

GARDEN CITY, UTAH FOOD PANTRY

MEETING MINUTES

NOVEMBER 28, 2022

The regular meeting of the Garden City, Utah Food Pantry was held on November 28, 2022 at the Garden City Office Complex, 69 North Paradise Parkway, Bldg. A, Garden City, Utah. Chairman Ronda Menlove called the meeting to order at 4:00 p.m.

Board Members present were:

Ronda Menlove, Karla Allen, Arlene Buhler and Carmen Madsen

Karla Allen made the motion to approve the February 2, 2022 meeting minutes. Arlene Buhler seconded the motion. All were in favor.

In reference to Food Pantry Operations, the Board discussed the volunteers that we have that are working in the Food Pantry. The Board discussed ways that the volunteers can help during the time that patrons are visiting the Food Pantry. It would be helpful and necessary that the volunteers while they are on duty, work with the patrons in helping them know what we have and show them what is in the refrigerators and the freezers. Sometimes it is not possible for all the food to be seen. We can give suggestions as to what new items we have received and especially if there is a lot of food that we have that needs to be used. Giving suggestions to the patrons is important and helpful. Also, the volunteers need to help stock the shelves to make sure the food is out on the shelves for the patrons to take. Food can be straightened on the shelves and wiping down the shelves in the refrigerators and freezers should be done weekly especially when there is a lot of produce that comes in. Vacuuming is another duty that would make the Food Pantry look better.

Ronda Menlove discussed the possibility of drafting a volunteer handbook. This would be helpful for the volunteers and we need to work with them. They would have a manual that would help them and help with training of volunteers. Ronda is willing to put together a draft for a Volunteer Handbook. She will work on this project.

At this time, Ronda feels that she has too many things on her plate and feels that she would like to step down as Chairman of the Food Pantry. She would be willing to volunteer and help where she can. Arlene feels that she is overwhelmed as well with too many things in her life. The Board discussed ways that we could help and Arlene agreed to post the pictures on Garden City Neighbors and also she would help with scheduling of the volunteers.

Ronda raised the question of do we need a new Board Member? We need to delegate responsibilities to others which would help with the load on the Board.

Discussion ensued regarding the Food Pantry days and hours that it is open to the public. There is a concern as to having the Pantry open during the time that humanitarian quilting is going on which is on Tuesday afternoons 1:00 p.m. to about 3:00 p.m. The Board feels that the Pantry should not be open during this time and it would be more beneficial if it is open an additional day. Times and dates were discussed and the Board has determined that the Pantry be open on Mondays 1:00 p.m. to 3:00 p.m., Tuesdays 9:00 a.m. to 11:00 a.m. and then on Wednesdays 4:00 p.m. to 6:00 p.m. It was decided that the new Pantry hours will start the first of January, 2023. Ronda indicated that all Food Pantries over the State of Utah have increased in patronage. There is a need. According to our reports, so far in November (1 week left) we have served 58 households – 213 individuals. October of 2022 we served 57 households. Also, we will try and change the code to the Pantry each month. Only the Board and volunteers will be the only ones that the code is given to. Karla will send a note home with the elementary students as to the change in days and hours that the Pantry is open as well having a notice at the Pantry that can be given to those patrons that come.

It is noted that we have three service missionaries that have been helping with the Pantry. The two Sisters meet at Mike's Market and help with pricing and loading the food that Mike's is donating. Sometimes it is hard to find prices of the food items, but the missionaries can help with that as well. Ronda mentioned that Mary and Howard loaded up all the food in baskets and take it through the register at the front to get a pricing. Then the clerk cancels the transaction. This has been a good way to come up with the information that we need for our reports especially when there is a lot of food that is donated. The missionaries help weigh the food and load it into vehicle going to the Pantry. They also help get the food up to the Pantry and stock what we have picked up in refrigerators and freezers. The missionaries are not helping in the Library any more so we need them to help inventorying everything that comes into the Pantry.

Other items included in the discussion are patrons need to come to the Pantry to pick up and sign for their food. Patrons cannot pick up food for other people and food cannot be delivered to patrons at their homes. Another note is that the Food Pantry is here to help patrons supplement their food supply not to completely use the Pantry as their only food source. Also, the Pantry cannot serve patrons that are not living in Utah. There has been a concern of some of the patrons taking too much food at their visit. We will monitor this problem and take action when necessary.

There being no further business to be brought before the Food Pantry Board, adjournment was at 5:30 p.m.