

PEPartnership, Inc. Board of Directors
Minutes of Meeting Monday, November 14, 2022 via Zoom

Present: Robin Cherwinka, Kathy Schuett, Nancy Baumgardner, Lois Roth, Gail Holmes, Michael Rolfsmeyer, Lindsey of Decatur, Illinois Empowerment Opportunity Center, Cheri Timpel

The meeting was called to order at 4:00 pm by Robin. The proposed agenda was adopted.

Robin inquired about pantry use of the Village Diaper Bank. She explained that the Dane County Diaper Bank partners with local agencies to provide free diapers. There was limited discussion regarding PEP quantity and frequency of distribution before Kathy motioned and Gail seconded that our partnership with that program continue. All were in favor. The Board's goal is to make definitions match. While the Diaper Bank requires us to follow their protocol, our mission is to practice consistency between pantries.

Gail motioned that the distributed Board minutes for both the May 16, 2022 and the July 11, 2022 meetings be approved. Lois seconded Gail's motion. Both sets of minutes were approved. Gail thanked Cheri for filling that role.

The Treasure's report was next on the agenda. It was reported that the origin of a \$989.38 donation was still being researched. It was agreed that approval of Graig's Treasure's report would be delayed until his return. It was also indicated that Michael's invoice for related internet expenses was being processed.

Financial reporting requirements are dealt with annually. There are accounting details relative to the LLC's employer identification number (EIN) that will need to be addressed after the first of the year. According to Robin key details are related to amount of revenue and value of product distribution. She referenced three reporting requirements and clarified that the federal government needs money information, while the state does not.

Lindsey updated us on Empowerment Opportunity Center's progress. She shared that they are in week #12 and off to a great start. They have registered 470 new households and are focused on a holiday donation drive. Robin shared that they use online holiday cards and have found it to be an inexpensive way to keep in touch. It was suggested that with thank you messaging consider including a possible way to make a second donation. Robin indicated that she would be checking with Monroe directly regarding how things are going there.

There was a question asked regarding who distributes adult incontinent products. If a pantry has an abundant supply, the Wisconsin Medical Project welcomes donations. They have an enormous capacity for storage. Nancy shared that UW Health Connect RX program has discovered their services and it has required limiting guests. Lois mentioned the demand she has noticed involving case worker product pick-up and suggested that she, Robin and Nancy meet with representatives to discuss possibilities.

Next meeting: , 2023 at 4 pm.

Respectfully Submitted Cheri T