

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

**Date/ Time:** October 18, 2018

**Location:** Hall of Fame Room

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

**Absent:** Amy Winters

**Guests:** None

**Staff:** Candee Christen, Deputy Clerk; Tim Swadley, Mayor (arrived at 1:35pm)

**Call to Order**

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

**Approval of 8-16-18 minutes**

Approval of 8-16-18 minutes, MOTION (KC/JO), all voted in favor, approved.

**Finances**

Mike noted that the fund balance was down \$24,700 from January 1<sup>st</sup> to date. The current balance is \$147,500. Also noted that most donations come in in the last months of the year. Mike will contact Amy regarding the status of the 501c3 application. This status is necessary for some grant applications. Mike will move forward with the completion of the 501c3 application. Mike has applied for a Walmart grant and it is classified as pending yet.

**Communications**

The Thanksgiving and Holiday vouchers are in final draft form and ready to be printed. Values will be \$30 each for a family with children under 18 and \$15 w/o children. Mike noted the new software can create a special event for record keeping and upon verifying the client has used the pantry in 2018 the vouchers will be issued. Mike and his wife will distribute the vouchers on Friday, November 9, 9-12 and Saturday, November 10, 9-11. Judy O will help on Friday.

**Discussion of client newsletter**

Items were discussed for addition to the newsletter.

Birthday bags (they are handed out by the Methodist Food Pantry and not by our pantry.) This clarifies an issue a client brought to our attention.

Host a Family will provide a holiday gift for children under 18. Clients must request this online by Nov. 18.

Karol submitted some recipes for the newsletter.

Mike suggested was that the newsletter contain an article so clients are aware of the amazing generosity of the Stoughton community through food drives and cash donations.

If anyone has other ideas for the newsletters contact Sandy-for the Client Newsletter or the Volunteer Newsletter.

**TEFAP changes**

With the recent tariffs imposed the USDA has a surplus of ham, milk, fruit, and potatoes for distribution to food pantries. The dating of the milk gives us time to request a 2 week supply. TEFAP may be making bi-weekly deliveries. The pantry has received 8 cases of 3# hams. The coolers are packed with 12 cases of milk recently receive from TEFAP.

### **New CAC reporting requirement**

CAC has a new combined reporting spreadsheet for all pantries. Beginning with the October statistics all submissions must be on this new spreadsheet format. Mike will send the stats via the spreadsheet monthly.

Mayor Swadley asked if there was a way to track the free rides provided to clients and if a number of people take advantage of the service offered. Richard Hoffman at RSVP may be contacted as he would have those stats. The board noted the transportation services are only used a few times monthly.

### **Senior Box Program**

Sandy will call to see who would like to drop out of the program and establish a new list of who would like to continue receiving the boxes. It was suggested that maybe volunteers could drop off the boxes to those that it is difficult to travel. However at this time there was not a clear need to begin that service. A proxy can currently pick the box for a senior as well.

### **Resignation of Amy Winters**

Amy Winters has submitted her resignation, effective at this meeting, 10/18/2018. It was discussed as to how to fill the position. It was recommended that the replacement have had worked regularly at the pantry and be familiar with the position. The new board member would also need to be approved at the December 11th City Council meeting, for the remainder of a 3 year term, Amy's term ran to 2020. Also noted was that Amy must return her key and fob. Mike will contact pantry volunteers via email to see who might be interested.

### **Other discussion**

A key for new volunteers was discussed, Clerk Licht/Rodney Scheel issue new keys as needed

### **Adjournment**

MOTION (SF/KC) to adjourn the meeting. Meeting adjourned at 2:20 p.m.

The next meeting will be held on December 20th at 1pm.

DRAFT