

Personal Essentials Pantry Minutes: June 23, 2012

Members:	Present	Absent						
Christine Thompson, Executive Director	✓							
Muhammad Abdullah		✓						
Carol Cass		✓						
John Egleston	✓							
Faith Markle	✓							
Sue Marks	✓							
Peter Luisi-Mills	✓							
Mike Rolfsmeyer		✓						
Meeting Time		Begin: 9:15 am						
1. Appoint secretary for meeting Appoint timekeeper for meeting		sec'y: John Egleston timekeeper: Sue Marks						
2. Approve Agenda (2 minutes)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Moved:</td> <td style="width: 33%;">Second</td> <td style="width: 33%;">Appr'd</td> </tr> <tr> <td style="text-align: center;">✓</td> <td style="text-align: center;">:</td> <td style="text-align: center;">✓</td> </tr> </table>	Moved:	Second	Appr'd	✓	:	✓
Moved:	Second	Appr'd						
✓	:	✓						
3. Approve Minutes of Last Meeting <i>Minutes: April 28, 2012</i> There being no voting quorum, approval was not possible at the meeting. A motion to accept the Minutes is being circulated by email vote.								
4. Info item: Financial reports <i>Current Spending vs. Budget: Designated Funds & Grants -April, May 2012</i> <i>Current Spending vs. Budget: In-Kind Donations - April, May 2012</i> Issues and Questions: A question was raised as to the cost we pay for paper; Marks had noticed that cases of ten reams were available at Costco, which several Zion members shop. Thompson will add copy paper to the "What We Need Most" list, with a note that it's available cheaply at Costco.								
5. Info Item: Demographic Reports PEP Fulfillment Study: April, May 2012 PEP Summative Household & Registration Data (ongoing summation of data) Issues and Questions: Thompson reported that there has been a noted increase in the number of new registrations over the past couple of months, which may be a reflection of the termination of federal emergency unemployment compensation funds now that Wisconsin's unemployment rate has improved above the defined point for federal assistance. There was comment on the fact that once again those in most need are actually being harmed by apparent improvement in the economy.								
6. Info Item: Information Technology Report (5 minutes) <i>Report from Mike Rolfsmeyer</i> No formal report; progress on new version of PEPbase software reported separately under Item 12, below.								
7. Incorporation of PEP Partnership, Inc. (5 minutes) <ul style="list-style-type: none"> • Application for IRS Recognition of 501(c)(3) status Courtesy of a \$600 loan from Sue Marks (see <i>Memorandum of Agreement</i>), the filing fee of \$750 is on hand. The application will be completed (needs to have requisite attachments located and bundled) and mailed by June 30. Issues and Questions: The Board thanked Marks for her generosity, and accepted the terms of the loan repayment.								

8. **Filling out the Board: discussion of recruiting one other members**

- Thompson still needs to bring awareness of open seat to affiliated groups (Greater Isthmus Group, Lutherans United in Assisting after Disasters, Wisconsin Faith Voices for Justice)
- Should make announcement via flyer/brochure at Host station to guests

Issues and Questions:

Thompson will prepare a flyer detailing the search for Board members. She will distribute copies of the flyer to Zion Pantry guests, and to the Catholic Multicultural Center, Stoughton Watershed Personal Essentials Pantry, and other groups she works with. Marks requested a copy to give to members of the Kramer Foundation.

9. **Fundraising for 2012**

- Pie/cake auction in September/October - need to schedule with Zion, put into newsletters, publicize generally
- Christmas Carol first weekend of December - need to schedule with Zion, develop audition/rehearsal schedule, publicize with Schenk/Atwood Neighborhood Association (who have a festival same weekend)
- Correspondence between PEPartnership and Zion Council re: cessation of individual Zion congregation members as sponsors

Issues and Questions:

Marks and Thompson presented background information on the correspondence between Thompson on behalf of PEPartnership and the Zion Church Council. The Council noted that although Zion Church as an organization supports PEPartnership and particularly the Zion Personal Essentials Pantry, they have no control over what individual members of the congregation may do. Marks noted her communication with members of the Council, which highlighted a basic misunderstanding: they were unaware of the lengthiness of the process to obtain approval from the IRS as a tax-exempt corporation, and had assumed that PEPartnership had become able to apply for grants as of December 15, 2012.

Thompson pointed out the support of Zion Congregation, detailed in the letter from the Council, in its willingness to host and contribute to the Pie & Cake Auction and the performance of *A Christmas Carol*. Scheduling and planning for both those events will begin in late summer, with the Pie & Cake Auction probably scheduled for late October, and *A Christmas Carol* set for the first weekend in December, which coincides with the Schenk-Atwood Winter Festival. Thompson will be contacting the Schenk-Atwood Community to coordinate with them.

Marks will be contacting the owners of Uno's Pizza to see if they would be willing to designate a night for support of the Pantry, where a given percentage of sales for the night would be donated to the Pantry.

Marks also suggested looking into Groupon.com, a fund-raising strategy that owners of the Edgewater's restaurant have used. *Update: An article in the Business section of the Chicago Tribune on Sunday, 6/24, raises questions about the management of Groupon.com. Thompson will be investigating further to see what effect this might have on the ethics of our using Groupon.*

Luisi suggested that Thompson might present at the Intervarsity National Service Center chapel, as a way of raising awareness of PEPartnership's and the Zion Personal Essential's ministry with staff there, with the hopes that it could lead to a product drive and an ongoing donor relationship with staff at Intervarsity NSC.

Marks suggested applying for a table at this summer's Summer Fest, scheduled for July 28-29, to promote interest and involvement in the Zion Personal Essentials Pantry and PEPartnership. Thompson will initiate contact and apply for such a table, and will work with Marks on the display.

10. **Thompson Updates**

- **Research - leading to October pre-proposal for D.Min. Thesis project**
 - **Performance Characteristics of Faith-Based Agencies: Agency, Clergy and**

Guest Surveys May-August

Surveys have been available on-line since April; 40 Agency surveys, 18 Clergy surveys returned. Only 3 on-line Guest surveys, but have 100+ Guest surveys from PEPartnership Alliance.

- **D.Min. work:**

- **Results of June elective, Gospel and Global Media**

One video story on “My Life and Welcome to It,” scripted by Markle and Thompson

- **Fall 2012 classes:**

- Research Methods (preliminary thesis project proposal)

- Biblical Interpretation

- **2013:**

- Thesis Residency January 2013

The remainder of 2013 can then be devoted to the actual thesis research, analysis, and writing.

- **Work with Affiliated Organizations**

Thompson is now on the Interim Board of Wisconsin Faith Voices for Justice (see website: <http://wisconsinfaithvoicesforjustice.org>) and on the Interim Council of LUAD, Lutherans United in Assisting After Disasters.

11. Review of PEPartnership Programs:

- **Zion Personal Essentials Pantry**

Reasons Behind the Plan: still looking at language re: “volunteers” doing court-ordered service

Markle will be drafting substitute language for the current clause regarding “people who have made bad decisions and fallen from grace,” recognizing that all of us fall short of what we are meant to be, and all of us make decisions that can result in problems.

- **Community Supported Volunteers**

The Plan of Operations for the Community Supported Volunteers program is still being developed.

- **PEPartnership Alliance**

The Salvation Army still does not have sufficient computer capacity nor adequate volunteer capacity to run their Personal Essentials Pantry in accord with our policies and procedures. Thompson recommends that the pertinent supervisors at Salvation Army be apprised of the problems that this presents to the PEPartnership Alliance overall, and that they be informed that until and unless they can come into compliance, their status as a member of the PEPartnership Alliance be terminated.

Issues and Questions:

Thompson will draft a letter to the Salvation Army setting forth our dissatisfaction with their performance under the Memorandum of Agreement we have with them, and stating that unless significant progress can be made toward compliance by October 1, 2012, we will no longer accept them as members of the PEPartnership Alliance.

12. PEPbase 3 Revisions

Although no formal report was possible, the new version of PEPbase 3 was presented informally to Board members. The new version has made basic changes to the user interface to make the program easier to use without formal or in-depth training, and provide information in ways that are much easier for Pantry Hosts to understand. The security structure has also been reworked, making it easier to custom-fit access profiles. One such profile will give guests access to the information about pantries within the PEPartnership Alliance, and to the Instock status for each pantry. It will not be feasible to provide individual access to each household to let them see their own record or what they are eligible for on any particular day; there is no way to allow custom passwords without a full-time staff member devoted to that task, and it is far too dangerous to privacy to allow generic passwords.

Thompson praised Rolfsmeyer’s dedication and attention to detail on undertaking this very valuable revision to the program.

Rolfsmeyer expects to have PEPbase3 ready for use some time in August.

Thompson and Rolfsmeyer plan to allow PEPartnership Alliance agencies to continue to use PEPbase2 if they prefer for at least a few months, although there will come a point where PEPbase2 will no longer be supported.

13. Review of Capacity-Building (*deferred for now*)

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

Thompson hopes to bring this to the Board as an active agenda item in August.

Meeting Concluded:

Time: 10:40

Next Meeting

Saturday, August 11, 9:00am

Action Items

- Mail 501(c)3 application package
- Develop flyer detailing call for Board members
- Distribute flyer re: Board vacancy to GIG, WFVJ, LUAD, CMC, Stoughton Watershed, guests
- Send flyer re: Board vacancy to Marks for Kramer Fndtn
- Schedule Pie & Cake Auction, *A Christmas Carol* with Zion Council
- Contact Schenk-Atwood Neighborhood Association re: including *A Christmas Carol* in Winter Festival publicity
- Contact Uno’s pizza re: donation night for Pantry
- Check into possibility of Groupon for fund-raising
- Talk to Intervarsity National Service Center chapel staff re: presentation by Thompson
- Apply for table at Summer Fest
- Draft replacement language for Reasons Behind the Plan regarding court-ordered community service volunteers to reflect more accurate theological understanding
- Draft Plan of Operations, Reasons Behind the Plan for Community Supported Volunteers Program
- Draft letter to Salvation Army re: compliance with PEPartnership Alliance Memorandum of Agreement

Who | Timeline

Thompson; by June 30

Thompson; by June 30

Thompson; by June 30

Thompson; memo sent 6/26, expect reply by 8/1, else will follow up

Thompson; by 7/15

Marks; by 7/15

Thompson; by 7/15

Egleston, Luisi; by 7/15

Thompson; by 6/13

Markle; by 7/15

Thompson; by 7/31

Thompson; by 7/3
Review by Board; by 7/10