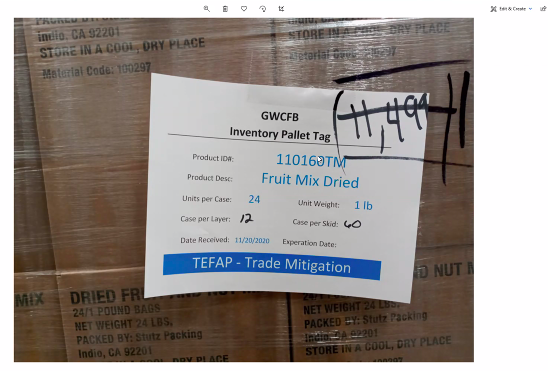
Questions

* Could you talk a bit about GWCFB’s mission and goals?
  + Half hour south of pgh
  + Nontraditional food bank
  + Lots of a community outreach prorams
  + Education is big part
    - Educate citizens on how to become more food secure
  + 25000 people who identify as food insecure
  + Going through rebrand - new website has not been deployed yet
  + Food helpers is umbrella organization
    - GWCFB - jon represents
    - Healthy habits training center
    - Food market
    - 22 acre farm
      * Food production, starting on livestock
  + Local fresh healthy
    - Not only being fed
    - Receiving quality and healthy food
    - And education to produce their own food
    - Training classes and internships on farm
  + 20000 sqft facility
    - 24 acre plot of land (farm is 22)
  + Foodhelpers.org
* What would those without cars do for the Truck to Trunk model?
  + Is there a home base pantry those patrons can go to?
  + Are they restricted to a certain date and time?
* Can you talk a little bit about the current tracking system used?
* Could you describe how the QuickBooks software works and what it does to track inventory?
  + What are some issues with the inventory system that your organization is currently facing?
* Could you elaborate more on the scan aspect of the system you want us to build?
  + Does every product have a tag / code associated with it or do they have QR codes?
  + How do you organize your donation items, both electronically and physically?
  + Is the scanning system in the interest of logging which items have been donated and which ones are still needed? Or in the interest of keeping track of what each patron is given?
* Which organizations does the food bank receive resources/donations from?
  + How do you work with the partner organizations? Is there any form of competition or do all the organizations work together?
  + Do your corporate donations rely on individual donations? Do they match whatever donations you receive? ($1 can help buy $5 worth of food)
* How has your organization been reaching out to gain sponsors/partnerships?
* Talk about programs
  + Healthy habits training center - slow currently bc of COVID
  + Previously had diff orgs to come hold trainings
    - Will “host” classes taught by other orgs
    - Homesteading group
    - Beekeeping group
    - Structured class setting
    - Students develop curriculum for doctors program
  + Hydroponic units
    - Interns that are learning hydroponic process
* Does produce go to food bank?
  + Portion of it does
  + More effective to turn food into dollars and then buy food from other people
  + Everything produced in hydroponic units is being sold to another company
  + Use the money to buy wholesale food
  + Crating 3 new distribution models in rebrand
    - Partner with other farms
    - Give produce directly to clients
* Distribution models
  + Traditionally use hybrid - brick and mortar pantries with agreements
    - Give food on monthly basis
  + Truck to trunk
    - Drive thru model
    - Preregistered clients to come and get food - helps with COVID
    - Cut out middle man of pantry
  + Giving out 40-50k pounds of food a week over the last 3 months
    - Receive food from mulitple sources
    - Distribute to multiple sources
    - Inventory management system to reduce human error
      * Must meet certain standards
      * Need to report fed and state govt - so inventory management needs to be accurate
* Current system
  + Quickbooks
    - Not user friendly
    - Everything needs to be manually entered
    - Paper gets translated to quickbooks
    - Stored in quickbooks on local service
  + Want a standalone system specically for inventory
    - Would be nice to communicate with quickbooks
    - Not dealbreaker
    - Just need numbers to be produced to input into quickbooks
    - Would love to see current server fazed completely
    - Currently need multi-user mode which reates need for server
  + How it works
    - Accounting software program
    - Different source products that come in
      * Restricted vs non restricted products
      * Different income guidelines for who can receive what
      * Most locally donated food is tracked by number of pounds - unrestricted food
      * PASS - PA surplus - restricted
        + Each item has its own item number
        + Followed by name of program
        + 1516PC - PASS Cares
      * The amount of inventory currently : current value of $900k
      * Trucks come in on a daily basis
      * Inventory being moved around warehouse constantly
      * TEFAP? - all needs to have reporting structures
      * Same exact commodity could come in, bt if its from a diff source it needs to be logged separately and kept separately in the warehouse
      * Negative numbers for inventory on hand - error
        + Food was not handed out
* Warehouse
  + Assembly line - volunteers come in mon-thurs to pack boxes
  + Walkin freezer, cooler
  + 10k sqft warehouse
  + Pallots are identified by pallet tags - hope to be scan based 
    - Product id#, product description, units per case, unit weight, case per layer, case per skid, date received, expiration date
* Current process to report transactions
  + EXCEL spreadsheet - compliments quickbooks
  + Preplanned on a monthly basis
  + Does math to know what quantities to pick for each distribution
  + Pantry coordinator sends paperwork to jon - then manually input into quickbooks - tedious and leavesroom for a lot of error
* Negative numbers - errors
  + Set up on per unit basis
  + Ability to create inventory assemblies
    - 15 items into prepacked box
    - Need each item as its own unit
    - Whenever each inventory is created - need to deduct from existing inventory
    - Create new assembly
    - Boxes go out to distribution
    - No current assembly - so lot of conversion currently
    - Not every box is the same
    - Currently incorrectly recording boxes that are being distributed
  + How to double check - to keep count of boxes?
    - Supposed to be counting, but it doesnt happen
    - The current system shows how many bulk boxes exist, not the number of indiv items
    - Doing inventory for each distribution isnt feasbile bc of time
  + CSFP - parent source
    - Item with parent identifier
    - 100035CSFP - cheese
    - Might have same number but under a different source
      * Letters identify restrictions
    - Total quantity on hand should never be less than 0 - used to make inventory assemblies
* Quickbooks process
  + Receive item - create purchase order
    - Designate vendor where its coming from, need item number already built into QB to identify, purchase a certain quantity
  + Can receive inventory with a bill
    - So you can pay the vendor
    - Different since theyre nonprofit - dont pay for 90% of what they receive most is donated
    - CONTRA account - processing payment for valuation purposes
  + Then physically in inventory - then numbers show up in QB
  + Can then invoice the commodity out to a customer
    - Customer = pantry and distribution locations
    - Theyre not paying either
    - Need anotherCONTRA process to bring values back to 0 when there is an exchange of good s
    - Would deduct units from total quantity
  + Lots of room for error - just fro misstroke of key
  + Other values
    - Dont do purchase orders prior to recieivng goods
    - Need to verify quantities as they come in
    - Purchase orders and bills are almost simultaneous
  + Can run variety of reports
    - Receive goods from americold - deliver CSF P every month
      * What was received, cost of each item
      * All needs to be manually createdinto a bill to be ble to receive goods
      * CONTRA process to “pay” bill
  + Need standalone system to remove need for CONTRA system
    - QB makes you do CONTRA
    - QB is meant for for-profit orgs that actually exchange money
  + Inventory
    - Each item needs to be manually built in with all info before inventory can be put in the system
    - Amount can be by case, box, and pound
    - Description - general
    - Case count
    - Weight per item
    - Need this info readily available since a lot of reporting is done by weight
    - Wouldnt mind having a weight field that can be made reportable instead of having to do conversions with spreadsheets
    - Each item has its own cost and sales price (theyre the same)
    - Everything is non taxable
* Truck to trunk
  + How do car-less people
  + Bulk distribution model places locations in physically accessible areas - so can walk necessary
  + Can register for proxy if necessary
    - Friend or family member can pick up food on their behalf
  + Trying to start doing home delivery - meant for short term client needs
    - Other non profits and churches to help
* Contact jon by email - 7am - 3pm - off the radar after that
  + [warehouse-mgr@gwcfb.org](mailto:warehouse-mgr@gwcfb.org)
  + 724-632-2190 ext 101
  + Zoom meeting per week
    - Mondays thurs are bad
    - Tues wed fri is better - 8am to 2pm is best
    - Send gcal invite with zoom meeting
    - If we send an email after 3pm, expect a response the next day
* $1 to $5 of food
  + Donated food from multiple sources
* Donated food
  + Locally donated is small amounts
  + Local orgs do food drives
  + Small percentage is local community
  + 40% on hand rn comes form state funding
  + 50% from TEFAP - USDA
  + Campus packs - high school/college age folks need supplemental food
* Preregistered clients just need to sign that they dont meet specific income limits
* Powerpacks at every distribution - for unrestricted food
* Inventory assembly
  + No current option for inventory assembly in QB
  + Pick sheet - tells you bulk quantity of each item
  + For each distribution
    - Find out number of registered clients - to get box count based on number of dependents
    - Try to get some of each item on the list into the box
    - Put an average of 1lb of locally donated items into each prepacked box - normally health and beauty items
    - Locally donated is normally quanitified in pounds
    - Feeding america also in pounds
      * Do retail store pickups thru feeding america
      * Non restricted food
      * Need to placed in freezer/cooler
      * Will give retail store “reset” food to food bank
    - Non food items that get donated go to a thrift store is turned into $
      * PB and J is a big goal to have a lot on hand
      * If theres a shortage, use money to fill in
    - With COVID
      * Got a lot of money from CARES act
      * Amount of food is great
      * Need to house food and distribute it
  + Distribution issues
    - 2 brand new box trucks
      * Can fit 9 skids
    - Filling trucks to cap to distribute
    - Trying to distribute to avoid food going bad
    - Truck capacity is barrier
      * Could give food to more clients per distribution
      * Wold need another driver/employee to man the truck
    - Current staffing is stretched
  + Need tracking to distribute accurately
    - Want to eliminate human error
      * Need to do reporting to state based on amount of TEFAP distributed
      * Anytime there is an inaccuracy - need to spend more time to goback and correct the
  + Reports include
    - TEFAP - own reporting standards
    - States like to keep track of what they have on hand and are distributing in terms of poundage
    - Different reimbursement amounts for admin costs
      * Generalize as admin reimbursements
  + Scan based
    - Handheld unit
    - Can walk to any pallet with a barcode (UPC) and itll bring up info about that specific item