

Meeting of: **City of Stoughton Food Pantry**

Date//Time: Thursday, August 15, 2019

Location: Ed Overland Room (Old City Hall)
381 E Main St, Stoughton, WI

Members: Mike Heger, Karol Castle, Judy Olson, Deputy Clerk Christen; Sandy Fleming and Linda Lane absent/excused

Chairperson Heger called the meeting to order at 2:03 p.m.

Approval of minutes from June 20, 2019 – unanimously approved (Karol/Judy)

Review of Dane County Food Pantries meeting from July 16th – Mike

TEFAP and CAC contracts will be signed late September. Dane County will be holding a meeting for training regarding Civil Rights and Confidentiality in late September/early October. Mike will send out an email to board members to see who might be able to attend. In fall CAC will sponsor a coat drive. We will put up posters at the pantry to make our patrons aware. The Postal Food Drive did not work well last year throughout the county. Bags and post cards were not given out leading to a poor response. Stoughton received only 11% of what it normally does. Some pantries did not receive anything. CAC will work with the new postmaster to try to improve the postal drive in the future. The meeting also gave a quick CAC 101 to show all services and personnel. Finally as a way to see healthy pantry ideas, the website SupershelfMN.org was discussed.

Recognition of Pantry volunteers – JO

Judy is still working on whom to consider and how to proceed with recognition. Mike would like to see retired volunteers recognized.

How to move toward healthier food choices

It would be nice to have a Heart Healthy section that would offer lower sodium, healthier foods. The problem is there would not be a consistent source of these foods.

Updating Volunteer manual - MH

Sue H., Sandy F. and Mike H. worked on the update to the manual previously. Many items are outdated in the manual now due to the computer program we are now utilizing. Mike is going to ask Sandy F. and Sue H. to start updating the manual for distribution at our annual meeting next spring.

Possible fridge/freezer addition in hallway

The mayor visited the Pantry and gave the go ahead to add a new cooler or freezer once the outlet passes inspection in the hallway. The outlet is on a separate breaker. The unit will need to be locked due to public access. The need for such freezer space was demonstrated with the huge quantities of food especially meat for the past 6 months - though that may not be true in the future.

General discussion issues – MH

1. The fruit and meat from TEFAP/USDA food is greatly reduced next month. No fresh fruits

are coming. Meat will consist of only 2 boxes of fish and 2 boxes of pork taco stuffing. This will greatly reduce the variety and quantity of meat available. We have therefore eliminated the extra meat allowance that we implemented the past 5 months, milk will continue to be available through TEFAP.

2. City IT Department contacted Mike. The IT Department needs to be the Administrator of the Facebook page so they can archive it. The last posting was November 2018. It is hardly used and is not publicized, no comments have been made on it. No reason to keep as the city and pantry websites is used as points of contact in social media. MOTION (Judy/Karol) to drop the Stoughton Food Pantry Facebook page. Approved.
3. The Girl Scouts have contacted Mike regarding the annual food drive, they will have a date soon and Mike will set it up with them.
4. A 16-year-old volunteer has passed the approval process and Mike reached out to him. He would prefer to work at the library. He is too young but may be able to help with food drives.
5. Sandy will be taking over substitutes for the volunteers for a time as Judy is taking a break. If anyone cannot make their shift, please contact Sandy not Judy for the indefinite future.
6. A few patrons have requested replacement of lost vouchers. Unfortunately there will not be replacement of lost vouchers as they are like cash.
7. Karol has been experimenting with the purchase of potatoes, onions and garlic. All of it is taken within a day or so when placed on the cart. We will continue to offer many of these items as they are so popular but it will be weighed and monitored so everyone may enjoy it.
8. Credit Cards-the pantry has been issued 4 cards and cannot get anymore. Receipts from purchases need to be turned in promptly to city hall so that the purchases are approved and submitted for prompt payment. Mike will relay the importance of prompt receipt submittal to City Hall. Current cards may be shared between volunteers who are making purchases for the pantry.
9. Next meeting October 17 at 2 p.m. Karol nor Sandy will not be in attendance.

Adjourn – MOTION (Karol/Judy), all approved.

Time – 3:35 p.m.