

## Food Pantry Meeting 01/12/2022

1. Meeting called to order 1:05 PM
2. Minutes from 09/09/2021 Approved 1<sup>st</sup> Motion Linda Lane, 2<sup>nd</sup> Motion Sandy Fleming
3. Review of Finances and Donations: 63 % of budget spent on vouchers there has been a decrease in clients.
4. Review of Thanksgiving and Holiday voucher. Discussion on whether to increase amounts, and how to handle this was tabled until the fall meeting. There was discussion to eliminate prohibition of pet food on the voucher, motion was brought forth by Valerie Macho and a 2<sup>nd</sup> by Diane Williams to eliminate prohibition and making it possible for families to purchase using vouchers, Approved 5-1. Increase to \$15.00 for produce as if product was in house at the pantry there would be too much waste in spoilage or taking in product that is spoiled, Motion made by Valerie Macho, 2<sup>nd</sup> by Linda Lane, motion passed by all. Linda Lane will reprint and have vouchers ready for Feb. 1<sup>st</sup> distribution.
5. All members were in agreement to increase the number of items to all families regardless of number of children. New signs will be created and posted, Valerie and Mike will work on this.
6. Pick 3 and staples: Discussion on managing product and not overlapping personal care product. Committee appointed to Valerie Macho and Mike Heger as the chairs, Sandy Fleming will email asking for 2-3 volunteers to come up with a plan for better storage, and help plan if there should be changes made to the Pick 3 items.
7. Client awareness: Discussion on possible placement in the Senior Center Newsletter, Client Newsletter, placing a sheet with Bullet Points on the bags with information about delivery, visits allowed and any other changes needed or planned. Committee appointed Mike Heger and Sandy Fleming will take the task for this committee.
8. Discussion on other items added to regular stocked items, nothing at this time
9. Sweet Cereal Discussion was to keep what is supplied now or purchase another kind of cereal, but no sweet cereals to be purchased other than what is donated.
10. Cell Phone purchase, Discussion on possible action to purchase a cell phone for the purposes of emergencies when the land line phone goes down. Discussion was the voice mail can be checked from outside line and instructions on this will be added to the handbook.
11. Pest Control-Discussion on monthly required pest control. The person doing the pest control in the past has not been on a monthly schedule as required. Mike Heger will be making contact with the City of Stoughton to see who they use or how this can be implemented to make this monthly requirement.
12. Long term planning- Discussion on long term planning, the challenges faced by the food pantry including space, storage, and use of minimal storage and needs as the pantry has outgrown its current housing. Possible options, empty buildings within the city, things to consider, the needs per number of households served and the growth of clients in the future. Planning of a possible building, would need a strategic plan, facilitator possible help from the UW Extension. Subcommittee appointed to start looking into this will be Mike Heger and Sandy Fleming. This will be discussed at the March meeting, in the meantime please come up with ideas of a "wish list", storage, walk in cooler, area to house pantry. Possible planning of taking tours of other pantries and asking what could be more vital to how they are operated in the current status of the economy.

13. Meeting adjourned 2:41 PM, Motion made by Sandy Fleming, 2<sup>nd</sup> by Diane Williams, all in favor