

**FOOD PANTRY COMMITTEE MINUTES**  
**December 20, 2018 @ 2:00 p.m.**  
**Hall of Fame Room, City of Stoughton, WI**

**Call to Order**

Mike called the meeting to order at 2:05 p.m.

**Attendance**

Mike, Carol, Linda, Judy were present. Sandy arrived at 2:18 p.m.

Theresa Hermanson and Shelley Anderson from the Stoughton Area School District, Holly Licht, and Mayor Swadley were also present.

**Approval of Minutes**

Motion by Carol, second by Judy to approve the minutes. Motion carried 4-0.

**Welcome to new board member**

Mike welcomed Linda Lane to the Food Pantry Board.

**Stoughton HS-discussion of satellite pantry and other ideas**

Shelley Anderson presented the idea of a satellite food pantry at the school district. She said that the idea would be a small pantry in a closet-sized room where students could get food if their family was in need. Sauk Prairie started a pantry in the high school in partnership with the Second Harvest Food Pantry.

Theresa Hermanson, the school social worker noted that she has seen an increase in kids who have food shortages in their homes.

Mike said that TEFAP could be an option, but that is regulated by the USDA. Thus if any TEFAP food is given to the proposed school pantry, the school would need to meet all federal guidelines. Mike then said that food from CAC, our food drives and our purchased or donated food could also be an option. He added that he didn't see a problem with the school starting their own small satellite pantry which could get food from the main pantry as needed.

Linda Lane also suggested that Key Club could help with fundraising and donation drives. She also recommended that the school and the pantry form a subcommittee and continue the conversation.

**Idea of logging hours for volunteers**

Mike said that most charities log volunteer hours. He said that many grants like to see volunteer hours logged. He added that the grants the food pantry applies for don't require it.

Carol said that she didn't think it was necessary.

Committee decided that at this time there is no need for logging hours.

**Staff Training- computer, procedures, etc. issue of not recording all visits on the computer**

Mike said that there were issues with using the computer and recording when clients came to the pantry and received food. He added that volunteers were not entering the visits in the computer system.

Sandy said that the handbook needs to be updated with new procedures.

Linda said that at the end of the day the volunteers should check the paper list against the computer records.

Mike said that the civil rights training and the confidentiality training needs to be done by March 1<sup>st</sup>.

The committee decided that the training would be on February 7th at 2:00 p.m.

**Senior boxes-folks signing up but not coming in for them**

Mike said that the pantry had 18 senior boxes until the 2<sup>nd</sup> Thursday in January, but that he could pick up more during the first week in January

**Newsletter**

Sandy asked for ideas for the newsletter.

The committee suggested: annual verification for clients and volunteers, senior boxes, the hours the food pantry are open, training dates.

**Review of Holiday and Thanksgiving Vouchers**

Overall the program went well this year—96 vouchers were given out.

**Review Pantry Board responsibilities**

Mike said that Linda would be in charge of coordinating the boy scout/girl scout drive.

**Upcoming TEFAP commodities especially fresh fruits**

Mike said that apples and oranges are available. The committee said that Mike should order 5 cases of apples and 5 cases of oranges. The policy should be 2 pieces of fruit per person.

**DCFPN (Dane County Food Pantry Network)-new training requirements, etc. meeting update**

New Civil Rights slides were distributed and discussed. Other pantries are also setting up satellite pantries in schools.

**Adjournment**

Motion by Sandy, second by Carol to adjourn at 3:39 p.m. Motion carried 5-0.