

City of Stoughton
Minutes of the Food Pantry Committee

Date/Time: February 16, 2017
Location: Hall of Fame Room
Members: Mike Heger, Karol Castle, Judy Olson, Amy Winters, Sandy Fleming
Guests: Jim Alonso, Kelly Detra
Staff: Kelli Krcma, Deputy Clerk

CALL TO ORDER:

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

Approval of 12-15-16 minutes

Karol made a motion to approve the minutes of the 12-15-16 meeting as written. Amy seconded the motion. All in favor, motion approved.

Communications

On Wednesday February 22 there is a meeting regarding the 1892 High School building on the River Bluff Campus, from 11:30am-1pm. This meeting is to discuss potential uses of this building. Non-profit groups and local artisans were invited to attend, and lunch will be provided. Sharon Mason-Boersma has asked for a representative of the Food Panty to be in attendance. Mike is unable to be there. Sandy will attend instead.

Bonnie from Walmart called Mike and asked him to apply for the community grant. Walmart would like to present the Food Pantry with a check at the Grand Opening ceremony of the new store on March 15. The Food Pantry received a grant from Walmart in December of 2016.

There was discussion about the use of vouchers at the new Walmart store. Mike will discuss with the new manager and will also ask about the potential to receive donations directly from the store.

Introduction by Jim Alonso of the new CIT program co-chair

Jim Alonso introduced Kelly Detra to the committee. Mike gave an overview of the pantry and thanked Jim and Cummins for being a true good neighbor, and partner to the pantry. Jim asked what the pantry's goals are for the year 2017. Sandy spoke about the possibility of partnering with Covenant Lutheran Church (and other churches) to provide a summer program for feeding children.

Review of financial reports

The month end report for January showed a balance of approximately \$163,000. The increase in voucher amounts will impact this. Typically the pantry spends about \$44,000/year in vouchers.

Amy requested more detail when the City is receipting in money. Kelli will try to include more detail on the receipts but this is dependent on how much information is provided when money is given.

There was discussion about the pantry being a part of the City vs. being its own non-profit organization, and the pros and cons of both.

Upcoming food drives – Boy Scouts

The Boy Scout food drive is scheduled for March 11. Amy is overseeing this event. The pantry will need 6-8 volunteers from 10am-1pm. Amy will get in touch with Jeanne Schwass-Long at the UMC pantry. They typically provide 3-4 volunteers as well, and they take a portion of the donations.

Annual Meeting for all volunteers for Civil Rights and confidentiality requirement

This will be held on March 16 at 3:15pm, at the EMS building. Refreshments will be served. Sandy will have all the paperwork printed up and a log sheet for volunteers to sign. Sandy will provide an appetizer and Karol will provide drinks. Sandy will send out a notice to all volunteers about this required meeting.

Introduction of new volunteers

We have had four new volunteers join the pantry. They are:

- Chris Weis
- Deb Weis
- Tom Palmer
- Bob Stechschulte

Communication with volunteers

Discussion about using something like a google calendar that can be shared with all and not have to be emailed out. Changes to the calendar tend to be ongoing throughout the month as volunteers need to switch shifts or have time off. An electronic version might be a better way to share with all. Mike and Amy will look into this with Judy.

Miscellaneous

Discussion on the TEFAP form – it is a 4 year form that needs to be completed annually. Sandy offered to make up labels to put on the forms that will make it easier to update yearly. Beginning March 1st, clients will need to show proof of ID and residency for each member of the family. If all has been verified, the box can be checked for the year 2017. If not all family members have been verified, then do not check box – use a post it note to identify which clients need their information verified.

Adjournment

Amy moved to adjourn the meeting, Sandy seconded the motion. All in favor. Meeting adjourned at 2:50pm.