

City of Stoughton
Minutes of the Food Pantry Committee

Date/Time: October 8, 2015 @ 1:00 p.m.

Location: Hall of Fame Room, City Hall

Members: Judy Olson, Mike Heger, Sandy Flemming
Karol Castle (arrived at 1:30 p.m.)

Absent: Dan Marshall

Also present: Deb Blaney, Deputy Clerk

CALL TO ORDER:

Mike Heger called the meeting to order at 1:20 p.m.

Communications:

Deputy Clerk talked about the Jack DeLoss grant that came in. Donation was for \$7000.00. Thank you letters were sent and will follow up again in January and April of 2016.

Mike stated that he sent letters out to 12 businesses regarding donations for the Thanksgiving vouchers this year. Have only heard back from Hanson Electronics. Wells Fargo replied saying they will only do grants if the group is a 501c3.

Ezra Church has contacted the Food Pantry and would like to do volunteer work on 10/3 for the pantry. There was nothing that needed to be done at that time, but Mike mentioned maybe they could help with the Girl Scout Food Drive that is coming up in November.

Kiwanis (Buzz Davis) is having a food drive for the pantry around Halloween. The schools have agreed to help with this food drive. One school has asked to not have it at that time and will be participating at another time. CAC is providing barrels for the food drive.

Karol was contacted by a woman who would like her daughters to volunteer at the Food Pantry. It was suggested that they also help with the Girl Scout food drive in November. Karol will follow up with the woman.

Discussion was brought up again regarding the Food Pantry getting a facebook page. Mike will check into this. The Deputy Clerk will check with City Hall to see if there is anything that needs to be done on their part.

Review minutes of 7-9-15

Moved by Sandy to approve minutes, second by Judy. All in favor.

Discussion on Thanksgiving vouchers

Mike sent out 12 letters to area businesses for donations to fund the vouchers. To date, only Hanson Electronics has responded donating \$100.00. The deadline for donating is October 20th. Karol had also contacted Universal but has not gotten a response yet. She stated that the pantry has enough money to cover the cost of the vouchers and the Food Pantry could cover it. The pantry has had a lot of food drives and is doing very well in that regards, the money that would be used to buy items could be used for the vouchers. It was voted on that the amount of the vouchers would be as follows: \$30.00 voucher would go to families with children under the age of 18 and \$15.00 vouchers would go to everyone else. Vouchers will be handed out the Friday before Thanksgiving as they have been in the past. Will try to set up in the EMT training room again with 4 or 5 volunteers helping to pass out the vouchers. All in favor.

Safe Pantry Manual

Discussion regarding the date on food with all the upcoming food drives. What does the Pantry keep and what do they send to the River Pantry. It was decided that food dated within 1 to 2 years will go on the hall cart. Food within 1 year of current date, the Pantry will keep. Food with dates older than 2 years will get sent to the River Pantry. All in favor.

Upcoming Food Drives

Girl Scouts food drive is November 8th, Dan will be following up with that. Mike will be following up with the Kiwanis/schools food drive for October 31st. Karol will follow up with a woman that is doing a food drive from October 24th through November 16th. She has requested 6 barrels. Mike will get those barrels for her.

Food Pantry hours

Discussion on what hours will be for Friday from now on. Jan will not be working Fridays anymore. Sandy has volunteered to take those hours with one more volunteer. Pantry Friday hours have been changed to 10:00 a.m. until 12:00 p.m. Will see how these hours work out. Sandy said she will stay after 12:00 p.m. if need be.

Discussion for Pantry holiday hours were talked about as well. The Deputy Clerk stated she had a discussion with the Mayor regarding what guidelines should be followed. It was decided that the Pantry will follow City Halls holiday hours, which are as follow:

Closed November 26th and 27th

Closed December 24th and 25th

Open December 31st

The Deputy Clerk has spoke with the Mayor regarding snow days, what the Pantry should follow. In the past, the Pantry has closed if the School District closes. The Pantry should be following City Halls hours. If City Hall is open, the Food Pantry should be open, even if the school closes. There was discussion that the volunteers would not want to drive into the Food Pantry if the weather was bad and they feel they should still

go by the School District for snow days. The Deputy Clerk will speak with the Mayor again and follow up.

Next Meeting

The next Food Pantry meeting will be January 14th at 1:00 p.m.

Adjournment

Motioned made by Mike to adjourn at 2:50, second by Karol. All in favor.