Minutes of the Food Pantry Board Meeting August 16, 2023

1. The meeting was called to order at 4:03 by Mike Heger
2. Attendance : Mike Heger, Sandy Fleming, Linda Lane, Val Macho, Diane Williams and Mayor Tim Swadley
3. Approval of the minutes from the June 14th meeting – Move to approve by V Macho, Second by S Fleming Approved 4-0 with L Lane abstaining due to absence at the prior meeting
4. Review of pantry finance – There will be many challenges affecting our budget in the near future: 1) reduction of funding to TEFAP has seen a 50% decline in the free food available. 2) Second Harvest has notified us that at years end they will no longer have free meat and yogurt as the Dane County grant subsidizing this will be ending. 3) inflation has affected the costs of food we purchase at Aldi and Pick and Save, 4) increased usage of the pantry in the past few months which we do not anticipate changing.
5. Our current budget (through 7-20-23) shows expenses (food and vouchers) of $54,020; revenue (donations) of $37,795 for a deficit YTD of $17,124. This does not yet account for the increased pantry usage or anticipated additional costs to purchase meat, etc.
   Also we looked at the huge increase in pantry usage. (108 visits in February vs 193 in both June and July). Assuming that everyone uses the vouchers, the cost of vouchers over the past 2 months is about $9300 per month. If that would continue for a year the cost would be $111,000 adding in Holiday and Thanksgiving vouchers this could be an additional $18,000 for a total cost of vouchers of nearly $130,000. Linda pointed out that some clients may not use the full value or not use them at all. Cost of food purchased food is estimated to be about $40,000 per year. Total expenses would be about $170,000.
   Donations for last year were $86,000. Interest earned was $11,000 for total income of $97,000 Thus, there are many disturbing trends we face. Yes, we have savings and can continue to supplement a manageable deficit but in order to ensure financial viability for the future we must make some changes to control costs now. L Lane moved to eliminate vouchers for clients coming in a second time each month. Starting Oct 1st clients receive vouchers only on their first monthly visit to the pantry. Seconded by V Macho. All in favor 5-0 This should save about $21,000 annually.
6. Mandatory Volunteer meeting will be held on Monday Sept 18 at 3pm. Please plan on attending. We will have the mandatory annual Civil Rights and Confidentiality discussions, explain new policy on allowing clients vouchers only 1 time each month, other issues and questions. Volunteers should think about other questions and issues they would like to bring up at the meeting. We will have some light snacks
7. 501c3 update- Since our last meeting in June nothing has been done as we awaited answers to some legal issues. Linda and Mike will schedule a meeting with the City finance person to enlist his guidance on questions we have. To remain part of Second Harvest the bills must be paid by a 501c3 – Thanks to the Stoughton Area Community Foundation for helping us for the past 10 months. Mayor Swadley provided contacts for assisting us.
8. CAC will be holding listening meetings to gather input from all pantries regarding their planned elimination of delivery services of TEFAP food to all pantries beginning 1-1-2024. All board members were urged to attend and explain how this will affect us. A meeting time/date has not been scheduled. Mike has spoken to the CAC (distributor of TEFAP foods) to express concerns over this.

9. Second Harvest has notified us that the yogurt and all of the meat they have provided at no cost (due to a grant from Dane County) will end at the end of the year. This will significantly raise our cost for meat. As of now we very rarely purchase any meat. with only a few cases of ground beef during the past year. All other meat has been free.
10. The Second Harvest partnership agreement must be signed by the panty and the Stoughton Area Community Foundation. Our arrangement to date with the Foundation was limited to about 1 year, and we will need to explain that we are working on getting a 501c3 for us. Mike will meet with the Foundation to explain the delay in getting a permanent 501c3 to assist us.
11. Pick and Save – we are picking up about 200 pounds or more of meat each Friday from Pick and Save. This was the result of a meeting with managers at the store, Second Harvest and the pantry. (Mike attended). Val will take charge of this. Volunteers are encouraged to use meat from Pick and Save first and to give the larger packages to larger families.
12. Deliveries - This service has been very popular and in order to accommodate everyone we are placing no new limits on deliveries. Continue to schedule everyone needing delivery. Mike and Patte K have agreed to serve all who need deliveries without limiting the number.
13. Do not allow anyone to reserve an appointment more than 1 week in advance. This has been a bit of a problem.
14. The handbook is complete and a copy of the new version will be at the pantry soon.
15. Sandy F moved to adjourn the meeting at 5:15. Linda L seconded. All in favor