Stoughton Food Pantry

Minutes of September 9, 2021 Meeting

1. 1:00 pm The meeting was called to order
2. Attendance: Mike Heger , Linda Lane, Sandy Fleming, Val Macho, Diane Williams - all 5 board members are present
3. Approval of the Minutes from the May 21, 2021 meeting. Motion to approve: L Lane, Second: V Macho. All in favor
4. Welcome to our new board member, Diane Williams. Special thank you to Diane for volunteering to take on this position
5. Review of Pantry Finances: The finances remain exceedingly positive with a large cash balance. All board members should review the monthly information each month and come in with any questions they may have.
6. Bread distribution to clients. Putting bread in the freezer/ cooler takes up space and often results in the bread being left in there a very long time. Additionally there is no way to know which bread items have or have not been frozen thus making the package dating of little use. From now on all bread and buns will be placed on the hall cart between the doors. Clients will be advised to take what they need. Volunteers taking orders over the phone will no longer need to ask if they want any bread, buns etc. At the end of the week bread will be discarded by giving it to a farmer for livestock.
7. Thanksgiving and Holiday Vouchers
    a. The amounts will stay the same. $50 to families with one or more children under 19, and $25 for other families for both the Thanksgiving and Holiday Vouchers
    b. To keep track and with families able to come to the pantry 2 times per month, it is needed to know who may have already receoved their voucher. Mike H will modify the software to allow the computer user to enter this Special Event. Once a volunteer hits the button he/she will see if the voucher has already been distributed. If not one need to simply click the $25 or $50 button and it will mark that voucher as given to the client. Additionally we can run reports to show the total of the vouchers distributed. Mike will prepare specific directions for volunteers.
    c. Linda will take charge of printing up the vouchers which will be printed on colored paper to distinguish them
8. Tasks to be done when there is extra time at the pantry. Volunteers have expressed boredom with fewer clients. Mike H will create a To Do chart with a list of tasks to be done and a place to enter the date when it is done. Items will include cleaning shelving, cleaning each refrigerator, freezer, cooler etc.
9. Discussion of the current pantry hours was held in response to the thought that with a great decline in pantry usage that volunteers have little to do during some shifts. It was agreed by all that the current hours would be continued without change to offer as much flexibility as

possible to clients. This linked with the preceding discussion that a To Do List might give volunteers a list of tasks that could be done during spare time if they desire to do so.

10. Allowing some clients to take a second meat of the same item (ie 2 packages of hamburger, etc.) After considerable discussion it was decided to allow a 2nd package of hamburger could be given to a client requesting this meat only. All other meats will remain as 1/choice.
11. Holiday Dates of closure. Following city hall the pantry will be closed on Thanksgiving Day and the Monday after Christmas (Nov 25 and Dec 27) . Other days where the city hall is closed fall on days where the pantry is closed.
12. Sandy prepared a list of jobs and who is the primary and reserve person who does each of those. Some discussion occurred and Sandy will have a slightly revised list available to the board members and posted in the pantry for volunteers.
13. Girl Scout Food Drive will occur on Sat. Oct. 16th. Mike will be with lead person on the drive. Mike and his wife Sue and 3 volunteers are needed to take the items and put them on pallets. The pallet will be weighed and after all the food is collected approximated 50% will be set aside for Methodist Food Pantry to come in and pick up. Having only a few volunteers will make for a much safer situation over the 20 or so people that might typically come in. Sorting and storing of our food will be done that afternoon for a while with the rest done later that week. Mike will contact Methodist Pantry (This is essentially the same procedure as done during the Boy Scout drive this spring. Traditionally the Girls with smaller numbers, bring in about half of what the Boy Scouts have brought it. Sandy will include this event inhere weekly email closer to the event for any volunteer that is interested.
14. Due to scheduling conflicts, it was decided that future meetings will be held on the 2nd Wednesday of every other month. Next meeting will be on November 10, 2021
15. Additional Items of Discussion.
    a. Discussion occurred regarding vaccination status. Since this was not on the agenda no policy could be adopted at this meeting. A special meeting will be held on Sep 29 at 2:15 to discuss whether vaccines should be mandatory for all volunteers. Linda L will draft a policy requiring vaccination for all volunteers.
    b. The Stoughton Community Farmer's Market has contacted Sandy Fleming regarding the pantry being a partner with them in providing food – meats, produce etc. They will be invited to a future meeting to present their ideas
16. Adjournment : A motion was made by L Lane and Seconded by V. Macho to adjourn. All in favor. Meeting adjourned at 2:40pm.