

To: Food Share
From: Robyn Schieber
Subject: Minutes of January 17, 2023

Present: Nancy Young, Amy Brandt, Rosie Florian, Hristina Petrovska, Erin Dominianni. Robyn Schieber

Absent: Valerie Owens, Shelia Baiers, Nathan Rickey, Levi Funk

Welcome

KLF Allowance and Budget:

- KLF has limited the amount of dollars we can spend per semester. Which is \$15,000.
- Hristina will ask if we can pay for the product once we have used up the allotted amount.
- Robyn will start tracking the amount we spend through KLF
- We are still awaiting the big grant from MDE.

Summit updates:

- Amy reported on the summit. It went really well. Amy and Sheila presented at the Faculty summit. Faculty have reported that they will try and add the information to their class syllabus.
- It was brought up to resume distributions at AWH.
- Rosie said that they used to deliver to the loading dock at AWH. We will look at different distribution sites in Fall of 2023.
- Feedback from faculty and our provost Paige Eagan was very positive on the presentation by Amy and Sheila at the summit.

Survey:

- Questions for the survey:
- What campus works best for you to pick up at?
- How do you like the food that you are receiving in your share?
- How are you using the food you receive?
- What type of kitchen supplies are you in need of?
- We are looking at sending out the survey at the end of March or beginning of April.

Communications:

- Missed pickup/no shows.
- Erin stated that Nkenge Bergen has agreed to call students who miss pickup/no show.
- Erin will discuss with Evan Pauken about placing a notice to students who miss 3 times. Erin will also discuss with Evan about placing a flag for students that miss signup 3

times. The message would be a pop up that says: You are unable to sign-up until you meet with Nkenge Bergen before you are able to sign up.

- We will place a disclaimer on the sign-up form. Please call if you need to cancel your Food Share after 3 No show's you may not be able to sign up until you meet with Nkenge Bergen
- We will imitate this Robyn will email Erin the names of the students who have missed pick up 3 times.
- Outlook emails does not show that we have replied to the food share emails. Erin does not have access to the Valley Food Share email. Erin will contact Lisa Blewett for everyone to have access to the Valley Food Share email.
- We will be packing 2 COVID test kits in each box.
- Amy will send the communication to us about the extension on COVID test expiration dates.

Updates:

- Erin will send out a reminder for volunteer distribution sign-up.
- Erin will send out the recipes for packing in boxes as well as the date cards. We will place the recipes in the boxes at the time of packing.

Upcoming Committee Meetings Set for 2023

<https://us02web.zoom.us/j/89547370968?pwd=ZnB6SmVRK2NEMGhmbVRyUDAzNlIEUT09>

Meeting ID

895 4737 0968

Passcode 268882

Addendum email: Unclaimed shares

Sent 1/23/23 3:44 pm

Hello Food Share team,

Hope you all had a great weekend. I am reaching out with an update in regards to the extra boxes we inevitably have left after each distribution. No matter how hard we work to get students to show up, we still have a significant number of "no shows", leading to extra boxes left at the end of each distribution. Since this has been an issue from the beginning, we figured it's time to come up with a system on how to handle it. Our hub team has a solution for us! Claire joined our team late last year as logistics support, and we love having her on the team. Her and Austin will work together to make all the deliveries, and now we also have TWO trucks available. That being said, we have capacity to propose a new solution:

1. Food share boxes will be distributed to all registered students, as usual.

2. **All students that have inquired about a box but had missed the sign-up deadline will be instructed to come to the distribution site at 4 pm and can be given a box if there are any extras.**
3. **All leftover boxes will be picked up by the hub team at 4:15 pm and brought to the walk-in coolers at the FIC.**
4. All leftover boxes will be donated to community organizations in need on Friday morning.
5. Erin will try to find out whether we can get approval from the president to allow part-time staff to come at 4pm at the distribution site for a box, so more info on that to come later.

We can discuss this more during our next meeting, but I wanted to send this initial email now, since we really hit the ground running with the food share numbers and things are moving fast. I hope this also helps, so our distribution volunteers don't have to stay much later past 4pm.

Feel free to reach out with any questions.

Thank you all for the hard work and magic it takes to make all this happen!

Hristina