

PEPartnership Board Zoom Meeting Minutes Wednesday, **December 2, 2020**

The meeting was **called to order** at 4:10 PM by Michael Rolfsmeyer, President. **Present:** Lois Roth-Sec, Robin Cherwinka -Tres, Kathy Schuett, Sharon Larson & Sue Foldy or Sharon Mason-Boersma(after 5PM)-Directors. In attendance for part of meeting: Karen Young as she is currently in Arizona for work.

The **agenda** submitted by Michael was amended by Roth and Cherwinka to include Distribution of excess funds discussion/decision and this change was approved.

Minutes from the Sept 9, 2020 meeting were approved.

Financial Reports for 2020 quarters 1-3 were Received as submitted.

Robin presented the **2021 operating budget**. There was significant discussion. Lois moved and Sharon 2nd the following for approval: fund purpose not designated by the donor will be assigned to the general account and will be included with any general fund distributions to individual pantries. Funds designated for a specific purpose will be held out from this distribution. If the Board determines to set aside money for a potential need (purchase of new computer) then that money also will not be included in the distributions. This operating budget was approved as presented.

Confidentiality and Non-Disclosure Agreement as presented by committee (Cherwinka, Roth and Schuett) was approved with the **addition of a line by the signature line** upon which the individual's name can be printed for recognition.

Pepbase 4 presented by Michael stimulated many questions and comments including: override of eligibility if due date < 3 days, Need for training to use, Date of visit on bottom of document, Addition of product. It was agreed to hold implementation of this until after the holidays.

Administrative Report: Michael reported these items should be available in the Atwood office: Form 1023-EZ but the form 4506-A sent on June 26, 2020 has not yet been received, form 990-N and Signed copies of Data Sharing Agreements from each Pantry. (Grace Episcopal has not submitted this document. And there is no PEP Board Signature on any of them.)

New Business: Approval of Funds for Distribution to Individual Pantries: This item was tabled until after completion of 4th quarter and will be on agenda of **next meeting**.

Action Items: Revised brochure has been prepared by Lois with input from all coordinators and submitted to Michael; implementation delayed due to uncertain status of Karen's Pantry.

The **next meeting** was scheduled for January 20, 2021 4 PM by Zoom.

Approval of Funds for Distribution to Individual Pantries
Revised brochure

Meeting adjourned.

Respectfully, Lois Roth