

## Stoughton Food Pantry Meeting Feb 1, 2023

### Minutes –

1. The meeting was called to order at 2:20 pm Present were all 5 board members: Val Macho, Linda Lane, Sandy Fleming , Diane Williams and Mike Heger. Additional Mayor Swadley attended.
2. The minutes of the Dec 14 2022 Board meeting were approved with one spelling correction. Ruth Lawton is the correct spelling on the leader of the Methodist Food Pantry. Sandy F moved to approve and Linda L seconded. All in favor
3. Plan to update the Food Pantry Handbook. A subcommittee was formed with Linda Lane, Sandy F and Val M will work to update the handbook and to produce a short procedural booklet to help new volunteers
4. The covid procedures were revised
  - a. The Mask mandate is removed. Volunteers and clients may continue to wear masks if they choose. Val M moved to make this change. Diane W seconded the move and all approved.
  - b. Patrons can now pick their own items off of the staples area shelving. Volunteers will manage the cooler and the freezers
  - c. The doorbell will remain in place but the sign will ask clients to ring the bell and then enter into the hallway
5. Update on the Friends of the Stoughton Food Pantry group. – In order to join Second Harvest, a 501c3 group must be the fiscal agent. Currently the Stoughton Area Community Foundation has generously volunteered to serve that purpose with pantry funds reimbursing them for this cost. Linda L and Mike H have been working to form our own Friends of the Stoughton Food Pantry 501c3 group. To date articles of incorporation have been filed with the State of Wisconsin. They have acknowledged receipt of the application and we are waiting for official incorporation status. Future steps then are obtaining a taxpayers EIN number. Following that we will complete the IRS application for 501c3 status. This entire process is slow and will take months to complete.
6. Other business
  - a. Mayor Tim Swadley and the city council all received letters that questioned why the food pantry required an ID and proof of address. The letter was particularly concerned with women in abusive relationships and undocumented people. After some phone calls and research, it was determined that the TEFAP (The Emergency Food Assistance Program) which mandates the ID and proof of address has made an exemption to this requirement. Therefore, it is important that all volunteers are aware of the following.  
**“TEFAP applicants and participants who are homeless, or who have an undocumented status, who are migrant workers, or who are experiencing domestic abuse are exempt from documentation requirements if the requirement would prevent them from obtaining food. If you know or believe that an applicant or participant is living in any of these circumstances, do not require documentation for the applicant or household.”**  
Therefore, any client who comes into the pantry and states that he/she is unwilling (because of the above reason) to provide an ID and / or address should be served. When registering the

person on the computer, please note in the notes field that the client is exempt for the ID and proof of address requirement. If he is unwilling to provide his real name, he/she can provide any alias that he/she wishes. Other household members can use their real name or just child1, child2 etc. In all cases the dates of birth should be noted. When this is entered you should validate all persons in the household. Again type a note in the Notes Field indicating they are exempt from the ID and proof of address requirements. For the household address they should be listed by clicking the box "Homeless" - again no address is entered. When completing vouchers, you should enter the address of the pantry (520 S Fourth St) on that line.

- b. A housing survey from Dane County is available for clients to complete. They can take a paper copy and complete the survey and place it in the stamped envelope provided. If they wish to complete the survey online, they can be given the small postcard with a web address and a QR code. This survey is not required to be completed by each client.
- c. Mike pointed out that Second Harvest has been providing milk, butter, eggs, meats, etc. We have received thousands of pounds of food at no cost. Also, the Kwik Trip products are the result of our being in Second Harvest.
- d. Mike H's term on the board expired last year and he wishes to continue for another term. Likewise, Linda L's and Diane W's terms expire this year and they too would like to continue for another term. This will be forwarded to the mayor and city council.

7 Adjournment – Motion was made to adjourn – Motion by Sandy F and seconded by Val M. All in favor. Meeting adjourned at 3:28pm.