

2016-12-10 PEPartnership Board notes

December 10, 2016

1. Present: Christine, Sherry, Faith, Michael, John. Visiting as Atwood PEP coordinator: Lois Roth
2. No formal agenda. Trying to catch up, get our bearings and wrap up the year.
3. Recent PayPal snafu cost Christine \$30 and time and effort.
4. Mobile Cause takes more effort than was invested in it this year. It may not be renewed for 2017 based on cost.
5. Lois has volunteered to take on the day-to-day financials. Robin says the latest Quicken version is cloud-based and multi-user.
6. Lois has recruited volunteers for the Atwood Pantry, including third Thursdays starting in Jan. 2017. More volunteers are needed to help share Christine's work.
7. Board members have access to our documents on the Alliance tab on the website. Coordinators for pantries could be added to a separate security group.
8. Our website was compromised due to vulnerability in the pre-installed Word Press software. Michael removed the malicious files from our server, and the hack messages no longer appear in search engine results. The coordinator email is also getting spammed excessively.
9. Food for Thought at East and Sandburg is looking at our local pantries that offer essentials alongside food. They only distribute to parents of students. Community Diapering could also help them. Something may work out by mid-2017.
10. We had diapers stolen in Verona because they were delivered by FedEx without signature. The address hadn't been switched.

11. The voice mailbox was full; Christine will monitor it now. PEP has no debit card.
12. People's UMC is currently doing a small essentials pantry in Oregon and is interested in the Alliance. We have lots of Oregon people who travel in for PEPs.
13. We still experience pushback from people who want to avoid computers. We assure workers we have no governmental requirements or reporting. This would be a good reason to keep PEPbase separate from food pantry systems.
14. 211 still lists Atwood Pantry at Zion. Christine will call 211 to see if she can talk with Aggie Reedy.
15. There is a PDF copy of the outdated brochure from 2014 on the Good Neighbors Pantry website. Michael emailed Robin and hasn't heard back. A link to the PEP site can be supplied. The brochure now has an as-of date. Michael noticed the PEP logo on the Spanish version is old.
16. Hmong and Arabic are desired for languages. Lois has info about a local refugee service that might provide translation. Shopping lists are already available in English, Spanish, Hmong and French. Ken Baun may have access to someone who could help with a resource for doing the translation in Word for brochures and PHP for shopping lists.
17. First visit for a non-English speaking guest without translation, we register them and get them all they're eligible for.
18. Is it possible to print icons next to items on the shopping list? Or on a poster? Mike or Christine can create a report with all the names of about 50 products. We need photos of product but not results. John can print in 11x17 and color and laminate. Word doc can be shared with all pantries to filter for what they offer.

19. Lois asked how the wider PEP Alliance gets good representation on the PEP Board. Now is the chance to recruit for more board members. An individual invitation would be appropriate.
20. The financial reports need catching up. The current Board member job description hasn't been updated since 2011. Confirmation of minutes received and read is a minimum, with approval at next meetings.
21. Consistent meeting times would help. Faith missed two board meetings because the date was updated but passed before she could see the email. Decide date ahead, or discuss only among board members until the date is firm.
22. Christine will reply Nancy tomorrow or Tuesday.
23. Mike added Christine's Gmail address to the info@ email forwarder.
24. The PayPal buttons on the website are designated for the various pantries, but the only donations coming in are for Atwood.
25. Lois will ask Certco about pullups. They aren't part of the Community Diapering program; they're twice as expensive and are sometimes used early and long.
26. Board meetings via Skype are a possibility.
27. We could spend \$800 per week and now have \$200 to \$300. A Christmas appeal is needed to the connected congregations for funding and product. What about a church-based diaper sale at the lowest price?
28. Bill at Plymouth asked which products are needed regularly they could ask for on a monthly basis. These are items we don't often stock because of expense:
 - Qtips
 - toilet paper

- disposable razors
- nail clippers
- lip balm
- baby wipes
- 12-oz. skin lotion
- dental floss
- emery boards
- paper towels
- kitchen garbage bags
- diaper sizes 3-6
- same-size strip bandaids.

Lotion and shampoo can be collected from hotel rooms when traveling and combined.

29. Board recruitment isn't possible for each of us. We need to be clear about expectations. A broad variety of perspectives is important. We need to focus on who can do what needs to be done. 2014 data has been entered. 2015 data needs to be entered and reported. Lois can catch that up.
30. Mike will be available when agenda items interest him, aside from continuing technical work. Faith's term is ending. Board members can self-service reports.
31. Agenda items can be assembled from solicited suggestions and reports. Christine will send John the template in Word. John has calendared reminders to call for agenda items two weeks in advance the next Board meetings:
 - Jan. 14 Sat. 10am
 - Feb. 11 Sat. 10am (tentative)

- Apr. 8 Sat. 10am (tentative).

32. Can pantry coordinators be on the PEP Board? Yes, we've not required prospective pantries to be represented on the Board because of the extra time commitment. It can be added to Alliance expectations that board representation by the coordinator or a designee is optional and encouraged. The current Board seems to prefer a grassroots organizational development approach to the common nonprofit practice of recruiting community influencers. And we live with its drawbacks.