

Minutes of the Stoughton Food Pantry Board Meeting – Dec 14, 2022

1. The meeting was called to order at 3:10pm. Present Mike Heger, Linda Lane, Val Macho, Diane Williams Absent Sandy Fleming Quorum was established
2. Approval of the minutes of the Oct. 19, 2022 Board Meeting – Motion to approve by L Lane and seconded by V Macho. All approve 4-0
3. Vaccination requirement for all volunteers. Discussion centered on abolishing the required Covid vaccine for all volunteers. After discussion L Lane made a motion to eliminate the requirement and V Macho seconded the motion . All approved the motion 4-0
- 4 Revising the quantity of food and vouchers given to clients. In an effort to make the distribution of food more equal on a per person basis numerous changes were agreed to.

JELLY : CURRENT: (1-2) 2 (3-4) 2 (5+) 3	CHANGED TO: (1-2) 1 (3-4) 2 (5+) 3
PEANUT BUTTER: CURRENT: (1-2) 3 (3-4) 4 (5+) 5	CHANGED TO: (1-2) 1 (3-4) 3 (5+) 5
VEGETABLES: CURRENT: (1-2) 6 (3-4) 10 (5+) 12	CHANGED TO: 2 per person
TUNA LARGE: CURRENT: (1-2) 1 (3-4) 1 (5-6) 2 (7+) 3	CHANGED TO: (1-2) 1 (3-4) 2 (5+) 3
CEREAL: CURRENT: (1-2) 3 (3-4) 4 (5-6) 5 (7+) 6	CHANGED TO: 1 per person
FRUIT: CURRENT: (1-2) 5 (3-4) 6 (5-6) 7 (7+) 8	CHANGED TO: 2 per person
MAC & CHEESE: CURRENT: (1-2) 4 (3-4) 5 (5-6) 6 (7+)7	CHANGED TO: (1-2) 3 (3-4) 6 (5+) 9
JUICE: CURRENT: (1-2) 1 (3-4) 1 (5+) 2	CHANGED TO: (1-3) 1 (4+) 2
CHEESE: CURRENT: 1 per household	CHANGED TO: (1-3) 1 (4+) 2
SPAGHETTI SAUCE: (1-2) 2 (3-4) 3 (5-6) 4 (7+)5	CHANGED TO : (1-2) 1 (3-4) 2 (5-6) 3 (7+)4
PRODUCE VOUCHERS - CURRENT: \$15/ HOUSEHOLD	CHANGED TO: (1-3) \$15 HOUSEHOLD 4+ \$30
REGULAR VOUCHERS: CURRENT: (1-3) \$20 4+ \$30	CHANGED TO: (1-3) \$20 4+ \$40

MEATS: NO CHANGE IN QUNANTITY – HOWEVER LARGE MEATS (IE HAMS, PORK LOINS, TURKEY) CAN COUNT AS 2 OR 3 SELECTIONS. MEATS GREATER THAN 5# WILL COUNT AS 2 SELECTIONS, GREATER THAN 10# COUNT AS 3

All of the above changes will begin in January

5. Length of shifts, pantry hours and deliveries

There was general surprise that the heavy load of visits in November has been much lighter in December. Thus it as agreed to go back to the 10-12 and 12-2 shifts (arriving 15 minutes prior). With the amount of food we are distributing it is very important that every volunteer helps in stocking the pantry when there are open times in the schedules. We will review how to handle the 1st of each month’s Saturday shift and whether that should be expanded. More research is needed before a decision is made.

As for deliveries we will begin to offer deliveries every Wed beginning in January. We will need to have 3 people able to do deliveries so that if there are vacations or other personal issues someone is able to do deliveries. No client shall receive a deliver on successive Wednesday. Additionally NEW clients seeking delivery will be asked for the reason for the delivery. The purpose of delivery is to assist clients with physical issues to obtain groceries. We do not have the staff to service more than that. If they have a medical issue, they should also be asked if they have someone who could pick up the order. If so they can simply make their selections over the phone and have that ready for pickup at the selected time. Clients without transportation need to be asked if they can have someone pick up their order or drive them to the pantry. Linda will provide a script to read regarding questioning if a new delivery client qualiifies

6. Working on a 501c3 for a Friends of the Stoughton Food Pantry. – this is required to have a 501c3 act as our fiscal agent with Second Harvest. Second Harvest has provided us with 4000 pounds of food. Linda and Mike will begin working on our application so that the Stoughton Area Community Foundation does not need to act for us for very long.

7 Other Business-

Mike made the board aware that we have received lots of eggs, milk, and chicken of all types from Second Harvest. Many of those products will likely not continue to be available as many were a result of a large Dane County grant.

Mike will meet with the mayor and the head of the Stoughton Area Community Foundation on Dec 15. They hope to come up with a simple way to reimburse the foundation for their costs.

Mike had a long phone conversation with Ruth Lawson from the Methodist Pantry. We discussed the possibility of picking up some of the excess foods being donated to Second Harvest directly. Methodist currently picks up from Aldi and 3 of the 4 Quick Trips in Stoughton. Methodist pantry is willing to share these resources with us. We will be looking into the possibility of picking up from the downtown Quick Trip on Main Street. We will need someone to pick up this food and stock it into the pantry. At this time it was felt we would not go into Aldi. Mike will see if we have anyone interested in doing pickups from Quik Trip on Mon and Wed mornings

Finally it was agreed that all changes to be implemented will take effect on Jan 1. Thus on Jan 1 2023 we will be changing the quantities of food, vouchers, adding deliveries on the 2nd and 4th Wed, etc.

8. Adjourn - a motion was made by V Macho to adjourn the meeting at 5:000 pm. Seconded by D Williams. All were in favor.