

PEPartnership Board 6/3/15 minutes

Update from Lois and Christine

Lois has been ordering, Christine's been paying the bills. Lois has established contacts for Good Neighbors and Grace to set up their own orders with Certco. We went by order and delivery date to differentiate the three pantries, but Loraine, Nancy and Lois are using a computerized ordering system with separate. We had a transition in picking up the product so that Lois' husband has been picking it up. Most volunteers have been showing up as scheduled; one was definitely missed on a fifth Sunday. Lois and others have been done data entry, which can be done during the shift; that needs to be communicated to other shift leaders. There are few unusual circumstances - system offline, or if the entry isn't done on the day - that affect that. Lois has been putting in about 8 hours a week, all PEP Atwood coordination.

If Christine were doing what she wanted she wanted, it would be a 40-hour week in literature review, writing proposals for funding, building Alliance relationships, etc. Right now Christine can put in a 5 or 6 hour day 4 days a week, including things beyond PEP. She's been hanging back at her desk when the most competent staff are on point. Teaming up is always advisable. Guests have pitched in by getting the door.

PEP Atwood relationship to Alliance

PEPartnership grew out of PEP Zion/Atwood and it's useful to have it as a program as a test bed. Should they be separated? Or at least have a separate coordinator? The other coordinators keep in touch but there's no oversight. Atwood coordination would require oversight of finances at minimum to keep ordering and the division of funds. Both annual Alliance meetings in 2013 and 2014 were highly collaborative, with new reports generated out of the interaction.

Atwood staffing and volunteers

Carol notes there's enough volunteers to function, but we need more. Lois is willing to coordinate for the time being while we look for an apprentice coordinator from Plymouth. Carol will get Sue to transfer signatory access to the bank account to Peter. The Board and Christine own the priorities of documenting processes; securing credentials, financial information and board minutes; moving Quicken/Quickbooks to a second PC to facilitate entering financial records. Christine regards herself as the minister to the Partnership and to the Pantry guests.

Lois as coordinator can handle:

- Ordering

- Volunteer staffing - Pull together a list of all the volunteers and give it to all the volunteers with their permission.
- Weekly financial consult before ordering
- Office supplies

If a minor is the only volunteer or anyone else is uncomfortable being the only volunteer, PEP Atwood will close for the day or until such time as another staff or volunteer is on site. Lois will add this to the procedures notebook.

Funding

Lois would like to see more of the nearby churches beyond Lakeside and Zion. As a 501.c.3 we cannot promote a particular faith; we can partner with and give credit to churches and other organizations. We won't get direct funding through United Way without a specific audit.

Board terms and turnover

Cassie has expressed desire to bow out of the Board. Pete and John can as well; all but Ginny are eligible having completed three year terms. Alliance pantry coordinators appreciate being invited to Board meetings. Ginny will announce at Plymouth the need for volunteers and Board members. Board committees could form around fundraising and other needed focuses. (Cloth diapering initiative is on hold; is there a place that would like to pick it up? The MOPS program Robin mentioned.) Loraine or Scott from Grace? Faith knows a teacher who lives in a housing co-op who's active with other organizations. Ginny will put a note on the Lowell listserv for volunteers. We don't have the capacity currently to support student internships. Think of specific people to invite to become Board members. Alliance members could be given auxiliary Board seats with or without a vote.

Board motion

The Board thanks Lois for her work as interim coordinator, welcomes Christine back to the Executive Director role with PEP Partnership, Inc. and appoints Lois as ongoing PEP Atwood coordinator. PEP Atwood is a program of PEP Partnership, Inc. that operates semi-independently.

Communication

John will launch PEP Partnership Alliance Google Group based on info from Christine and Lois. That will be a place for pooling materiel, Board nominations, etc.