

Minutes of February 27, 2023, PEPartnership, Inc Board of Directors

The Zoom meeting was called to order by President Robin Cherwinka at 4:05 pm. The following persons were in attendance: Robin Cherwinka, Lois Roth, Gail Holmes, Graig Brooks, Kathy Schuett, L Brinkley from Decatur Empower and ? from Monroe SV pantries.

The agenda as presented was approved. The November minutes were not received by all so will need to be reviewed at next meeting. Lois agreed to take minutes for this meeting.

At the November meeting it was discussed that the definition of diapers be changed to 25 diapers/pack and duration from 11 days to 14. This needs to be clarified and approved.

Financials: Robin presented her planned 2023 budget. Lois and Gail suggested adding in coverage for any web updates and for stamps, etc to cover any correspondence. This budget was approved with these changes.

Graig presented the 2022-year end report which leaves **\$3300** to be distributed to 6 pantries. Distribution does not go to Decatur per start-up agreement. Graig moves that the entire amount be distributed based upon 2022 consumption statistics as soon as possible. Question asked: Should a reserve fund of \$500 and an amount to cover projected spending be held? It was Graig's recommendation that because the Pay pal income is expected to be consistent as a reserve and the anticipated budget for 2023 is a mere \$900.00 that it is safe to make a full distribution. This was seconded by Kathy and approved by vote.

Robin has received the financial statements from Stoughton and Atwood and will complete the "990". She already completed the annual Wisconsin Report.

Robin, Graig and Lois will work on updating the financial portion of the Partnership Bylaws as the document and work practices are not in synch.

Report from Pantries

Decatur *Empower* is making good progress. They are finding the database reports generally unfriendly and difficult to interpret. Other coordinators feel general agreement that the line charts are not helpful; pie charts generally are. There was general agreement that it would be helpful for all to have some education about interpretation and use of these reports. It was also suggested that new reports could be created if users will provide definition of

needs. The pantry Coordinators will meet in March to wrestle with and better define this issue. Robin will set up a Zoom meeting.

Monroe SV reports they are experiencing an increase in use requests. They are using the Village Diaper Bank though they do not tend to distribute many diapers. They do have some adult diapers and Kathy suggested they might contact the local Senior Center to take them.

Atwood and Good Neighbor Pantries have had increase in requests due to addition of ConnectRx program, part of local health care providers maternal child health programming. At issue is that a case worker makes the initial registration by email and also picks up the order for these guests. These guests are then continuing to have orders and pickups made for them without even making a shopping list, no actual visits to the pantries. Lois and Nancy from Good Neighbors will discuss this procedure and make recommendation to Board as this practice is generally not consistent with the stated procedures and is a financial drain. The original assumption was that these guests would make all pick ups for themselves after the original registration.

Robin presented a bit about the possibility of an after-school pantry forming in the Vera Court area in a community center. Robin needs to acquire a blank application from Michael for this process. Questions about product and pricing have been addressed and Lois and Nancy have shared recent updates of product purchases with Oliver at that site. Lois will follow up as she is familiar with the part of the city and knows that some area schools have both essentials and food pantries. Why has this come up? Why would these individuals not use the PEPA?

Michael has asked for input from the Coordinators and Board for ideas as he makes updates to the website. Updates are typically done every 5 years. Please submit ideas or questions to Michael. Every pantry coordinator was encouraged to assess if the listing of products offered and the hours are accurate and provide needed updates to Michael.

Elections

Kathy Schuett was surprised to learn she is up for reelection. Robin nominated her and Gail 2nd. Despite many expected personal life changes Kathy agrees to this second term.

Robin Cherwinka does plan to complete her term and then be off the Board at the end of 2023, though she promises to remain involved in some capacity. All other elections will be delayed until potential candidates are identified.

Next meeting will be in the last 2 weeks of April. Robin will send out a Survey of dates/times.

Adjournment at 5:10 pm.

Respectfully, Lois Roth