

GARDEN CITY, UTAH FOOD PANTRY

MEETING MINUTES

NOVEMBER 10, 2021

The regular meeting of the Garden City, Utah Food Pantry was held on Wednesday, November 10, 2021 at the Garden City Office Complex, 69 N Paradise Parkway, Bldg A, Garden City, Utah. Chairman Ronda Menlove called the meeting to order at 4:09 p.m.

Board Members present were:

Ronda Menlove

Mary Pope

Karla Allen

Carmen Madsen

Ronda thanked Karla for joining the Board and for all the volunteer work that she is doing. Discussion ensued regarding having regularly scheduled Board meetings and Ronda would like to plan the regular meetings for the coming year. In the By-laws, it designates Board meetings every other month. However, we can change the By-laws. It was suggested that we have formal Board meetings quarterly. Meetings will be on February 2, 2022, May 4, 2022, August 3, 2022 and November 2, 2022. The time of the meetings will be held at 4:00 p.m. Ronda reported that we can call an additional meeting if we need to meet.

Ronda asked what is going well with the Food Pantry and what changes do we need to make. Mary commented that Mike's Market is putting the bread in plastic sacks now and then put in the paper sacks and we didn't ask them to do that. Also, Mary met Laura who is produce manager. She has given us produce kits and a lot of bananas for the food pantry. However, we are not getting any meat. Mary thinks that we need to talk with the meat manager. Ronda will talk with the meat manager and see if we can get meat along with the produce, baked goods and deli items.

Wednesday is the busiest day of the week at the food pantry. We are scheduling Tuesday as well at 9 to 11 and then 1 to 3. Should we keep the 9 to 11 as there is only one person that comes at that time or should we drop it. Right now let's keep the 3 times per week for November and then we can drop 9-11 starting in December. Karla reported that she can send out flyers at the school with all three times and see if that will help so we can get more patrons on Tuesdays. Karla says that we can contact Bess Huefner of Rich County Times for more advertising. We have put the information on Facebook and Garden City Neighbors. Also, could we get a poster placed in Laketown Post Office. Karla inquired as to whether the Bishops know about the food pantry. Clint England knows and Lindsey Thompson, Garden

City 1st Ward Relief Society President knows. Carmen reported that she had contacted Nancy Hansen of the second ward and then relief Society President in Laketown Ward in the past several times.

Discussion ensued regarding helping patrons on an emergency basis other times than regular scheduled days and times. It has worked out alright so far and there haven't been too many instances and it hasn't been the same patrons.

Ronda stressed that we cannot deliver food to patrons. Patrons need to come into the food pantry so they can sign the register. We do need to be flexible and help all the patrons that we can. Ronda reported that there are 116 individuals that are receiving goods from the food pantry.

The issue of donor recognition was discussed. Should we do a plaque for Mike's Market so they can hang it in the store? Ronda reported that she has bought some gardening tools to give to Victoria Willis for her donations of fresh produce this past summer. We can think about it and then make a decision at a later date.

Ronda feels that we need some operating items for the food pantry, i.e., wipes, lysol spray, garbage sacks, etc. Ronda will contact the city office and see if we can get some of those items. Karla reported that she will talk with Bill Cox, County Commissioner over the senior center and food pantry in Randolph and see if he can get us some of those items.

Our volunteers were discussed and Ronda will update the volunteer list with phone numbers and get each Board member a copy. Do we need additional volunteers or do we have sufficient volunteers?

Ronda feels that we need to document the food pantry operations and what is involved. It was suggested that we need to let the City know what we are doing. At the present time we have two food pickups at Mikes Market per week. One pickup for Garden City and one pickup for Randolph. We have a food pickup every other month in Randolph when the State Food Bank truck comes, every other month pickup at the Cache Community Food Pantry in Logan, Utah. We also pick up diapers and miscellaneous items from the Little Lambs Foundation in Logan, Utah. It would be helpful if we can organize some of the volunteers to do food pickups. The items we need to do is organize and schedule volunteers, communicate, tracking and accountability, working at the pantry, supervising and training, and work with community donors, advertising at schools, churches, facebook, posters, Garden City Neighbors and perhaps Instagram. Ronda asked if there is a need at the schools for food, etc. Karla and Carmen reported that Ken Hansen's daughters Kendra, Jackie and his granddaughters did donations last year and put together kits with snacks, simple foods, etc. But the school felt that there wasn't a need at the school for kids to take the kits home for additional food especially where students can get free breakfasts as well as their lunches. We put the kits in the food pantry and it took us quite a while to move those kits.

Mary inquired as to having a thermometer map or chart to check the temperature of the fridges and freezers. Mary will work on a check list for the volunteers so we can document temperatures. Karla will make three charts. Volunteers also need to rotate food in the freezers so that patrons take the older foods first. Also, volunteers need to check for outdated foods and compare with the Outdate list from the State Food Bank. Ronda reported that we have a family that likes to take the outdated food, however, Mary reported that we need to be careful so that someone doesn't get sick and the food pantry being held responsible.

There being no further business to be brought before the Board, adjournment was at 5:05 p.m.