MANNA FOOD BANK
BOARD OF DIRECTORS MEETING
August 16, 2016

AGENDA

1. Call to Order – Jim Mathews
    - Reading of the mission and vision
2. Consent Calendar – June 2016 Board minutes
3. Debrief and discussion of July 20 Board activity
    - Rock Hill Baptist Church
    - Pisgah View Apartments
4. Finance Committee report:
    - Preliminary financial results for year ended 6/30/16 - Nancy
    - Potential use of unrestricted reserves (pending final 6/30/16 results)
5. Membership & Governance Committee - Scott McLean
    - Update on open Board positions
    - Board recruitment for January 2017 terms
6. President's report - Jim Mathews
7. CEO's report – Hannah Randall
8. Old Business
9. New Business
10. Adjourn

<u>Upcoming MANNA events</u>

- September: Hunger Action Month
- Empty Bowls Luncheon and Dinner

Board Portal on MANNA's website: http://mannafoodbank.org/board-access
Password: apple.
See minutes, policies, board lists, etc.

MANNA FoodBank
Board of Directors Meeting

Date: June 15, 2016	**Begin Time: 5:00**	**End Time: 6:25**	**Total Time: 1 hr.25 m.**

Members Present: Jo Blaylock (by conference phone), Judy Butler, Melody Dunlop, Jeff Grindstaff, Jim Mathews, Rasheeda McDaniels, Scott McLean, Steve Metcalf (by conference phone), Louise O'Connor, Karen Olsen, Ross Sloan, Sage Turner (by conference phone), Janie Wilson

Staff Present: Hannah Randall, CEO, Jill Hansen, COO, Nancy Flippin, CFO, Mary Nesbitt, CDO

Members Absent: Ruth Birge, Allen King, Chuck Cloninger, Barry Kampe, Kip Marshall

Member/Topic	**Discussion/Recommendations/Conclusions**	**Action/Follow Up/Resolution**
Call to Order	Jim Mathews called the meeting to order and presided. He called on Rasheeda McDaniels to state the mission and vision of MANNA FoodBank.	
Consent Calendar	The minutes of the May 18, 2016 board meeting, which were previously distributed, were approved with the addition of Jo Blaylock's attendance by phone so noted.	Approved.
Donna Ensley Retirement	Hannah Randall announced to the board Donna Ensley's pending retirement. Further details to recognize Donna's tremendous contribution to MANNA during her years of service will be published shortly.	
CEO Report	Hannah Randall announced to the board that the new freezer/cooler has gone online as of today. Hannah discussed her activities and discussions with the zone coordinators, the state association and the state legislature which is currently in session.	
Executive Committee – Jim Mathews, Chair	The executive committee and the finance committee met jointly earlier in June to hear Nancy Flippin's presentation on the proposed 2016-2017 budget which had been prepared and approved by the Finance Committee. It was the unanimous vote of the committee to recommend to the board the approval of the budget as presented.	
Finance Committee – Sage Turner, Chair	The finance committee and Nancy Flippin had met and prepared the proposed budget for the 2016-2017 fiscal year. In a joint meeting with the executive committee, the budget was presented and discussed by both committees. It was the unanimous vote of both committees to recommend to the board the approval of the budget as presented. After Nancy presented the proposed budget to the full board, a motion was made and seconded to adopt the budget as presented. The 2016-2017 budget was voted on and approved by the board. Notice had been given at the May 18, 2016 board meeting for a proposal to increase the signature authority for management to be raised from the current $1,000 to $10,000. This change involves an amendment to MANNA's corporate by-laws and therefore required a minimum two week notice to the board prior to voting. A motion was made by Louise O'Connor and seconded by Karen Olsen with unanimous approval by the board to raise this spending limit to $10,000.	Motion for approval of budget: To approve the fiscal 2016-2017 budget as proposed by management. Resolved, that Article VIII, Section 3, of the By-Laws of MANNA Food Bank, Inc., is hereby amended to increase to $10,000 the level of checks, drafts or other orders for payment of money issued in the name of the Corporation that shall require the approval of the Treasurer, or in his/her absence, another member of the Executive Committee.

Development Committee-Melody Dunlop, Chair	Mary updated the board on the results of the 2016 BJB. This year's event set a record. In addition, Mary noted that they have received 45 responses from volunteers who are willing to engage with donors as part of the new donor relationship and engagement committee.	
Membership and Governance Committee – Scott McClean, Chair	Judy Butler was nominated to be the new secretary of the board to fill the vacancy left by Joyce Miles. The motion was seconded and approved. The vote was unanimous to have Judy complete Joyce's term. Scott also encouraged the current board to be looking for new board candidates. Scott is currently projecting 4 positions may be open in 2017.	
Old Business	None.	
New Business	None.	
Next Board Meeting	**July 20, 2016 Location and activities to be determined.**	
Hard Copies/Handouts Distributed at Meeting	MANNA statement of activities as of 4/30/16, proposed budget for 2016-2017, budget draft notes.	
Adjournment	6:25 p.m.	

Submitted this the __23_ day of June, 2016

Judy Butler, Secretary

Manna Food Bank

Preliminary Unaudited Statements

Statement of Financial Position

Reporting Book: ACCRUAL
As of Date: 06/30/2016

	Year Ending 06/30/2016 Actual	Prior Year 06/30/2015 Actual
Asset Accounts		
Current Assets		
Cash and Cash Equivalents	1,116,010.47	2,281,851.11
Receivables		
Contributions & Grants Rec	510,544.31	525,881.99
Other Receivables	239,541.42	130,925.31
Total Receivables	750,085.73	656,807.30
Other Curr Assets	130,433.58	109,937.36
Total Current Assets	1,996,529.78	3,048,595.77
Long Term Assets		
Investments		
Long Term Investments	1,199,231.53	1,387,963.08
Total Investments	1,199,231.53	1,387,963.08
Long Term Receivables	35,553.88	190,129.60
Property & Equipment		
Fixed Assets	6,454,640.80	4,809,344.53
Accum Dep'r	1,669,984.49	1,739,258.93
Total Property & Equipment	4,784,656.31	3,070,085.60
Inventory	688,646.21	681,146.92
Total Long Term Assets	6,708,087.93	5,329,325.20
Total Asset Accounts	**8,704,617.71**	**8,377,920.97**
Liabilities and Net Assets		
Liabilities		
Short-term Liabilities		
Accounts Payable	141,455.84	165,536.51
Accrued Liabilities	232,798.52	164,936.45
Deferred Revenue	8,635.37	9,884.25
Note Payable - Current Portion	351,081.80	223,422.65
Other Short-term Liabilities		
Short-term Liabilities	64,846.17	2,000.00
Capital Lease Obligation	(753.51)	0.00
Total Other Short-term Liabilities	64,092.66	2,000.00
Total Short-term Liabilities	798,064.19	565,779.86
Long Term Liabilities		
Other Long-term Liabilities		
Capital Leases	43,634.28	0.00
Total Other Long-term Liabilities	43,634.28	0.00
Total Long Term Liabilities	43,634.28	0.00
Total Liabilities	841,698.47	565,779.86
Net Assets		
Net Assets	7,812,141.11	5,925,202.81
Change In Net Assets	50,778.13	1,886,938.30
Total Net Assets	7,862,919.24	7,812,141.11
Total Liabilities and Net Assets	**8,704,617.71**	**8,377,920.97**

Manna Food Bank

Statement of Activities - All Funds

Reporting Book: ACCRUAL
As of Date: 06/30/2016

	Not CC Year Ending 06/30/2016 Actual YTD	Budget 2015-2016	% Over/Under Budget	Not CC Year Ending 06/30/2015 Actual	06/30/16 Actual Including CC
Revenues					
Cont & Grants: Private	2,781,734.01	2,816,999.72	-1.25%	2,591,289.54	3,179,205.07
Bequests & Planned Giving	0.00	30,000.00		0.00	0
Gov't Grants & Contracts	779,262.13	659,748.83	18.11%	823,644.03	878,922.13
Special Event Income	228,016.72	207,300.00	9.99%	199,593.07	248,901.28
Earned Income	1,342,377.63	1,198,000.00	12.05%	1,225,561.01	1,342,377.63
Other Income	12,074.38	8,075.00	49.53%	19,793.50	12,074.38
Total Revenues	**5,143,464.87**	**4,920,123.55**	4.54%	**4,859,881.15**	**5,661,480.49**
Investment Acct Spendable Income	36,720.00	30,000.00		35,720.00	36,720.00
Rest Net Assets Roll Forward	84,730.00	72,000.00		298,399.00	1,157,781.00
Adjusted Revenues/Cash flow basis	**5,264,914.87**	**5,022,123.55**		**5,194,000.15**	**6,855,981.49**
Gains/Losses: disposal of fixed assets	(145,557.46)	0.00		(891.17)	(146,022.98)
Non-Cash Cont: donated goods & services	344,044.46	0.00		277,603.76	593,606.10
Invest Income	(44,407.01)	50,000.00		23,216.31	(44,407.01)
Inventory Receipts	20,804,542.92	0.00		22,063,587.09	20,804,542.92
Total Non-Cash	20,958,622.91	50,000.00		22,363,515.99	21,207,719.03
Total GAAP Revenues	**26,102,087.78**	**4,970,123.55**		**27,223,397.14**	**26,869,199.52**
Expenses					
Wages & Benefits					
Wages	2,026,120.02	1,986,588.52	1.99%	1,887,939.07	2,038,805.02
Payroll Taxes	180,841.30	150,719.88	19.99%	142,350.91	181,969.91
Employee Benefits	519,217.41	547,852.08	-5.23%	525,187.36	523,275.10
Total Wages & Benefits	2,726,178.73	2,685,160.48	1.53%	2,555,477.34	2,744,050.03
Other Employee Expenses	32,512.51	35,399.88	-8.16%	40,192.40	32,534.35
Professional Services					
Other Professional Services	91,864.32	76,972.08	19.35%	72,570.80	103,705.66
Direct Mail Exp	179,679.42	200,000.04	-10.16%	201,772.81	179,679.42
Total Professional Services	271,543.74	276,972.12	-1.96%	274,343.61	283,385.08

	Not CC Year Ending 06/30/2016		% Over/Under Budget	Not CC Year Ending 06/30/2015	06/30/16 Actual
	Actual YTD	Budget 2015-2016		Actual	Including CC
Supplies	110,962.97	106,675.20	4.02%	78,725.30	126,836.05
Equipment	51,043.12	48,740.16	4.72%	65,126.72	56,755.20
Travel	39,848.89	50,430.12	-20.98%	25,054.12	39,986.21
Printing	32,623.87	42,489.96	-23.22%	41,172.23	37,576.25
Advertising	24,363.10	9,860.04	147.09%	86.06	24,409.14
Postage	46,341.03	34,219.92	35.42%	24,865.13	47,186.66
Occupancy	92,659.98	115,695.96	-19.91%	106,613.46	158,476.75
Insurance	23,199.00	21,744.00	6.69%	20,527.15	23,199.00
Freight & Handling					
Vehicle Operating Expenses	128,684.88	149,475.00	-13.91%	126,703.28	128,684.88
Freight	90,265.49	85,700.04	5.33%	79,891.62	90,265.49
Handling Fees	39,929.81	45,000.00	-11.27%	47,389.07	39,929.81
Total Freight & Handling	258,880.18	280,175.04	-7.60%	253,983.97	258,880.18
Product Purchasing	1,343,243.59	1,199,091.12	12.02%	1,239,983.50	1,343,243.59
Program Expenses	89,986.01	80,995.08	11.10%	163,919.08	97,262.89
Communications	36,818.30	35,492.04	3.74%	30,918.80	36,972.22
Fees, Dues, Taxes, Financing					
Misc Fees & Dues	30,604.20	26,009.16	17.67%	23,783.52	30,604.20
Sales & Use Tax	5,767.91	0.00		3,310.79	5,767.91
Bank Fees	21,810.15	15,999.96	36.31%	14,689.26	22,106.18
Financing Expenses	1,168.48	0.00		(177.20)	4,035.88
Total Fees, Dues, Taxes, Financing	59,350.74	42,009.12	41.28%	41,606.37	62,514.17
Miscellaneous Expense	49,139.89	4,925.04	897.76%	5,725.68	49,231.38
Total Expenses	**5,288,695.65**	**5,070,075.28**	4.31%	**4,968,320.92**	**5,422,499.15**
Change In Net Assets (adjusted revenues less expenses)	**(23,780.78)**	**(47,951.73)**		**225,679.23**	**1,433,482.34**
Rest Net Assets Roll Forward to next year	(222,761.00)			(84,730.00)	(222,761.00)
Adjusted Change In Net Assets Cash Flow	**(246,541.78)**	**(47,951.73)**		**140,949.23**	**1,210,721.34**
Investment Expenses	12,487.72	0.00		12,962.82	12,487.72
Depreciation	226,883.76	203,175.00	11.67%	175,244.94	227,718.38
Non-Cash Expenses	300,042.70	0.00		211,915.54	358,672.51
Cost of Goods Sold	20,797,043.63	0.00		22,082,878.94	20,797,043.63
Total Non Cash Expenses	21,336,457.81	203,175.00		22,483,002.24	21,395,922.24
Total Expenses	**26,625,153.46**	**5,273,250.28**		**27,451,323.16**	**26,818,421.39**
Change In Net Assets/GAAP	**(523,065.68)**	**(323,126.73)**		**(227,926.02)**	**50,778.13**

MANNA FOODBANK
MEMBER OF FEEDING AMERICA

September 2016

HUNGER ACTION MONTH

30 Ways in 30 Days:

Every day during Hunger Action Month, you can participate and help end hunger!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MANNA's Mission Statement: To involve, educate, and unite people in the work of ending hunger in WNC.		MANNA FoodBank www.mannafoodbank.org 627 Swannanoa River Rd. Asheville, NC 28805 (828) 299-FOOD (3663)		1 **Text MANNA to 41444** & make a donation from your smartphone - every $1 given provides 3 meals!	2 Can you spot MANNA on the move? Take a pic of a MANNA truck and tag us on social media!	3 **Visit** the N. Avl Farmers Market and support our local growers!
4 Have a **Food Drive cookout**! Invite friends and family to bring food donations	5 LABOR DAY Take a moment to think about the people in WNC in need of food	6 **Follow** @manna_foodbank on Instagram! Purchase tickets to Empty Bowls!	7 **Volunteer** at a local food pantry! Get your cans for Ingles Day at Mtn State Fair!	8 ***Hunger Action Day!* Wear Orange!** United Way of Haywood's Day of Caring at MANNA!	9 **Start a compost pile** to reduce the amount of food waste that goes to the landfill	10 **Attend** the Annual Pie Party at AVL Rec. Park on Gashes Creek Rd. @ 4PM!
11 Call **MANNA** to schedule an **Ambassador** to speak at your church	12 **Sign up for MANNA's email newsletter**	13 **Take a tour** of MANNA's recently updated facilities. **Call** (828) 299-3663 to schedule.	14 **INGLES DAY at the Mountain State Fair! Bring 5 cans of Laura Lynn food for free entry.**	15 **Take the FNS** (food stamp) **Challenge**: Can you eat on $4 a day?	16 Learn about hunger in WNC: **1 in 4 kids** experience hunger in our area.	17 **Attend the 34th Annual Hunger Walk in Henderson County!**
18 Follow @MANNAFoodBank on Twitter!	19 Have lunch at The Cantina in Biltmore and **donate your sides** to MANNA	20 Organize a **Tuna Tuesday food drive** at your office or school!	21 **Brown bag your lunch** and donate what you would spend on lunch to MANNA	22 Sign up to **volunteer at MANNA**! Visit our website: **MANNAFoodBank.org**	23 Movie Night! Watch the film, **"A Place at the Table"** on Hulu to learn about food insecurity	24 Sign up to volunteer at MANNA's holiday gift wrap table at the AVL Mall!
25 **Clean out your pantry** and make a donation to MANNA	26 **Attend the 15th Annual Empty Bowls Lunch or Dinner!**	27 **Text MANNA to 41444** & make a donation from your smartphone - every $1 given provides 3 meals!	28 **Drive Away Hunger event in Sylva! Take a test drive, raise $ for hunger relief!**	29 **Food Lion Pantry Makeover** @ United Christian Ministries in Jackson County ***Hunger Action Month Wrap Party*** @ Highland Brewing!	30 United Way of Henderson County **Day of Caring** at MANNA	HUNGER ACTION MONTH™