

TOWN OF DEEP RIVER, CONNECTICUT
Community Health Committee (CHC)



Meeting minutes

Meeting date: Tuesday, January 10, 2022

The meeting of the Community Health Committee was called to order by Acting chairperson Tracy Woodcock, at 7:20 pm at the Deep River Town Hall. Members present were Vice-Chairperson Lori Gregan, Dawn Norton, Betsy Scholfield and Carol Jones. Absent was Chris Brooks, David Blifford and Nancy Howard.

Secretary Report: Meeting minutes from both October and December 2022 were presented for review and vote since there was no meeting in November 2022. Scholfield made a motion to accept; Gregan second. Motion passed.

Election of Board: Slate of board members nominated at the December meeting was presented for vote: Chairperson - Woodcock; Vice-Chairperson - Gregan; Treasurer - Norton; Secretary- Jones; Norton made a motion to accept the slate as presented. Scholfield seconded. Motion passed unanimously.

Backpack program discussion-

- Discussion regarding menu for the weekly bags. Judgement can be made regarding the fresh vegetables purchased each week to those that are on sale or more in season.
- Blifford picked up the second month of donations from the Shoreline Food Pantries backpack support program on Thursday, January 5th. Feedback from committee is positive as donations are helping to offset the cost of the back pack program.
- Woodcock will print small notes to be included in the weekly backpacks, asking for the return of any of the string bags given to each recipient with the weekly food delivery. If bags can be reused, that would cut down on expenses. A few bags have been returned for reuse.
- Schedule of backpack assembly for January as follows: 11th-Scholfield/Woodcock; 19th Jones/Norton; 26th-Scholfield/Gregan. Month of February will be done by the Deep River Town Hall staff. Jones to confirm with Rotary if they will be able to assist with backpack assembly for April and July. Jones will also confirm that the Deep River Town Hall staff will do the month of August.

Treasurer's Report: Norton in this newly created position, gave an overview of donations received (revenue) and expenses. The annual appeal brought in some \$9348.00 at a cost of \$1075 for mailings and postage) Discussion ensued about accountability for gift card donations. Woodcock will speak to R. Bininger, Director of Social Services, about creating a spreadsheet for tracking gift card distribution and donation. Also, to try to determine the number of cards that might be needed per month, etc. so that the CHC can plan ahead.

Food Pantry update:

- The shelves are fairly well stocked with certain items. Jones recently ordered coffee, tea and boxed milk as there is a need and no supply. There was a problem with insects in the rice stock, so all rice products were disposed of.
- Woodcock suggested a schedule be established so that, at least once a month, all the food in both the storage room, food pantry and storage closet, be rotated with older products in front, etc. The food items would also be examined, and expiration dates checked. Scholfield reached out to Valley Regional to inquire about getting a student volunteer once or twice a month to go through items. CHC must have firm dates and times established for the students to help. Idea will be pursued with more

discussion at the next meeting.

Review Procedure for Emergency Action by Committee-

No further discussion on this topic

VNLV report:

Scholfield reached out to the VNLV to gather information about their meeting dates and times as she was interested in representing CHC to the board. The representative from VNLV stated that he would have to get back to her with more information. Further discussion tabled until next month.

Other Business:

- Review of CHC charge – Norton presented the committee with the subcommittee's draft report for review and comment. All members were asked to review the draft document with discussion tabled until next meeting.
- To date, Woodcock has written 68 thank you notes to donors to the CHF and the food pantry.
- Upcoming fundraisers/food drives-for 2023 discussed, Norton and Jones presented an idea to hold a Bingo game in early March. Jones will look into State and local restrictions/regulations and if any permits are required. Scholfield will investigate using John Winthrop for the event. Jones will investigate the availability of the Town Hall auditorium for the event. The Bingo event would be Friday night, March 3rd.
- Bulk purchasing of items for food pantry-no report
- Other items for discussion-
 - Toy Drive went well. All toys were distributed to local families. Utilizing the town hall auditorium worked out very well as it is a large room and it is centrally located.
 - The Committee decided to make up small gift bags, filled with candies and other small items for Valentine's Day as they had done last year. The gift bags will be available, 1 per person, while supplies last to those residents visiting the food pantry. A bag will also be put into each backpack.

Adjournment: Motion to adjourn was made by Norton, seconded by Gregan. Meeting adjourned at 9:36 pm.

Respectfully submitted,

Carol Jones, Secretary
CHC