

MANNA FoodBank
Board of Directors Meeting

Date: January 20, 2016	Begin Time: 5:00 p.m.	End Time: 6:40 p.m.	Total Time: 1.40 min.
<p>Members Present: Janie Wilson, Jim Mathews, Louise O'Connor, Allen King, Sage Turner, Scott McLean, Joyce Miles, Melody Dunlop, Jeff Grindstaff, Judy Butler, Chuck Cloninger, Barry Kampe, Kip Marshall, Rasheeda McDaniels, Steve Metcalf, Karen Olsen By phone: Ruth Birge, Jo Blaylock Ray Members Absent: Elaine Robinson Beattie, Ross Sloan</p>			
Guests Present: n/a			
Staff Present: Cindy Threlkeld, ED; Nancy Flippin, CFO; Mary Nesbitt, CDO, Jill Hanson, COO, Max Gruber, Alicia Hixson, Libby Barker, Jennifer McLean			
Report/Member/ Handouts	Discussion/Recommendations/Conclusions	Action/Follow Up	
Call to Order	JM called the meeting to order and Janie Wilson read the mission and vision statement of MANNA FoodBank.		
New Board Members	JM introduced and welcomed the new Board members: Ruth Birge, Judy Butler, Chuck Cloninger, Barry Kampe, Rasheeda McDaniels, Steve Metcalf and Karen Olsen. He then asked for them to offer a brief statement of their background.		
Consent Calendar	JM asked for additions or changes to the minutes of the November and December Board meetings. As there were none, the minutes were approved.		
Development Strategy	<p>CDO Mary Nesbitt and Development Committee Chair Melody Dunlop presented their plans and strategies for the upcoming year. Mary announced a one year strategic plan to involve donor engagement, grant and foundation pursuit, corporate giving, and marketing strategies. She praised the work and vision of her development team and highlighted a few of the upcoming plans, such as pursuing donations from many of the far western counties (in particular those counties who provide recreational homes for many corporate leaders from areas like Atlanta and Charlotte), staying on top of new methods of giving via media sites, and fine tuning the new direct mail program recently instituted.</p> <p>She noted that there was 5 year low in new donors, but current donors have increased their giving amounts. She feels that one issue to be addressed is donor retention and mentioned that wrapping up the STEH campaign should be a plus in that direction.</p>		
STEH	<p>CT announced that Phase 2 was on schedule for an April 1 deadline. Recent interviews have been completed for a vendor to finish out the freezer/cooler. There will be a ribbon cutting ceremony around the end of April to celebrate the end of the project. David Holt will perform.</p> <p>The Glass Foundation was to have met a day prior to the January Board meeting as regards a request of \$90k, but CT had not heard anything prior to our meeting. There are also a few smaller amounts to come in with the hope of reaching the last \$100k needed to complete the goal of \$3 million.</p>		
Finance Committee Handout #1-Capital Campaign Summary Handout #2-Statement of	CFO Nancy Flippin presented financial statements as of 12/31/15, including the statements of position and activities. She also presented a summary of fundraising against the STEH goal of \$3 million, noted that MANNA has currently raised approximately \$2.9 million. She noted that the cash balance is strong, with available funds approximating \$1.5 million after having paid off		

<p>Position</p> <p>Handout #3—Statement of Activities</p> <p>Handout #4-Monthly Cash Balance</p> <p>Handout #5—Pie chart</p>	<p>last year's borrowings under the LOC.</p> <p>Nancy stated that contributions and grants were down on a year-over-year basis, but said that was mostly due to a one-time donor in 2015 who gave several substantial gifts. Direct mail solicitations have done well and are well ahead of plan for the year. In addition, there was a one-time gift from Biltmore Baptist Church for \$100K from their Christmas Even collection that will be recorded in January.</p> <p>Expenses were slightly over budget, due mainly to employee bonuses and an increase in payroll taxes. She then noted that she continues to tweak the expenses categories and has broken out the direct mail expense, adding it as a separate line item.</p>	
<p>Human Resource Proposal</p> <p>Handout #6—Proposal to Move Away from ADP</p>	<p>NF presented a proposal to replace ADP (current payroll provider) with PayCor. After a thorough review of current ADP expenses, she feels a change will net a savings of \$76k, annually. She stressed the need for making this change immediately, in order to avoid having the employees face two different enrollment periods. Board member Kip Marshall did a review of the legal issues involving this switch and found no problems to making the move. The EC had previously discussed this transition and recommended making the change. A motion was made to approve this plan, it was seconded and carried unanimously.</p>	<p>Motion: That the Board of Directors of MANNA Foodbank approved the hiring of PayCor to handle payroll and employee benefit issues. The motion was seconded and carried unanimously.</p>
<p>Report of CEO Transition Committee</p>	<p>JW reported that the application process for the new CEO position has closed. 128 applications had been received from 27 states and 7 foreign countries. Phone interviews will begin in February, semi-finalists will be reviewed in early March, and final interviews in late March.</p>	
<p>President's Report</p>	<p>JM noted that Scott McLean and Elaine Beattie had put together a biography form to be used for all Board members in updating their bios. He then distributed the Basic Commitment and the Conflict of Interest form to each Board member for their signatures. He listed his Board Goals for 2016 and went over those goals.</p>	
<p>Executive Director's Report</p>	<p>CT thanked Mary Nesbitt and the Development Team for their work and presentation at the meeting, praising their efforts to devise new development strategies.</p> <p>COO Jill Hanson reported on a new program called MANNA Express, whereby volunteer drivers distribute produce to various agencies, enabling clients to have ready access to fresh fruit and produce. She noted it had been in existence for little over a month but has been a resounding success.</p> <p>CT then noted that sometime in February MANNA will be distributing its One Millionth MANNA pack. Plans are underway to highlight this event via several media outlets.</p>	
<p>Next Board Meeting</p>	<p>February 17, 2016</p>	

Joyce Miles, Secretary
January 20, 2016