

MANNA FOOD BANK BOARD OF DIRECTORS MEETING June 18, 2014

TODAY'S MEETING: 5:00 - 6:30

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

AGENDA

1. Call to order - Jim Peterson, President
 - Reading of the mission and vision
2. Consent Calendar
 - Minutes of May meeting
 - United Way - Acceptance of grant awards
3. Space to Erase Hunger capital campaign update
 - Brad Searson, Campaign Chair and Board Emeritus
 - Wilson Sims, consultant for Space to Erase
4. Committee reports:
 - Finance Committee: proposed FY 14-15 budget review and approval
 - Executive Committee: revised strategic plan timetable
 - Membership and Governance: nominations for new Board members - Janie Wilson
 - Public Policy update
 - Development:
 - Blue Jean Ball report and follow-up - Donna Ensley
 - Fundraising tips for Board members - Donna Ensley
5. Executive Director's Report - Cindy Threlkeld
6. Old/Unfinished Business
7. New Business

Upcoming events

July 16: New date for July Board meeting

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: May 21, 2014	Begin Time: 5:05 p.m.	End Time: 6:50 p.m.	Total Time: 1:45 hr.
<p>Members Present: Jim Peterson, Jim Mathews, Philip Hardin, Joyce Miles, Scott McLean, Teresa Roach, Carla Sutherland, Janie Wilson, Carol Pennell, Cindi Brooks, Terry Latanich, A. L. Dyson, Kip Marshall, Mary Ritter, Beth Palien By phone: Jo Blaylock</p> <p>Members Absent: Tom Ruff, Melody Dunlop, Allen King, Ross Sloan, Elaine Beattie</p>			
Guests Present: n/a			
Staff Present: Cindy Threlkeld, ED, Sue Robinson, Jill Hanson, Donna Ensley, Jennifer McLean			
Report/Member/ Handouts	Discussion/Recommendations/Conclusions	Action/Follow Up	
Call to Order	Jim Peterson, President, called the meeting to order and presided. He called on Beth Palien to state the mission and vision of MANNA FoodBank.		
Consent Calendar	The March, 2014 Board minutes were approved.		
Quarterly Review Handout #1—MANNA FoodBank Food Receipts and Distribution FY 2013-14 YTD	Jim Peterson reported that distribution is up 24%, with the largest increase being in purchased food. Jill Hanson reported that was due to the DOJ settlement of four (4) payments totalling somewhere between \$150,000 to \$175,000. This money was used to purchase dry goods, staples, and other items with longer shelf lives. There were also increased donations from local packing houses and an increase in goods from Ingles.		
Financial Update Handout #2—MANNA FoodBank Income Analysis FY14 through 4/30/14 Handout #3—MANNA FoodBank Income and Expense Rerport April 2014 Handout #4—MANNA FoodBank Combined Balance Sheet	<p>Jim Mathews reported a 55% increase in donations from individuals, churches, civic organizations, etc. There was a carryover from 2013 that affected the YTD 2013/14.</p> <p>He also reported that contributions were ahead by 108%, making 90% of the budget in the first ten (10) months of the year. At this point, funds are approximately \$300,000 ahead YTD. Due to staff adjustments (ebb and flow and change in staff), salaries are under budget but temporary work costs are over budget. This will be adjusted once job and staffing changes are complete and new hires put in place.</p> <p>There is an excess of Cash on Hand and the Finance Committee will move approximately \$400,000 over to the investment account at Wells Fargo and also transfer funds to bring the BB&T and TD Bank balances up to \$250,000 each.</p> <p>The Finance Committee has begun their budget review and will continue with another meeting in June, and bring the budget to the June Board meeting for review. The Executive Director is working with the Executive and Finance Committees to review salary and compensation packages for staff, to bring them into an equitable range.</p>		
Framing The Future Handout #5	The ED reported on a one year horizon for a new strategic plan. She recited each specific goal and pointed out the implementation of each. A couple of special goals are to increase the distribution of fresh produce, and to comply with AIB food safety guidelines. Also highlighted was the target goal of reaching 10% of children currently participating in the free lunch programs at their schools so		

	<p>they can receive MANNA packs this summer. The ED also pointed to the new MANNA Helpline and discussed its success in a relatively short time. She also mentioned the proposed involvement of the medical community as a link to food and health related issues.</p>	
<p>Committee Reports</p> <p>Handout #6--Tentative Outline/Strategic Plan Timetable</p> <p>Handout #7--Gift Acceptance Policy</p> <p>Handout #8—Board Self-Assessment 2014</p>	<p>Jim Peterson reported from the Executive Committee regarding the upcoming Strategic Plan meetings. Several preliminary meetings will be held in order to maximize the final Strategic Plan session. An outside mediator, Ed Manning, has been hired to facilitate the sessions. JP urged board, and staff, participation in the planning meetings. All of these meetings will lead up to a one-day retreat in November to finalize the new Strategic Plan.</p> <p>Carla Sutherland reported from the Campaign Steering Committee. Current pledges are at 20% of the total goal. The Board's contributions totaled \$168,250 with 100% participation, and the CSC has raised \$88,000 with about 95% participation, and the staff's participation is at 90%.</p> <p>She also reported that the Hard Hat event was a big success, with the four (4) former ED's participating. Those who attended will be contacted via a personal visit, a phone call, or a letter.</p> <p>She presented a document on the Gift Acceptance Policy that was developed by the CSC and accepted by the EC. It states the guidelines in place for naming rights to buildings, structures, equipment, etc. A motion was made to accept this policy and it was carried by unanimous vote.</p> <p>Janie Wilson reported from the Membership and Governance Committee that she would be sending out a form to all Board members as to the needs for potential new Board members. She asked that this document be reviewed and any candidates be directed to her for the Governance Committee to review.</p> <p>She also handed out a Board Self-Assessment form and asked each member to fill it out and return it to her. She and her committee will then tabulate and review them and make recommendations as appropriate to the Board.</p> <p>Terry Latanich reported from the Public Policy committee that there was very little news or information coming from the Legislature at this point. The biggest issue is the applications for SNAP, but he has received no input from HHS as to the outcome of the \$3 million allocation requests. There is also an issue stemming from the Farm Bill regarding funds being used for advertising on radio and television. The guidelines are confusing and unclear at this time as to how the funds can be used to get information out, yet not be considered advertising.</p>	<p>MOTION: To accept the Gift Acceptance Policy for Naming Rights as regards the Space To Erase Hunger Campaign and to assign the acceptance thereof to the approval of the Board of Directors of MANNA Food Bank.</p> <p>The motion was carried by unanimous vote.</p>
<p>Executive Director's Report</p>	<p>The ED displayed a plaque for Community Service presented to her on behalf of MANNA FoodBank from the Bethel 7th Day Adventist Church, and Board member Pastor A. L. Dyson.</p> <p>She also reported that the groundbreaking for the STEH was still on hold, due to city and fire department inspection delays. It is doubtful that the groundbreaking will occur before the Blue Jean Ball on June 7.</p>	
<p>Next Board Meeting</p>	<p>June 18, 2014</p>	
<p>Handouts</p>	<ol style="list-style-type: none"> 1. MANNA FoodBank Food Receipts and Distribution 2. MANNA FoodBank Income Analysis FY14 3. MANNA FoodBank Income and Expense Report 4. MANNA FoodBank Combined Balance Sheet 5. Framing the Future 6. Tentative Outline/Strategic Plan Update Timetable 7. Gift Acceptance Policy 8. Board Self-Assessment 2014 	

Joyce Miles, Secretary May 21, 2014

MANNA Board of Directors Meeting

June 18th, 2014

Resolution

To accept the FY 14-15 grant funds awarded to MANNA by the United Way of Asheville-Buncombe, Henderson County, and Haywood County and comply with the grant agreement terms.

United Way Asheville-Buncombe

Grant award letter date: 5/22/2014

Funding: \$20,000 for food distribution in Buncombe County; \$10,000 for MANNA Packs (1st year of a 3-year contract; funding in years 2 and 3 may be more or less)

Terms: meet United Way Standards of Excellence, carry out a United Way campaign at MANNA, utilize the grants funds for the agreed purpose, submit program updates, submit financial audits as requested, advise United Way of significant organizational or program changes

United Way Henderson

Grant award letter date: 5/24/2014

Funding: \$5,100 for food distribution in Henderson County; \$5,100 for MANNA Packs

Terms: encourage MANNA employees and volunteers to contribute to United Way, use the grant funds for the agreed purpose, report measurable results, acknowledge United Way in communications; submit compliance documentation as requested, meet all United Way agency eligibility requirements

United Way Haywood

Grant award letter date: 5/23/2014

Funding: \$8,500 for food distribution in Haywood County

Terms: support United Way with advocacy, financial contributions, volunteers, acknowledge United Way in communications and with signage on site, submit budgets and other required documents, submit an annual financial audit, abstain from major fundraising during in September and October, attend annual advisory meeting



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6/17/2014

CONFIDENTIAL

The Space to Erase Hunger Goal Report

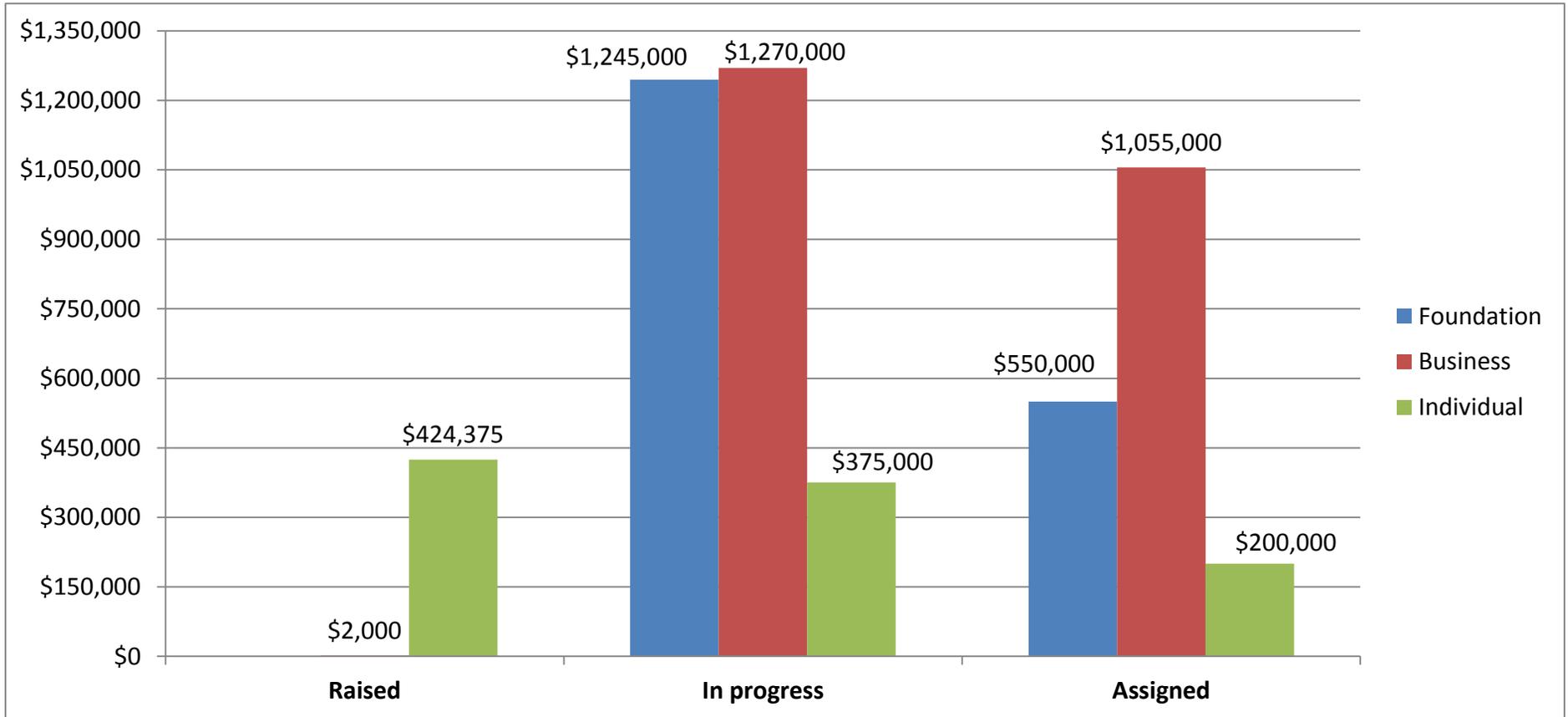
Leader	Donors	Goal	Raised	% of \$ Raised	# of Prospects	# of Donors	% of Donors Given
QUIET PHASE							
Jim Peterson	Board of Directors	\$150,000	\$168,250	112%	21	21	100%
Brad Searson	Campaign Steering Committee	100% Giving	\$138,352		10	10	100%
Marjorie Ulin	Staff	100% Giving	\$16,191		49	45	92%
Carla Sutherland/ Lisa Sizemore	Former Board	100% Giving	\$40,832		134	9	6%
CSC	Lead Gifts	\$1,000,000					
CSC	* Individuals		\$60,750		21	3	14%
Jennifer McLean	* Foundations				18		
CSC	* Businesses				11		
TBD	Major Gift \$25,000 +	TBD					
TBD	* Individuals						
Jennifer McLean	* Foundations						
TBD	* Businesses		\$2,000			2	
PUBLIC PHASE							
TBD	WNC Gifts	TBD					
TBD	*Individuals		\$3,501			2	
TBD	*Businesses						
Joyce Miles	*Volunteers						
TBD	*Churches						
TBD	Gifts In-Kind						
	Quiet Phase Total	\$1,500,000	\$426,375	28%	264	90	
	Campaign Total	\$2,500,000	\$429,876	17%		92	

6/17/2014



The Space to Erase Hunger - Quiet Phase Analysis

FEEDING
A member of **AMERICA**



Raised - \$426,375
In Progress - \$2,890,000
Assigned - \$1,805,000

FY2013-14

excludes C.C., bequests, DOJ, Inkind

ACCT CODES	ACCOUNT DESCRIPTION	Approved Budget	full-year extrapolation	FY2014-15 proposed	increase/decrease vs. extrap	
	Income					
4002	Individual Contributions	1,900,000	2,094,328	2,025,000	(69,328)	on track to meet or exceed 2m
4003	Church Contributions	60,000	59,492	60,000	508	
4004	Business/ Corporate Contributions	300,000	303,389	300,000	(3,389)	
4005	Civic Org/ Schools & Other Contr.	45,000	47,105	45,000	(2,105)	
4007	Foundations & Grants	260,000	332,913	340,000	7,087	
4601 - 4605	United Way Donations	145,000	160,452	148,000	(12,452)	
5500	SNAP Food Purchase Reimb. Inc.	391,510	425,001	425,000	(1)	budgeting for amount in grant application
6204	CO-OP buying fees	0	547,051	542,500	(4,551)	not budgeted in prior years
6205	CO-OP Buying MANNA Overhead Inc.	38,000	39,865	37,500	(2,365)	
6208	Food Stamp Outreach Reimb. Inc.	93,346	71,154	89,436	18,282	budgeting for amount in grant application - adjusted for potential software exclusion
6207	Summer Food Reimb. Inc.	0	0	0	0	
6203	SNAP Admin. Reimb. Inc.	69,090	75,000	75,000	0	budgeting for amount in grant application
6206	TEFAP Admin. Reimb. Inc.	50,280	57,097	62,000	4,903	
6201	Agency Fees Inc.	440,000	449,264	440,000	(9,264)	
6201-01	Reclaim Scanning Fees Inc.	200,000	265,148	250,000	(15,148)	(may be conservative estimate for proposed budget)
6901	Miscellaneous/ Other Income	10,279	6,260	7,053	793	
6902	Endowment Spendable Income	27,660	0	31,860	31,860	budget based on letter rec'd from cfwnc
6903	Prior year Operating Carryover Income (restricted)	61,000	0	205,921	205,921	estimate of grant funds applicable to next FY
4700	Prior year Capital Carryover Income (restricted)	32,600	0	0	0	
	Total Income	4,123,765	4,978,973	5,084,271	105,298	
	Expenses		0			
7010	Salaries Expense	1,638,794	1,642,939	1,746,353	103,414	6%
7015	Payroll Taxes (FICA, Med, SUTA)	137,518	131,813	142,913	11,101	
7020	Medical Insurances (Health, dental, H.S.A, Life, STD & LTD)	324,373	300,386	371,361	70,975	
7025	ADP- (PEO) /Worker's Comp Fees	99,373	119,022	130,781	11,760	
7030	401K Employer Contribution Exp.	42,633	38,528	48,823	10,295	

	benefits total	603,897		589,747	693,878	104,131	17%
				0	0	0	
				0	0	0	
sue recal	Salary & Benefits Total	2,242,691	44.49 FTE	2,232,686	2,440,232	47.24 FTE	207,545 9% add'l 2.75 FTE
7040	Contract Labor (temp help, outreach workers etc)	33,120		77,198	35,575	(41,623)	anticipate lower temp costs with additional positions filled
7070	Stipends/ Vista Volunteers & other	31,936		41,157	41,636	479	3 FT VISTAs and 3 FT Americorps
8000	Professional Fees	73,200		62,116	94,805	32,688	includes \$15k for Strategic Planning
8001	Reclaim Scanning Fees Expense	53,000		52,400	58,000	5,600	11%
8010	Staff Recognition/ Appreciation	9,725		10,622	14,933	4,311	
8100	Office Supplies	14,178		10,123	14,325	4,202	
8101	Office Equipment & Software Exp	22,478		13,258	37,301	24,043	\$9.9k for FNS, \$9.9k FNS Helpline (covered by grant)
8200	Telephone Exp	26,193		27,828	31,400	3,572	
8301	Postage	20,450		22,206	42,091	19,885	FNS Outreach, in-house mailings for Development
8302	Contract Trucking/ Inbound	41,000		50,098	62,500	12,402	Budget includes \$7k for Mpacks (double last year budget)
8303	Product Handling VAP fees	46,000		35,383	40,000	4,617	
8304	SNAP freight	0		4,932	4,250	(682)	budgeting for amount in grant application
8305	SNAP Food Purchases Exp.	391,510		420,084	420,750	666	budgeting for amount in grant application
8307	Other Food Purchases Exp. (SFP, MANNA Pack., FEMA etc)	288,800		356,687	369,000	12,313	increase in food costs for MANNA Packs, anticipated impact of drought
8309	Food purchase - Co-Op buying			513,338	530,000	16,662	not budgeted in prior years
8320	Food Packing Supplies	31,800		21,787	28,000	6,213	
8330	Food Procurement Other	10,000		281	8,000	7,719	
8401	Insurance: Bldg & Flood	15,400		20,186	18,505	(1,681)	
8402	Electric & Gas Expense	39,300		46,895	49,200	2,305	
8404	Water & Sewer	4,025		5,084	6,545	1,461	
8405	Building Operations Supplies	31,000		28,146	30,000	1,854	
8406	Propane	2,000		2,304	2,200	(104)	
8407	Waste Management	27,000		34,297	36,000	1,703	
8409	Building Maintenance & Repair (includes pest control)	14,000		13,324	15,000	1,676	
8412	Furniture, Equipment & Fixtures purchases (Non-Capital)	5,750		595	3,067	2,472	
8500	Equipment Maintenance -Warehouse	11,650		12,886	15,820	2,934	

8502	Office Equipment Leases	16,867	14,472	15,830	1,358	
8503	Copier printing costs	4,200	6,026	12,231	6,205	FNS Outreach, in-house mailings for Development
8600	Printing & Publications	26,100	26,808	28,600	1,792	
8702	Vehicles Gas & Oil	98,000	75,356	90,000	14,644	last year budgeted high because we didn't know when new trucks would come in
8703	Vehicles repair	12,000	10,754	17,000	6,246	
8704	Vehicles Insurance	19,325	25,113	20,172	(4,941)	reduction at policy renewal
8705	Vehicles Licenses & Permits	8,065	7,751	8,500	749	
8706	Vehicles Maintenance/ Tires	17,160	8,134	12,000	3,866	
	Vehicle Graphics	200	0	500	500	
8710	Local Travel / mileage (staff & volunteer reimb)	42,671	21,434	37,177	15,743	
8800	Staff Development Conferences/ trainings	31,050	27,968	44,645	16,677	sending add'l staff to Feeding America conferences, increased cost per conference
9000	Organizational Dues	26,131	28,478	34,415	5,937	increase \$5k NCAFAFB, increase \$1.2k FA, estimate small increases in other areas
9402	Volunteer Liability Insurance Coverages	3,340	3,263	3,000	(263)	
9406	Bank Charges & Fees	13,000	12,075	16,000	3,925	
9408	Miscellaneous Expense	16,750	14,701	27,160	12,459	budget includes 6k for ADP timekeeping system
9409	Special Events exp	30,800	13,912	29,240	15,328	(add'l costs for BJB will hit actuals in June)
9413	Direct Mail Expense	238,500	198,352	213,000	14,648	in-house mailings for Development
9415	Volunteer Appreciation & training	7,900	2,069	7,166	5,097	
	Capital Budget	25,500	0	18,500	18,500	
	Operating Reserves (+ or -)	0	0	0	0	
	subtotal expenses excluding salaries/benefits	1,881,074	2,418,520	2,644,039	225,519	
	Total Expenses	4,123,765	4,651,206	5,084,270	433,064	
	net income over expense	0	327,767	0	0	(327,767)

6/4/14
Strategic Plan revised timetable
Board of Directors
MANNA FoodBank

Wednesday, July 16, 2014, 5:00 to 7:00 p.m. – Interactive session on the relevance and impact of MANNA’s vision and mission statement, facilitated by strategic planning consultant, Ed Manning.

Wednesday, September 17 Board meeting, 5-7 p.m. Overview of research data on MANNA service area from Map the Meal Gap and The Hunger in America Study. The Feeding America view of national trends in the response to hunger, including an update on the FA public policy agenda (Facilitated by Jordan Vernoy, Feeding America representative.)

Saturday, November 8 – Full day Board and management retreat. Off-site. Development of MANNA Strategic Plan. Facilitated by Ed Manning.

November and December 2014 – write-up of Strategic Plan session outcome and Strategic Plan documents (full report and condensed version/Executive Summary.)

January 21, 2015 Board meeting---Review and comments on draft plan

February 18, 2015 Board meeting – Final approval of Strategic plan

March and April---staff work on year one implementation plan

May 20, 2015 Board meeting---staff presentation to Board on year one plan

MANNA Board Nominations for January 2015 Class

The Membership and Governance Committee of the MANNA Board is encouraging nominations for the January 2015 class. Please review the comments below. If you have someone you would like to recommend, please complete the attached information sheet and return it as soon as possible.

The membership committee meets numerous times during the year, starting with completion of a detailed matrix of the composition of the current Board, and the gaps that will be created by those departing the board at the end of this year. We will lose 4 members this year. It is always a goal to maintain a gender balance on the Board. We continue to strive for diversity in multiple ways, including racial, cultural and geographic. Specific skill sets are reviewed to ensure we have the expertise needed to carry out our business.

In addition to the above considerations, for 2015 we are especially looking for candidates with food industry experience: food sourcing and distribution; Manufacturing experience, especially logistics and warehousing; and connections to the medical community to develop connections for the new MANNA Food Helpline. We are always looking for skills in finance and fundraising/development.

Once you have submitted your recommendation, someone from the Membership and Governance Committee will contact you to discuss your nomination further. There are limited openings on the board, and as noted above, specific skill sets and backgrounds that need to be considered. *To avoid an awkward situation, please do not mention your nomination to the candidate until the committee has an opportunity to review all submissions.*

Please give this serious consideration. Maintaining a strong Board is critical to the continued well-being and future success of MANNA.

Thanks,

Janie Wilson, Chair of Membership and Governance
Cindy Threlkeld, Executive Director

Nomination for MANNA Board Position

Nominee's name:

Person making nomination:

Contact information for candidate

Phone:

email:

Address:

Background and Skill sets:

How do you believe this person could benefit MANNA and the Board?

Please comment on the candidate's current involvement with MANNA and/or their demonstrated commitment to the MANNA mission:

Other information that might be helpful to the Membership and Governance committee:

Please send form to Janie Wilson at Janie2wilson@hotmail.com and copy Cindy at CThrelkeld@mannafoodbank.org

Note: Someone from the Membership and Governance Committee will contact you to discuss your nomination further. There are limited openings on the board, and specific skill sets and backgrounds that need to be considered. To avoid an awkward situation, please do not mention your nomination to the candidate until the committee has an opportunity to review all submissions.