

To: Food Share  
From: Robyn Schieber  
Subject: Minutes of June 15, 2021

Present: Coty Dunten, Nathan Rickey, Valerie Owens, Amy Brandt, Hristina Petrovska, Rosie Florian, Erin Dominianni, Melody Woods, Sherry Weber, and Robyn Schieber

### **Updates:**

- Meeting with Dr. Washington
- We have the go ahead to add a disclaimer on the form for number and zip code for KLF.
- Mel is drafting an MOU with KLF. The MOU (Memorandum of Understanding) will provide us with legal protection. Nadina with KLF is updating their MOU with all food pantries.
- An update was provided to Dr. Washington about the plant give away and equipment given to students.
- Dr. Washington would like us to provide the grants we have applied for to him for review as well as to share with others about what we do.
- Erin and Coty will be providing Dr. Washington with a grant summary to share with other institutions about the Food Share program.
- Erin provided the information for the upcoming planner for 21/22 for Food Share distribution dates. See attached list of Food Share dates for 2021/2022 academic year.
- We will continue to do the special distributions for Thanksgiving and the end of the semester depending on our budget and new grant approvals.

### **Happenings and Suggestions:**

- Amy suggested that we make the link to Food Share more accessible on our website.
- Updated photos for the website will be taken on 6/17/21.
- We will meet with Anna to discuss the organization of the website. Links to library catalogs for nutrition information. Links for the Food Symposium.
- Discussion about the organization of the recipes for the website.
- How do we want to catalog the recipes? By category with buttons on the website and then also by word search to connect to recipes.
- Button instead of a link to click for recipes, library catalogs for nutrition information, Foodways Symposium etc. Location of mini food pantries on every campus added to web pages.
- Mel suggested that education be provided to the academies at the Groves (Vic, Delilah) about food share.
- Sherry suggested that we share her cellphone number with Vic and Deliah to contact us to see if we have any leftover boxes on the day of food share distribution. If we do they will be able to send someone to pick up the unclaimed boxes.
- Erin will be filming the packing and distribution of Food Share on June 24th. This is for Target X to explain how we adjusted and used Target X. Erin explained how Target X was used during the pandemic, to keep students engaged, by creating the Food Share

forms, automated email, put the consent form on the sign up form and improved our processes.

- Coty provided Food Share with toothpaste and tooth brushes to add to the Food Share boxes.
- Food Pantry's are located at SSS, AWH, CUL, Learning Center. These pantries provide food for students who are in need of a snack or meal. These pantry's are stocked and maintained by Coty at TTC, Meredith at AWH, and Faith at the CAH.
- Packing for the special shares in November will be on Friday, November 19

### **Food Share Calendar:**

- 2021 Fall Semester Begins: Wednesday, September 8
- Food Share start - Sept. 16 - TTC - alternating locations til week of Nov. 22 (thanksgiving)
- Special share Thanksgiving Monday, November 22 @ FIC/Tuesday, November 23 @ TTC
- Last share Dec. 16 at TTC
- Semester Ends: Saturday, December 18
- 2022 Winter Semester Begins: Monday, January 10
- Food Share start - Jan. 20 - TTC - alternating locations thru end of semester, skipping week of March 14.
- Last share April 28 downtown location
- Spring Recess: Monday, March 14 – Sunday, March 20
- Semester Ends: Monday, May 22 2022
- Summer Semester Registration Begins: Week of Monday, March 7
- Semester Begins: Monday, May 9
- Food Share starts - May 19 at TTC alternating weeks through end of semester, skipping week of July 4.
- Last share Aug. 18 at TTC
- Independence Day Recess: Saturday, July 2 – Friday, July 8
- Semester Ends: Monday, August 22