

Meeting of the:
Date /Time:
Location:

CITY OF STOUGHTON FOOD PANTRY

Thursday, August 20, 2020 at 1:00 p.m.

The meeting of the Food Pantry will be conducted virtually due to COVID-19. You can join the meeting from your computer tablet or smartphone

<https://global.gotomeeting.com/join/272909733>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 272-909-733

Call to order

Chair Mike Heger called the meeting to order at 1:09 p.m.

Attendance: Mike Heger, Sandy Fleming, Linda Lane and Val Macho, Judy Olson was absent (excused) noted by Deputy Clerk Candee Christen.

Approval of minutes from May 12, 2020: May 12, 2020 minutes approved with the clarification by Linda Lane that the increase in vouchers were distributed as two vouchers versus printing a large batch of updated vouchers, allowing the use of the current batch of vouchers. **MOTION (LL/SF)** all approved.

Stoughton Food Pantry financials – review/questions

Chair Heger stated that the main goal and obligation of the Food Pantry is to spend the money donated to help those in need in the Stoughton School District. LL noted the Stoughton is a truly generous community.

Holiday Voucher

Chair Heger reviewed last year's issuance of Holiday Vouchers. He stated the the vouchers were \$20 (single or child 19 and older household) and \$40 (family with children 18 and under). Disbursement was over 2 days (Fri./Sat.) and issued 100 vouchers each two day event.

A need to change distribution to avoid people going out at this time and avoid person-to-person contact there is a need to change how the issuance of vouchers noted Chair Heger.

Suggestion- give out the holiday Vouchers during the regular scheduled November and December client pickups.

A notice would need to be placed in the paper to bring it to the attention of regular clients of the Pantry.

Approval of Holiday voucher and discuss amount offered

Thanksgiving voucher to be issued during the month of November and 1 week into December and the Holiday voucher to be issued during the month of December and 1 week into January.

Sandy Fleming asked if the voucher value should be increased during this time, suggested \$5, there being about 90-100 families that are served monthly. **MOTION (SF/LL)** to increase the holiday voucher-single/19 & over to \$25 and family/ 18 & under to \$50. All in favor, approved.

Discuss procedure for distribution and documentation

Newsletter will be updated with the new info that is handed out to the clients as well as the pantry volunteers.

Pick and Save vouchers

No updates or concerns at this time.

Amount of grocery vouchers were doubled in May due to increase in financial donations to the pantry, discuss if we want to extend increased vouchers and set next review date

With the financial stability of the Food Pantry at this time the approved increased vouchers will remain the same and reviewed at the 1st meeting in January 2021. **MOTION (LL/VM) all approved.**

Extension of “no contact” pantry restrictions

All agreed that under the current conditions of Covid that the no contact restrictions continue. Notification to be included in the September newsletter. Linda noted that a light is necessary for safety during the evening hours starting in October. The canopy blocks the small amount of light emitted by the one streetlight. The pickup table will be inside the doors for the winter beginning October 1st.

Proposal for client pickup effective October 1

Bring table inside in between the doors, the inner doors will remain locked however. The client will bring their ID to the table and step back, the Pantry volunteer will step forward to check the ID and retrieve the grocery order to then be placed on the table for the client, and the volunteer will leave. Tables and doors will be sanitized between client appointments, as is the current routine.

All agreed that the committee members will plan meet with each pair of volunteers to train on the new set up.

Encouraging client participation in 2020 census as requested by CAC (Dane County Census team will be sending materials for distribution)

All agreed to wait for information provided by Dane County.

Other business

Sandy mentioned she had received a call from John Danforth with the WI Displaced Employment Agency inquiring if the Pantry could use additional volunteers that would be paid by the agency and need a minimum of 20 hours per week of work. This may displace the current volunteers and it was agreed that this additional person was not needed at this time.

Sandy also had been receiving error messages while using the gmail account for the pantry recently. Mike would look into the concern with Sandy's help.

The Pantry had free Clinic handouts; the information to be handed out for one month at grocery pickups.

The Facebook page is incorrect and needs an update. The Stoughton Food Pantry .org site will be encouraged as the main information page. The City Food Pantry information page is very basic but a common place for visitors to research information.

Linda noted that there is no date for the delivery of the new freezer yet. She also noted that the cabinets have not been moved yet so there is not currently room for the new freezer.

Linda also noted that Aldi's still has restrictions on canned good quantities ordered. CAC has some that may be ordered, Pick N Save does not allow special orders at this time you may buy as much as you want from the inventory on the shelf. Sam' has a limit to a case. Linda will continue to source large quantities of canned goods.

Val asked if it was at all feasible to offer deliveries. After discussion it was decided that it may not work at this time.

Adjourn

2:28 p. m. **MOTION (VM/LL)** all in favor, approved.

Respectfully submitted,

Candee Christen, Deputy Clerk

Members: Mike Heger (Chair), Judy Olson, Sandy Fleming, Linda Lane, Val Macho

Staff: Candee Christen, Deputy