

## Personal Essentials Pantry Minutes: October 19, 2011

Members:	Present	Absent
Christine Thompson, Coordinator	✓	
Carol Cass <i>prior conflict</i>		✓
John Egleston	✓	
Sue Marks	✓	
Nathan Schmidt <i>prior conflict</i>		✓
Muhammad Abdullah	✓	
<b>Meeting Time:</b> Set for 7:00; expected duration 95 minutes		Begin: 7:20
1. <b>Appoint secretary for meeting (1 minute)</b> <b>Appoint timekeeper for meeting (1 minute)</b>		sec'y: John Egleston timekeeper: Sue Marks
2. <b>Approve Agenda (2 minutes)</b> <b>Additional agenda items:</b>		Moved: ✓ Second: ✓ Appr'd: ✓
3. <b>Approve Minutes of Last Meeting (2 minutes)</b> <i>Minutes: June 21, 2011: to be distributed at the meeting.</i>		Moved: ✓ Second: ✓ Appr'd: ✓
4. <b>Info item: Financial reports (4 minutes)</b> <i>Current Spending vs. Budget: Designated Funds &amp; Grants - June, July, August, September 2011</i> <i>Current Spending vs. Budget: In-Kind Donations - June, July, August, September 2011</i> <b>Issues and Questions:</b> Discussion was fairly general; finances have been running fairly steady, although income is still lower than desired. Reports accepted.		
5. <b>Info Item: Demographic Reports (5 minutes)</b> <b>Fulfillment Studies, Chronological Summative Report</b> Per reports: PEP Fulfillment Study: <i>June, July, August, September 2011</i> PEP Summative Household & Registration Data (ongoing summation of data) <b>Issues and Questions:</b> Per the reports, registration (across all pantries) continues to grow, with the Zion Personal Essentials Pantry the most active, at least as far as available data shows. (Salvation Army is still not fully implementing PEPbase for its guests, so data from that pantry are incomplete. Mike Rolfsmeyer visited with Ann DeTienne, the SA coordinator, and helped identify the problem with the printer so that SA technical support knew more specifically how to approach the problem, and drew up a generic shopping list to make data collection from guest visits easier.)		
6. <b>Incorporation of PEP Partnership, Inc. (40 minutes)</b> <ul style="list-style-type: none"> <li>• Thompson had obtained copies of the Articles of Incorporation and the Bylaws from Park Avenue Youth &amp; Family Services (the executive director of that agency, Paula Sanders, is a member of Thompson's D.Min. cohort) as sources for us to use as we prepare our own Articles. Thompson had also developed a draft Articles of Incorporation; comments and suggestions for improvements were made at the meeting, including specific mention of ByLaws in Article 10, identification of best practices, and development and maintenance of software to support the corporation's primary ministry and mission. Thompson will make the suggested changes and circulate the revised Articles to the members of the Advisory Board for their approval.</li> <li>• Thompson presented a tentative timeline for the process: <ul style="list-style-type: none"> <li>▪ <b>October.</b> Prepare draft Articles of Incorporation for PEP Partnership, Inc., and get approval from Board</li> <li>▪ <b>October.</b> Identify incorporators (Wisconsin law requires at least three; no maximum limit). Per discussion, these incorporators could include current Advisory</li> </ul> </li> </ul>		

Board members, Pantry volunteers, Pantry guests, Zion members, or others from the general community. At the Board meeting, both Marks and Abdullah agreed to be incorporators, along with Thompson. UPDATE: Thompson spoke with several potential candidates; the final incorporators are Christine Thompson, Faith Markle, Michael Rolfsmeyer, Muhammad Abdullah, and Sue Marks.

- **November:** Submit final draft Articles as approved by current Board of Advisors for legal review. UPDATE: The Articles were submitted to Sam Wayne, a former student of Allison Christians who specifically recommended Mr. Wayne in 2009 when we were first considering incorporation. Although Mr. Wayne had originally indicated that he believed that the review process might take an hour or two, at his nonprofit rate of \$175/hour, his actual review took so little time that he charged nothing. Mr. Wayne noted some minor revisions to the Articles, but otherwise gave his approval. The Articles, having been signed by all five incorporators, were submitted to the State Department of Financial Institutions on December 9, 2011.
- **December:** A major agenda item for the December meeting of the Advisory Board and the Incorporators will be development of the ByLaws, which will constitute the formal governance plan. (UPDATE: Rolfsmeyer will definitely be unable to attend this meeting; Markle may be unable to attend as well. In such case, they will receive the full Agenda and all attachments, and their suggestions and comments will be solicited and shared with the attending members of the Advisory Board.)
- **January:** We hope to have received notice from the State of approval of the incorporation by late December, but should certainly have received such by January. As soon as the approved copy is received back, we will file for an Employer Identification Number. This in turn will allow us to establish our own bank account, and manage our own finances.
- **February:** By February, we should have the necessary information to file an application with the IRS for recognition as a tax-exempt corporation under Chapter 501(c)(3) of the IRS Code.
- **June 2012?:** We hope to have received confirmation from the IRS on our application; however, the timeline for that process cannot be determined with any accuracy at this point.

**Issues and Questions:**

By law, PEPartnership, Inc., will need to have a president, secretary, and treasurer; and the Board of Directors must meet at least annually.

The exact structure for governance, including representation from Zion Congregation and other ministries, terms of service, method of appointment, etc., still need to be worked out. The process of determining the governance structure and the development of the ByLaws will be co-dependent.

Although the corporation will be known as PEPartnership, Inc., programs of the corporation may be known under their own names; they will be programs of the corporation, not independent entities. The current Pantry, which will continue to be named the Zion Personal Essentials Pantry, is one such program. The current PEPartnership alliance will be a second such program, although we will need to use care as we talk about the corporation versus the program.

One significant change in donation methods which will need to be addressed is that Zion congregation members will no longer be able to contribute to the Pantry or the PEPartnership through checks made out to Zion; any checks will need to be made payable to PEPartnership, Inc. This was mentioned in the Pantry's report for the Zion Annual Meeting, and will be repeated in the Zion newsletter for at least the next few months.

**7. Info Item: Notable events since last meeting (10 minutes)**

- **Thompson participation in ELCA funding workshop, September**

The funding workshop, which gathered approximately 80 representatives from perhaps 50 programs who had received ELCA funding during the last three years, was a workshop stressing development of true solution strategies to the problem of hunger; the ELCA will be discounting programs whose approach seems limited to

“band-aid” treatment in future years. The workshop is intended to be the first in a series to be held over the next year or so, combining in-person meetings and web-based conferencing and collaboration. (NOTE: As of December 17, nothing further, either in terms of reporting out from the September conference or plans for future activities, has been heard from the ELCA.)

As part of the preparation for the funding workshop, Thompson stepped up work she was doing on a lit review that will be part of her D.Min. thesis project, and submitted a non-final but usable copy of the review to the organizers, as well as to a representative of one of the agencies involved in the workshop. The review, which looked at some 8,500 citations from both professional and mass-media publications, points to a clear problem in trying to make significant progress in fighting poverty and financial need, in the paucity of articles dealing with the structural causes of poverty available to the general public.

- **Site review from Second Harvest:**

During the normal annual review of facilities by Second Harvest, we were informed that the procedures used for the Food Cart are no longer considered adequate by Feeding America, which oversees Second Harvest’s operation; as a result, neither the Pantry nor Zion will be able to order food from Second Harvest. Zion could request re-registration for the food cart program, but only with fairly rigorous controls on the food distribution. The main impact on the Pantry is that we will need to identify other resources for providing snacks to Pantry guests on Pantry service days.

- **Presentation to Oregon Joining Forces for Families, October**

This was an invited presentation to representatives of agencies collaborating with the Joining Forces for Families office serving the Oregon area. The presentation was well received, with many good questions from the audience. There was also some discussion with a representative of the Oregon clergy about extending the mission of the Oregon food pantry to include personal and household hygiene products. In addition, Cynthia DeCamelli told Thompson a week or so after the presentation that one of the Oregon principles is working with the student council to establish a funding drive for Zion’s pantry. NOTE: As of December 17, nothing further has been heard from either the clergy group or the school district.

- **Announcement of Minneapolis-area Personal Essentials Pantry, opening date TBA**

One of Thompson’s D.Min. cohort members, who is the executive director of a church-affiliated non-profit corporation in Minneapolis, has approached the pastor of the affiliated church about establishing a PEP as part of their ministry, and has received overwhelming support. The pantry is tentatively being called the “Everything Else Pantry,” although specific timelines have not yet been established. The start date will be affected both by fund-raising efforts and by the fact that the Ms. Sanders will be undergoing knee replacement surgery in mid-December.

- **Pie & Cake Auction results:**

The auction brought in about ~\$2,800. Thompson has discussed the Pantry’s overall plan for annual funding events with Pastor Pat, who in turn discussed them with the Council, and the Pie & Cake Auction is now a formally accepted annual event, to be scheduled so as to coincide with fall harvest themes.

- **Sue Marks: Contact at Chalmers’ Jewelers**

Marks reported on request she received from a woman in the upper echelons of Chalmers’ Jewelers, who was interested in the Pantry’s ministry and mission and might be considering a donation. Thompson provided Marks with more detailed information and pointers to what’s on the website, but as of the date of these minutes, nothing more has been heard.

- **A Christmas Carol, December 2 and 3**

This is intended as the first of an annual Christmas play production. Cast includes Pantry staff members, Pantry guests, staff from another PEPartnership agency, Zion congregation members, and members of the general public. Tickets being made available November 1; base tickets \$5.00, to make attendance by Pantry guests more feasible, with suggested Sponsor, Benefactor, Sustainer, and Leadership levels for

those who wish to provide more support for the Pantry.

**8. Review of Proposals in Process (10 minutes)**

- Capital Times Kids' Fund proposal not funded
- Credit Union Foundation proposal submitted; waiting for decision

Thompson commented that these two organizations give relatively small grants, in the area of \$1,000-\$2,500.

We do now receive two regular newsletters that list open Requests for Proposal; unfortunately, many of these use an automated eligibility screening process that we can't pass, since the procedures rely on matching the proposer's EIN to the list of IRS-approved 501(c)3 corporations. This situation should ease as we go through the process of incorporation.

**9. Review of Capacity-Building (5 minutes)**

- ◆ **Improving financial resources**
- ◆ **Increasing community awareness**
- ◆ **Increasing community involvement**

**Issues and Questions:**

NOT DISCUSSED AT THIS MEETING; DEFERRED PENDING INCORPORATION

**10. Update on D.Min. program (5 minutes)**

I've now completed the class time for the first three courses – two of the required core courses and one of my three electives. I received an A for the first course, which was a required core course; the grade for the second course, an elective, was only a B-, although the grade for the final paper was an A-. Although disappointing in the extreme, the feedback from the professors indicates that they were impressed with my improvement over the week of the course, and also with my performance in light of the fact that I had not in fact taken the previously required pre-requisite (which is in fact not now required).

The required final project for my second core course, *Church in the World Today*, which is due 3/1/2012, will focus on our process of incorporation, and how that relates to the concept of "church" as the world sees "church" today.

I've begun preliminary pre-research for my thesis project, and expect to be collecting the information necessary to let me develop one of the main research instruments as of the end of this year. As of June 2012, I'll have completed all of my electives, and all but one of the four non-thesis core courses, so I'll have the latter half of 2012 and most of 2013 to devote to research.

One of my cohort members, Paula Sanders, has received approval to start a PEP in Minneapolis, as a member of the PEPartnership (see Item 7, above). She is also planning to do her thesis project on the process of setting up that pantry, and evaluating its effect. This means that she and I will be doing separate thesis projects that refer to each other; we'll be one of the resources for her thesis, and her agency will be one of the data sets for my thesis project. This was presented to one of the professors who is central to the administration of the D.Min. program, who is excited by the idea of having essentially cooperative thesis projects within the cohort.

Assuming everything goes according to plan, graduation will be May 10, 2014.

**11. Confirm Next Meeting Time**

*These are now rule-set, for the 3<sup>rd</sup> Tuesday of every even-numbered month.*

**Tuesday, December 20, 7:00 pm**

**Meeting Concluded:**

Time: 8:39