



Minutes

HP Gives a Hoot Committee Meeting

4/14/21 7:30 Held over zoom conferencing

Meeting called by Michael Buchman, Chair

Type of meeting Regular Meeting

Attendees Michael Buchman, Marilyn Pruce, Evelyn Sedehi, Bill Winfrey

Minutes

1. Meeting was called to order at 7:37 PM. All participants were on a zoom call because of the need for physical distancing due to the Covid-19 situation.
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 maxed out. 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 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
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



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	2/9/2021	3/8/2021	4/12/2021
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-of-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 tabled as Ashton did not attend meeting.
- 7. Documenting clients served.** Day-of reports of approximate number served will allow us to judge our demand and plan for supply. This information has been inconsistently received. We need to work out a way to get more accurate and regular counts of families served through the Teen Center
- 8. Outreach to families in need:** the following list of possibilities was generated:
Through schools, Recreation Department, leaflets or door hangers in all neighborhoods, through churches, farmers' market

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.

- Review of update letter to donors. Mike
- Motion to forward to the Mayor's office for review. Mike
- Updating donor list. Mike
- Translating updated flier into Spanish. Marilyn
- Distributing flier through schools Marilyn
- Request school stats on # qualifying for free and reduced lunch (to anticipate demand for Hoot services). Tara/Bill
- Update our Mission statement: Evelyn



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- h. Update our website and Facebook content to reflect Mission statement and flier.
 - i. Get complete Hoot usage counts. Ashton says some clients are served outside the Tuesday morning distribution.
9. New Business: 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.
10. Meeting was adjourned at 8:20 PM.

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		
Outreach to Business Office to see if they would share flyer with families on free & reduced lunch	Tara/Bill		
Spanish translation of updated Hoot flyer	Marilyn, Monica		
Get numbers of families currently using the township lunch program.	Tara, Bill		
Update our Mission Statement/website send ideas to Evelyn	Evelyn/Committee		

Respectfully submitted,

Marilyn Pruce
Secretary