

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

**Date/ Time:** May 21, 2018

**Location:** Hall of Fame Room

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

**Absent:** None

**Guests:** Rune Fleming, Sandy's most adorable grandson

**Call to Order:**

Mike Heger called the meeting to order at 1:15pm.

**Discussion and possible action on the creation of a points system**

After doing some research, Amy reported that a points system is hard to implement based on what the Pantry gives out. She suggested that it would be better to simply increase the quantity of food given out, based on family size, as was decided at the last meeting.

Sandy arrived at 1:20pm.

Mike noted that no complaints have been received from clients about the amount of food they receive.

It was decided to leave as is for now, with no points system being created.

**Discussion and possible action on increasing food distributed over the summer for families with school aged children (5-18)**

Mike talked about the Lunches for Vikings program. In 2017 approximately 180 lunches were given out per week, with 3 distribution sites. In 2018 they hope to increase the amount of lunches distributed and are relocating one of the distribution sites to include Bay View Heights. Mike worked out an arrangement with CAC to get free bread and snacks for the lunch program. He will work with the coordinator of the lunch program to arrange pick up and/or delivery of this food. In addition, the pantry will be increasing the amount of food given out to families with school-aged children like was done last year. Items to be increased for the months of June, July and August are:

- Peanut butter
- Jelly
- Cereal
- Milk
- Tuna
- Bread
- Crackers
- Snacks

**Review plans for senior food box program – review forms, procedures and who to contact**

Mike reviewed this program for clients who are aged 60 and over. He explained the forms that will need to be filled out in order to participate in this program. Clients can designate two other people to act as proxy and to pick up the food box on their behalf. As a reminder this is a supplemental and voluntary program. The boxes of food will come during the first week of the month beginning July 1, so client sign up can happen now. The Senior Center offered to be a pick up site as well. Clients have stated that they

would feel less stigma by going to the senior center rather than the food pantry. It is possible that the boxes of food could also be delivered with Meals on Wheels. Mike will contact the Methodist Food Pantry so that they can let their clients know as well. Once clients start signing up, Mike will keep track and will order boxes at the end of the month by contacting Dawn at CAC. Mike will email the volunteers to let them know the process for signing up the clients.

#### **Discussion and possible action on the addition of weekday evening and Saturday hours**

Mike notified the volunteers about the addition of hours. Nine people have volunteered to work evenings and/or weekends. Currently, the food pantry is open 23 hours a week, which is more than any other pantry in the county. We could reduce day time hours, even eliminate one or two days, to accommodate the extra evening and weekend hours. Amy did an informal survey on Facebook and received a lot of positive response for the possibility of new hours.

Judy and Karol will work to come up with an updated schedule, and report back at the next meeting.

#### **Update on computerization of the pantry**

Mike donated a software update to the pantry computer. Verona will also be giving the pantry software for tracking and will even send someone over to get it set up.

Jim Alonzo and Cummins have allotted \$500 for the purchase of a new computer. Their committee will meet to approve the purchase, Jim will pick up and Mike will install the software. We will need volunteers to input the current data into the tracking system. The hope is to have this complete by the first week of June, and be up and running by the first of July.

#### **Miscellaneous**

The pantry is getting too much in donations of white bread from Kroger. It is way more than can be distributed to the clients. Mike asked them to stop donating it, especially as the pantry can get healthier bread from CAC. There was some confusion over whether the refusal of this donation would cause problems with receiving other donations from Kroger. Mike will stop in and talk to the manager and explain the situation.

501c3 status for Friends group – The board has decided that it is not necessary to pursue a relationship with Second Harvest at this time. However, it would be nice to have the friends group with non-profit status to be able to obtain grants and other discounts. The friends group will move forward with filing paperwork to obtain status as a 501c3.

#### **Adjournment**

Mike made a motion to adjourn the meeting, seconded by Amy. Meeting adjourned at 2:50pm.

The next meeting will be held on June 21 at 1pm.