

## Pepartnership Board Meeting June 8, 2023

President Robin Cherwinka called the meeting to order @ 5:30 pm.

**Present:** Graig Brooks, Sue Foldy, Gail Holmes, Judy Ring, Christi McKibben of SVdP Monroe, and guest Oliver Trousdale.

**Agenda:** approved as presented.

**Minutes** of both Nov 22 and February 23 meetings were presented and approved with changes as follows:

November 22: as moved by Lois; 2<sup>nd</sup> by Sue and approved by group:  
**Diapers to be distributed in packs of 25 every 11<sup>th</sup> day.**

February 23: as moved by Gail, 2<sup>nd</sup> by Lois and approved by group:  
Clarification that **Empowerment pantry** listed should be clarified as **located in Decatur, Ill.**

Robin introduced Oliver Trousdale to discuss **Vera Court Pantry as a member of Partnership**. The lack of transportation to other pantry sites and the need for access on foot is the primary reason for starting pantry in this location. Many issues pertaining to the pantry preparation were discussed. Oliver stated the pantry opened in “emergency” mode in February ‘23 and included essentials and some food from the River Food Pantry. The plan is to be open 1-3pm every Saturday and for walk-ins every day if needed. Oliver estimated that more than 200 households have been served to date, however the data system is not established. After Oliver left the meeting, everyone agreed the need for this pantry is supported. However this group had several concerns and felt these issues must be adequately addressed before further consideration can be made to grant PEP status though Following are issues this group identified:

1. Does the Neighborhood Center clearly support this program? Is there adequate space for storage and people flow?
2. Is a computer available for consistent use of database? Suggest starting small with fewer items and expanding as financial support available.
3. Seek firm financial support and write grants. PEP could provide assistance with grant writing.
4. Develop written procedures.
5. At least 2 committed volunteers need to be identified and trained.
6. Oliver will be encouraged to visit/volunteer at least 2 other pantries during open hours.

5. Determine 501(c)3 under PEP or under Neighborhood Center.

**Financial Update:** Graig provided a brief verbal report stating there is approximately \$1400 that could be distributed to pantries at this time. The Board agreed to leave distribution as an annual event. Graig also said that the earlier distribution to Empower Pantry has not been cashed. Robin will provide contact information and follow up. The issued check is likely to old to be cashed and will need to be reissued.

**Other:** Robin confirmed she completed the annual 990 record documentation in May. She also encouraged everyone to find NEW Board members to serve as terms are completed.

It was suggested that PEP could better serve as a library of established procedures and practices for all existing and/or developing pantries. This could include “tools” that other pantries have in use such as household identification cards, currently in use by Atwood and Neighborhood pantries, brochures, etc. This information will be passed to Michael R. All are encouraged to also share other ideas for website updates with Michael.

A new question of how best to address the registration of transgender household members was brought up. The database uses gender to determine eligibility for certain products. This will be presented to Michael for further determination of how best to handle.

After completion of all business the meeting was adjourned at 6:52. The next meeting date will be in September 2023.

Respectfully, Lois Roth Acting Secretary