

City of Stoughton
Minutes of the Food Pantry Committee

Date/ Time: December 21, 2017

Location: Ed Overland Room

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

Absent: Amy Winters

Guests: Andrew Lewis, Denise Wilson

Call to Order:

Mike Heger called the meeting to order at 1:05pm

Approval of the Minutes of the October 19, 2017 meeting:

Judy moved to approve the minutes and Karol seconded the motion. All voted in favor.

Communications:

Judy Olson attended a presentation from the Skaalen Vennevoll group who donated \$100 to the pantry.

Mary Lou Fendrick contacted Sandy Fleming to discuss the need for direct communication between callers to the pantry and board members. It was discussed that in the future if anyone calls about any topic that should be brought to the attention of the board, that the volunteer taking the call ask the caller to call a board member or board president giving out the home phone and email to the caller. Additionally it was suggested that the volunteer contact the board president or other board member (via phone or email) to let the board member know that they will be contacted by the caller. At times in the past, small post it notes and other such notes have been difficult to find and sometimes not found at all. Board members' phone numbers and email address are at the pantry. Finally the volunteer should make a brief notation in the notebook of communications at the pantry.

Jim Alonzo stopped in last week at the pantry to remind Mike Heger that Cummins has set money aside for capital expenses for the pantry and that whatever is needed be requested shortly. A new scale for weighing donations and food distributions was suggested by board members. Mike will research and share information with the board after the first of the year.

Karol mentioned that Christy Belz would be able to assist us should we move to electronic registration at the pantry. She could provide a computer and training assistance.

Mike mentioned the TEFAP guidelines that allow us to train staff on confidentiality and Civil Rights by simply distributing the training materials and having them read those. Board members wish to continue having a meeting with all staff in spring of each year, but this would allow those unable to attend to be certified. Also even though TEFAP rules no longer require proof of address for all household members after they are initially enrolled, that we will continue to ask for this information annually in spring.

Cleaning the Pantry:

On the weekend of Jan 12 – 15 volunteers from the First Lutheran Church and Mike and Sue Heger will be doing a total cleaning of the pantry. After the pantry closes on Friday Feb 12, all food, shelving, desk, cabinets and fridges and freezers will be moved(as much as possible will be removed). Floors will be

stripped of wax, cleaned and then waxed with multiple coats. By Sunday or Monday the pantry will be ready for business again. (Monday is the Martin Luther King Holiday which gives us an extra day if needed.) We will ask that only minimal stocking of the shelves be done on the week of January 8th-12th to facilitate the cleaning process. Signs will be posted to remind volunteers.

Updating the Handbook:

Sandy has been working to update the Volunteer Handbook. At the meeting board members reviewed the current handbook and made revisions. It is hoped that by spring an updated version will be completed. Mike will scan and OCR the existing handbook for ease of editing.

Review of November Financials:

With increases in the amount of food and new foods being distributed there is a slight downward movement in our financials as expected.

Second Harvest and a Friends Group:

Amy was unable to attend the meeting. Mike has emailed her asking for information on some legal issue she has been working to resolve. Hopefully this will be accomplished shortly.

Adjournment and Next Meeting Date:

Due to many of the board unable to make the February 15th meeting, we will move the regular meeting to the 4th Thursday of February - Feb 22, 2018.

The meeting was adjourned at 2:00pm. Sandy made a motion to adjourn. Judy seconded the motion and all voted in favor.