

**City of Stoughton**  
**Minutes of the Food Pantry Committee**

**Date/ Time:** July 17, 2018

**Location:** Hall of Fame Room

**Members :** Mike Heger, Judy Olson, Karol Castle, Amy Winters, Sandy Fleming

**Absent:** None

**Guests:** None

**Staff:** Kelli Krcma, Deputy Clerk; Tim Swadley, Mayor

**Call to Order**

Mike Heger called the meeting to order at 10:05 a.m.

**Elect Chair and Vice Chair**

Judy made a motion, seconded by Sandy, to nominate Mike as chair and Karol as vice-chair. All voted in favor.

**Communications**

Mike reported that it is time for the TEFAP annual review. A self-evaluation must be completed and turned in 30 days prior to the on-site evaluation on August 20. Mike completed the form and went through it. Some minor changes were noted. Mike will make the corrections on the form and will drop off at CAC this week.

A reminder for volunteers when working at the Food Pantry to park in the side parking lot, or if needed to park on the street past the bridge. Please leave the stalls in front of the building for pantry clients and customers of Stoughton Utilities.

The Mayor reported that some citizens had asked him about creating a “one stop shop” for food, clothing and social services, similar to Sunshine Place in Sun Prairie. The Mayor has recently toured area food pantries to get an idea of how they operate and to start looking at the possibility of having a single point of access here in Stoughton for services. He also met with Cummins and learned of their partnership with the Food Pantry. At a recent grand opening for Pick n Save the Mayor learned that they may have refrigerator cases for use if the pantry is ever in need.

Mike reported that 48 gallons of milk were donated through the Girl Scout cookies and milk program. This program was a partnership between the Girl Scouts and the Dane County Dairy Committee.

**Approval of 4-19-18 and 5-21-18 minutes**

Karol made a motion, seconded by Judy, to approve the minutes from 4-19-18. All voted in favor.

Karol made a motion, seconded by Sandy, to approve the minutes from 5-21-18. All voted in favor.

**Recommendations for new pantry hours and days**

Judy and Karol came up with the following schedule-

Monday through Wednesday: 10am-2pm

Thursday: 10am-2pm and 4pm-6:30pm

Friday: closed

Saturday: 1<sup>st</sup> of the month, 9am-11am

The pantry will close for inclement weather when the school district closes, and when a snow

emergency is declared by the city. An extra hour will be added to the volunteer schedule on Mondays, from 9am-10am, to allow for prep time when receiving donations. The 10am-2pm time slots will be split into 2 volunteer shifts (10-12 and 12-2). Judy will contact the volunteers about the new hours and make sure there are enough people to fill the new shifts. If this new schedule as proposed can be filled by the current volunteers, then it will begin in September. Judy will report back to the committee in August and a decision will be made then.

Mayor Swadley left at 10:50 a.m.

#### **Discussion of officer responsibilities including new tasks**

Mike provided a list of current job responsibilities and associated volunteers. One of the new tasks is coordination of the new senior food boxes. We started with 18 signed up for this program and already have more than 30 for the next month. People can sign up at the Senior Center or at the pantry, but pick up takes place only at the pantry. Sandy will take over the coordination of this program.

#### **Discussion of upcoming grant applications**

The Stoughton Community Foundation grant is due on September 15. Mike will request \$3000 again to cover the costs of the Holiday vouchers. All voted in favor to continue to apply for this grant as well as the Walmart grant.

#### **Discussion on signatures on vouchers**

Currently, volunteers sign their full names on vouchers when handing them out to clients. There is concern over privacy issues. It was decided to eliminate the volunteer signature on the vouchers.

Amy arrived at 11:15 a.m.

#### **Discussion on beginning publication of a quarterly newsletter for pantry patrons**

This newsletter would include news, recipes and health-related articles. This would be part of the duties of the new PR position. All in favor of beginning a quarterly published newsletter for clients, and one for volunteers as well.

#### **Discussion and possible action on the creation of a volunteer position to handle Public Relations**

Mike would like to see a position that would handle publicity for the Food Pantry – creating and hanging up posters around the City, get articles in the newspaper, and update the Facebook page. Sandy and Karol volunteered to take on this role together, along with writing the newsletters. Amy will continue to update the Facebook page. Some updates/news now are information on the senior food box program, the change in visit limit to once per month instead of once every 30 days, and the new hours once they begin.

#### **Discussion on the new Food Pantry website: [www.stoughtonfoodpantry.org](http://www.stoughtonfoodpantry.org)**

Kristi has created the new website for the pantry. It is currently not ADA compliant per the City's IT department. She will work on making the changes soon. Once it is compliant, it can be linked to the City's website.

#### **Discussion and possible action on Thanksgiving and Holiday vouchers**

The vouchers will be distributed again in November for both Thanksgiving and December holidays. Vouchers are to be given to pantry clients only. Vouchers are to be given to pantry clients who have utilized the pantry between Jan 1, 2018 and November 8 2018. This year people can sign up through

November 8. Vouchers will be handed out on Friday November 9 from 9am-12pm and Saturday November 10 from 9am-11am. The amounts will be the same as last year, \$15 and \$30 with the \$30 vouchers going to households with children under 18.

**Adjournment**

Sandy made a motion to adjourn the meeting, seconded by Amy. Meeting adjourned at 12:30 p.m.

The next meeting will be held on August 16 at 1pm.