

PEPartnership Zoom Board Meeting Minutes September 9, 2020

Meeting called to order @ 16:04 by Michael Rolfsmeyer-President with the following Board Members present: Lois Roth-Secretary A, Sharon Larson-Treasurer, Kathy Schuett-Director (I), Robin Cherwinka-Director-GN, Sharon Mason-Boersma-Director- St, Sue Foldy-(Director alternate St)
Also Present: Karen Young, Pam Schuh-ST, Steve Maurice- CMC

Scott Geotz has informed Michael of his resignation from the Board effective 9/02/20.

The meeting agenda was presented, seconded and approved.
The minutes from the June meeting were presented, seconded and approved.

Michael presented a revised Data Sharing which produced a lengthy discussion and was approved after an amendment made by Robin/seconded by Lois. The final approved Data Sharing Agreement is: includes data entry, removal of #4 and and keep #6. (attached)
Michael will send the revised document to every coordinator for signature.

Michael presented a revised Confidentiality and Non-Disclosure Agreement which is a legal contract that prohibits someone from sharing information deemed confidential. This contract is to be signed by every Alliance volunteer with the copy held at the pantry the volunteer serves. Much discussion followed and approval was not given. Robin, Kathy and Lois will continue to develop an appropriate document, seeking legal advice, for presentation at next meeting.

Sharon Larson's term as Treasurer is soon up and she is not willing to take a second term. She chooses to remain on the Board for another term. After discussion, Robin volunteered to assume Treasurer position, first term begins immediately. Sharon Larson seconded and the vote of approval was unanimous.

Kathy Schuett's first Board term is soon complete; she is interested in continuing for another term. This was approved unanimously. Her 2nd term will be completed in 2022.

Michael introduced Karen Young, Coordinator of "Karen's Essential Center" who has made application to become the newest member of the Pepartnership Alliance. Sharon Larson seconded the motion to approve membership. Karen especially wishes to increase exposure of that pantry services and to use the software owned by Pepartnership. Karen discussed how she began this agency out of her home, in addition to her full time profession. This agency holds

independent 501c3 status and works closely with “211”, Elver Park Youth and Dane Co. The agency provides personal delivery to seniors and is open on Monday 2:45-6 pm. Membership to Partnership was approved unanimously.

Michael informed the Board that Donna Maysack of Good Shepherd Lutheran Church and Shawna Lutzow of the Lussier Center has also expressed interest in Pepartnership membership, however neither has followed through with the application process and appeared to be mostly interested in Pepartnership as a funding source, which is not feasible.

New Product, COVID-19 face masks, have been made available by Michael’s application, through Dane County. Lois picked available masks up and interested pantries can get from her. Both Karen and Kathy expressed intent to do this.

A discussion followed about removing Household allergies as a question on the household intake. Most thought this to be unnecessary information. However, since some preferred to have this information, a change in the software still allowing the ability to receive product with potential allergens will exist.

Pepbase 4 coding. Please send any responses about this to Michael via rolfs@hotmail.com.

Lois and Sharon presented a Quarterly Financial Summary for Pepartnership. Attached. No financial distributions have been made YTD.

Debit card is present in office files but has not been activated/used.

Atwood home office for Pepartnership should have copies of Form 1023-EZ, not found. A form 4506 Application for Recognition of Exemption was sent to IRS 6/26/2020 and no response has been received. Michael will pursue.

The 990-N for 2019 has been filed and verified.(apps.irs.gov/app/eos/)

The 501(c)(3) determination letter is available.

PEPartnership Brochure Update will be made by Lois to include KEC and forwarded to Michael for completion. Lois suggested that some statement explaining the household application requirements be added to brochure and also to the website/facebook pages as she receives many questions about this.

New Business: Product Definitions

Every product in the system was reviewed for status:
Active/Inactive, Size, Duration. Michael will make changes.

Next Meeting December 2, 2020 4-6 pm by Zoom.

Lois and Robin will present a proposed 2021 Operating Budget.

Each Board member should review website Content and respond
to Michael with suggested changes.

New Partnership Member Application Procedure Committee?

The meeting was adjourned at 6:50 pm with agreement to end by
5:30 in future.

Respectfully Submitted, Lois Roth, Secretary