

City of Stoughton
Minutes of the Food Pantry Committee

Date/Time: June 22, 2017
Location: Hall of Fame Room
Members: Mike Heger, Judy Olson, Amy Winters, Sandy Fleming
Absent: Karol Castle
Guests: None
Staff: Kelli Krcma, Deputy Clerk

CALL TO ORDER:

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

Approval of 4-27-17 minutes

Amy made a motion to approve the minutes of the 4-27-17 meeting as written. Sandy seconded the motion. All in favor, motion approved.

Review of financial information

The food pantry is financially secure, and needs to look at ways to spend more money. This is due to having cut expenses, and having an increase of food the pantry gets from both CAC and TEFAP. Having more storage has allowed the pantry to stock more donated food. The board will visit other food pantries in the area to see what they are offering. The possibility is there to widen the variety of offerings. Amy suggested a survey of clients to see what their likes/dislikes are, and if the pantry can offer other things to meet these likes. Amy also suggested allowing clients to come twice a month; however, it was decided this would increase our costs too much. There was some discussion on increasing the voucher amount as well.

Consider new vendor sources for food

CIS (Comprehensive Inventory Solutions) LLC contacted Mike about becoming a food resource for the Pantry. This is a discount grocery wholesaler out of Minnesota that offers low cost groceries to food pantries like Second Harvest, as well as smaller grocery stores. Mike received a price list and did a comparison with Aldi's, and found that overall prices were similar. It was decided at this time not to pursue this company and to stick with Aldi's, especially now that they will have a store in Stoughton in the near future.

Set up group to review food offerings/review other food pantries

Thursday, July 6 – trip to visit the following food pantries: Sun Prairie, Second Harvest, River Food Pantry and St. Vincent de Paul on Fish Hatchery Rd. Sandy, Mike and Amy will attend. Meet at Mike's house at 9:30am on July 6. 2228 Colladay Point Drive.

Miscellaneous

There are new reporting requirements for TEFAP. Effective with the month of June reporting, it is now required to report the adults in one of two categories: 18-59 years of age, and 60 years and over. Sandy will update the daily reporting form to note this change, and Judy will record and report the information.

Sandy would like to begin updating the volunteer handbook for the pantry. Some information is outdated. She will ask for other volunteers to help her out and make changes.

A discussion was had on the updating and copying of forms. Sandy has volunteered to be the person in charge of getting copies made of all necessary forms and making sure the pantry has enough on hand.

The next meeting of the Food Pantry Committee will be held on Thursday, August 17 at 1pm. This date is Judy Olson's 54th wedding anniversary!

Adjournment

Amy moved to adjourn the meeting, Sandy seconded the motion. All in favor. Meeting adjourned at 2:10pm.