

PEP Partnership Board of Directors Minutes of Meeting on Thursday, May 24, 2018, at Plymouth UCC

Present: Scott Goetz, Cheri Timpel, Lois Roth, Sherry Reames (plus Michael Rolfsmeyer, who came for the second half of the meeting)

Financial reports and discussion. Lois guided us through the Income and Expense statements for both the Partnership and PEP Atwood in the first four months of this year (both look healthy), and also called our attention to the table of Normal and Special Distributions for July-Dec 2017 and Jan-March 2018. The board voted unanimously to distribute the first-quarter 2018 income to the various pantries, using the formula laid out in column 2 of the table. If Leslie hasn't yet sent the letter discussed in March to the pantries, it might be a good strategy to send it with these checks.

The board also agreed that the \$1000 of Partnership income in January called "Madison4Kids" should be distributed to the various pantries using the same formula. (The motion mentioned above was amended to cover this amount.)

Since Leslie Schenk was absent, we had to skip the next item on the day's agenda, **Report on communication with Pantry Coordinators**. That communication may still be pending.

In the absence of both Leslie and Robin Cherwinka, we also tabled the following item, **Finalizing mission statement and bylaws**, until our next meeting.

Youth Dental Kits and Affordable Dental Care. Cheri is adding a statement to accompany these kits, which should be ready for distribution soon.

Website reformat and future working relationship with Michael Rolfsmeyer. Michael informed us that the server for the Partnership's domain has everything currently listed under Christine's name, and that the license expires next February (Feb. 10, 2019, to be exact). Michael is willing to move the whole site before that date (first checking with Christine's brother, who set up the database to start with, about our rights to take it over) and keep running it, on a more official and businesslike basis than he has done heretofore. He proposed that we should start considering him our "free-lance software consultant," enabling him to cite us the Partnership as the first client for his new consulting business, and that he would charge us at a discounted fee rate for whatever time it takes him to make the necessary technical upgrades to keep our software package (PHP) running smoothly. The board members present agreed unanimously to accept his proposal.

Other issues discussed with Michael during the meeting:

- Same domain name? Michael noted that "essentialspantry.org" is available.
- Can we make our page come up more easily on search engines? He suggests including more keywords that people might search for—e.g., names of different products.
- Currently the only people with administrative access to the site are Michael and Christine, but there should be a back-up person as well—Lois?
- Questions were raised about the order of items on the shopping list—which ideally should correspond with the order of bins, for the packers' convenience.
- Questions were raised about the request of special confidentiality for residents of a group home. Is that necessary? It was noted that there's a "Shelter" heading in the database that includes a list of these, under "Tools"/Tables/Shelters.
- Some of us would like to revisit the revised Mission statement, perhaps restoring some of the religious language that got stripped out at an earlier meeting. We discussed the possibility of putting that

language on a separate page on the web, where interested visitors to the website could find it if they like, but not be hit over the head with it at the start.

- Going forward, we should remember always to include Michael in the “Cc” list for our documents, using the address rolfs@hotmail.com .

Next meeting: Thursday, Sept. 6, at 4 pm. Location TBA

Respectfully submitted, Sherry R