

Stoughton Food Pantry Committee Minutes

Thursday, April 18, 2019; 2 PM

Hall of Fame Room, City of Stoughton, WI

Call to order

Mike called the meeting to order at 2:03 p.m.

Attendance

Mike Heger, Karol Castle, Linda Lane, Sandy Fleming and Judy Olson. Deputy Clerk Christen present as well.

Approval of Minutes

Feb 21. 2019; MOTION (Judy/Linda), all in favor.

Working with Stoughton HS on a satellite pantry

Mike has followed up with Stoughton High School regarding the establishment of a satellite pantry. He provided the school with a list of non-perishable foods that could be stocked for distribution. No TEFAP food would be distributed, the set up could start immediately. The food would be weighed. Parents would also be informed that they can get much more food at the pantry than the limited amount a student could carry home from the satellite high school pantry. MOTION (Linda/Sandy) to set up a coop agreement for the creation of a satellite pantry at the High School, all in favor.

Review of annual meeting -suggestions from volunteers - hours, etc. and getting the non-attenders training for Confidentiality and Civil Rights

Submitted comments were read and discussed. The list of volunteers was reviewed and any no longer volunteering will be checked for a returned key from the assignment list.

TEFAP delivery is the second Thursday of the month at 10:30 a.m., discussed was the need for help with unloading the delivery, maybe the Elders could help.

Food for Kids and /or Helper foods

The made from scratch (Food for Kids) hamburger helper has not been terribly popular with many clients. It was suggested that the Food for Kids (and the recipes) be placed next to the Hamburger Helper for exposure. We will again make sure that one meat source is hamburger.

Updates on TEFAP food delivery

Gallons of 1%, 2% and whole milk are being received on a rotation, meat is readily available however storage is very limited. 4,000# of food is ordered by Mike each month.

Consideration of new on line software to get volunteers as subs, food drives etc.

The website for volunteer signup is free and is very simple and convenient way to ask for volunteer signup for food drives and such. Mike demonstrated its use and will work with Judy in getting this started.

Honoring Stoughton Pantry Volunteers

It was suggested that a plaque be installed and volunteers be acknowledged for their service. This honor would be for dedicated volunteers who have retired from the pantry, whether or not they are deceased.

Judy, along with help from regular volunteers, will compile a list of suggested pantry volunteers that we will be able to consider for this honor.

Volunteers – update on new volunteers and what is needed

Sandy will start calling volunteers that have vacated their positions for the return of keys that had been assigned to them.

The summer food program for families was discussed. MOTION (Sandy/Judy) to continue providing additional food to families of school age children during the summer, all in favor. The additional food will be the same as last year.

Mike and Sandy also brought up that the printer needs to be replaced at the pantry, MOTION (Sandy/Judy) to have Mike look into and replace the printer.

Adjourn

Next meeting will be June 20th at 2 PM, location to be determined due to City Hall relocating.

MOTION (Judy/Carol) to adjourn, all in favor. 3:40 PM

Respectfully submitted,

Candee J. Christen, Deputy Clerk