

PEP Partnership Board of Directors
Minutes of Meeting on Thursday, Sept. 13, 2018, at Plymouth UCC

Present: Scott Goetz, Cheri Timpel, Lois Roth, Sharon Mason-Boersma (from the Stoughton pantry), Kathy Schuett and Barb Eske (both from the Watertown pantry), Sherry Reames. **Absent:** Leslie Schenk, Robin Cherwinka, and any representative from the Multicultural Center.

Financial reports and discussion. Cheri explained why all the affiliated pantries need to receive this info from the Partnership and why the Partnership also needs to have theirs. Although they haven't traditionally been asked to share their financial reports with the Partnership, from 2018 on we want to have all this information so that we can include it in our annual report to the IRS. Besides monetary donations, we all need to include in-kind items-- just estimated at \$1 each unless we have a better figure to use.

In Leslie Schenk's absence, Lois guided us quickly through the Income and Expense statements for both the Partnership and PEP Atwood in the first five months of this year (both look healthy). Both look healthy, and PEP-Atwood has also been doing well with product donations. The current (good) system has specific needs identified each month for the participating congregations. Lois also distributed the table of Normal and Special Distributions for July-Dec 2017 and Jan-Sept. 2018.

Brochure and other documents in need of updating. Despite some of our traditional documents, including the brochure, the legal, official name of our organization is **PE Partnership, Inc.**, not "Alliance." In what other ways does the brochure need updating?

- Stoughton has a newer copy from Michael R, with color.
- Information from other pantries, reporting any changes since the current version, should go to Lois. Cheri will follow up with Michael about getting an updated version in color and better format.
- In answer to another question, we learned that we have set no restrictions on the areas where clients can come from.

Discussion of bylaws.

- Mission statement and how it matters to potential funding sources. Besides keeping it from sounding too "churchy," we think it's important to emphasize the way this kind of assistance promotes human dignity and health.
- Board membership and officers
- Insurance/indemnification section-- Is this a necessary part of the document? Sharon believes it probably is. We should consider consulting a lawyer for advice on this, or at least run it past Leslie, who has experience with such matters.

Next meeting: should be in early December. We tentatively decided on Wednesday, Dec. 5, at 4 pm. Location TBA

Respectfully submitted, Sherry R