



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Food Pantry Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **CITY OF STOUGHTON FOOD PANTRY**
Date /Time: **Thursday September 9, 2021 – 1:00 to 3:00 p.m.**
Item 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/994511549>

United States: +1 (571) 317-3129

Access Code: 994-511-54

1. Call to order
2. Roll call attendance
3. Approval of minutes from May 21, 2021
4. Welcome to new Board member Diane Williams
5. Review of Pantry Finance – explain how to review these reports
6. How to handle bread distribution – storage, distribution
7. Vouchers for Thanksgiving and the Holidays
8. Tasks that are needed to be done when not busy at the pantry
9. Hours of the pantry??? Are they in need of revision
10. Allowing some to take 2 of the same meat items...especially ground beef for families of 4 or more
11. Dates of closure due to holidays
12. Refine list of jobs and tasks – who performs each
13. Girl Scout drive how to handle
14. Set date and time for future meetings
15. Adjourn

Members: Mike Heger (Chair), Sandy Fleming, Linda Lane, Val Macho, Diane Williams

Staff: Candee Christen, City Clerk

Note-An expanded meeting may constitute a quorum of the Council.

Sent to: (via e-mail)

Food Pantry Committee

Cc: (via e-mail)

Mayor Swadley

Department Heads

Council Members

City Attorney Matthew Dregne

Stoughton Newspapers

Sara Monette

Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number above at least 24 hours before the scheduled meeting so appropriate arrangements can be made.