

Stoughton Food Pantry Committee Minutes  
Thursday, January 9, 2020  
Hall of Fame Room, Stoughton, WI 53589

Call to order

Mike H. called the meeting to order at 2:02 pm.

Attendance

Mike Heger (Chair), Linda Lane, Sandy Fleming, Judy Olson, Deputy Clerk Candee Christen, Mayor Tim Swadley.

Approval of minutes

October 17, 2019, MOTION Judy/Linda, all in favor, approved

Review of the Thanksgiving/Holiday Voucher program – suggestions for the future

Holiday vouchers were given out two separate weekends. One hundred forty eight (148-72 for Thanksgiving and 72 for Holiday) \$20 vouchers and eighty (80-40 of each holiday) \$40 vouchers were given out for a total value of \$6,160.

Retiree Karol Castle suggested that vouchers be handed out during the month of November next year during patrons' use of the pantry. The decision was made that this might be a good move and notices would need to be placed in the Hub and at the Pantry. Overall, it would alleviate extra trips for patrons.

Also briefly discussed was the need to verify proof of residence long with an ID. Current standards is any trip to the pantry, the patron must provide a proof of residence along with ID but there have been a number of visitors not providing this. This issue will be placed on the agenda for the February meeting to be discussed in detail and updates to be made to the handbook.

Keys and FOBs for new volunteers and retiring volunteers

Recent retirees Kastle and Barber have returned keys and FOBS to City Hall. Sandy is working on an update to the list and check out/return process.

Looking for new volunteers

Sandy has contacted and scheduled a list of recently approved volunteers for orientation and training. Also discussed was the use of passwords on the computer. New and existing volunteers are needed to help with the newsletter, assist with the TEFAP monthly deliveries, and other tasks.

City council questions regarding why we are not part of Second Harvest

Members of the council have asked why the Food Pantry is not part of Second Harvest Foodbank, thinking that there would be more food available. Mike noted that there is more meat (at 16 cents per pound) available using Second Harvest but with the recent tariffs there is an large amount of meat and dairy available through TEFAP (for free) often more meat than the pantry can store in its freezer facilities.

Also discussed were the advantages to having the Food Pantry under the umbrella of the city versus it being its own entity and possibly renting the pantry space from the city for

\$1. Insurance would also need discussion as well as the clerical and bookkeeping service provided to the pantry. At this time the board sees little if any advantage of joining Second Harvest. Mike also is available to discuss any issues with City Council members.

Time to set procedures and dates for annual training meeting

Volunteer orientation will be March 12 at 2 PM. – Mandatory training for Civil Rights and Confidentiality requirements. Also all pantry user households will be rolled over on April 1, 2020. Thus, volunteers will need to verify IDs and proof of address for all members of each household. Additionally they will need to formally review TEFAP income guidelines and avow their income is under the limits TEFAP sets. Additional time for training and questions will be allowed. The meeting will take about 1 hour. Mike will schedule the EMS room for the orientation. In the event of inclement weather the meeting date will be March 19.

Discussion of replacement for retiring Board member

With the recent retirement of board member, Karol Kastle a notice will be placed among the volunteers for anyone interested in joining the board to apply.

Tasks to be completed prior to the Volunteer Orientation Meeting. The list of volunteers needs to be updated as many that are no longer volunteering still appear on the list. It is desired that a central list be kept of all tasks performed by pantry volunteers. Also handbook revisions are needed.

Adjourn – MOTION by Linda/Judy, all in favor, approved\_\_\_ Time: 3:32 p.m.

Respectfully submitted,

Candee J Christen  
Deputy Clerk