

Personal Essentials Partnership, Inc. - Board Agenda & Minutes - Feb. 11, 2017

Members:	Present	Absent
Christine Thompson, Executive Director	x	
John Egleston, Board Secretary	x	
Lorraine Brathwaite	x	
Faith Markle		x
Sherry Reames	x	
Cheri Timpel	x	
(PEPA Coord.) Lois Roth	x	
Optional: (Tech. Dir.) Michael Rolfsmeyer		
Meeting Time: Set for 10:11 am; expected duration 2 hours		
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: John	Second: Sherry Appr'd Yes
3. Approve Minutes of Last Meeting (5 minutes) From 1/14/17: [done] John added Cheri to PEP Google Groups email list.	Moved: Sherry	Second: Lorraine Appr'd Yes
<p>4. Info item: Financial Reports and Status (20 minutes)</p> <p>a. From 1/14/17: [not yet done, planned this weekend] Christine will review entries and summaries to make those available. Cheri asked how inventory looks. Lois ordered \$319 last week, not everything but enough for a typical week at PEPA (about 36 households). To hit 80-90% fulfillment requires \$500 to \$600 product weekly. In-kind donations are inconsistent. Cheri messaged Zion this past week. Lake Edge Lutheran has a barrel and is does a youth drive over Lent. Cheri suggests our problem is visibility. Cheri will email the Alliance the message text. Lorraine has had good experiences with face-to-face appeals. Donors may say they don't need to be thanked, but a year-end acknowledgement is always called for.</p> <p>[deferred] Lois has contacts for future internal, manual audit once summaries are available. Cheri noted the by-laws require a treasurer and at least five new board members to replace and augment current members. Marketing experience would be beneficial (both ideation and execution). [new] Lorraine suggest devoting a meeting to reviewing the by-laws and recruiting board members. Each pantry needs representation, whether by the coordinator or another volunteer. It's not a requirement for Alliance membership, but it will be encouraged. [new] Lorraine will invite a volunteer to join the PEP board. [new] Cheri will invite a CMC representative. Cheri is considering visiting all the pantries by March to see and describe the different models. [new] A packet is needed to orient new board members.</p> <p>Background: Before PEP Partnership incorporated, the Alliance was formed to make the work of PEP Zion/PEP Atwood easily replicated. PEPA is a program of PEP Partnership. Alliance membership only requires using the PEPbase software and PEP product definitions, with a signed agreement for clarity. Only one Alliance membership has had to be revoked because the minimal requirements were not met for over a year. Minimal requirements encourage experimentation. We've historically (1) recommended open enrollment, serving whoever comes in and (2) discouraged second-party pick-up unless reviewed by the coordinator. Pantries usually refer guests to others based on convenience, not on product (un)availability.</p> <p>b. Processes to update financial reports, document procedures, and Director and Coordinator job descriptions: ED duties are outlined in the bylaws, and Lois contributed the PEPA Coordinator job description (PDF attached). That could be offered as a template, along with the PEPA mission statement. GEPEP is able to use the church's treasurer's process. It would be helpful for the Alliance to pool annual summaries of financial reports. GEPEP will forward a sample. Lois has caught up the Quicken data entry, Christine will bring draft reports next month.</p> <p>c. PEP grant history of applications and outcomes: 2007: \$15,000 from Thrivent 2008?: \$3,000 from ELCA Food Grant program (Yr 1 if potentially 3 years) 2009: \$2,000 from ELCA (Yr 2) Didn't apply for Yr 3, which would have been only \$1,000; VERY laborious application process</p>		

2010: \$10,000 from Madison Community Fndtn
Applied to Evjue Foundation: Not funded
Zion Foundation -- \$1,000? Need to check Quicken

[new] Run a report from Quicken on all funds classified as Grant

Incorporation cleared one disadvantage of being one church's program. Hurdles remain to finding granting eligible and interested agencies: We need more grassroots funding in place. Foundations don't like funding ongoing supplies, but prefer start-ups or other projects. And most don't understand the scale of need for the products we provide.

[new] Karen Andro, former board member, referred another possible funding source to Christine.

d. Ways to increase funding for PEPartnership and PEP Atwood

PEP is a member of Amazon Smile. [new] Christine will promote this through Facebook. Lorraine enjoyed doing a Golf-a-thon, with more funds coming from sponsorships than participants.

e. 2016 giving summaries accessible via website? [new] PEP sponsor data entry catch up will make that possible.

5. **Info Item: Demographic Reports (10 minutes)**

Fulfillment Studies, Chronological Summative Report, etc. are available via website.

6. **Info Item: Information Technology Report (10 minutes)**

[new] Items a. and b. for Mike's attention.

a. Suggestions for improving <http://pepartnership.net/home/index.php/products/the-essentials> "table A"?

Could "out" cells use light yellow background instead of green?

Can the pantry abbreviations at the top of the table link to the pantry's info?

b. "donate today" link broken: <http://pepartnership.net/home/index.php/home/index.php/2014-10-21-14-50-06>

c. Website hosting and domain was just renewed with Green Geeks for \$178 for 3 years. Downtime has been minimal.

7. **PEPartnership Board Issues for 2017 and 2018 (45 minutes)**

a. From 1/14/17: [deferred] Faith will mention PEP to someone who works for Fox 47.

[deferred] Lois will check with Chris at Plymouth.

[deferred] Cheri will ask the Facebook page administrator what they need from Christine.

[in progress] John will use website's list of products to assemble free-to-use images for a Product Image Poster.

[none heard yet] Update from Greater Dane Dental Society on in-kind supplies

[deferred] Lois will pass to Lorraine contact information for a UW worker who frequently gleans damaged food goods.

[deferred] Christine may contact Judy Faulkner at Epic about collection bins for travel bath items.

[deferred] Update on potential new pantries: Food for Thought, Oregon (Methodist?) church, Des Moines contact?

[deferred] June banquet: 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. \$2,383.61 was netted and has still to be completely divided between the pantries. [new] About \$1,000 remains to be disbursed. That could be done by mid-year. The distribution formula is 1% PEP overhead per pantry, then divided by pantry volumes (see the website: *Reporting > Charts And Graphs > Product Consumption*).

b. Review draft building use agreement with Plymouth Congregational United Church of Christ – PDF is attached.

Plymouth is requesting completion of a Building Use Agreement. PEP and PUCC are not accountable for Christine's personal possessions in her office. The laptops are secured. [new] Christine is applying for liability insurance with the church's agency, anticipated \$200-250 annually, to be split between PEPartnership's and PEPA's budget. [new] Board members feedback to Christine by Wed.

c. Suggested protocol to alert donors to potential pantry being closed one or more times a month due to low product: Cheri contributed this example email sent recently within Zion Lutheran.

The Zion Faith Community has identified the second Sunday of each month with a practical offering to PEPartnership, Inc. for some time now. Generous contributions of both money and product have helped the Atwood Personal Essentials Pantry provide personal and household hygiene items to the Pantry's guests. To those guests these tangible gifts represent God's Grace and love, while preserving their dignity.

Pantry shelves are low and in some cases empty. As a result, hours of access have had to be cutback. Too often needed product is unavailable. Bare essentials such as laundry soap (32-35 load capacity), rolls of toilet paper, 12-13 oz. bottles of shampoo and conditioner and toothbrushes and toothpaste (3.5 oz.) are in critical shortage. Any of these items that you can provide this Sunday will be gratefully received.

- d. Protocol for pantry coordinators' decisions to not open for planned hours
- e. Ways to alert guests when a pantry is not open as planned, referring to other pantries and times
 - Robin Cherwinka (GNPEP): "...when we are closed, if we know in advance we put a note on the door for a month before the day. If it is unforeseen (weather, supply, no coordinator) we put a note on the door that morning. We try to also put a notice on our website, but most of our guests do not come to us from the website. We are open to other suggestions for how we might do this..."
- f. Volunteer and fundraising opportunity at Bratfest (Fri., May 26 - Mon., May 29) – see Mike’s email to group, also posted on website. Mike will appreciate knowing who’s interested. The earlier we sign up, the more options you have.

8. Confirm Next Meeting Time Mar. 11 Sat. 10am; Apr. 8 Sat. 10am (Easter is 4/18); next?	Confirmed 3/11
Meeting Concluded:	Time: 12:08