

Minutes of the Stoughton Pantry Board Meeting – Oct. 20, 2023

1. The meeting was called to order at 1:07pm
2. Attendance: Mike Heger, Linda Lane, Val Macho, Diane Williams were present. Sandy Fleming was present via telephone. – All 5 board members were present
3. Approval of the minutes from the August 16, 2023 meeting. L Lane moved to approve the minutes. S Fleming seconded the motion. All in favor.
4. Financial reports. L Lane suggested that future annual budgets for the pantry be increased as the increased usage and higher costs of food have us already over the current year's budget and there are 3 months remaining. Also, L Lane pointed out 2 questionable charges of over \$1000 for small items of equipment and office supplies. M Heger will seek clarification on those as the reports are difficult to understand.
5. Discussion of possible Thanksgiving and Christmas vouchers occurred. S Fleming made a motion to provide \$60 Thanksgiving and \$60 Holiday vouchers to households of 4 or more and \$30 Thanksgiving and \$30 Holiday vouchers to households of 1 to 3. D Williams seconded the motion. All in favor 5-0. L Lane will prepare the vouchers and M Heger will share information with volunteers on how that is entered on the computer. Estimated costs could be about \$14-15,000 for both sets of vouchers.
6. Out of district patrons have been coming to the pantry. By TEFAP rules they must be served 1 time. The issue was discussed. S Fleming moved to provide an emergency bag without any vouchers to all out of district patrons coming to the pantry. V Macho seconded the motion. All voted in favor 5-0
7. Discussion of the 2 web sites of the pantry – one part of the City's site and www.stoughtonfoodpantry.org which is maintained by the pantry. Discussion centered on making sure that both sites were up to date. M Heger had reviewed both sites and found them showing the current hours etc. for the pantry.
8. The new telephone system does not provide a cordless handset. Discussion on the need for a cordless handset showed it would be helpful taking orders over the phone for deliveries and other issues where a cordless handset could assist volunteers. M Heger had contacted the deputy clerk who contacted IT and was told no cordless handsets were possible. M Heger will discuss options with the IT department and report back to the board.
9. Other business
 - a. it was discussed to add canned pork to the choice currently offering canned chicken, and beef stew. Canned pork will be an additional option. Beef stew is often difficult to order.
 - b. volunteers are reminded to make sure that every client being served has had their income verified and the "TEFAP ELIGIBLE" box on the computer is changed to "YES"
10. A motion to adjourn the meeting was made by V Macho. Seconded by L Lane. All in favor. The meeting adjourned at 1:42pm