



Agenda

HP Gives a Hoot Committee Meeting

4/13/21 7:30 Held over zoom conferencing

Meeting called by Michael Buchman, Chair

Type of meeting Regular Meeting

Attendees

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1. Call to order

2. **Update on 501c3 status since last agenda.** The Mayor, Mike Buchman, Tara Canavera, and Janice Ballou of the HPCFP met on March 24 at 2pm to clarify options for increasing food supply if necessary. Because COVID efforts the County is up to their necks. Not clear if CFBNJ is open to new partners now, for similar reasons. We're tabling the effort to partner with them until things settle out and if we are immediately in need to food.
 Meanwhile, Carlie Andrews of the HPCFP will advise me if we might order food from CFBNJ through them.

3. Finance Report:

	2/9/2021	3/8/2021	4/12/2021
Current Total Balance of the account:	\$30,421.06	\$30,942.22	\$30,825.28
Remaining Balance of the Fire Relief Fund*	5,321.00	5,321.00	5,321.00
Est Summer Camp (20 campers) for year**	6,400.00	6,400.00	6,400.00
Est Global Grace costs for year***	0	0	0
Less Mayor's Event donation	3000	3000	3000



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	2/9/2021	3/8/2021	4/12/2021
Available Gives a Hoot Fund	15,700.06	16,221.22	16,104.28
*Using the Fire Fund	21,021.06	21,542.22	21,425.28
**Excluding Summer Camp	22,100.06	22,621.22	22,504.28
***Excluding Global Grace	15,700.06	16,221.22	16,104.28
Available Gives a Hoot Fund (above)	15,700.06	16,221.22	16,104.28
Est Purchases (\$500/month)	5,500.00	5,000.00	4,500.00
Est end-or-year bal. (without donations)	10,200.06	11,221.22	11,604.28

- The current total balance reflects anticipated donation from the Mayor's event, new donations, less reimbursed expenses for the Teen Center grocery distribution.
- *Asterisked balance shows available funds if we used excluded amounts.

4. **Food distribution is running smoothly.** March grocery purchases totaled \$499.34.
5. **Summer Camp:** The recreation department announced its summer camp program. Monica is soliciting applications for Scholarships to the Boro's Summer Camp. We will award up to 20 scholarships at about \$320 each, or about \$6400. If there is a strong response to the solicitation, we will consider offering more scholarships.
6. **Increasing our client base.** Ashton Burrell anticipates growing demand. Discussion of how to reach more clients.
7. **Documenting clients served.** Day-of reports of approximate number served will allow us to judge our demand and plan for supply. Unfortunately, for many dates, I have recorded clients served are "25-30: est". In future, I'm not recording unreported estates. We have had no day-of reports of the number served from February 16 through March 23. Monica reported 21 families on May 30 and 20 families served 4/6. How can we get timely counts?
8. **Follow-up needed.** A new grant program may help us buy equipment. Freezer, fridge, storage cabinets? See <https://t.congressweb.com/w/?LWZGAUKDRJ>



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9. **Status of update letter to donors.** Mike sent the draft to Harry Glazer for review. I followed with a reminder today.

10. **Updated Grocery Distribution Flier.** Translation? Distribution of Flier? See text of flier below.

11. Old Business:

The Action Items listed below reflect the continued work that is needed on expanding our donor list, drafting a follow up letter to donors, finding ways to offer food support to those in need, and updating our website, Facebook page and mission statement.

- a. Updating donor list.
- b. Request school stats on # qualifying for free and reduced lunch (to anticipate demand for Hoot services)
- c. Update our Mission statement.
- d. Update our website and Facebook content to reflect Mission statement and flier.
- e. Get complete Hoot usage counts. Ashton says some clients are served outside the Tuesday morning distribution.

12. New Business:

13. Next HP Gives a Hoot meeting will be on 5/11/21 at 7:30pm We will be holding that in a video format, on Zoom.

Action Item	Who	Due	Status
Share names and addresses of additional potential donors with Monica Contact Monica to determine the format needed to add names	Mike/Evelyn/others on the Committee Marilyn		tbd
Draft Hoot update & thank you letter Share ideas with Evelyn for this letter	Evelyn Mike/Marilyn/others on the Committee		in process
Outreach to School Business Office to see if they would share flyer with families on free & reduced lunch	Tara		
Spanish translation of updated Hoot flyer	Mike		tbd



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Get numbers of families currently using the township lunch program.	Tara, Mike		
Update our Mission Statement/website send ideas to Evelyn	Mike/Committee		tbd



Can we help you make dinner?

Highland Park Gives a Hoot offers **FREE GROCERIES** to Highland Park families in need of support.

No sign-up. No questions asked.

Where: "Zone 6," HP Teen Center, 600 Benner Street

When: Tuesday mornings 10:00 a.m. - 11:00 a.m.

Please check the [Highland Park Teen Center Facebook page](#) for unscheduled closings.

Contact Michael Buchman, HP Gives a Hoot Chairman, michael.buchman.mb@gmail.com
& follow us on Facebook at www.facebook.com/hpgivesahoot/

ALSO...

Visit the Highland Park Community Food Pantry.

Community Center, 220 South 6th Ave, Highland Park, NJ

2nd & 4th Thursday of each month, 9-10:45 a.m. and 6-7 p.m.

Saturdays following the 2nd & 4th Thursday of each month, 9:30-10:30 a.m.

[For Food Pantry updates see](#)

<https://www.hpboro.com/government/boards-commissions/community-food-pantry>