

Meeting of the: **CITY OF STOUGHTON FOOD PANTRY**
Date /Time: **Tuesday, May 12, 2020 at 1:00 p.m.**
Location: The meeting of the Food Pantry will be conducted virtually due to COVID-19. You can join the meeting from your computer tablet or smartphone <https://global.gotomeeting.com/join/660466973>. You can also dial in using your phone: United States: 1 866 899 4679
Access Code: 660-466-973
Members: Mike Heger (Chair), Judy Olson, Sandy Fleming, Linda Lane, Val Macho
Staff: Candee Christen, Deputy Clerk

CALL TO ORDER

Chair Heger called the meeting to order at 1:00 p.m.

ATTENDANCE

All board members were present Chair Heger noted as well as new member Val Macho (awaiting Council approval)

APPROVAL OF MINUTES FROM FEBRUARY 20, 2020

Noted that the board did recommend approval of Val Macho to the Council, **MOTION (LL/SF)** all in favor, approved.

DISCUSSION AND APPROVAL OF PROPOSED EXPENDITURES

In response to the extraordinary financial donations made to the pantry in April, the following are suggestions made to utilize some of the money. It is noted Linda did not have firm bids for any of the following items, the prices were based on internet search and items are listed in order of discussion.

1. Upright Freezer (would suggest purchasing locally from Quams – have not received a firm price from them)
 - Whirlpool 20cf with temp alarm (WZF79R20DW approx. \$949.00
 - Maytag 20cf no tem alarm (MZF34X20DW) approx. \$899.00
 - Quams quoted a freezer for \$829 (has an alarm for temperature and a door lock however at this point they are unable to get one, all freezers are on backorder due to the hoarding of food taking place during this time. Moving forward with the purchase will allow the panty to store more food for distribution.
2. Electrical - work to be done by city of Stoughton, approximately \$750.00. Linda has met with Martin and Jill to discuss location of a freezer. Recommended the best location would be to move the cabinets and install new wiring and outlet. The current freezer to be moved to this location for efficiency as well.
MOTION (JO/SF) to approve the purchase of a new freezer, install the new wiring and outlet and move the current freezer. All in favor, approved.
3. Increased food distributed to each household. Hard to estimate cost but if this option chosen, suggest subcommittee determine amount and items to increase.
4. Increase voucher amount for each household. Example: raise voucher \$5/month with aver 132 households/month – estimated cost \$8,000/year. A temporary increase to the voucher general voucher would help families purchase needed cleaning supplies, toiletries and groceries not offered at the pantry. The grocer has questioned what is not allowed however it is clearly stated on the voucher and the grocer was reminded of that. The increase would help spend down the food purchase account. Sandy now would be a good time to change the voucher amount as new vouchers are needed. The voucher will have the account number and to the household printed on this time. Judy went on record that she is not supportive of the voucher increase but does approve of the increase in pounds of food given at the pantry. After heavy discussion it was decided to raise the value of the vouchers. The produce voucher will remain the same.
MOTION (SF/LL) to raise the general voucher from \$10 to \$20 for household of 1 -3 people and the \$15 general voucher from \$15 to \$30 for household of 4 or more people. Vouchers will be redone and printed and this will be in effect

for the next 4 months at which time the voucher value is to be reevaluated. 3 in favor, JO was opposed to the increase. Approved.

5. Upright Refrigerator (have to check with Quams if they have them) this would not be possible if we wanted to do the extra storage (#7 below)

- Insignia from Best Buy convertible refrigerator/freezer 20cf \$800.00
- Sandy recommended this item be tabled for now but may be possible in the near future if a 4 outlet receptacle is able to be installed.

6. Cordless Phone (purchase through City) \$620.00 Linda suggested this would be easier to shop for customers on the phone as is now required of all customers. A headset was also suggested. The IT department will be contacted to inquire what would work with current phone or would a new phone be necessary. **MOTION (LL/SF)** to purchase a wireless headset and/or phone, consideration of price first. All in favor, approved.

7. Storage shelf - if current freezer is moved outside by new freezer could place a 5 shelf , 48” wide heavy duty shelf unit in the freezers spot. Approx. \$90 from Menards (have not factored in shipping). **MOTION (LL/JO)** to purchase the shelf unit, all in favor, approved.

8. Lightweight tables for food drives and general pantry use. Currently used is 2-6ft; 5-8’ and 2-5’. To replace with Office Depot lightweight conference tables, pricing as follows (have not factored in shipping):

- 8’ \$119.99 @ = \$599.95
- 6’ \$99.99 @ = \$199.98
- 5’ \$79.99@ = \$159.98
\$959.91

Linda has also researched a Sam’s Club membership as being cost effective with the table purchase as well as using it for purchases of items currently in short supply at Aldis in Stoughton. A membership would be \$100/year versus \$115 for shipping of the tables. The tables would be Lifetime/10 yr warranty and a 500 lb weight limit. The membership could be use at the Janesville store. Cases of food could be purchased which are in short to no supply currently at Aldis. Mike noted that he has only been able to get about 25% of the items that are ordered online currently. Food, pound for pound does not need to be matched through TEFAP or CAC currently and the elimination of the current very heavy tables would make it easier for volunteers to move them as necessary.

MOTION (JO/SF) to purchase the Sam’s Club membership and 6 – 8 ft and 2 – 6 ft tables, to be shipped. In addition, purchase the shelf unit from Sam’s Club if possible and have shipped too. All in favor, approved.

9. Other business

Mike noted that use numbers appear to be decreasing at the smaller pantries, March was crazy busy but April has lower use. Mike asked about gathering email addresses from customers so messages could be communicated to clients with a list of available foods.

Linda noted she has been promoting the pantry heavily on social media.

Mike applauded Sandy and Linda for a whale of job done at the pantry while Mike has been laid up. A huge thank you them for handling everything during this time as well as the rest of the volunteers that have stepped up while those compromised could stay safe at home.

Linda announced that the Bank of McFarland was donating \$5,000.00

Sandy has been arranging pickup of key and FOBS for volunteers as needed. Peg Harvey has been given Sue Heger’s FOB temporarily. Sandy will be sending updated key/FOBs issued to Deputy Clerk Christen.

Suggested was to make a permanent change of the shopping list and food taken to the door procedure for the safety of volunteers. Sandy also has contact info of two women that will make mask for clients. Sandy is has added the question “Do you need a mask” to the bottom of the shopping list so mask may be given as needed.

10. Adjourn

MOTION (LL/JO), all in favor, adjourned. 2:26 p.m.

Respectfully submitted,
Candee Christen, Deputy Clerk