

# Partnership **Annual** Board Meeting

Zoom on **February 20, 2024**, Hosted by Robin Cherwinka, President

**Present:** Jean Ruf & Sue Schwartz/Monroe, Sue Foldy/Stoughton, Lindsay Binkley/Empower, Graig Brooks/Treasurer, Gail Holmes, Barb Eske/Watertown, Judy Ring/CMC, Lois Roth/PEPA, Potential New Board Members: Lindsey/Decatur and Kiana Smith

Absent: Representatives from Grace and CMC pantries. Michael Rolfsmeyer

The meeting was **opened at 4:35** by Robin. Introductions were made. The **agenda** with the **addition of names of 2 potential new Board members** was approved unanimously.

**Minutes** of June 8, 2023, Board meeting with the addition of **Christie McKibbon/Monroe as present by phone**; motion by Gail, 2<sup>nd</sup> by Graig, were approved unanimously.

**Financial Report** by Graig: 2023 and 2022 similar with receipt of \$950 gift from United Way in 2022 and 2023 balance of \$3947.57 See attached report. Distribution of approximately \$3447.57 to be determined later in agenda. Graig and Lois will mail “thank you letters” soon.

The **Wisconsin Annual Report** was completed in January by Robin.

The 501©3 **990 is due in May**. Stoughton and PEPA financial reports are to be forwarded to Robin by the end of April. All other pantries are covered under the parent organizations.

**PEPBASE Data:** Robin asked for feedback on the review of the 13 system reports that she presented. There was general agreement that these reports are difficult to use and access. Some recent grant requests include questions about “race” of recipient households; this brought varied responses. **Please present any additional feedback directly to Robin.** She will present requests for any changes to Michael.

Robin reported she is also working on writing a “Procedure for Admission of New Pantries”.

**Elections of Board Members:** The constitution and by-laws specific to this were reviewed. **A term is 2 years beginning in the first quarter of the election year; 3 terms may be held consecutively.** A minimum of 5 Board members is directed in the constitution. To better stagger terms, these clarifications/changes were discussed and approved unanimously. **Annual**

elections will be held during the 1<sup>st</sup> quarter of each year and new terms will begin at the end of that meeting. The following elections were made with motion by Gail and 2<sup>nd</sup> by Judy; approved unanimously.

Therefore, Judy Ring's 1<sup>st</sup> term is to be extended through 2025. Barb Eske is completing the term (previously held by Kathy Shuett) and will begin her own first term in 2025. Graig and Lois were reelected to 2<sup>nd</sup> terms to end in 2026; they remain Treasurer and Secretary. Gail Holmes 2<sup>nd</sup> term will end in 1<sup>st</sup> quarter of 2025. Sue Foldy's term is . Kiana Smith and Lindsey ?? begin their 1<sup>st</sup> terms at the close of this meeting to end 2026 1<sup>st</sup> quarter. Under duress, Robin Cherwinka will continue through 2024 as a member and president unless a suitable replacement appears before the 1<sup>st</sup> quarter of 2025.

**2024 Budget and Distributions of 2023 financial assets.** Graig and Robin presented this information. It was agreed that \$500 should remain in the bank as 2<sup>nd</sup> by Barb and approved by all. After motions by Gail & Judy & Sue the remaining (\$3447.57) is to be distributed using the last calendar year data (report 21) to all Wisconsin Pepartnership members. This is a clarification of existing Financial Policy & Procedures.

**Insurance:** We have operated since mid-2023 without insurance as no notice was received from the prior insurance company of premiums due. So, the question is raised: **Is insurance required?** Lois has presented to the PCUCC pastor the question of what if any coverage is afforded to the Partnership Board and the Volunteers/Guests of PEPA. That decision is pending. Most pantries are covered by their parent company. Stoughton purchases their own liability. Gail felt that liability for the "Board" is necessary. The question of "Does Good Samaritan coverage" protect the Board and the volunteers at PEPA. **Also a question of since registration forms have always been discarded to protect privacy, does this present any legal liability that should be addressed?** Lois will continue to address this issue and make a recommendation to the executive members.

Next Meeting, April 2024 to be established and communicated by President.

Adjourn: 6:30 pm

Respectfully submitted, Lois Roth, Secretary