Minutes of City of Stoughton Food Pantry Meeting – April 12, 2023

1. The meeting was called to order at 2:35pm
2. Attendance – Linda Lane, Val Macho, Diane Williams, Mike Heger – note board member Sandy Fleming arrived at 3:00
3. Approval of the minutes from the Feb 1, 2023 meeting – Linda moved to approve, Val seconded. All in favor 4-0. Minutes were approved
4. Requirements for patron renewal. – deferred until discussion of the pantry handbook
5. Discussion on the need for a new floor and painting of the pantry. The floor is old, cracking and difficult to maintain. Mike will contact the city to verify there is no asbestos present. Mike will get bids on vinyl flooring and installation. Mike will review that info with the other board members and then decide how much of this will be done by volunteers. Also, discussion on how long the project will take and whether the pantry could remain open during remodeling
6. Friends group update. We have been approved by the state of Wisconsin so the Friends of the Stoughton Food Pantry is a corporation. We have acquired an EIN number. We will now apply for 501c3 status. Mike suggested we meet with Jeffery Bartzen, a new volunteer with legal experience applying for 501c3, and get his advice prior to applying. Linda will work to arrange a meeting.
7. Pantry Cleaning Log – Please whenever you clean a cooler, refrigerator, shelving etc., YOU MUST DOCUMENT THAT ON THE PANTRY CLEANING LOG AS REQUIRED BY TEFAP
8. Donations – Monetary donations only require you to complete the donation form for cash donations. As usual monetary donation must be taken to city hall after your shift. Food donations should only be recorded for donations over 20 pounds and the donor wishes to receive an acknowledgement and thank you.
9. TEFAP regulations require that you ask the client at renewal if he/she is receiving FoodShare and note that info on the computer.
10. Pantry deliveries – after discussion with the Mike and Patte who do most of the deliveries, we would like to expand those eligible to include not just those with medical issues but also with any transportation issues. The board agreed to expand transportation service. At the same time, we will be eliminating the cab fare provided to seniors for the return trip and encourage those to use the delivery service.
11. CAC will do the annual inspection of the pantry at 3pm on Friday April 14. Mike will meet with the representative at the pantry.
12. We are looking for a person to assist with spreading the word about the pantry and its services. This could include designing and distributing brochures and/or working on updating and revising our websites. Let a board member know if you are interested.
13. The handbook review subcommittee is working on many changes. On relates to point 4 above. It was decided that for a patron renewing only the person picking up the food need to show the ID and POA. Other family members are renewed by the person picking up the food verifying the name and date of birth of others in the family. Previously all persons over 18 in the family need to show the id at renewal time. This brings our policy into line with TEFAP requirements. This motion was moved by Linda and Seconded by Diane. All members voted to make this change. By our next meeting the revised handbook should be available.
14. Website review- our 2 websites, one maintained on the city pages and our own need some significant updates. Mike will look into updating these

15. Providing extra “Pick 3” item to patrons who bring their own bags. Discussion occurred and it was decided that we will encourage, via a newsletter, patrons to bring their own bags, but no incentive will be offered.
16. Due to increased demand for evening hours, the pantry will have hours from 4-6pm on Tuesday as well as the existing Thursday 4-6 hours. This will begin on May 2nd
17. E bags – the handbook committee is working on changes to ebags but we will continue to offer them
18. Volunteer Appreciation month is this April. The board is extremely grateful for all of our volunteers who work shifts, order and pick up food, do maintenance work etc. We are therefore planning a social on Monday April 24 from 5-6 pm at the pantry. More details will follow,
19. Adjournment – the meeting was adjourned at 4:15 The motion to adjourn was made by Linda and seconded by Diane. All in favor.