb mentioned putting an article in the Tower Times for volunteers. Mike wrote up an ad to submit. Tower Times goes out on July 22.

Fund Raising updates:

Karol talked with Bill and Christina regarding a music type fundraiser. They were concerned that this event would be competing with the Opera House events. Karol also suggested some type of "Pub Crawl" or "Music night" in the restaurants downtown. Purchase a ticket that offers discounts at that restaurant. Discussion also on whether or not the Pantry should send out a general fundraising letter (bulk mail) or have Food Pantry members go talk with the local churches and give a speech about the Food Pantry.

Adjustment of Food quantities:

Discussion on whether or not to give more or less eggs to families. Right now it is 1 dozen per 1-2 people or 2 dozen for 3-4 people. It will be left as is.

TFAP Compliance forms:

CAC comes around and does a random audit. Every client should have a form filled out, if not compliant, CAC docks the amount of food the party receives. It was stated that we are compliant and that we should stay that way. Make sure customers are showing proper ID; court papers, piece of mail (w/in 30 days), lease agreement, utility bill or a WI ID. ID's become a challenge at times, in those cases, a judgment call is needed.

Other Business:

Discussion on "shiner", cans w/out labels. Make sure to rotate them to the front, people have a tendency to not take them because there is no label. Food in the cans are perfectly fine.

Thanksgiving baskets-discussion on whether or not the value of the voucher should go up or down or if the pantry should do the actual baskets again and if this should include senior citizens. In the past the vouchers were given to those families with children under 18 only. This year, it was decided that it will include senior citizens and the amount has been changed to \$25.00 instead of \$30.00. The pantry figures on about 150 families. The Deputy Clerk will keep track of the number of vouchers that get used this year. Going to check with schools, churches and Kiwanis club for donations to pay for the vouchers instead of depending on Universal all the time.

Discussion regarding a facebook page, a donate button or a go fund me account for the Pantry. Mike has volunteered to check into these things.

Sandy has offered to put a spiral notebook out at the pantry for anyone of the volunteers who may have questions. They can write down the questions and get answers. Can also be used for rude customers, to jot down names etc. Judy will email all volunteers to let them know about the notebook.

Adjournment

Motioned made by Judy to adjourn at 2:51, second by Mike. All in favor.