

PEPartnership Board Meeting

4:00 PM 11/16/17

Present: Sherry, Scott, Leslie, Cheri and Lois

Guest: Craig Brooks, Auditor

Cheri reported on the items being worked on by the “communication project team” from UW-Madison’s School of Human Ecology. Their recommendations include: spelling out PEPartnership to read Personal Essentials Partnership on all social media and marketing materials; adopting a specific logo for the Partnership; revising the mission statement; and, minimizing the “over emphasized religious” tone, which is off-putting for some potential financial supporters. She, also, informed us that the intern position description we submitted met the school’s internship-for-credit criteria. Our internship for the Spring of 2018 has been posted and we await expressed interest.

Michael Rolfsmeyer has been the Partnership information technology (IT) manager for a significant amount of time. The Board authorized Michael to replace the former executive director with himself as the primary contact for IT matters.

Michael has set up #Giving Tuesday for the Partnership. This is a charitable giving tool being used by Facebook and The Bill and Melinda Gates Foundation beginning at 7:00 AM on November 28, 2017 to match donations to nonprofits.

Graig Brooks and Lois provided their most recent Partnership financial statement. There was some discussion regarding the clarity of the information provided. Alternative definitions of incoming and outgoing funds were discussed and agreed to. Graig, who has devoted the last six months to the task of auditing, with the assistance of Lois, reported on his progress. His goal is to convert from Quick Books to Excel for ease of financial reporting and understanding.

Cheri reported she has taken the “acting administrator” title for purpose of grants, etc. She also reports CMC and Stoughton pantries have been invited to provide “guest” board member suggestions.

Work began on a review of the Bylaws. Cheri agreed to prepare a draft document of those modifications suggested for all to review via e-mail.

Meeting adjourned.

Next meeting will be held in January, 2018