

PEPartnership Board Meeting notes 9/6/14

Present: Christine, Karen, Ginny, Carol, Mike (via Skype), John, Peter; Cassie joined at 9:50

1. **Appoint secretary** - John, **timekeeper** - Pete +
2. **Approve agenda** - Karen: cloth diapering session at FUMC, FUMC Green Team interest; Christine: CDP staffing
3. **Approve minutes** - none to review
4. **Info item: Financial reports** - none to review
5. **Info item: Demographics** - steady work, new registrations seem to be slowing down significantly
6. **Info item: IT** - Mike: 5.3.1 supports trilingual headings and instructions, adding PEP Buffalo as a separate regional database was easy, wiki index 4.2.2 update with MySQL accomplished. Christine: converting websites to Joomla. In the future it would take standards investigation and additional documentation for installation. Copyright is in place. Buffalo wasn't able to join the Alliance day due to short reach of wireless discovered day of.
7. **Fundraising:** Open house with Plymouth scheduled for Sat. 9/20/14 time t.b.a. (about 11 to 3) - need volunteers. Pete's church, St. Andrews Episcopal is doing an ingathering offering for PEP. Carol shared her children's book on the Toilet Paper Fairy.
8. **New agencies:** Buffalo; new contact in Jacksonville, IL; unaffiliated PEP in Allied Drive is looking to work closely with Good Neighbors. There's interest in Verona and one more community. Loraine from Grace Episcopal will ask their board to join PEP to tie in for central Madison. Newest volunteer is from a church on NE side that's been talking of a pantry and will initiate with their pastor. The onboarding process is simple with clear expectations. Investigating a source of higher capacity TP. TP is now separate on 2nd Harvest's shopping list. By request, we'll suggest adding reading glasses, limited to one per year. Lions and others are one pair of glasses per lifetime, not all such services are transparent.
9. **Cloth Diapering Program:** Lots of interest in it. One family came to Cassie's house and was helped. Karen's inviting FUMC volunteer luncheon for presentation Thu. 9/25/14; Cassie may be able to help. 3 or 4 from Plymouth are interested in sewing and construction. Looking for a local trainee who can understand and relay content accurately - probably someone without kids. RSVP Retired Veterans, Tom Poppy, might connect us with a dedicated volunteer. Time for individual coaching toward confidence is the biggest hurdle - more than materials. A job description is needed, including ongoing, personalized support. No word from Lodi pantry.
10. **2014 Alliance Meeting:** Lower key than last year. No major issues. Missed a few participants because of a mistaken address. Within 5 years it could become a regional meeting plus webinar. Feeding America is following up on

the "In Short Supply" study. Good Neighbors has offered to help present at Madison Non-profit Day; no response yet to proposal. Christine will join a panel discussion on WORT 9/22/14 7PM.

11. Board issues for 2014 and 2015:

a. Increasing Board participation beyond meetings - brainstorm list, then select

i. Cloth Diapering Program

1. Potential for collaboration (and future donations) with Baby Shower for Madison / Project Babies
2. WIC and other promotion awaits more staffing and funding
3. Cassie can train more people

ii. Fundraising

1. volunteering at Bratfest for \$4/hour
2. celebrity cashiers choose a charity
3. talk with Tim Metcalfe
4. get in on ground floor of alternative Bratfest

iii. Assistance with communication

1. via social media - Facebook page needs daily posts
2. Twitter? Can be fed to Facebook, Google+
3. print media and other
4. graphical facelift of website - must use sustainable tool (Joomla)
5. Plymouth volunteer may build PEP Plymouth site
6. Content maintenance is the challenge
7. Choose a mobile template for Joomla
8. Periodically promote brochure table that lists products by pantry

iv. Training and support

1. For new Alliance members
2. Adapt PowerPoint for general use for presentations - another for looping display
3. Social work intern? Seminarian intern currently with WFVFJ.
4. UW, Edgewood could be rich source for volunteers and interns.
5. Hospice offers ongoing eight-week training.
6. MATC has a pool of childcare.

v. Volunteer staffing and recruitment

1. One new volunteer for Plymouth
2. Pursue relationship with schools and early literacy (Project Baby has an Early Literacy Community Outreach)
3. Office staff - bookkeeping, account invoicing - need a job description
4. Connect with Dane County Time Bank (with a different level of support for some demographics)
5. Post volunteer job descriptions on website to link from Facebook

6. Good Neighbors draws occasional volunteers from all 5 congregations so training and mentoring is perpetual
- vi. Establishing welcoming atmosphere
 1. Flow has been lower than the rush of 30 in Zion's Fireside (like a living room).
 2. Lots more conversation happens between coordinator, staff, volunteers and guests now in the well-lit office due to more days per week and no early arrival.
 3. Refreshments can take on a life of its own, with dishes to clean. Overflow space is available but not needed now.
 4. Efficiency is high, visits are quick. Maybe six numbers are used on Sunday. New guest registrations are even quick. Choosing from personalized printed form, waiting while product is picked - very well served.
 5. Mike's recording John's idea of checkbox for changed situation with regard to incontinence.
 6. Bonding over product selection and service is a welcome change from most food pantries.
12. Mike asks if demographics of government assistance, supplemental income, employment status, mental illness, housing status, etc. are desired? Periodic one-off survey of random guests. Karen notes TFAB pantries have to collect some of this data, plus senior citizens and children; she's pushing for more transparency. Project Bubbles free laundry program found May is their busiest month.
13. It feels like we've reached a new stage of Alliance expansion, similar to 2007's expansion and formalization of Zion Pantry.

[]check calendar for 9/20 open house, about 11 to 3

[]extend wireless for future meetings