

PEP Partnership Board of Directors
Minutes of Meeting on Wednesday, Dec. 5, 2018, at Plymouth UCC

Present: Scott Goetz, Cheri Timpel, Lois Roth, Sharon Mason-Boersma (representing Stoughton pantry), Sherry Reames. **Absent:** Leslie Schenk, Robin Cherwinka, the folks from Watertown, and [still] any representative from the Multicultural Center.

The meeting was called to order at 4:15 (with apologies from Sherry R, who arrived late).

Treasurer and other current needs. Given both today's absences and recent patterns, the members present decided that the Board's most urgent needs are (1) a Treasurer (preferably from Plymouth) who can attend regularly and (2) a document on fiscal policies and procedures. Can Lois produce such a document, in coordination with a new treasurer and Greg?

Revised Bylaws. The five members present unanimously voted to approve the most recent draft of the Bylaws and all signed it.

2018 financial reports. Lois guided us through the PEP Financials for Jan-Oct. 2018, explaining (in answer to questions) that the large expense figure in May consisted mostly of disbursements to the member pantries and that the June one included insurance and our spending of the dental grant. She also distributed the chart of Normal and special distributions for the last half of 2017 and the first three quarters of 2018. In the absence of a treasurer, she explained, the Partnership has not yet been able to complete all the distributions for the latter part of 2018.

Other issues discussed.

- Granting agencies need to know about the pantries' 501(c)3 identification.
- How much credit should be assigned to in-kind donations? (The answer, in a nutshell: \$1 for a roll of toilet paper, 15 diapers, 10 tampons, or one of anything else.)
- What about distributing donated medications and nutritional supplements? Do we need a policy statement on that, beyond the basic "Use caution"? Given possible dangers and liability issues, it seems better not to distribute these at all.
- "Terms of service" agreements are useful. The one at PEP-Atwood, which all clients sign when they first register, says the pantry is not responsible if they or their children misuse a product (consuming shampoo, for example). All the other pantries should presumably have a similar form.
- We also briefly discussed what's good in the current version of the pamphlet and what needs changing.

The meeting adjourned at 5:40. We tentatively scheduled the next meeting for Wed., March 6, at 4 pm.

Respectfully submitted, Sherry R