

# Eastern Plains Community Pantry

Minutes of November 3<sup>rd</sup>, 2014

The EPCP meeting opened at 6:00 p.m. at the Eastern Plains Community Pantry. The following people were in attendance: Reva Lopez, Anne Lopez, Joan Lawson, Ed Bridges, Bob Selle, Lupie Riley, Cheryl Lopez, Ken Antons, Janie Antons, Carl Finney, Deb Drew, Shorty Lopez, Robin Lopez, and Audra Lopez.

Bob Selle asked for a motion to approve the minutes of October 6, 2014. Ed Bridges made the motion. Anne Lopez seconded the motion and the minutes were approved as presented.

Treasurer's Report - Joan Lawson looked into getting the Pantry on "Budget Billing" through Mountain View Electric. Joan stated that there was not a savings on "Budget Billing" for the Pantry, so we will not pursue. Joan reported that Farmer State Bank will be doing a turkey drive for the Holidays.

Pantry Coordinator's Report was given by Anne Lopez for the month of October. The numbers were; Commodities: 189 families, 374 adults, and 202 children, for a total of 576 individuals; Mobile Pantry: 119 adults, 66 children, and 50 seniors, for a total of 235 individuals and 87 families, 9 volunteers helped hand out and carry food for the clients. Senior Boxes: 36 senior boxes were handed out in October. We now have 50 seniors in our program, and there is no one on the waiting list. Emergency Food: 32 families, 61 adults, 47 children, and 5 seniors, for a total of 113 individuals were served. The Pantry received another pallet of winter squash on Wednesday the 29<sup>th</sup> of October from Colorado Farm to Table. Mr. Miller, the driver who brought the squash indicated he would call when additional items were available. Anne attended a class at Care and Share for online ordering. The Pantry can order items from their website to be picked up. However, anyone ordering has to take the online ordering class at Care and Share. We can order in case lots, most of these items would be much less than what we would pay elsewhere or even free. These items can change daily depending on the quantity available and how much has been ordered by other agencies. When we order we need to set a date and time to pick up. That time has to be at least 5 business days from the time of ordering. Once the order is submitted your request is locked in and those items are automatically deducted from their inventory, and saved to that order. We can modify, add, or cancel any item up to 5 days prior to pick up. If something else is needed after the 5 days, a new order must be submitted. Anne submitted an order on the 31<sup>st</sup> of October, to be picked up on November 17<sup>th</sup>, requesting 11 items, 40 cases of food, and 1 item of ice melt at a total cost of \$228.82. Anne passed out a shopping cart summary explaining in detail how the order form works and explained each section and what it was for. Any free items on the shopping cart list will be taken to hand out to our clients as well. Anne heard of another food program called Bountiful Baskets with fresh produce and meat, for \$15.00 a box. Anne will look into this program. Anne ordered 35 Turkeys and 15 chickens from Care and Share, these items were free of charge, however we may not get them for Thanksgiving. Bob Selle commented that our numbers for all people served since we opened that first month went from 320 individuals to 960 individuals to date. Impressive!!!

Volunteer Coordinator's Report - Reva Lopez stated there were 543.50 hours given to the Pantry for the month of October. Some of the new volunteers have not shown up to fill their time slots, and some of them have gone over the top with their time given. For the most part, volunteers signed up last month have been working out just fine. Reva passed out a packet that was presented to the Walmart Giving Grant Committee on Thursday, October 16<sup>th</sup> at the Academy Hotel. Reva and Anne Lopez attended this to give a 10 minute presentation in front of both Regional and District managers of Walmart and Neighborhood Markets in Colorado. The presentation went very well and we are expected to receive a

grant anywhere from \$500.00 - \$2500.00. We should know more by our next meeting in December. The Management Team of Walmart was very impressed with what we have accomplished since our opening in March of 2013.

Clothing/Household Coordinator's Report - Lupie Riley stated she is very happy with her new volunteers. Lupie contacted Craig's list and made a plea for kids clothing and winter coats, hats and gloves. Lupie and her volunteers are putting out what little winter attire we have, slowly as to not run out. We are in desperate need of winter clothing. A suggestion was made to post our needs for winter apparel in the Ranchland, on our website and on Facebook.

Public Relations Coordinator's Report was given by Bob Selle. Bob stated he would write something up for the Ranchland asking for winter clothes, emergency food donations and advertising our website, [www.easternplainscommunitypantry.org](http://www.easternplainscommunitypantry.org). Bob Selle reported that Sharon Agun is working on getting radio station recognition for the Pantry.

.5 Committee Report – Cheryl Lopez reported that they finally got the website up and running. The story of EPCP, donation page, volunteers and pictures have all been downloaded, however they are still working out the “BUGS”. Audra Lopez presented a newsletter for the Board's approval, if anyone has changes, additions, or suggestions please e-mail them to her at EPCP [web@gmail.com](mailto:web@gmail.com). The newsletter would come out 4 times a year, winter, spring, summer, and fall. Carl Finney moved to make a separate account at Farmers State Bank for EPCP PayPal on the web. The account would require two signatures to transfer money to the main account. Ed Bridges seconded the motion and it was approved unanimously.

Sam's Club Card is postponed till after March 1<sup>st</sup>, because we will have been in business for 2 years and can reapply then without a guarantor.

The Firearms and Weapons Policy was presented to the Board for their approval. Carl Finney made the motion. Cheryl Lopez seconded the motion and the policy was approved with changes.

Fundraisers - Nation Wide Crop Walk was cancelled, but we will look into doing it this summer, in conjunction with Vacation Bible School.

Bob Selle submitted a letter of interest to Anschutz Family Grant for food and is waiting to hear back from them. The deadline for the grant is January 15<sup>th</sup>.

Bob Selle spoke to Sharon Agun about the Calgary United Methodist Church donation and Sharon stated that they will send a check for \$980.00 to the Pantry. A foundation sponsored by Calgary UMC is interested in contributing to the Pantry also.

Corporate Donors - Joan Lawson stated that we received another \$400.00 check from Credit Services last month and it appears that this will be an ongoing monthly donation.

Thank You to Monty and Betty Whitney for the donation of a freezer to the Pantry. You guys are Awesome!!!

Facility Projects - Shelves are still a work in progress. Bob Selle will talk to Dwayne Jagodzinske about a porch light to be hooked up in the front of the Pantry building. Bob Selle replaced stained ceiling tiles inside and sealed the roof outside again.

Wish List: Trash bags (white kitchen)

Other Items - EPCP needs to renew the facility lease agreement with Reach Pikes Peak. Carl Finney will get with Accolade homes about the toy drive for the Holiday Seasons Assistance Program. We will be appointing a budget committee at the next Board Meeting.

Next Meeting - December 1, 2014 6:00 p.m.

Meeting Adjourned at 7:15 p.m.

President \_\_\_\_\_

Secretary \_\_\_\_\_