

The Little Closet Community Food Pantry
Board Meeting Agenda – February 11, 2020

Held in Pearl-Frances Chapel

Call to Order – Opening Prayer

Approval of minutes of meeting on Sept 5, 2019 – *1st Becky 2nd*

Attendance Record *Kathy, Katelyn, Maygan, Becky, Kathy Mounce,*

Reports: *Danita, Wanda Christian, Benny, Jeanette, Raye*
Dane, Ricky, LakWanda,
Chris Pearson, Brent,

- Financial - Kathy
- Distribution – Raye
 - o Statistics
 - o boundary lines and exceptions for service area;
 - o list of duties
- Shepherding Committee Report -
- Buildings & Grounds Committee Report – Ricky
- Buildings & Grounds- Kitchen specifically - Dane

- Mar. 7 work days

Old Business:

- Junior Board Guidelines – Becky

Superint April 4 "

New Business

*fill holes on benches
Chapel*

*Brent
Mike*

- Election/Ratification of Officers
 - o President-Lawanda Williamson (per bylaws Vice-President steps up as President)
 - o Vice-Chair – (open for nominations) *Vice - Dane*
 - o Treasurer – Kathy Anders
 - o Secretary – suggest combining with Treasurer Position
- Nominate new board Members
- Members coming off the roster due to lack of participation – per bylaws

Jeanette offered to help

Reminder: If you are a board member, you are expected to attend board meetings and volunteer for distribution (either preparation, food handout or post-distribution duties). Volunteers are always needed during events as much as possible

Good Shepherd Foundation Report - Becky

-Gratitude -- Reflect and Remember (Memorials)

-Financial Report

-Upcoming Events

- _____ - Chapel Dedication (During Festival, Before/After Distribution or special day)
- April 18th 7th Annual Legacy of Love Festival
- Sept. Concert ??? – Senator Reed
- October 17th Trade Days
- Dec. 2nd ¹⁰ Christmas Caroling and Tree Lighting

May 9

Benchis - wording for plaques

March 7 - Turkey Shoot table

Next regularly scheduled board meeting is Tuesday, May 12, 2020

Closing prayer and adjourn

Memorials - Joshua 4

*1. To Remember
- reflect - celebrate*

*2. To teach the children
future generations*

*The vehicle God uses to bring us to
our destination is thru our lineage*

3. To glorify God & give Him credit

Financial Statement – The Little Closet Community Food Pantry

February 11, 2020

Balance in checking on the first day of September was \$605.44.* Since the beginning of October we have received deposits totaling \$5,303.60.

Withdrawals total \$4,709.30

Included in total withdrawals is \$562.46 paid to APCO

Leaving a balance on January 31, 2020 of \$1,199.74

Since that date we have deposited \$400.00 leaving a **balance on hand of \$1,599.74** as of Feb. 11, 2020.

* At our last board meeting our balance **on hand** reflected a \$400.00 deposit that was made prior to our meeting date so that amount was included in the amount on hand.

Our monthly contributions to the pantry have increased as have our monthly donors.

The following is a list of our monthly donors.

Arbor Springs Free Will Baptist Church (Monetary and Food Donations)

Dane & Raye Blumthall (Monetary)

Jeanette Clark (Food Donations)

Benny & Becky Martin (Monetary)

Kathy Mounce (Food Donations)

Doyle & Barbara Sanford (Monetary)

Rebecca Strickland (Monetary)

Sulphur Springs Free Will Baptist Church (Monetary and Food Donations)

We have been abundantly blessed since our last board meeting to have many donations from outside sources. The Little Closet Community Food Pantry is thankful to the following for their contributions to our community by organizing and/or collecting food for the pantry.

Bethlehem Missionary Baptist Church (Monetary and Food Donations)

Doug & LaRhonda Channell (Doug has been instrumental at TCHS for a lot of the food drives we have benefited from.)

Linda Skelton (Food Donation)

Steve Perrigan (Deer Meat)

Christ Harbor Methodist Church (Monetary and Food Drive)

Walker Elementary School (Food Donation & Monetary)

Northside Middle School (Food Donation)

Northside High School (Food Donation)

Northwood Hills (Food Drive)

The Foundation receives monthly donations from the following:

Mike & Kathy Anders

Benny & Becky Martin

Ricky & Lawanda Williamson

Larry & Danita Williamson

The Little Closet Community Food Pantry

Service Log 2019

Initials	Date	Total Families Served	Total Individuals	Total Adults	Total Children
TOTAL JANUARY		18	89	35	11
TOTAL FEBRUARY		27	70	51	19
TOTAL MARCH		27	67	54	12
TOTAL APRIL		22	61	43	18
TOTAL MAY		25	76	54	22
TOTAL JUNE		22	62	44	18
TOTAL JULY		21	62	46	16
TOTAL AUGUST		24	60	52	10
TOTAL SEPTEMBER		24	62	50	10
TOTAL OCTOBER		23	60	47	12
TOTAL NOVEMBER		28	73	59	14
TOTAL DECEMBER		35	90	71	19
Monthly Average in 2019		25	69	51	15
Total January 2020		24	63	51	12

~~Ask Susan about box~~

Distribution Committee (*Raye Blumthall, Chair)

This committee is responsible for all facets of distribution each month. These duties include:

- assessing (taking inventory) what food is needed 1 week prior to distribution;
- shopping for food (broken down into eggs, milk, bread, canned goods, etc.)
- unloading purchased items
- stocking shelves
- preparing handouts
- Sweeping porch and pantry (general straightening up)
- setup
- preparing bags
- hospitality table (setup, purchasing and serving snacks to patrons)
- prepare and deliver devotion (5 min)
- cleanup (put away tables, chairs, etc.)
- All volunteer positions during distribution (schedule of duties)

On call rotation (please contact Chair to go on the rotation schedule)

***Committee Chair Responsibilities:**

The chair of this committee will ensure that all positions are filled and all tasks are coordinated prior to distribution day. See attached list of duties. The Chair serves a 1 year term and reports to the Board President.

- Coordinate distribution (see above)
- Maintain and report statistics at Board Meetings
- Maintain files on each person served
- Ensure yearly certification of each person served
- Train volunteers for intake paperwork and client files
- Maintain a list of patron needs obtained during intake and bring it to the Board President following distribution

You do not have to serve on the Board to serve on a committee

Hospitality

Shepherding Committee (_____, Chair)

This committee will meet following distribution to review intake forms for new patrons. A referral letter will be sent for patrons outside our service area. Also to make a visit and/or call each patron to build relationships. No more than 3 people will visit a family at one time. How can we help them overcome their circumstances? Make it our business to know about those in need – not just the ones who come once a month. Share the love of Christ.

This committee should be made up of additional community representatives who have a heart for showing love to our neighbors. *By this all will know that you are My disciples, if you have love for one another.* John 13:35

The Chair of this committee will plan the meeting and coordinate the visits/calls. Each member will report to the Chair following a visit or call. The visit or call will be noted in the patron's file.

The Chair serves a 1 year term and reports to the Board President.

You do not have to serve on the Board to serve on a committee

Buildings & Grounds - _____ Chair

-Plan/Coordinate Workday and to be done list

You do not have to serve on the Board to serve on a committee

JOHNNY WILLIAMSON GOOD SHEPHERD FOUNDATION JUNIOR BOARD

ATTRIBUTES

- Interest in making our community a better place through service.
- Individuals willing to step up and take initiative
- Enthusiasm!
- A willingness to participate in our community, a spirit of volunteerism, and extra-curricular activities

No experience is necessary. The pantry board members/leaders will mentor all Junior Board members.

REQUIREMENTS

All members must participate in board agreed upon community service events, activities and projects, and attend the scheduled monthly board meetings. Provide a voice for your generation. Be present with enthusiasm and a thirst for community and self-improvement!

Duties:

Serve under the supervision of the Pantry Board

Offer ideas for fundraising events and other activities.

Bring ideas to the board for approval and guidance.

Understand the mission of the pantry and the foundation

Sign a confidentiality statement each year understanding the importance in keeping the privacy of those we serve.

Johnny Williamson Good Shepherd Foundation
The Little Closet – A Community Food Pantry
Shepherd Hill Opry

Member of the Board of Directors
Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Johnny Williamson Good Shepherd Foundation, *The Little Closet – A Community Food Pantry* and *Shepherd Hill Opry* so as to support the organization's mission and needs.

Optional – Mission or purpose statement:

Our Mission: *To continue the legacy of love for others by providing support and assistance of daily essentials to individuals and families in the Samantha and surrounding communities.*

Daily essentials are basically social issues, food, clothing, housing, heat, etc. However, we don't want to socialize the gospel. We want to gospelize the social - So that the gospel addresses every social condition that we ever encounter. (Dr. Robert Smith, Jr.).

Our Purpose: *Therefore, as we have opportunity, let us do good to all, especially to those of the household of faith. Galatians 6:10*

Currently our primary focus is on food. That's where we are starting first in building *The Little Closet* Food Pantry. But, we also want to build up our community with encouragement and promote good will and relationship with our neighbors. That's how we come to find out each other's needs, through relationships. We see having events like *The Legacy of Love Festival* in April and summer concerts at The Shepherd Hill Opry as a way to do that.

So, outside the food pantry, we envision a place for all needs not just a place for the needy. We don't often think of daily essentials including our emotional and spiritual needs but 100% of us have those needs. It's not just food and clothing. We are responsible for our neighbor - Physical and spiritual wellbeing.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of the organization. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- Three meetings a year
- The board of directors meets _____ at (location). Meetings typically last 90 minutes.
- Board members are asked to attend special events
-

Expectations of board members:

- Participate in distribution
- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the organization's mission, objectives, and programs.
- Help communicate and promote the organization's mission and programs to the community.
- Become familiar with the organization's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the organization.
- Support the organization in a manner commensurate with one's ability.

Officers Duties and Responsibilities

Board President

Oversees the work of the entire board and committees, leads meetings, ensures adherence to bylaws, prepares President/Elect

- Prepares Agenda for Board Meetings
- Send notices of Meetings
- Assess and make recommendations to the Board annually regarding the effectiveness of the Board as a whole, the Committees of the Board and individual Members
- Works closely with each committee chair to support and ensure committees are functioning properly.

Vice-President

Support and backup for Board President. Maintains records of board discussions and actions and make info available to others.

Succeeds as President

- Ensures and maintains Confidentiality Statements signed by all volunteers yearly

Secretary /Treasurer

Compiles and shares budgets, financial statements and other financial information, acts as signee for bank accounts

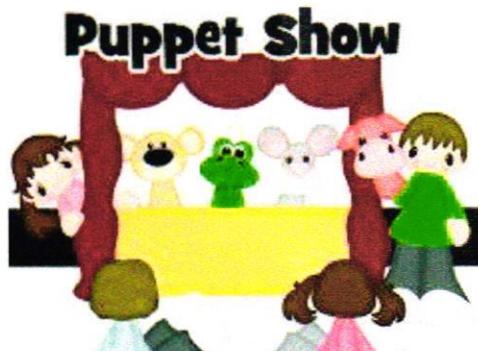
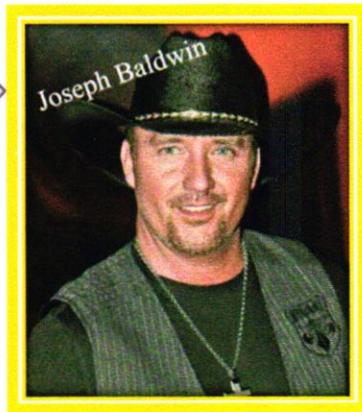
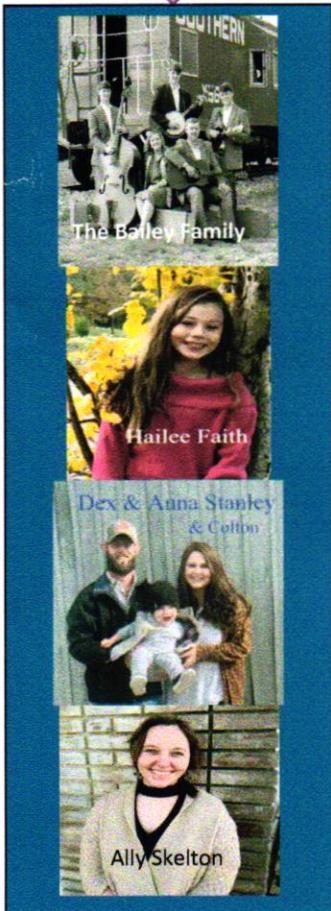
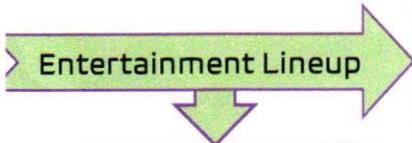


Therefore, as we have opportunity let us do good unto others, especially to those of the household of the faith.
Galatians 6:10

7th Annual

Legacy of Love Festival

Saturday, April 18, 2020
11:00 a.m. - 4:00 p.m. • Shepherd Hill • Samantha, Alabama



Located on Fondren Road behind The Good Shepherd Statue on Highway 43 North, Samantha, Alabama between mile markers 216 and 217. Call (205) 233-3794 for more information. Donations benefit The Little Closet Community Food Pantry and other ministries of The Johnny Williamson Good Shepherd Foundation, a 501(c)(3), Faith-Based Organization. EIN 46-3243772. Our Mission: To continue the legacy of love for others by providing support and assistance of daily essentials to individuals and families in the Samantha and surrounding communities.

www.goodshepherdfound.org/legacy-of-love-festival.html

To Do List

Updated 2/11/2020

Pantry Inside

- Hang Dry Erase Board

Pantry Outside

- Roofing/tin/flashing
 - _____
-

The Clogging Porch

- Stain floor
- Permanent Sign
- _____

Pearl-Frances Chapel

Interior

- Hang stained glass inside
- Hang "old" light fixture
- Repair hole in floor on southwest corner
- Paint window trim
- Sand floor
- Stain floor
- Wood putty bench screw holes
- Stain benches
- Clean Windows
- _____

Exterior

- Finish porch top
- Install Porch light
- Install Steeple light
- Non-skid strips on ramp
- Paint exterior
- Landscaping
- Plant flowers in window box after painting
- Permanent Sign
- _____

Momma's Kitchen

- Swap outlets
- Outlet by fry area bench
- Wall above bifold
- Trim windows
- Trim mounding
- Porch lights *(continued on back)*

- Sink window
- Replace faucet
- Paint outside
- ROOF LEAK
- Finish shelving for closet
- Hang broom/mop holder
- Build shelving above sink and stove
- Build island
- Install window over sink
- Door knob
- AC
- _____
- _____
- _____
- _____

Shepherd Hill Other

- Inspect playground equipment
- Relocate power pole in front of Chapel
- Take down old fence
- Landscaping (weeding, edging, mulching, etc.)

New Construction – (Storage Building/Musicians Lobby)

- _____