

Personal Essentials Partnership Agenda: January 14, 2017

Members:	Present	Absent
Christine Thompson, Executive Director	X	
John Egleston, Board Secretary	X	
Sherry Reames	X	
Lorraine Brathwaite	X	
(nominated) Cheri Timpel	X	
(PEPA Coord.) Lois Roth	X	
Faith Markle	X	
Meeting Time: Set for 10:00 am; expected duration 2 hours; started 10:13 with birthday		
1. Appoint secretary for meeting (1 minute) Appoint timekeeper for meeting (1 minute)	sec'y: John timekeeper: John +	
2. Approve Agenda (3 minutes) Additional agenda items: integrated below	Moved: Sherry	Second: Appr'd Yes
3. Approve Minutes of Last Meeting (5 minutes) ☐ John will add Cheri to PEP Google email list once Christine sends email	Moved:	Second: Appr'd Yes
4. Info item: Financial Reports and Status (20 minutes) Lois has caught up financial data entry except several recent items Christine. Operations is week to week because of low funding. We did get an apology from PayPal about one repeated transaction. ☐ Christine will review entries and summaries to make those available. ☐ Lois has contacts for future internal, manual audit once summaries are available. United Way requires a specific, expensive audit. Lorraine summarized effort to meet expectations for one grant source.		
5. Info Item: Demographic Reports (10 minutes) Fulfillment Studies, Chronological Summative Report – Not provided, but available via website for all of PEP. Better host practices have resulted in lower duplicate registrations. New guest rate hasn't risen significantly, but Lois has noticed increased Hmong and Arabic speakers.		
6. Info Item: Information Technology Report (10 minutes) Mike didn't have anything to update us on.		
7. PEPartnership Board Issues for 2017 and 2018 (45 minutes) <ul style="list-style-type: none"> • Sherry motioned for Cheri's confirmation as new Board member and this was approved unanimously. She's a member at Zion and brings accounting experience. • Lois' update on PEPA volunteers: Still need volunteers for third Sunday noon to 2, third Thursday 11:30 to 3:00 (or to 2:00). Filling those shifts would free Lois up to be more flexible. Plymouth has asked us to operate with three people here and we want to do so. Brenda Williams invited friends and two of the four live nearby. Instead of signing up volunteers for occasional slots, the best practice is still seeking consistent hours, even if it's once a month. Some more teens would be welcome as part of teams. We have one family that volunteers consistently. In March, one of the Wednesday volunteers (4:00 to 6:00) is having a baby. The Brownies troop that meets at Plymouth will be volunteering, already did cookies. Another great source of volunteers can be confirmation classes with service requirements. We have longstanding volunteers from Community Service Options, Inc. (a.k.a. Options in Community Living). • Cheri described a new collaboration between six Eastside churches – East Madison Seeds of Peace. They're collaborating to prepare to publish information beyond current private Facebook pages, and PEP would be welcome. ☐ Faith will mention PEP to someone who works for Fox 47. Cheri suggested recruiting a board member with media contacts. ☐ Lois will check with Chris at Plymouth. ☐ Cheri will ask the Facebook page administrator what they need from Christine. Both Lois and Christine are available to speak to any group. 		

- [J] John will use the website’s list of products to assemble free-to-use images for a Product Image Poster.
- Update on the status with the Greater Dane Dental Society: Sue Marks, first PEP Zion coordinator, talks with her dentist. They’re now looking at Partnership numbers and considering \$1,500 quarterly, delivered to PEPA.
- Community Diapering Program already saves us at least half off previous diaper pricing. Are there other segments of product that might be sponsored? Lorraine suggests P&G. We avoid Walmart grants. Might Scott donate paper products?
- [J] Lois will pass to Lorraine contact information for a UW worker who frequently gleans damaged food goods.
- [J] Christine may contact Judy Faulkner at Epic. Could Epic set up collection bins for travel bath items?
- Update on potential new pantries: Christine has fielded three requests recently.
- Food for Thought is studying adding essentials to their food programs in East and Sandberg. Pantry items from Transitional Educational Program flew off the shelves. The social worker doesn’t have bandwidth; volunteers would need to be recruited and joining the Alliance would save time and effort short- and long-term. We would not be publicizing it since it’s limited to East students and parents.
- A (Methodist?) church in Oregon is interested. A woman in Des Moines emailed Christine, asking if there’s a national network. Christine has replied and will continue to follow up. Buffalo had problems with funding and seems to be abeyance.
- Potential for banquet in June: [J] Christine will survey the Alliance member PEP coordinators for what they would like to contribute, how and where they would like to spend the time, and what alternatives they would suggest. The tenth anniversary netted \$4,000. Planning would need to start now. Christine would like to find a consistent annual fundraiser. A banquet fosters discussion with new people, sitting down at leisure, with an attractive venue for an outside speaker. Lorraine noted that repeated events tend to increase funding. Institute for Research on Poverty has a possible speaker. Nigel Hayes, UW basketball player, is articulate.

8. Confirm Next Meeting Time Feb. 11 Sat. 10am, Mar. 11 Sat. 10am, Apr. 8 Sat. 10am (Easter is 4/18)	
Meeting Concluded:	Time: noon