

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

**Date/ Time:** February 22, 2018

**Location:** Ed Overland Room

**Members :** Mike Heger, Judy Olson, Karol Castle, Amy Winters

**Absent:** Sandy Fleming

**Staff:** Kelli Krcma

**Guests:** None

**Call to Order:**

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

**Approval of the Minutes of the December 21, 2017 meeting:**

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

**Upcoming volunteer meeting:**

TEFAP no longer requires a physical meeting but the board recommends that one is still held for all pantry volunteers. Volunteers do need to sign the confidentiality agreement on a yearly basis. Mike talked to Jeanne at the United Methodist food pantry about holding a meeting together with a member of the Stoughton Police Department to talk about safety. The board agreed to have a member of SPD speak at the next volunteer meeting and invite the volunteers from the UMC food pantry as well. The officer will address how to handle irate clients and general safety for volunteers while working at the pantry. The UMC volunteers are welcome to stay for the rest of the volunteer meeting, which will go over the newly updated volunteer handbook. It was decided that this meeting will be held on Thursday April 5, 2018 at 3:15pm in the EMS training room. Mike will make the room reservation.

**Vote of Letter of Understanding between the Pantry and Feeding Wisconsin:**

Feeding Wisconsin would like the pantry to help sign people up for their program. There are two ways in which the pantry can help –

- a. Get the volunteers trained and actually sign up food pantry clients for the program
- b. Ask food pantry clients if they are interested in signing up for the program, take down their name and number, and simply provide a list to Feeding Wisconsin

The board agreed that option b is the best way for the pantry to participate. Mike will send a letter of understanding to Feeding Wisconsin stating our participation. Mike and Judy will work to collect the information of clients interested in signing up and then sending that information to the contact at Feeding Wisconsin.

**Volunteer Handbook revisions and distribution:**

Mike, Sue Heger and Sandy worked together to revise the handbook. It is now a comprehensive guide to working at the pantry and the daily operations. Mike would like to purchase 50 binders to put the

handbook in to give to the volunteers. This will make it easier to update when revisions are made. The cost of the binders will be about \$50 and the board agreed to make this purchase.

Review financial statements:

Food and monetary donations continue to come in every month and the pantry continues to be in a good place financially.

Second Harvest and Friends Group update:

Amy reported that the by-laws are nearly ready to go. She contacted the mayor and others for their input. She and Mike will review one more time before sending them out. An EIN number has been obtained and the articles of incorporation have been filed. Next is to file the 501c3 paperwork with the required payment. Once that is completed the Friends group can apply for membership with Second Harvest. Discussion was had on how best to handle money that is currently in the city's food pantry account. It was decided to meet with City Finance Director LaBorde to talk about the best course of action.

Mike updated the group on how shopping is done with Second Harvest. There is an online order form and many items are free: bread, produce, etc. A member of the group can pick up the order from the warehouse in Madison within 24 hours, and larger orders can be delivered directly to the pantry for a \$25 fee.

Discussion was held on beginning fundraising, to get money into the Friends group account, so that shopping can be done at Second Harvest. The City cannot pay directly to Second Harvest.

Miscellaneous:

Richard Hoffman, through RSVP, is available to give rides to pantry clients any day of the week. This is another option from the Stoughton Taxi, and RSVP can provide rides to and from the pantry.

Jim Alonzo from Cummins has offered to donate a much needed scale for weighing food, both incoming and outgoing. There was discussion on placement of a scale in the pantry.

With the update of the handbook and the inclusion of all forms, it was determined that City Hall should have an electronic copy of all documents/forms as well. Mike will work on getting these items to Kelli to keep on file.

Kristy Schultz has offered to work on updating the website.

**Adjournment and Next Meeting Date:**

The next meeting will be held on April 19 at 1pm.

The meeting was adjourned at 2:35pm. Amy made a motion to adjourn. Karol seconded the motion and all voted in favor.