

# Minutes from Pepartnership, Inc. Board of Directors Meeting on Saturday Feb 20, 2016

**Present:** Christine Thompson, Michael Rolfsmeyer, Peter Louise-Mills, Faith Markle, and Lorraine Brathwaite

**Absent:** Carol Cass and John Eglestad

**Start Time:** 10:07 AM

## Introductions

Christine welcomed Lorraine Brathwaite to her first board meeting, and made introductions for all others in attendance. Non-board members present at the meeting: Nancy Baumgardner (Good Neighbors), Sharon (Stoughton PEP) and Steven (CMC Catering).

## PEP Buffalo (Matt Urban Hope Center)

Christine and Michael spoke as to PEP Buffalo's lack of pepbase data since October, 2015. Michael contacted Dan Auflick who replied via email. They have received a small grant, and are re-evaluating their procedures as to if-when they will resume hosting an essentials pantry. Christine will notify Dan about the 10<sup>th</sup> Anniversary Banquet.

[info@pepartnership.net](mailto:info@pepartnership.net)

Our website currently lists [info@pepartnership.net](mailto:info@pepartnership.net) as the primary contact email. All messages sent to this address are accessible through cPanel at our web hosting service, and automatically routed to Michael's inbox. An alert is also sent to Michael and Christine's inbox for all new user accounts created on the website.

## Begin of Month/End of Month Report

A suggestion was made by Michael to include a new pepbase report charting the number of household visits over the course of a month. This report would support his hypothesis that more visits occur during the end of the month. Lorraine mentioned that Grace's food pantry experienced greater numbers on the 1<sup>st</sup> Saturday of each month. Steven thought visits to the community meal program at CMC were made towards the end of the month.

## Bratfest

Michael will send the required form to Nicole Lauderdale in order for Pepartnership to have volunteers in this year's Bratfest.

## Updates to website

Michael explained recent changes to the website at [pepartnership.net](http://pepartnership.net). These include:

- New private Board of Directors tab under the Alliance tab
- New Alliance History tab
- New link to Mobile Cause online giving app

A discussion followed concerning term limits and recruitment for board members. According to the bylaws, Directors shall serve for a term of two years, and No Director shall serve for more than two consecutive terms. Christine mentioned that the bylaws could be amended through a vote. Sharon suggested a list of expectations of board members during the recruitment process.

Christine requested the addition of Grace Essentials pantry to the Alliance->History tab.

Sharon asked if Pepartnership, Inc. provided liability insurance for board members, Christine explained that members were exempt from liability according to the articles of incorporation.

### **Lent/Spring Donation Drives**

Christine explained that Lake Edge Church is pledging \$2,000 for In-Kind donations during the lent season. Plymouth church will send Sunday school kids to distribute flyers in the neighborhood. Christine will take the Sunday school kids on tour of pantry tomorrow (Sunday, Feb 20<sup>th</sup>).

### **Mobile Cause**

Christine explained the benefits of Mobile Cause:

- No surcharge on first \$5,000 of donations
- Includes support for ticket registration
- They have great support
- Includes messaging system to replace Constant Contact

### **10<sup>th</sup> Anniversary**

Christine explains details of 10<sup>th</sup> Anniversary Banquet:

- We now have over 11,500 registered households
- Event will be held at Lake Edge Lutheran Church
- We need at least 4 volunteers for set-up/take down

Steven (CMC Catering Rep) introduced himself and presented CMC's catering options:

- Lasagna is most popular
- CMC's clients include UW, St. Vincent, and Queen of Peace
- Christine thought buffet was the best option

- Lorraine explains that the food is the highlight of fundraisers, and to make sure guests leave happy

Lorraine suggested \$75/plate with raffle separate, Sharon suggested \$50/plate Sharon suggested that the MC and guest speaker be someone who everyone knows (Celebrity, newscaster).

Christine would like speaker from Feeding America .

Nancy explained Table Sponsorship, where one PEP rep would be responsible for one table

Christine requested Michael to post anniversary banner on the website.

For entertainment, Lorraine suggested a couple of Jazz musicians she knows who will work at no charge.

Christine recommended local restaurants to offer dinner gift certificates as raffle prizes, asks Michael to contact owners of Bluephies and Avenue Club.

Cost of the event will be speaker plus food.

Lorraine knows small business in Sauk City to print raffle tickets. She explained we need a license for raffle tickets.

Sharon explains we could recruit businesses to sponsor a speaker.

Nancy says Thrivent Lutheran could help with the cost

Christine will look into Feeding America speaker and possible overnight lodging for the speaker.

Sharon says sports event tickets (Packers, Badgers, ect.) are popular raffle ticket prizes.

Christine requests that each board member contact at least 2-3 businesses for raffle prizes.

Christine says CMC will need a deadline (as to how many guests).

Lorraine asks that we call Lake Edge about capacity seating before posting Board Minutes to the website.

Lorraine asks about a rolling bar (alcohol) at event, Christine replies No.

Lorraine will send Christine a contact list for press coverage.

There should be a theme for the speaker.

**Next Board Meeting:** Saturday, March 19<sup>th</sup>, 10:00 AM at Plymouth Church.

**Meeting End Time:** 11:45 AM