

City of Stoughton
Minutes of the Food Pantry Committee

Date/Time: October 19, 2017
Location: Ed Overland Room
Members: Mike Heger, Judy Olson, Karol Castle, Amy Winters
Absent: Sandy Fleming
Guests: Mary Lou Fendrick, Linda Lane
Staff: Kelli Krcma, Deputy Clerk

Call to Order:

Mike Heger called the meeting to order at 1:10pm.

Communications:

Mike reached out to the Stoughton Area Community Foundation to ask for funding of the new Holiday vouchers. The Foundation will be making a donation of \$3000 to cover the cost of the vouchers.

Discussion on the passing of Patrick Nowlin and the generosity he showed to the Food Pantry. Judy said that the family is interested in keeping up the annual fund drive that Patrick ran and matched every fall. Mike asked how much money this fund drive brought in. In 2016, the Food Pantry received \$4325 in donations on Patrick's behalf. He and his wife personally donated \$550 in addition.

Mary Lou Fendrick spoke about the upcoming Food 4 Kidz event, to be held Saturday October 20 at the Fire Station. She is offering the Food Pantry some of the food being packaged from this event. The meals that are packaged are similar to a hamburger helper type meal and this would be a healthier alternative. The committee agreed to accept the donation of the packaged meals and to offer them as a replacement to the hamburger helper boxed meals currently offered. Mary Lou also presented recipes which used the packaged meal. She suggested that volunteers take home some of the meals and try out the recipes. A number of members offered to do this, and take pictures of the meals made to show clients at the pantry. Linda Lane offered to update the recipes provided to include standard can sizes as well as make them healthier. The pictures of the meals can be added and these new recipes can be shared with clients.

Amy requested that the pantry offer a healthier peanut butter. Mike will look into what is available as well as cost.

The question of bread in freezer or cooler was brought up. The committee decided that the process for bread should be: keep fresh bread on cart in hall, put extra in freezer **only** when the cart is already full. This will free up freezer space. Bread should not be placed in coolers. Volunteers need to be trained on this process.

Approval of 8-17-17 and 9-28-17 minutes:

Judy made a motion to approve the minutes of 8-17-17. Karol seconded the motion. Minutes were approved as written.

Karol made a motion to approve the minutes of 9-28-17. Judy seconded the motion. Minutes were approved as written.

Review of Pantry Financial Statements:

At the last meeting a lot of changes were made to purchase additional items. For example, the addition of offering clients more meat has a yearly impact of \$6000. Other changes were the addition of butter and margarine, extra milk offering, quick oats, old-fashioned oats, and canola oil. Overall the changes increase Pantry costs by approximately \$20,000 per year.

One of the changes suggested at the last meeting was to add olive oil. After pricing it, the committee decided it was not cost effective to purchase olive oil. Canola oil will be offered.

Review of holiday vouchers and procedures:

Mike created a holiday voucher based on the one used for Thanksgiving and suggestions provided at the last meeting.

The procedure for handing out vouchers will be the same, clients will need to show photo ID.

Review of updated items offered:

The changes discussed at the last meeting have been implemented. The following items were added or increased: ground beef; cheese; butter or margarine; vegetable oil; milk; quick or old-fashioned oats. There was discussion on ramen noodles – whether to get rid of altogether or find a healthier alternative. The clients really like the ramen noodles and ask about them when they are not on the shelves. Currently clients get 2 packages of ramen per person. Healthier options will be investigated but the current practice will continue as is for now. Another discussion was held on pancake syrup, whether to offer light or regular. The light version is simply less added sugar than the regular version. Amy asked about getting pure maple syrup, but that is not cost effective. It was decided to offer light syrup only.

Apples will be stocked – Mike can get plenty right now.

There was also discussion on signage to note healthier items, such as low-sodium foods. The committee talked about having magnets made or colorful signs that can be moved as needed, and to be eye catching to clients.

Update from Amy on Friends group:

Amy has created by-laws and articles of incorporation. She distributed these to the committee members once the meeting was over. There was some discussion on the separation of the Food Pantry committee and the Friends group. It is important to keep these groups separate and keep any communication separate to respect the open meetings law. Amy has reached out to the Department of Justice for advice with moving forward in this process.

Adjournment

Karol made a motion to adjourn the meeting, seconded by Judy. Meeting adjourned at 3:00pm.