

MANNA FOOD BANK
BOARD OF DIRECTORS MEETING
March 16, 2016

TODAY'S MEETING: 5:00 p.m. to 6:30 p.m.
Laurel's Kitchen---627 Swannanoa River Road

The mission of MANNA FoodBank is to involve, educate, and unite people in the work of ending hunger in WNC.

Our vision is a hunger-free Western North Carolina

NOTE: Board members are welcome to arrive at 4:30 for a tour of construction-in-progress. Highly recommended -- it's exciting!

AGENDA

1. Call to Order – Jim Mathews
 - Reading of the mission and vision
2. Consent Calendar – February 2016 Board minutes
3. Board education: FNS Outreach program update - Jason Turnbull
4. Space to Erase Hunger construction update - Cindy Threlkeld
5. Update on HR services and new 401(k) plan implementation - Nancy Flippin
6. Report of CEO Transition Committee - Janie Wilson
7. Board member activity reporting - Jim Mathews
8. President's report - Jim Mathews
 - Joyce Miles' pending departure
 - Board Secretary position
9. Executive Director's report – Cindy Threlkeld
10. Old Business
11. New Business
12. Adjourn

Upcoming events

Meet the CEO finalists: March 21 and 22 evening receptions

Ribbon-cutting and hail/farewell: May 1 from 3-5 pm

Blue Jean Ball: Saturday evening, June 4

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

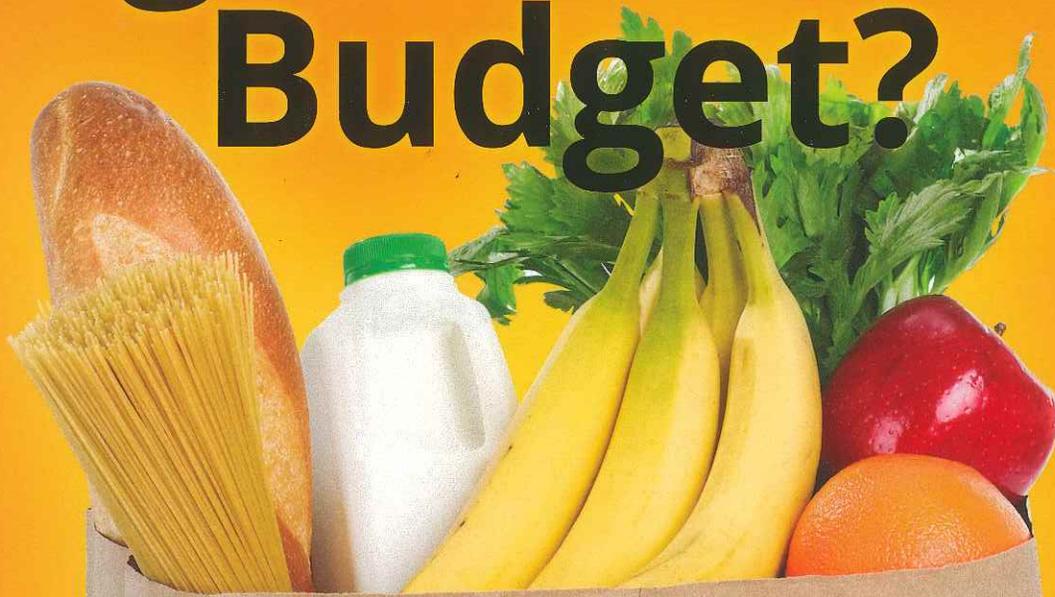
Date: February 17, 2016	Begin Time: 5:00 p.m.	End Time: 6:30 p.m.	Total Time: 1.30 min.
<p>Members Present: Janie Wilson, Jim Mathews, Allen King, Sage Turner, Scott McLean, Joyce Miles, Melody Dunlop, Jeff Grindstaff, Judy Butler, Kip Marshall, Rasheeda McDaniels, Steve Metcalf, Karen Olsen, Ruth Birge, Elaine Robinson Beattie, Jim Peterson, Marjorie Ulin By phone:n/a Members Absent: Ross Sloan, Barry Kampe, Chuck Cloninger, Louise O'Connor, Jo Blaylock Ray</p>			
Guests Present:n/a			
Staff Present: Cindy Threlkeld, ED; Nancy Flippin, CFO; Mary Nesbitt, CDO, Jill Hanson, COO			
Report/Member/ Handouts	Discussion/Recommendations/Conclusions	Action/Follow Up	
Call to Order	JM called the meeting to order and Judy Butler read the mission and vision statement of MANNA FoodBank.		
Consent Calendar	JM asked for additions or changes to the minutes of the January Board meeting. As there were none, the minutes were approved.		
Feeding America Board level metrics Handout #1: Performance Benchmarking Dashboard	CT presented a report regarding a FA initiative regarding a metric report which they are requiring that all foodbanks present to their respective boards on a yearly basis. She highlighted several aspects of this metric, which is divided into four categories: Meeting the Need, Stewarding Resources, Engaging the Community and Fostering Mission-Driven Teams, and then noted that this metric was to be used primarily to compare our organization with others and to use it as a tool to measure how we could improve on those areas in which we scored lower. She noted that a positive performance metric could be of use in the pursuit of grants. She then opened the discussion to the board and answered questions regarding the use of the metric. Several board members questioned if this was a report card, but she answered that it was to be used as a benchmark against other foodbanks. There was also interest in the software itself and it was explained that new software was coming to enhance the capabilities for ongoing data input. The board expressed support, and interest, in this metric, and suggested that it would be helpful to engage staff and board to create new reports to be used in the comparisons.		
STEH Building Timeline and Budget Handout #2-STEH Budget Estimate	CT announced that Phase 2 was on schedule for an April 1 deadline. May 1 has been designated as a date for the combination ribbon cutting/celebration of the new space/farewell to the current ED/welcome the new CEO. The final budget lists a shortfall of approximately \$391k but there are still a couple of grant requests pending. That figure is also within the guidelines of the \$400k that the board approved to be drawn from MANNA's cash reserve fund.		
Update on Transition of Payroll, Other HR Services from ADP	NF presented a report on the status of replacing ADP with PayCor. She is happy with the transition thus far and feels that the completion date of April 1 will be met with no issues. She noted that WNC Health had been designated as the health care provider and was also happy to report that a small increase of 1.12% in health costs was less than she expected. She highlighted the transition of the retirement plan to Empower and that Jansen Bailey of UBS had been engaged to consult and advise on the new plan and that Empower would serve as	Motion: That the Board of Directors of MANNA Foodbank approve the appointment of Nancy Flippen and Cindy Threlkeld to serve as temporary trustees of the new employee retirement plan until such time as it is in place. The motion was seconded and	

	<p>administrator of said plans. Jim Mathews noted that the EC had approved the hiring of Empower and Jansen Bailey and was advising the Board accordingly</p> <p>She thanked Board member Kip Marshall for his legal input and assistance in helping to navigate the transition from one service to a new one. Kip noted that there would be a need to appoint interim trustees to cover the time discrepancy from transitioning as regards the two entities. At this point, NF and CT will serve as trustees, effective February 17, 2016. A review of how to address the new trustee will come after the transition has taken place.</p> <p>JM presented a motion to approve the appointment of Cindy Threlkeld and Nancy Flippin as Trustees of the new plan until such time as it is in place. A motion was made, seconded, and carried.</p>	carried unanimously.
Report of CEO Transition Committee	JW reported that the application process for the new CEO position has closed. Phone interviews have begun and semi-finalists have been selected and will be interviewed in early March. From these, finalists will be selected for interviews in late March. She asked that all Board members set aside some time on March 21 and 22 to attend events to which the final candidates will be invited.	
Blue Jean Ball Sponsor Solicitation Handout #300— Sponsorships 2016	CDO Mary Nesbitt asked for Board help in soliciting sponsors for the BJB, EB and other MANNA events. She presented a packet containing sponsor information, a cover letter and a list of potential, past, and current sponsors. A number of Board members volunteered to help with phone solicitations and she noted there would be three days of orientation via conference call to which any volunteer might attend, in order to find out more details.	
President's Report	JM restated the need for Board members to attend at least one of the upcoming events to meet the candidates for the CEO position. He reminded those Board members who had not filled out their bio forms to please do so. He also noted that on his Board Goals for 2016, presented at the January meeting, he highlighted Board activity. 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 that are utilized by FA and in grant applications.	
Executive Director's Report Handout #4—MANNA Receipts and Distribution FY 2015-2016	<p>COO Jill Hanson gave a brief report on the R & D, and noted that the pounds distributed figure was flat on a year-over-year basis. Overall receipts remained relatively unchanged but she noted a large drop in TEFAP receipts, due to some bonus items that were received last year but would not come in this one. She said that there was no control over those receipts. The NC state funding amount was down due to the timing of the report and purchased food receipts were up due to a grant from the SECU to be used for produce.</p> <p>CT announced the 1 millionth MANNA pack would be delivered this Friday, February 19. There will be media coverage for Beth Stahl who instituted the program, as well as for the student who is the recipient of that pack.</p> <p>She reported on an unexpected opportunity when she was contacted by a pediatrician at Mission, Dr. Calvin Tompkins and clinical worker, Katy Barthalomew. They are concerned about hunger insecurity and its impact on children's health issues. This relates directly with the MANNA Helpline which was instituted a couple of years ago. This inquiry led to a discussion as to how to engage the medical community in identifying patients to whom the Helpline referral would be of help. After the meeting the two medical professionals committed to working with their colleagues to pursue this avenue.</p>	
Next Board Meeting	March 16, 2016	March 18, 2015

Joyce Miles, Secretary
January 20, 2016

\\mfb-exch\userdata\$\sschwartz\Documents\BOARD\BOARD MEETINGS (see I-Board Mtg Files\2016\Jan-Feb-Mar\March meeting\Board minutes February 2016.docx

Tight Grocery Budget?



MANNA Food Helpline
(800) 820-1109

Mon.-Fri. 9-4:00

		\$1,962
		\$2,656
		\$3,350
		\$4,042

Many people working or receiving Social Security, SSI, SSDI or Unemployment are eligible.

Adults without children may also be eligible.

2/3 of eligible seniors are not enrolled.

You might be eligible even with a car, home & savings.

Receiving benefits does not take away from others.

Did You Know?

Unused benefits can roll over for up to 365 days.



Call (800) 820-1109 Today!

MANNA
Food Helpline
(800) 820-1109
Mon.-Fri. 9-4:00

MANNA
Food Helpline
(800) 820-1109
Mon.-Fri. 9-4:00