

To: Food Share
From: Robyn Schieber
Subject: Minutes of November 1, 2022

Present: Nancy Young, Renea Peruski, Erin Dominianni, Amy Brandt, Rosie Florian, Hristina Petrovska,

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

Grants:

- Aramark grant if we receive we will use it at the Christmas distribution. Erin Checked with Beth at Aramark to see if the grant may be available they will let us know if they get the grant. It will be a quick turnaround if we do receive the grant. If we receive the grant it would be a good time to do a survey of students to see what their needs are for kitchen equipment/utensils.
- Erin will submit the forms for the Okun grant to continue and ask for additional funds to support the increase in food prices.

Survey:

- Survey to students prior to December if we receive the Aramark grant. Discussed what the parameters are for the use of the grant funds.
- Survey to the next sign-up. Let's be more specific with the ideas. Send surveys to students on the 1st of December. Also add questions about food and how they use it. Have ideas to Erin by November 21st. Survey will be done before the student can sign-up for the December 1st share. Measuring equivalents magnet for boxes.
- Volunteers (Nancy) Will remove herself for the volunteer sign-up. She will still be on hand at the distribution. We will target the students that have signed up this semester to send the survey to.
- Survey QR code to a survey to see what the students would prefer, paper recipes, schedules, Link to valley hub page with a feature of 2 different veggies. To have a link to the weekly recipes. Take off the recipes list. We will look into make a QR code and link to the recipes and to the site. To start out we will put a QR code on the recipes. Also have the link to the website. Add phone number to the website.
- Create a QR code also that takes the student to the Food Share web page. Also add the link to the web page for students who do not use QR codes.

Additional:

- Nancy will remove her name from the volunteer sign-up list for the future. She will still be at the distribution site at TTC to assist. This will allow us to have additional help at distribution.
- Sign-up information on the website. We will include on the button for registration when the registration will open up so students will now exactly when the sign up is available. In parenthesis (Available Thurs. at 12 am – Sun. at 11:59 p.m. weekly)
- Students are having problems receiving emails. They should check their spam folder and mark emails as not spam.
- Erin will also check with IT about the emails to students.

- Date cards. It was decided to have the date cards available for staff and faculty to have the date cards. We will also be using the QR codes to direct students to website that has the dates listed.
- Hristina reached out to Allison Nord with PTK for student volunteers to help with packing. At this time, we have 3 PTK volunteers to help.

Budget:

Robyn will connect with Rachel about the Food Share budget. All invoices are in "G" drive for tracking.

Thanksgiving:

- Thanksgiving Share (Packing, ordering, volunteers) Pack on Friday, December 18th. Starting at 10 am - 2 to divide up vegetables or fruits for the shares. We will have sign up for 125 with the waitlist being stated that they would have to pick up at TTC.
- Committee members will assist with packing.
- Nathan will not be available to assist at the distribution of the Thanksgiving shares.
- All volunteers' slots are full to assist with the holiday distribution shares.
- Communications- recipes. Schedules, emails, sign-ups different types of communication Erin will have IT add a note on the registration button on the page. Disclaimer about sign up and missing pickups. Add to website please be courteous and call or email if you are unable to pick-up your share. Update website for winter semester with a disclaimer about signups.
- COVID test handout (Nancy, and Nathan)
- Website wording about sign-up how to improve
- Winter distribution
- PTK Volunteers (Hristina)
- Erin will double check with Evan to be sure the emails are correct that are going out for sign-up. The decision was made to include in the email that goes out about the waiting list for the holiday share. The email will include that if you are on the waiting list for a holiday share you will need to pick up your share, if called at TTC on Tuesday, November 22 after 4pm.

Communication:

- Discussion about students that miss their food share pick up. We have discussed the students that have missed every pick-up. Nkenga has reached out to students who have missed. We are looking at alternative for students who have barriers.
- Ideas for putting a disclaimer on the website, sign-up, and in emails. Thoughts and suggestions discussed.
- Erin is going to check with Denise Lindsley on how they handle no shows for tutoring.
- Putting guidelines on the website for

- Please be courteous and call or email if you are unable to pick up your share. If you habitually miss pick up you may be in jeopardy of not being able to sign-up we will defer to a counselor for follow up to address your barriers to picking up.
- Nancy brought up how hard it is to get rid of the shares that are not picked up. They have however, been able to find students to take the unclaimed share.
- We have been averaging about 80% to 85% of pick ups
- We will update the policy for the website for the winter semester with a disclaimer about missed pick-up.
- We try to make accommodations for students that email about extreme circumstances to pickup at an alternative time. This service is only available at the FIC.