

Eastern Plains Community Pantry

Board Meeting Summary

October 3, 2016

Thirteen board members and one guest were present. The August 29th minutes were approved.

Pantry expenses were greater than revenues for the month of September. Revenues were down while monthly expenses stayed the same: around \$2,200 per month. The Pantry did receive a \$4,000 donation to be used for the purchase of a walk-in freezer.

The Pantry served 994 people in September and volunteers donated 691 hours.

September was inspection month for the Pantry. On September 13th, Care and Share Food Bank for Southern Colorado inspected for food storage and handling, and paperwork. On September 19th, the Calhan Fire Protection District inspected the Pantry for fire safety. Finally, on September 23rd, the Colorado Office of Economic Security conducted a review of U. S. Commodities distribution. There were no major violations identified in any of the inspections. There were some suggestions offered by the inspectors for improvements and some of them have already been implemented.

After much discussion the Board of Directors voted to change the Pantry's operating hours. Starting Tuesday, October 11, 2016, the Pantry will be open from 9:00 am until 5:00 pm Mondays, Tuesdays and Wednesdays. On Thursdays and Fridays the Pantry will be open from 9:00 am until 2:00 pm. This action was taken because of the small number of clients that visit the Pantry on Thursdays and Fridays.

October is "Volunteer Recognition Month". A come-and-go luncheon is scheduled for Saturday, October 22nd from 12:00 noon to 4:00 pm at the Pantry. All volunteers are invited. There will be thank-you gifts.

The Board of Directors voted to assume sponsorship of the "Holiday Giving" program for this year. The "Holiday Giving" program has been a Ministerial Alliance project. In the future the Alliance may want to resume sponsorship of the program.

The Board adopted a complaint form. Clients, volunteers or community members can formally register their complaints by filling out the form. Complaints will be referred to the coordinator in charge of the department that relates to the complaint.

The Pantry is in need of a walk-in freezer, a cooling system for the storage room, sheets, pillow cases, blankets, men's jeans, winter clothing and mouse traps. There is no mouse infestation at this time. If mice do get into the Pantry, poison can't be used – a fact learned during one of the inspections. The Board would like to have traps available if needed.

The Care and Share Mobil Food Pantry will be on Friday, October 21st, starting at 10:00 a.m.

The next Board of Directors meeting is Monday, November 7, 2016, 6:00 p.m., at the Pantry.