

The meeting was called to order at 6:36 PM by Carol Cass, president. Also present: Christine T(Ex Dir), Lorraine B (board), Mike R (board), Lois R(PEPA), and Robin C(GNP). Missing board members: John E, Faith M, Sherry R.

There are 8 Board positions per bylaws; six(6) must be filled; 4 current members have over-extended terms. This is Carol's last meeting. Faith, John and Mike also need to be replaced. Two(2) positions have been vacant for some time. Some discussion about member responsibilities occurred and meeting bimonthly was affirmed necessary until the issues identified at this meeting are satisfactorily addressed; dates for future meetings were not set. Board member's responsibilities include more than attending meetings and members are expected to encourage and question activities of Ex Dir.

Christine stated that the Articles of Incorporation and Bylaws specifically indemnifies board members from personal liability. President, Secretary and Treasurer all need to be elected. Everyone is encouraged to seek/nominate volunteers. Pantry coordinators could serve as board members if selected. Lois has nominated Cheri Timpel, a former PEPA volunteer who has confirmed her willingness.

Christine affirmed 990 tax forms required for 501c status have been filed for both 2014 and 2015. Because PEP Alliance income is less than the \$50,000 limit for public, charitable groups, this document is basically a postcard. This information is available for review by anyone on the IRS public website. Christine also has copies but is unclear as to where at this moment. Financial information for this report includes only the PEPA and the Alliance; other pantry financial information is not reported here. Good Neighbors, Grace, Catholic Multicultural, and Watertown pantries are all covered under their own church or 501c charter. Stoughton has used the Alliance 501c status when applying for a grant from Wells Fargo and will need to report that income to the Alliance if received.

Christine again explained that 1% of all money received directly to the Alliance stays with the Alliance for administrative costs; the remaining 99% is distributed to the pantries based upon percentage of total guests served. Money received designated for a specific pantry goes directly 100% to the designated pantry. It was requested that this information, formulas, etc be written where The Board and Pantry Coordinators can access. Christine and Mike will work together to put this on Alliance web and all will be given access at appropriate levels.

Christine explained the financial accounting system. She does not enjoy this responsibility. A procedure is defined but is not written or up to date. Documents do exist for 2014; 2015 & 2016 need to be done. Assistance is needed to update this and Lois will assist with organizing/preparing these documents and filing for tax purposes. Financial auditing has not been completed for 2014 and 2015 and the board must find someone to do this. Robin informed the group that Quicken is now available "in the cloud" and this should be explored so the financial secretary could work from home; the financial secretary need not be a board member. A financial secretary and treasurer are to be sought. Christine, John and Robin will work

together to formalize and document the financial procedures. Current bank signers are Carol, Peter who is no longer on the board and Lois.

A financial report of the 10th anniversary event was submitted. All pantries have not yet received their appropriate share. Good Neighbors has been receiving diaper purchases instead of cash. The report does not address this pending distribution difference.

Christine continues to work on completion of her graduate program. She has limited time and energy for additional activities and would prefer to concentrate on research and proposals to assist with policy changes such as requested by David Le of Feeding America.

Lois is exploring if a less costly financial institution can be found than Chase bank, perhaps a credit union. Robin questioned if fraud insurance is provided by CU. Currently Chase bank charges a monthly administrative fee(\$15) and \$34 for every overdraft and several occur as Lois has access to bank available funds but does not know when to expect regular donations, paypal transfers. Only Christine has access to this information and this results in inability to purchase product without exceeding the available balance some weeks. A system to allow access to this will be sought.

Robin has an online system for volunteer sign-up and will share this. Mike will work to make a shared documents place for the Partnership. GN also has thank you notes and other items.

Christine reported about grants. A grant(JET) has been received that allows pantries to purchase diapers, but not pull-ups, at a significantly reduced cost. Lois does not plan on offering pull-ups at PEPA as a result so this will stretch the income further. JET has been purchased by Wal Mart so this provides some concern. A request to Dane County Dental Society has been submitted but no decision has been received.

Per the Articles of Incorporation and Bylaws, all pantries operate independent of The Alliance and within *The Memorandum of Agreement:PEPartnership Alliance document*. The exception is PEPA which operates under the direction of a Coordinator who reports directly to the Executive Director of The Alliance.

The space agreement between The Alliance and Plymouth UCC needs to be reaffirmed; Christine will do this. PUCC remains supportive and is not requesting money for building use.

All pantry Coordinators and Board members should log-in to the <http://pepartnership.net> site and Mike will assure everyone is given appropriate level access.

An effort is being made to assure The Alliance can continue to operate if/when Christine and/or Mike are no longer involved. The software has a copyright. How will it survive "in the cloud"?

The meeting was adjourned at 8:45. Respectfully submitted by Lois Roth

Pending/Unfinished Business

1. Fill 6 Board positions
2. Elect/Designate Pres, Sec & Treas.
3. Set/Communicate regular Board meeting dates
4. File 990 tax forms on web and/or book
5. Document formula for distribution of Alliance earnings
6. Improve/Implement web access for all Board and Coordinators
7. Complete 2014-2016 financial documents filing
8. Complete 2014-2015 financial audit
9. Establish Quick Books...on the cloud
10. Appoint volunteer Financial Secretary
11. Distribute June banquet income to pantries
12. Establish regular income awareness for Lois
13. All Board, coordinators sign in to web
14. Write thank yous
15. Reaffirm space use agreement