

MANNA FoodBank
Board of Directors Meeting

Date: March 16, 2016	Begin Time: 5:00 p.m.	End Time: 6:15 p.m.	Total Time: 1.15 min.
<p>Members Present: Janie Wilson, Jim Mathews, Allen King, Scott McLean, Joyce Miles, Melody Dunlop, Jeff Grindstaff, Judy Butler, Rasheeda McDaniels, Steve Metcalf, Karen Olsen, Ruth Birge, Louise O'Connor, Ross Sloan, Chuck Cloninger By phone: Sage Turner Members Absent: Barry Kampe, Kip Marshall, Jim Peterson, Jo Blaylock Ray</p>			
Guests Present:n/a			
Staff Present: Cindy Threlkeld, ED; Nancy Flippin, CFO; Mary Nesbitt, CDO; Jason Turnbull, FNS Coordinator			
Report/Member/ Handouts	Discussion/Recommendations/Conclusions	Action/Follow Up	
Call to Order	JM called the meeting to order and Joyce Miles read the mission and vision statement of MANNA FoodBank. Next, Jim acknowledged that this would be Joyce's last MANNA board meeting as she and her husband Bill are expected to relocate from the Asheville area in the next couple of months. Jim thanked Joyce for her extraordinary contributions to MANNA, including her service as a board member, board secretary, volunteer and longtime donor and supporter. Cindy Threlkeld, Executive Director, presented Joyce with a commemorative MANNA bowl, indicative of the many ways she has helped fill the "empty bowls" of communities across Western North Carolina.		
Consent Calendar	JM asked for additions or changes to the minutes of the February Board meeting. As there were none, the minutes were approved.		
Board Education: FNS Outreach Update	<p>Jason Turnbull, FNS Coordinator, offered a presentation to update Board members on the FNS program. His presentation focused on the benefits of the Helpline and how it has increased participation for those in need. He told that as little as five years ago the majority of their outreach was done on a face-to-face basis, but with the advent of the Helpline they have been able to reach many more clients. He also mentioned that a coordinated effort with the United Way had increased the ability to identify, recognize and trouble shoot areas where additional help is needed. In particular, the focus would be on the elderly, homeless, disabled and those in low paying jobs. He also noted that a new software program has recently been put in place and that it is enhancing efficiency.</p> <p>CT noted for board members that 50% of the FNS funding comes from the DHHS and the average length of stay on the program is 8 months.</p> <p>CT then added a few notes regarding the medical community involvement that she had reported on at the February Board meeting. Calvin Tompkins, a pediatrician and Katy Bartholomew, a clinical worker at Mission, have both been in communication with MANNA and CT as to how they can connect the medical and the food bank community. They are going to start with one clinic as a test program and are working on new software to help coordinate these efforts.</p> <p>Jason ended his presentation with an offer to any and all Board members to come with him as he goes out into the various communities, to enable Board members to get a first-hand look at how the FNS directive is working.</p>		

STEHR Building Timeline and Budget	CT announced that Phase 2 was still on schedule for an April 1 deadline. The Glass Foundation donated an additional \$90k to the campaign, and Parsec Financial donated \$20k. Those two gifts put the amount raised at slightly over \$3million.	
Update on HR Services	NF reported that the plan document for the new employee retirement plan was due March 17. The timeline for the new transition from ADP, including payroll setup, employee data, etc. will be ready for an April 7 implementation. She also noted that a number of employees still had funds in their FSA's and she was working to see if she could find a way to reimburse them, possibly with a one-time payout. She will ask ADP if they would be willing to donate the rollovers funds, but had no indication as to whether or not they would be inclined to do that.	
Report of CEO Transition Committee Handouts #1 and #2 Resumes	<p>JW reported that the final two candidates had been identified and she presented their resumes for the Board's review. She asked that all Board members set aside some time on March 21 and 22 to attend a reception to which each candidate will be invited.</p> <p>Janie also noted that the entire process of identifying a new CEO continually reminds the committee of the wonderful job Cindy Threlkeld has done in this role.</p> <p>JM thanked Janie and the Transition Committee for their tireless work over the last four months. He then noted that with no Board meeting in April, there was a need for a special meeting to be called for the purpose of approving the final selection, pending the input from the last interview sessions on March 21 and 22. The meeting has been set for 5:30 pm, March 31, 2016.</p>	
President's Report	<p>JM noted he is working with Max Gruber on developing a way for Board members to enter their volunteer hours onto a spreadsheet, similar to the software that Max uses for his Volunteer base, in order to track board activity which is needed for several tracking reports (including IRS Form 990) and others that are utilized by FA and in grant applications. He will prepare a document for the Board to use in reporting their volunteer hours and activities. It will be circulated at each Board meeting then he will send it to Max who will enter the data into a spreadsheet.</p> <p>He then asked for Board input on filling the Board Secretary position which will become open effective March 31, 2016 as Joyce Miles is retiring from the Board to move closer to her family.</p>	
Executive Director's Report	<p>CDO Mary Nesbitt requested Board participation in soliciting sponsors for the Blue Jean Ball. Funds are somewhat below last year's figures but are on a good pace potentially to reach the total sponsorship amount for 2015 of \$126k. She is hoping to pass that goal.</p> <p>CT made note that at the May Board meeting, hopefully with the new CEO in place, there would be a discussion of the implementation of the strategic plan. She also noted that there was most likely to be a suggestion to add a full time Programs Director to report to COO Jill Hanson. CFO Nancy Flippen has done a preliminary review of the cost and found that the funds saved from the transition away from ADP would be enough to pay for this new hire.</p>	
Next Board Meeting	May 18, 2016	March 18, 2015

Joyce Miles, Secretary
March 16, 2016