

PEPARTNERSHIP Board Meeting (Zoom)
June 10, 2020 4-5:30 p.m.

Present: Cheri Timpel, Presiding, Robin Cherwinka (Zoom provider), Sue Foldy, Kathy Schuett, Lois Roth, Michael Rolfsmeyer, Sharon Larson. **Absent:** Scott Goetz

Each pantry shared how operation has been impacted by the Covid-19 virus. **Stoughton** has provided only vouchers to their guests and wonders about reopening procedures. Sue asked for clarification of “*Best Practices*” for return to normal operation. Every pantry should develop their own to fit their need using distancing, cleaning, and masks as per CDC/local recommendations. **Atwood** has provided service to the door with distribution of “eligible products”. Volunteers serve by choice and have worn masks, some chose to use gloves. Hand washing and/or sanitizer is used. Several new guests via Focus Counseling mental health referral were served. Discussion about why these guests could not pick up their own supplies occurred. All of these guests were entered into the data system though not with correct names as Focus Counseling would not provide full ID data without a HIPPA release from the guest; that data is being sought. Michael suggested adding Focus to the name of these users. At **Watertown Immanuel**, the food pantry took over distribution of prepackaged limited essentials. Persons already in the essentials data have been entered (72) but those in the food pantry data base (67) have not been entered because addresses were not available. Michael suggested using Covid-19 as an address if needed. **Good Neighbors** remained open with modifications similar to Atwood.

Board Membership was verified as follows: Cheri Timpel is completing her second term as President. Lois Roth nominated **Michael Rolfsmeyer** to be **President**. After discussion and clarification of duties and with board member approval, he accepted, effective immediately. Since Sherry Reames resigned earlier, **Lois Roth** has filled in as **Secretary**; after nomination by Cheri and Sharon she has accepted this position, effective immediately. **Sharon Larson** is the **Treasurer** since 2019. She will take responsibility for necessary changes with the bank as Cheri leaves and Michael assumes the Presidency. **Robin Cherwinka** represents Good Neighbors with **Nancy Baumgardner** as alternate. **Sharon Mason-Boersma/Sue Foldy** represent Stoughton. **Kathy Schuett** represents Watertown Immanuel. **Scott Goetz** is the Grace Episcopal representative. CMC has chosen not to participate.

Michael and Robin assisted with helping each person gain access to the **Board of Directors login**. essentialspantry.org--->Board of Directors tab--->log in--->username---->password. If assistance is needed contact Michael for help.

Lois presented a brief **Financial Summary** ending 5/29/2020 balance of \$639.69. Sharon noted that the insurance policy that covers Pepartnership Board, Atwood and Stoughton pantries is due and therefore, a distribution from PEP to individual pantries is unlikely as the board had set \$500 as the balance to be retained. Atwood pays half of the insurance premium.

The purpose of insurance was reviewed: property damage, liability, theft are covered for example. If product is past the “expiration/use by date” should there be a notice to guests and/or should product not be distributed? The consensus is it is okay to distribute/use. Michael noted that the Registration forms are completed with each household should cover such an issue. To date these documents have not been saved so how/if those should be retained was discussed. This document does reference pantry liability if product use results in some user issue. Is the assumption that consenting signature is required part of the registration to use the system

adequate? Michael proposed the document could be scanned...which is added step with questionable value. Could there be an online signature? No decision was made to change procedure.

Sharon affirmed that the annual (501c 3 status) **990-N report is due** and will be completed as soon as access to the website can be attained. Mid July is the extended due date for this report submission.

Cheri has the Pepartnership credit card to pass to Michael/Sharon.

Discussion about website content including Alliance pantry information, product description and duration occurred. All are invited to provide their suggested changes to Michael at rolfs@hotmail.com; during his work furlough time he will work on updating this in preparation for the September Board meeting. The latest Bylaws from December 2018 need to be added. The Financial Procedures need to be added to the document. Lois will provide a revised "Confidentiality Agreement". Is there a Forms tab? Each representative is to verify their pantry web information is correct including primary contact name and email/phone to Michael as soon as possible in case so he can contact you.

Business meetings must be in person or voice (conference call/virtual) with quorum present. All board members are encouraged to submit agenda items to Michael before meetings so he can construct and forward the agenda.

Next Virtual Meeting is September 9, 2020 at 4p.m. Robin will provide Zoom service.

Respectfully submitted.
Lois Roth