

Daily Bread Food Pantry
Board Meeting Agenda
Wednesday, July 28, 2021

PRIOR MINUTES REVIEW – See accompanying file (4:00 PM – 4:05)

PRESIDENT’S REPORT (4:05 – 4:35)

- Progress on bringing accounts up-to-date and related matters
- Banking Resolutions -See accompanying file
- Actions to complete by the end of 2021
 - Financial house in order
 - By-Laws Revision
 - Strategic Plan
 - Budget
- Communications with St James’ Church
- Review of client visit trends - [see https://www.dailybreadfoodpantry.com/h1-client-trends](https://www.dailybreadfoodpantry.com/h1-client-trends)
- United Way Resiliency Grant and review of PayPal receipts – See accompanying (updated) file
- Volunteer survey results – [see https://www.dailybreadfoodpantry.com/survey-results](https://www.dailybreadfoodpantry.com/survey-results)
- New Sox Box functionality
- Possible TEFAP Audit
- Race and Equity Training

CLIENT VISIT POLICY (4:35 – 4:50)

- Should we change it again? Factors to consider:
 - Client trends (see above)
 - Resources
 - Number of visits
 - Food outside of “open” hours
 - TEFAP/Non-TEFAP segregation
 - Volunteer concerns
 - Our mission
 - Other agencies

PANTRY SAFETY/RISK REVIEW (4:50 – 5:05)

- Food safety
- COVID-19 procedures (esp. in light of Delta variant and rapidly changing attitudes to mask wearing)
- Vehicle safety
- Volunteer background checks (particular issue to be discussed)
- Other safety issues
- Thoughts on non-safety related risks – likely to be deferred until future meeting

PANTRY COORDINATOR ROLE (5:05 – 5:30)

- Open discussion

DISTRIBUTION MODEL (5:30 – 5:45)

- Ongoing discussion of options especially in light of volunteer survey results

OTHER: (5:45 – 5:55)

- AOB
- Next Meeting Date