

Minutes
PEPartnership Board of Directors Meeting
March 19, 2016

Present: Christine, Sherry, Michael, Faith, John, Lorraine

10th Anniversary Banquet – 6:30 Saturday, June 4th

- Lake Edge Lutheran Church can seat 200, catered by CMC's catering training program with beverages and dessert by ourselves. Tickets will be \$50 and tables of 8 can be sponsored for \$400. Janitorial fees are ~\$20/hour. Dave Stoller is available to play for free; we'll offer an honorarium. Music should start at 6:00 when doors open.
- Lois checked on plates, supplies and commercial dishwasher. Sue Marks, original pantry coordinator and accustomed for production baking, will make centerpiece cakes.
- Speaker will be David Lee, Executive Director of Feeding Wisconsin, part of Feeding America food bank. We'll be covering his travel expenses.
- Raffle license has been applied for, and Mike and Christine have each recruited two donated prizes. Lois is recruiting on Atwood, Lorraine will check Soap Opera. The more the merrier. Raffle tickets will be \$5 or 5 for \$20. If prizes total more than \$2,000 they must be reported.
- Volunteers needed for:
 - baking with Sue
 - setup – John (Dyann? Amos?)
 - one person steering people – Faith, Vaughn
 - registration and onsite payment
 - possibly parking
 - supervise buffet's entrees initially
 - guide pickup of raffle prizes
 - clean up – Lorraine, (Mike will ask Luke House), John (Dyann? Amos?)
- Communication plan will go into action April 4. Board members and Pantry coordinators can recruit raffle prizes and sell banquet and raffle tickets. Christine is setting up the event registration and giving paths on Mobile Cause, including a donation without banquet ticket.

PEPbase

Password reset self-service isn't yet available in PEPbase as in the Joomla website. Mike indicated that's not a trivial project.

Research

Lorraine estimates she spent \$5,000 per year prior to joining PEP, then \$2,500 to start with PEP and \$400 since. She has detailed metrics and will contribute them. 100% of Grace's food pantry guests got TP; now they don't all get TP but have more consistent product. Feeding America's report substantiates our experience and they affirm our approach as a model. Lorraine notes how our approach subtly reinforces responsibility. Lorraine once reserved laundry detergent for pickup the following week by several households from a pending order from Certco.

Faith suggested in Dec. an informal, internal study of how long a current product lasts. Accept volunteers, affix labels with start, and enter data. Christine suggests starting that in April.

Sherry asked, "When people donate items, does it confuse the system?" No, it's a great math and handwork exercise. There's a shopping list on the website; it's always easier to bundle than divide. HyVee has a sale on the laundry detergent we use at \$1.50 instead of the \$3 we pay wholesale. If we give an undersized item freebee, it doesn't count against their product order.

An Epic travel size drive could collect hotel samples to supply pantries.

Lorraine, Christine, Faith and Mike described the dynamics of guest arrivals, number systems and line waiting. About 50% of PEP guests are one-time visitors; because we don't require qualifications, we can catch people as they're slipping into need. "You're here. That's all we need." Economy of scarcity makes for strange effects.