

## The Little Closet Community Food Pantry Board Meeting Agenda – September 5, 2019

**Call to Order** – Opening Prayer

**Approval of minutes of meeting on May 28, 2019**

**Attendance Record**

**Reports:**

- Financial
- Distribution
- Shepherding Committee Report
- Buildings & Grounds Committee Report (Respect Sundays – no work on the hill)

**Old Business:**

- Junior Board Guidelines

**New Business**

- Work Day Sept. 14, 2019
  - See To-Do List – *Kitchen is priority!*
- Work Day Oct. 5, 2019
- Air Conditioner
  
- Other New Business
- **Reminders:**
  - ✓ Communication is key in everything we do. Please communicate what you are doing so we are all on the same page.
  - ✓ Always get an address for **any** donation: monetary or possessions.
  - ✓ Don't let milk spoil in refrigerator after distribution. There are several area families we can donate to.
  - ✓ Kathy Mounce has volunteered to take care of snacks at distribution.
  - ✓ **Everyone** is wanted outside for devotions.
  - ✓ If you need to make a copy of a form, PLEASE put the original back in the folder where you found it.
  - ✓ Nearing distribution please do not put stuff on the shelves of the refrigerators where the milk would need to be the day before.

✓ Toters, please do not have conversation at the counter. It's hard for intake workers to hear clients information

- **Good Shepherd Foundation Report**

- Upcoming Events

o Trade Days & Fish Fry October 12, 2019

o Christmas Caroling and Tree Lighting Dec. 4, 2019

*Lawrence paid off Foundation Account has almost \$900. Invs. will be due \$300(?). Enough funds to finish kitchen*

*- Need Volunteers*

*Next regularly scheduled board meeting is Tuesday, February 11, 2020*

*Closing prayer and adjourn*

# To Do List

Updated 9/11/2019

## Pantry Inside

- Hang Dry Erase Board

## Pantry Outside

- Roofing/tin
- Treat/stain swings
- \_\_\_\_\_

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## The Clogging Porch

- Repair/secure broken bench
- Stain/treat benches
- Replace/repair flooring
- Sign
- \_\_\_\_\_

## Pearl-Frances Chapel

- Finish porch top
- Porch light
- Steeple light
- Install and paint front door
- Hang stained glass inside
- Hang "old" light fixture
- Build benches/pews
- Non-skid strips on ramp
- \_\_\_\_\_

## Momma's Kitchen

- Put up insulation and Enclose walls and ceiling
- Install exterior door
- Plumbing
- Build shelving for closet and install bi-fold doors (Joe & Brent Jones donating)
- Enclose music room
- Install window over sink
- AC
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Shepherd Hill Other

- Inspect playground equipment
- Take down old fence
- Landscaping (weeding, edging, mulching, etc.)

## New Construction – (Storage Building/Musicians Lobby)

- \_\_\_\_\_

## Trade Day Duties

### #1 Complete Kitchen

- Mow/weedeat/cleanup (Thurs. before)
- Mark spots (Day before) Dane
- Set up (day before)
- Put up photo props (day before)
- Clean bathrooms
- Sweep chapel

Financial Statement

Sept. 4, 2019

Balance in checking on the last day of May 2019 was \$463.25. Since that time we have received deposits totaling \$2875.00.

Withdrawals total \$2,732.81

Included in total withdrawals is \$894.38 paid to APCO

Our balance in the checking account today is \$1005.44

Alabama Power History

Date	Usage (kWh)	Amount
8/7/2019	996	\$235.70
7/9/2019	1160	\$267.48
6/7/2019	937	\$230.54
5/8/2019	600	\$160.66
4/8/2019	272	\$99.50
3/8/2019	335	\$107.24
2/7/2019	769	\$185.26
1/9/2019	1670	\$347.24
12/7/2018	1244	\$241.49
11/6/2018	390	\$105.65
10/9/2018	983	\$199.96
9/10/2018	734	\$165.43
8/8/2018	687	\$157.64