



**Marion-Polk Food Share
Board Meeting Packet
&
Supplemental Packet**

July 14, 2016
8:00 – 9:30 am

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AGENDA

Board of Directors Meeting
Thursday, July 14, 2016

8:00 – 8:15	Light Breakfast
8:15 – 8:20	Call to Order – Alex Beamer Guest Introductions – Rick Gaupo
8:20 – 8:30	Mission Moment – Dick Yates
8:30 – 8:35	Finance Update – Jim Green Update on Food Share financial status
8:35 – 8:40	Consent Agenda – Alex Beamer <ul style="list-style-type: none"> - Board Meeting Minutes, May 26, 2016 - Financial Statements ending May 31, 2016 - Proposed Revised FY 2016-17 budget
8:40 – 8:50	Development Update – Julie Hambuchen Update on Food Share Development status
8:50 – 9:30	Executive Summary FY 2016-17 – Rick Gaupo Discussion of the FY 2016-17 plan
9:30	Adjournment – Alex Beamer

**Action:
Board Vote**





Date: June 30, 2016

To: Marion-Polk Food Share Board of Directors

From: Julie Hambuchen

Re: Development news - CenturyLink, Colson Match & Events

CenturyLink Campaign

Food Share donors gave \$100,760 during the CenturyLink campaign, securing an additional \$100,000 in matching funds. CenturyLink capped their match this year at \$100,000 per food bank, and we are one of four around the country who will receive the maximum match.

Colson Family Foundation Match

As of June 30, donors have given \$34,355 toward the \$75,000 Colson Family Foundation Summer matching campaign. We hope to make significant progress toward the goal at the Farm to Table Dinner and Auction on July 9.

Farm to Table Dinner and Auction on July 9

Thank you to all Board members who plan to attend the Farm to Table Dinner and Auction. It's shaping up to be a wonderful event, celebrating local food and our shared commitment to ending hunger in our community. Our goal for this first-year event was to sell 150 tickets, and with ticket sales ending today, we're at 160.

Upcoming Events

- Farm to Table Dinner and Auction on Saturday, July 9, at the Oregon Garden.
- Donor Appreciation lunch on Thursday, September 15, at noon, in the warehouse.

Brief Overview of Planning Process: FY 2016-17 Plan & Budget

January – March Staff work	<p>Senior Leadership worked on clarifying Priority Projects for FY16-17. Work started by addressing current programs that needed major changes to provide capacity for additional projects.</p>
January & February Board Presentations	<p>Shared with the Board programs that were undergoing major changes – Better Burger, Production Farming & Spring Break Lunch</p>
March Committee & Board Presentations	<p>Shared with the Board Priority Projects for FY16-17</p> <p>Shared with the Finance Committee & Board 1st review of FY16-17 Budget</p>
April – July Staff work	<p>The Senior Leadership Team worked on:</p> <ol style="list-style-type: none"> 1. Developing department plans that are aligned with Priority Projects 2. Developing goals for each department & each of area of focus within departments 3. Reviewing & Revising the FY16-17 Budget
May Board Presentations	<p>Shared with the Board the Programs Dept. direction for the upcoming year</p>
July Committee & Board Presentations	<p>Shared with the Finance Committee the Revised FY16-17 Budget</p> <p>Present to the Board the FY16-17 Executive Summary & Department overview</p>



Marion-Polk Food Share
Board of Directors Meeting Minutes
Thursday, May 26, 2016

Board Members Attending: Alex Beamer, Cheryl Wells, Jim Green, Courtney Knox Busch, Dick Yates, Frances Alvarado, Mike Garrison, Eileen Zielinski, Bernadette Mele, Warren Bednarz, John Burt

Staff Members Attending: Rick Gaupo, Holly Larson, Ian Dixon-McDonald, Julie Hambuchen, Abisha Dunivin, Rebecca Long, Eileen DiCicco, Megan Rivera

Guests Attending: Stephanie Smythe

Call to Order:

Alex Beamer called the meeting to order at 8:18 a.m.

Guest Introduction & Mission Moment:

Megan Rivera introduced Stephanie Smythe, who volunteered 500 hours chairing Spring Break Lunch 2016. Stephanie presented the Mission Moment, sharing the program's highlights. One change this year was to meet with regional partners individually to get input about their needs, rather than using a steering committee structure. The Food Share also focused on providing healthy, interesting foods at its sites and expanded the number of rural sites. The number of meals provided held steady within traditional annual fluctuations. The Food Share continued to partner with many entities and individuals. The downtown Salem Rotary expanded services by providing new Spanish language books.

New Partner Agency:

Megan Rivera introduced Keizer Community Dinner as a prospective partner agency. Keizer Community Dinner has been running since January 2016. It is operated by a coalition of five to eight groups throughout Keizer, led by its venue host, St. Edwards Catholic Church. This open community dinner is offered once a month. Attendance continues to grow, starting between 150

and 200 per meal, with 260 attendees in May. A wide range of people sit and eat together, replicating the model used at the Silverton Community Dinner. **Bernadette Mele** shared that the dinner affords an opportunity to be an ambassador for the Food Share. **Frances Alvarado** added that a meal together makes welcome the church's large Hispanic population.

Eileen Zielinski motioned to approve Keizer Community Dinner as a partner agency, **Warren Bednarz** seconded, and the motion was unanimously moved.

Rick Gaupo presented **Eileen Zielinski** with the Crystal Apple award for her Food Share board service, including her instrumental role in the founding of the Keizer Community Dinner. **Rick** added that **Eileen's** work has expanded the Food Share's mission.

Finance Update:

Jim Green updated the board on the Food Share's financial status. **Jim** mentioned this year's clean audit and the on-track schedule for next year's. Check point dates have been added to track progress. **Jim** stated that the Food Share's current expected deficit is less than anticipated; **Courtney Knox Busch** added that it is a perfect time for strategic planning, aligning the future with what we have today. **Rick** stated that a budget revision will be presented in July, with updates presented every three months. **Jim** also praised the recent sustainer luncheon's strategy to acknowledge donors' contributions rather than ask for more.

Consent Agenda:

Alex Beamer presented the following consent agenda items:

1. April 2016 board meeting minutes
2. MPFS financial statements ending April 30, 2016

Warren Bednarz motioned to approve all consent agenda items, **Mike Garrison** seconded, and the motion was unanimously moved.

Development Update:

Julie Hambuchen began the update by inviting the board to the upcoming Meals on Wheels Appreciation Dinner. The dinner is modeled after the sustainer luncheons, thanking both donors and volunteer drivers for their contributions.

Julie next reported that CenturyLink has changed the Backpack Buddies campaign to accept online donations only, with local coinciding food campaigns. There will also be a \$100,000 cap on matching funds. Due to these changes, the Food Share will be adopting new strategies, with a focus on a small number of major donors.

Programs Preview, Fiscal Year 2-16-17:

Ian Dixon-McDonald presented a preview of the Programs Department's plan for the coming fiscal year. The slideshow presented will be mailed to board members after the meeting.

Adjournment:

Alex Beamer adjourned the meeting at 9:33 a.m.

Rebecca Long
Executive Assistant

Esther Puentes
Board Secretary



MEMO

Date: June 30, 2016

To: Marion-Polk Food Share Board of Directors

From: Holly Larson

Re: May 2016 Financials

The Food Share continue to maintain a strong financial position. Although cash has decreased, it is due to greater investment in the community through Food Share programs and capital assets through the use of temporarily restricted funds raised in prior fiscal years. We are performing according to expectations.

Some highlights to note:

Please refer to the *Statement of Activities - Actual to Budget Variance (Report 3):*

Operating revenue is \$107,000 less than budget.

- Program revenue was on budget. Food service revenue and SNAP Outreach reimbursement exceeded budget, while food product sales (Better Burger) and vocational training contract revenue were below budget. Vocational training is a reimbursable expense, so salary expense is also lower than budget due to less participants in the program than forecasted.
- Interest and investments are below budget by over \$16,000. \$5,000 in unrealized losses were recorded in the quarter ended March 31st. The budget was based on an average performance over the last 4 years. 2016 appears to be a rough securities market, as we told to expect by OCF.

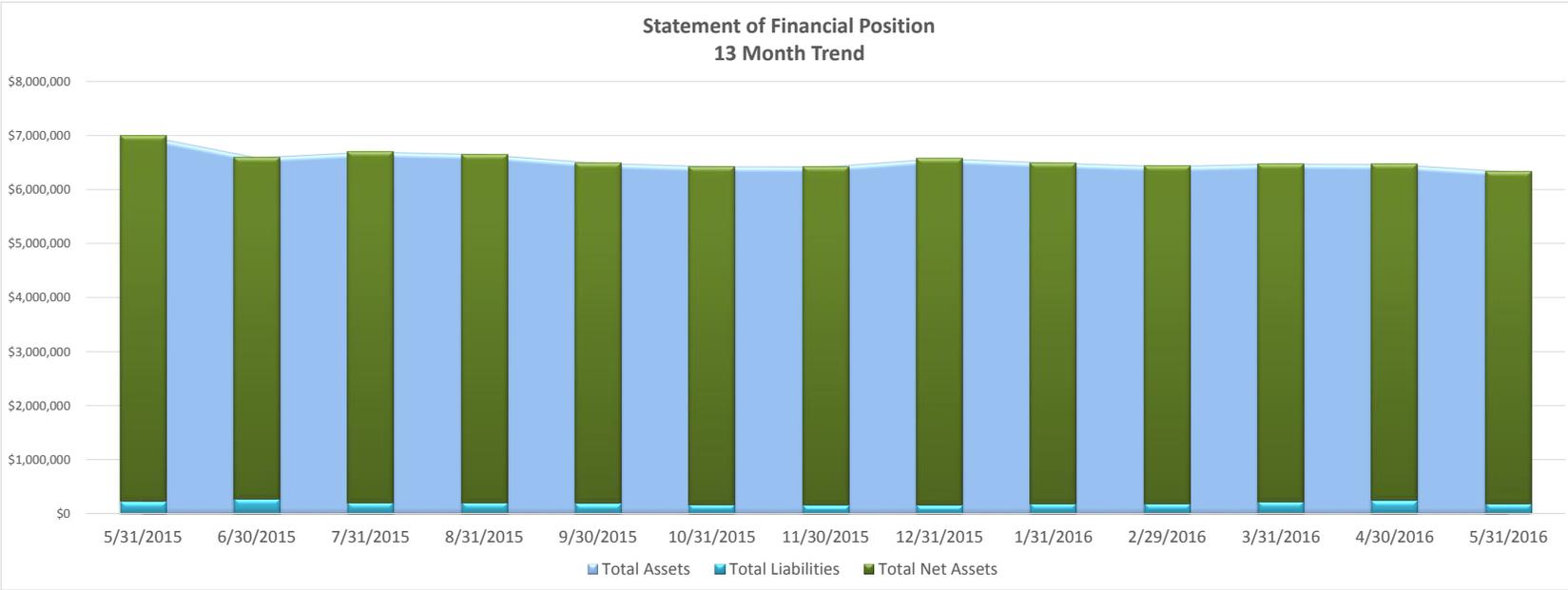
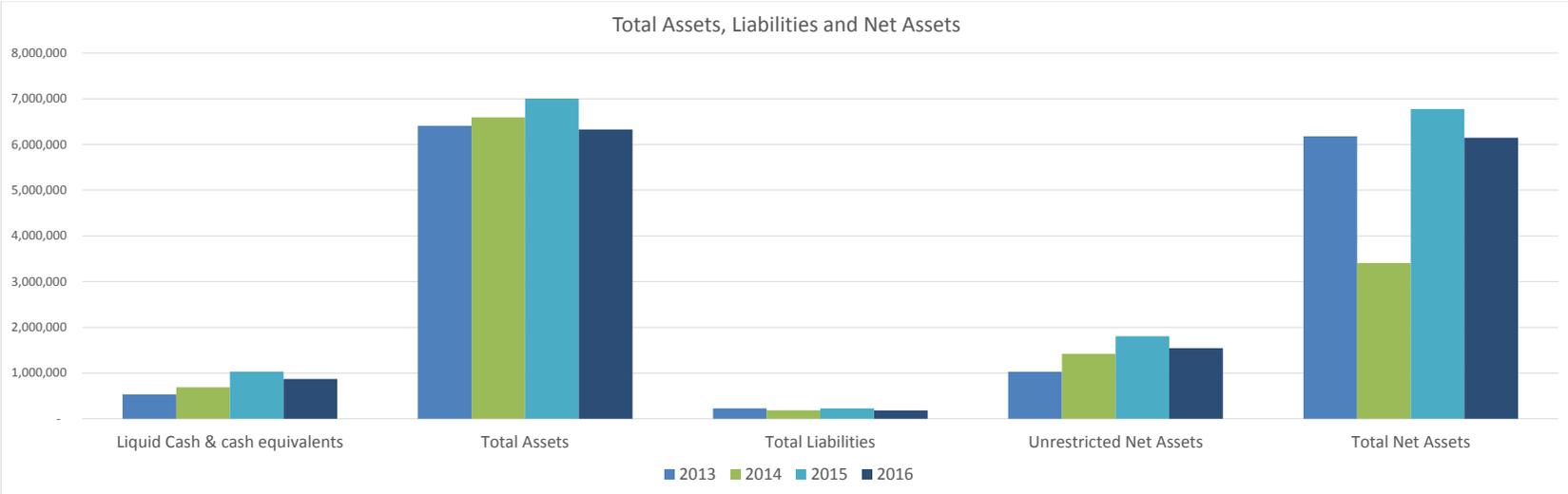
Operating expense is \$153,000 less than budget.

- Food purchase funds through FEMA have not yet been awarded. We are anticipating this coming through soon, and will cover food purchases in FY16 as well as FY17.
- Contracts and professional fees are below budget due to strategic planning expense deferred until FY17.
- Network development is below budget due to less network support proposals being granted by OFB this fiscal year.
- Meetings and professional development expense is below budget. This line item is likely to end the year below budget.
- Advertising, marketing and event expense is below budget. This is mainly due to timing of the website redesign project. The remaining expected costs for the website will be carried over to next fiscal year.
- Liability insurance expense is under budget. We believe this expense will end the year under budget, after posting a correction to the prepaid activity.

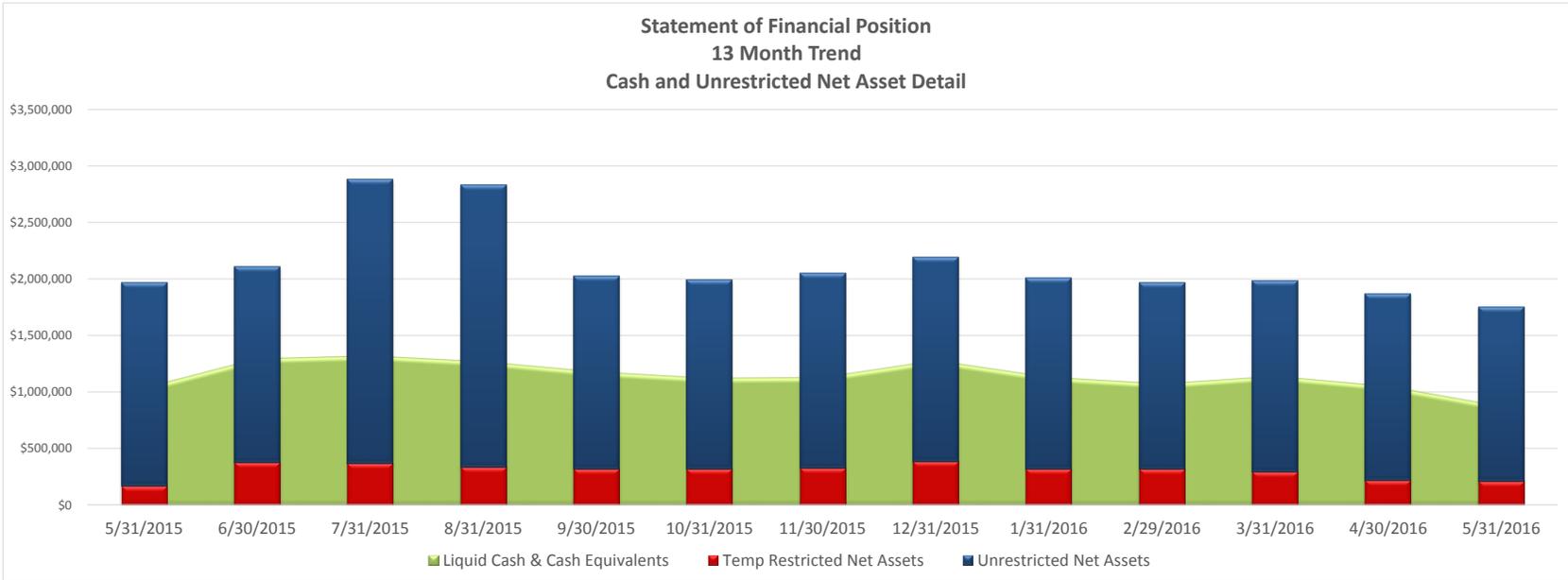
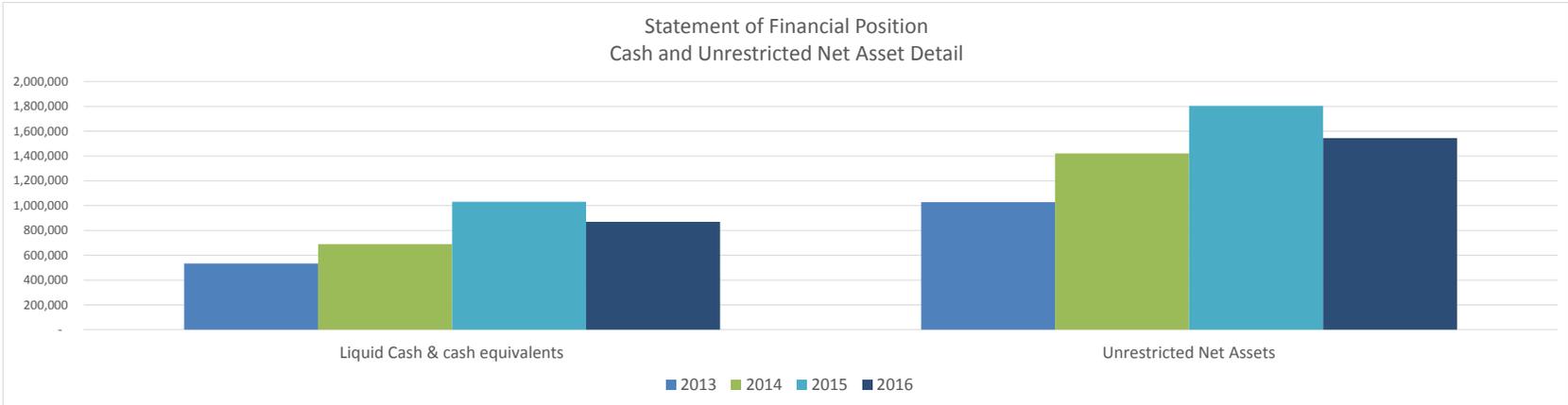
Other items to discuss:

- FY2017 budget and FY2018 & 2019 forecasts

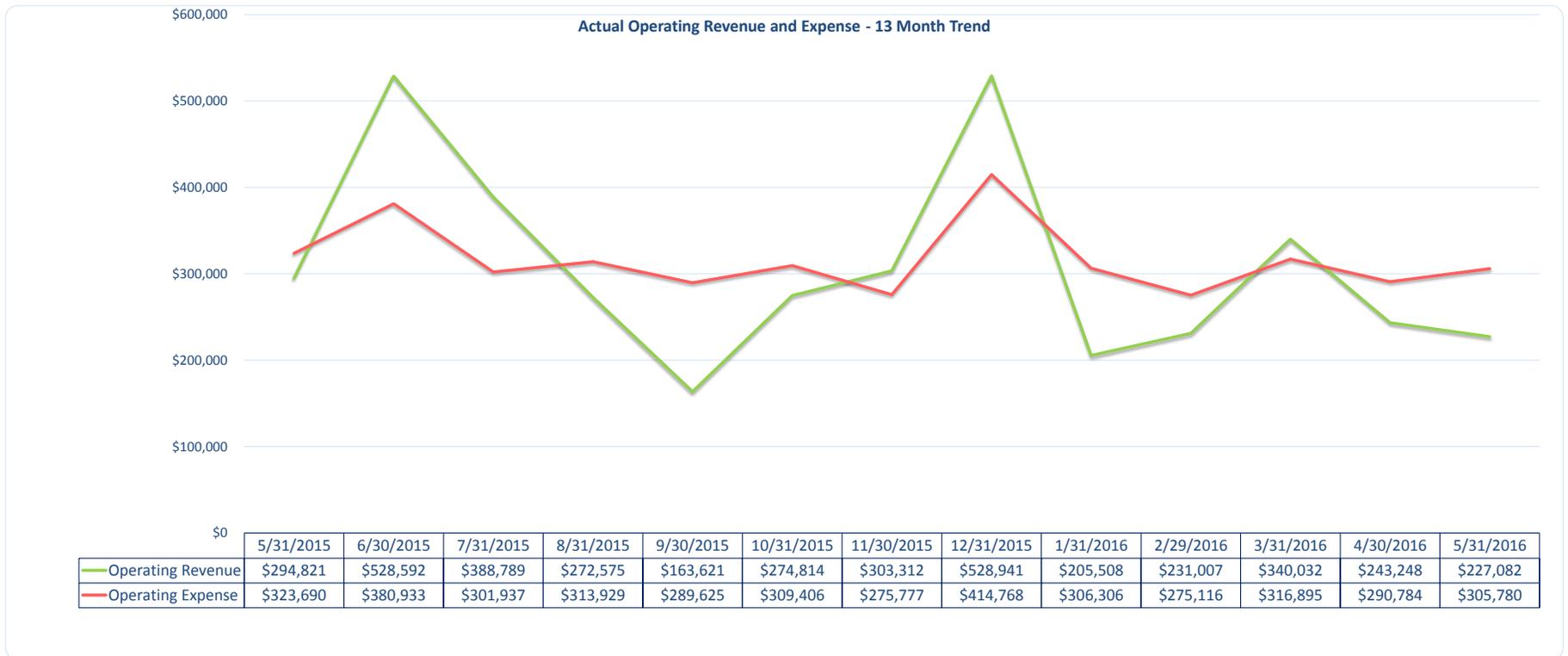
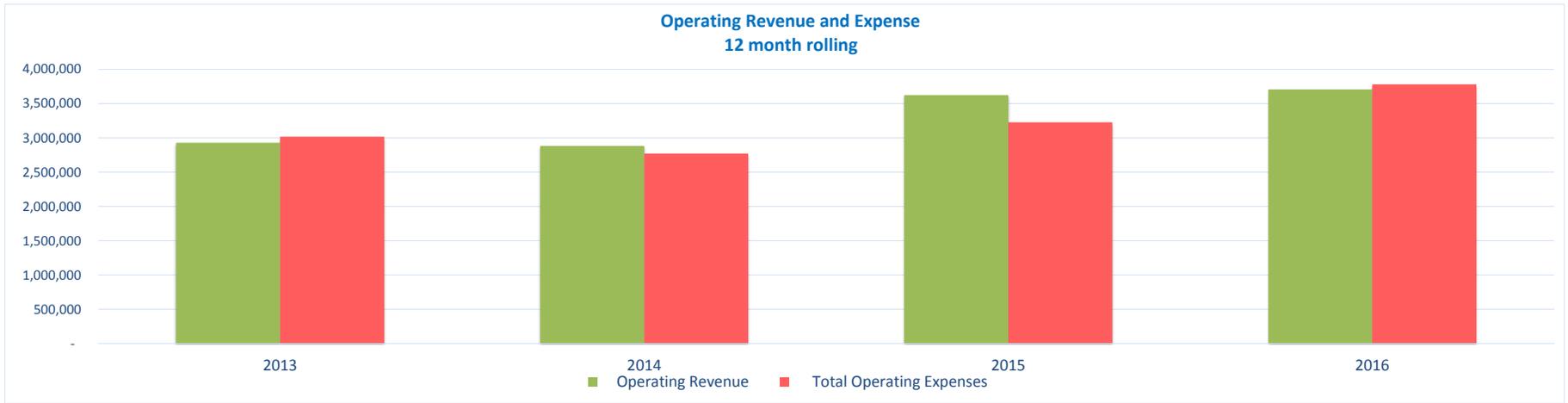
Marion-Polk Food Share, Inc.
May 2016



Marion-Polk Food Share, Inc.
May 2016



Marion-Polk Food Share, Inc.
May 2016



Marion-Polk Food Share

Statement of Financial Position - Year over Year Review

For the month ended May 31, 2016

	Prior Years	Current Year	Notes
	Actual	Actual	
	5/31/2015	5/31/2016	
ASSETS			
Cash, cash equivalents, & investments			
Liquid cash, cash equivalents, and other assets	\$1,031,219	\$870,082	Cash has decreased due to capital investments, also because of FY16 operating funds raised in FY15 - now being spent.
Non-liquid investments	\$1,261,349	\$1,300,471	
Cash, investments & other assets	\$2,292,568	\$2,170,553	
Land, buildings and equipment, net	\$3,041,561	\$3,224,697	
Inventory	\$1,670,193	\$933,838	inventory decrease due to donated inventory value decrease to \$1.25 per pound from \$1.50 per pound. Also, ending inventory pounds decreased over last year.
TOTAL ASSETS	\$7,004,322	\$6,329,088	
LIABILITIES & NET ASSETS			
Liabilities	\$227,460	\$181,971	
Net Assets			
Unrestricted			
Undesignated - available for general activities	\$753,188	\$548,068	
Designated - Intended for Investment	\$0	\$0	
Designated by Mgmt - Capital Fund	\$369,279	\$369,279	
Designated by the governing board	\$681,957	\$627,716	
Total Unrestricted	\$1,804,424	\$1,545,063	
Temporarily Restricted	\$165,061	\$207,715	
Permanently Restricted	\$135,380	\$235,805	
Land, buildings and equipment, net	\$3,001,804	\$3,224,697	
Inventory	\$1,670,193	\$933,838	inventory decrease due to donated inventory value decrease to \$1.25 per pound from \$1.50 per pound. Also, ending inventory pounds decreased over last year.
Total Net Assets	\$6,776,862	\$6,147,118	
TOTAL LIABILITIES & NET ASSETS	\$7,004,322	\$6,329,088	

* Inventory value is updated at the end of the fiscal year. The value of donated food is \$1.25, down from \$1.50 last year.

* Unrestricted net assets - Designated by the governing board includes the Board Designated Endowment; current balance is \$627,716

Marion-Polk Food Share
Statement of Cash Flows
For the eleven months ended May 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES	<u>Actual</u>
NET SURPLUS/(DEFICIT) FOR PERIOD	\$ 106,731
ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH	\$ (263,742)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>\$(157,012)</u>
CASH FLOWS FROM INVESTING (CAPITAL) ACTIVITIES	
ASSET ADDITIONS	\$ (384,193)
ACCUMULATED DEPRECIATION	\$ 201,058
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>\$(183,135)</u>
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	\$ (39,123)
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NET INCREASE/(DECREASE) IN CASH	\$(379,270)
CASH AND CASH EQUIVALENTS AS OF 6/1/2015	\$ 809,135
CASH AND CASH EQUIVALENTS AS OF 5/31/2016	<u>\$ 429,865</u>

Marion-Polk Food Share
Statement of Activities
Actual to Budget Variance Report

	Year-to-date				Notes
	Budget				
	Actual 7/1 - 5/31/2016	(Approved Mar 2016) 7/1 - 5/31/2016	\$ Variance	% Variance	
Operating					
Operating Revenue					
Donations	\$2,531,140	\$2,620,255	(\$89,115)	-3%	
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$395,484	\$396,137	(\$653)	0%	
Contract Revenue (Grand Ronde)	\$82,219	\$82,219	\$0	0%	
Food Service Revenue	\$91,237	\$85,518	\$5,719	7%	
Vocational Training Contract Revenue	\$53,151	\$57,131	(\$3,980)	-7%	
Farm Revenue	\$8,873	\$8,873	\$0	0%	
Food Product Sales	\$15,064	\$21,336	(\$6,273)	-29%	DOC contract on hold. Anticipate small sales in the future.
SNAP Outreach	\$15,343	\$10,539	\$4,804	46%	Program has begun, and first quarter reimbursement submitted
Miscellaneous Revenue	\$19,342	\$19,934	(\$592)	-3%	
Total Program Service Revenue	\$680,712	\$681,688	(\$975)	0%	
Interest and investments	(\$32,922)	(\$16,507)	(\$16,416)	-99%	
Total Operating Revenue	\$3,178,930	\$3,285,436	(\$106,506)	-3%	
Operating Expenses					
Emergency Food Purchase (for distribution)	\$180,646	\$229,421	\$48,776	21%	timing - EFSP (FEMA) food purchase funds not awarded yet. Anticipate spending part this fiscal year, and part next fiscal year.
Production Food Purchases	\$152,856	\$159,434	\$6,577	4%	
Salaries & Related Expenses	\$2,050,264	\$2,064,882	\$14,618	1%	
Contracts & Professional Fees	\$165,310	\$202,778	\$37,467	18%	Strategic planning moved to next fiscal year. Salary study slightly behind schedule.
Supplies, Printing, Postage	\$196,440	\$221,397	\$24,958	11%	
Program Supplies	\$103,849	\$108,051	\$4,203	4%	
Network Development	\$4,853	\$5,658	\$805	14%	Less network support proposals funded by OFB than anticipated
Occupancy Expenses	\$171,969	\$157,796	(\$14,173)	-9%	
Equipment and Vehicle Expenses	\$103,425	\$102,869	(\$556)	-1%	
Meetings & Professional Development	\$45,971	\$54,614	\$8,643	16%	less meeting and training expense than planned. Likely to end under budget for this fiscal year.
Volunteer & Donor Development	\$18,881	\$18,892	\$11	0%	
Advertising, Marketing & Event Expenses	\$65,282	\$85,356	\$20,074	24%	Primarily underbudget due to timing of website project. Adequate costs are budgeted to finish the project in next fiscal year.
Computer Expenses	\$72,106	\$70,656	(\$1,450)	-2%	
Membership Dues	\$4,223	\$4,088	(\$135)	-3%	
Bank Fees	\$29,514	\$27,400	(\$2,114)	-8%	
Liability Insurance Expense	\$26,068	\$34,181	\$8,112	24%	Insurance expense will end the year under budget.
Other Expenses	\$4,687	\$2,098	(\$2,589)	-123%	Temporarily high due to adjustment activity - reverses in June to align more closely with budget
Total Operating Expenses	\$3,396,343	\$3,549,570	\$153,226	4%	
Net surplus/(deficit) - Operating	(\$217,413)	(\$264,133)	\$46,720	18%	

Statement of Activities
Actual to Budget Variance Report

		Year-to-date				
		Budget (Approved Mar 2016)		\$	%	
		Actual 7/1 - 5/31/2016	7/1 - 5/31/2016	Variance	Variance	Notes
Capital						
	Capital Revenue	\$147,033	\$116,795	\$30,238	26%	additional capital revenue from Regional Solutions - warehouse improvement
	Less: depreciation	\$194,333	\$191,660	(\$2,673)	-1%	
	Net Surplus/(Deficit) - Capital	(\$47,299)	(\$74,864)	\$27,565	37%	
Endowment						
	Endowment Revenue	\$101,485	\$102,205	(\$720)	-1%	
	Net Surplus/(Deficit) - Endowment	\$101,485	\$102,205	(\$720)	-1%	
In-kind						
	Contributions	\$11,954	\$10,787	\$1,167	11%	
	Less: In-kind expense	\$11,904	\$10,787	(\$1,117)	-10%	
	Net surplus/(deficit) - In-Kind	\$50	\$0	\$50	0%	
	BEGINNING NET ASSETS	\$0	\$0	\$0	0%	
	NET SURPLUS/(DEFICIT)	(\$163,177)	(\$236,793)	\$73,616	31%	
	ENDING NET ASSETS	(\$163,177)	(\$236,793)	\$73,616	31%	

Marion-Polk Food Share
Statement of Activities - Prior Year Comparison
For the eleven months ended May 31, 2016

	Prior Year	Current Year			
	Actual 7/1/2014- 5/31/2015	Actual 7/1/2015- 5/31/2016	\$ Variance	% Variance	Notes
Operating					
Operating Revenue					
Donations	\$2,754,668	\$2,531,140	\$223,528	-8%	
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$143,803	\$395,484	(\$251,681)	175%	MOW program only operated for half of 2015
Contract Revenue (Grand Ronde)	\$35,562	\$82,219	(\$46,657)	131%	Grand Ronde pantry opened 12/4/2014 - only operated half of 2015
Food Service Revenue	\$51,176	\$91,237	(\$40,061)	78%	MOW program only operated for half of 2015
Vocational Training Contract Revenue	\$53,944	\$53,151	\$793	-1%	
Farm Revenue	\$27,478	\$8,873	\$18,605	-68%	no crops sold this year
Food Product Sales	\$27,229	\$15,064	\$12,165	-45%	decrease in Better Burger sales to DOC
SNAP Outreach	\$0	\$15,343	(\$15,343)	0%	new program this fiscal year
Miscellaneous Revenue	\$136,735	\$19,342	\$117,393	-86%	last year this line item included MOW acquisition of \$115,000
Total Program Service Revenue	\$475,927	\$680,712	(\$204,786)	43%	
Interest and investments	\$1,228	(\$32,922)	\$34,150	-2782%	
Total Operating Revenue	\$3,231,823	\$3,178,930	\$52,892	-2%	
Operating Expenses					
Emergency Food Purchase (for distribution)	\$316,501	\$180,646	(\$135,856)	43%	decrease in City of Salem contract - \$60,000; also less donor designated funds
Production Food Purchases	\$78,644	\$152,856	\$74,212	-94%	MOW program only operated for half of 2015
Salaries & Related Expenses	\$1,722,566	\$2,050,264	\$327,698	-19%	annual increase of \$303,000 for the MOW program and IMMH (Grand Ronde) programs
Contracts & Professional Fees	\$118,787	\$165,310	\$46,524	-39%	temp restricted funds for Community Food systems contractor; increased spending on salary study
Supplies, Printing, Postage	\$200,208	\$196,440	(\$3,768)	2%	
Program Supplies	\$89,898	\$103,849	\$13,950	-16%	
Network Development	\$11,381	\$4,853	(\$6,528)	57%	More network development projects funded than anticipated
Occupancy Expenses	\$129,891	\$174,775	\$44,885	-35%	MOW program only operated for half of 2015 - rent at Center 50+
Equipment and Vehicle Expenses	\$83,587	\$103,425	\$19,838	-24%	more vehicle maintenance than prior year
Meetings & Professional Development	\$40,128	\$46,091	\$5,964	-15%	additional staff training in fundraising; Hunger Gap conference at OFB
Volunteer & Donor Development	\$10,121	\$18,881	\$8,760	-87%	Volunteer picnic, board gathering, and additional volunteer recognition. Also began donor appreciation luncheons.
Advertising, Marketing & Event Expenses	\$45,855	\$66,456	\$20,602	-45%	Additional expense for the website redesign project.
Computer Expenses	\$62,179	\$72,106	\$9,927	-16%	replaced 28 workstations in August of 2015
Membership Dues	\$2,630	\$4,223	\$1,593	-61%	more membership affiliations
Bank Fees	\$24,220	\$29,514	\$5,294	-22%	additional fees for donation processing
Liability Insurance Expense	\$22,589	\$26,068	\$3,479	-15%	increased due to additional programs; added several vehicles
Other Expenses	\$3,738	\$4,687	\$949	-25%	
Total Operating Expenses	\$2,962,922	\$3,400,444	\$437,522	-15%	
Net surplus/(deficit) - Operating	\$268,900	(\$221,514)	\$490,414	-182%	
Capital					
Capital Revenue	\$130,974	\$147,033	(\$16,060)	12%	Additional grants for warehouse and youth farm improvements
Less: depreciation	\$201,876	\$194,333	(\$7,544)	4%	
Net Surplus/(Deficit) - Capital	(\$70,903)	(\$47,299)	(\$23,604)	33%	
Endowment					
Endowment Revenue	\$1,995	\$101,485	(\$99,490)	4987%	\$100,000 from Conrad Steiber estate
Net Surplus/(Deficit) - Endowment	\$1,995	\$101,485	(\$99,490)	4987%	
In-kind					
Contributions	\$46,099	\$11,954	\$34,144	-74%	less value in in-kind donations this fiscal year
Less: In-kind expense	\$36,099	\$11,904	(\$24,194)	67%	less value in in-kind donations this fiscal year
Net surplus/(deficit) - In-Kind	\$10,000	\$50	\$9,950	-100%	
NET SURPLUS/(DEFICIT)	\$209,993	(\$167,278)	\$377,271	-180%	

Marion-Polk Food Share

Account Category Description	Definition
Operating	
Operating Revenue	
Donations	Donation revenue from Raisers Edge, federal , state and local grant revenue, foundation grants
Program Service Revenue	
MOW Home Delivered Meal Revenue	Revenue for providing home delivered meals to private pay clients, as well as Medicare, Oregon Project Independence (OPI) and Older American Act (OAA) programs
Contract Revenue (Grand Ronde)	Revenue from Confederated Tribes of Grand Ronde contract
Food Service Revenue	Revenue from operation of MOW café, restaurant, and catering
Vocational Training Contract Revenue	Revenue to reimburse costs associated with JOBS + vocational training program
Farm Revenue	Revenue from crop sales, CSA sales, Saturday market sales, and land lease
Food Product Sales	Sales of Better Burger
SNAP Outreach	Reimbursement of costs related to SNAP outreach efforts
Miscellaneous Revenue	Sales of broken pallets, cardboard, etc. Plot rentals for community gardens. Other miscellaneous usually one-time items
Total Program Service Revenue	
Interest and investments	Revenue related to investment gains/losses and interest earnings
Total Operating Revenue	
Operating Expense	
Operating Expenses	
Emergency Food Purchase (for distribution)	Food purchases for distribution through agency networks or programs
Production Food Purchases	Food purchases for value-added food items (MOW meals and food service, ingredients for Better Burger production)
Salaries & Related Expenses	Salary costs, benefits and taxes
Contracts & Professional Fees	Legal fees, audit fees, consultant and independent contactor fees
Supplies, Printing, Postage	Office supplies, small equipment, postage and shipping, printing, books and subscriptions
Program Supplies	Supplies related to running programs (such as gardens, Youth Farm, MOW, VAC)
Network Development	Costs for equipment or monetary support of agencies in MPFS network
Occupancy Expenses	Building maintenance, utilities, telephones, rent (MOW facility and off-site food storage)
Equipment and Vehicle Expenses	costs to maintain and insure vehicles and equipment
Meetings & Professional Development	Costs for staff professional development and trainings, meetings, conferences, mileage reimbursement and other travel related costs. Also includes meetings/conferences MPFS staff hosts for agency network and other audiences.

Marion-Polk Food Share

Account Category	Description	Definition
	Volunteer & Donor Development	Costs associated with stewarding donors, volunteers and board
	Advertising, Marketing & Event Expenses	Costs to promote MPFS, including website, media advertisement, and events
	Computer Expenses	Costs to maintain technology: software, hardware and network. This includes outsourced IT professional support.
	Membership Dues	Dues for various organizations MPFS is members of (Rotary, Chamber, etc.)
	Bank Fees	Fees for banking services, including credit card merchant fees
	Liability Insurance Expense	Liability and Directors and Officers annual insurance premium fees
	Other Expenses	Miscellaneous expenses, licenses and fees, penalty and late fees, bad debt expense
	Total Operating Expenses	
	Net surplus/(deficit) - Operating	Operating revenue less operating expenses
Capital		
	Capital Revenue	Revenue for capital projects. Expenses for capital projects do not appear on the Statement of Activities. They appear on the Statement of Financial Position as increases to assets. An asset is capitalized if it is over \$5,000 and a life of one year or greater.
	Less: depreciation	Expense for the current period use of assets purchased in the past.
	Net Surplus/(Deficit) - Capital	Capital revenue less depreciation
Endowment		
	Endowment Revenue	Donations restricted to the endowment. The principal cannot be used, but earnings are allowed to be used for general operations, or as otherwise specified by the donor.
	Net Surplus/(Deficit) - Endowment	
In-kind		
	Contributions	Non-financial contributions, that are not capital assets (items over \$5,000 in value and with a life of over one year)
	Less: In-kind expense	In-kind gifts are usually immediately put to use, and the expense is recognized. This is the account used to realize the expense.
	Net surplus/(deficit) - In-Kind	In-kind contributions less in-kind expenses.
	BEGINNING NET ASSETS	Value of the organization's assets, less liabilities, at the beginning of the period.
	NET SURPLUS/(DEFICIT)	Total revenue less total expenses (includes operating, capital, endowment and in-kind)
	ENDING NET ASSETS	Value of the organization's assets, less liabilities, at the end of the period.

Marion-Polk Food Share

Donation Revenue by Fund Category and Activity

	Past Year	Current Year
	Fiscal Year to Date	Fiscal Year to Date
	Actual	Actual
	7/1/2014 - 5/31/2015	7/1/2015 - 5/31/2016
Operating Revenue		
Donor Communications	\$502,959	\$426,060
Events	\$87,583	\$82,070
Food and Food Drives	\$625,295	\$533,476
Fundraisers	\$23,571	\$23,226
Grant Proposals	\$443,976	\$365,297
Mission and Brand Awareness	\$437,506	\$494,109
Monthly Sustainer Circle	\$526,309	\$594,283
Online Solicitations	\$6,332	\$14,601
Planned Gifts	\$66,596	\$17,355
Personal Solicitations	\$61,850	\$13,500
Total Operating Revenue	\$2,781,978	\$2,563,977
Capital Revenue		
Donor Communications	\$27,082	\$36,173
Fundraisers	\$0	\$8,365
Grant Proposals	\$97,772	\$33,023
Mission and Brand Awareness	\$1,170	\$100
Monthly Sustainer Circle	\$0	\$100
Personal Solicitations	\$0	\$0
Total Capital Revenue	\$126,024	\$77,761
Endowment Revenue		
Donor Communications	\$445	\$1,460
Food and Fund Drives	\$0	\$0
Mission and Brand Awareness	\$1,300	\$25
Planned Gifts	\$0	\$100,000
Personal Solicitation	\$250	\$0
Total Endowment Revenue	\$1,995	\$101,485
Total Revenue	\$2,909,996	\$2,743,223

Notes:

- Food and Fund Drives: CenturyLink donation was \$268,862 in July 2014 and \$175,496 in July 2015.
- As of January 20, 2016 we redefined Sustainer giving, so some gifts that were Mission and Brand and Donor Communications are now under Monthly Sustainer Circle. That effects about \$10,000 a month.

Marion-Polk Food Share

Donation Revenue by Fund Category and Activity

The definitions below indicate the activity which generated the donation. They do not indicate the type of donor. For example, an unsolicited foundation grant is included in Mission and Brand Awareness. A donation from a Monthly Sustainer in response to a direct mail solicitation is included in Direct Mail.

Activity	Definition
Donor Communications	Mass mailings for communicating with donors and/or soliciting donations
Events	Events with ticket sales, includes revenue from sponsorships, auctions, donations during the event
Food and Food Drives	Food and Fund drives of all sizes
Fundraisers	Events without ticket sales
Grant Proposals	Grants received in response to a proposal
Mission and Brand Awareness	Donations which cannot be tracked to a specific activity, including unsolicited grants, general online donations, general mailed donations
Monthly Sustainer Circle	Donations made as part of a monthly sustainer commitment
Online Solicitations	Donations which can be tracked to a specific online activity, including email, social media links, etc.
Personal Solicitations	Face to face solicitation, including individuals and small groups
Planned Gifts	Bequests, annuities and other planned gifts



MEMO

Date: June 30, 2016

To: Marion-Polk Food Share Board of

Directors from: Holly Larson

Re: FY2017 Proposed Revised Budget

The Food Share has decided to examine the projected annual results and forecast current activities two fiscal years into the future. This is the report containing the proposed revised budget prepared by the management team.

Many of the changes are due to refinement of department plans for the upcoming fiscal year, as well as adjustments due to current operating trends. The significant changes in methodology are summarized below.

Recap of changes from prior scenario:

The most notable changes were increases in revenue - donation revenue related to the sustainer campaign match, and additional income to vocation training program revenue at the youth farm. Expenses also increased, primarily by shifting some expenses that had been planned to occur in 2016, but are now anticipated to occur in 2017. Other expense items were adjusted up or down, and a summary of those changes can be found on ***Proposed Revised Budget to Approved Budget Comparison Report – Report 1.***

Operating surplus increased just over \$6,000 in the new proposed revised budget, to \$32,173.

Statement of Financial Position – 7 year trend (Report 2):

ASSETS

- Cash is projected to decrease during FY17.
- Investments are projected to increase, based on a 5 year average return.
- Capital investment is planned – the additional of a truck covered by new grants and fundraising appeals, as well as some carryover capital funds are forecasted to be spent for the youth farm move.
- Total assets are forecasted to decrease \$12,000 during FY17.

LIABILITIES AND NET ASSETS

- Liabilities are assumed to remain constant.
- Unrestricted net assets are projected to decrease \$17,000.
- Temporarily restricted net assets are funds restricted by the donor, and that have not yet been used for their intended purpose. We carry over these funds from year to year. Temporarily restricted net assets are projected to decrease \$34,000 in FY17. In the estimated \$175,000 (subject to adjustment during year-end reconciliations) that will be carried over in temp restricted net assets from FY16, about \$30,000 is for capital projects, and \$145,000 for operating expenses. These funds are for projects such as emergency food purchase, youth farm and gardens programs. Temporarily restricted net assets ending balance in FY16 is assumed to be 50% of temporarily restricted donations in the year. This estimate will be revised as we progress through the year.
- Permanently restricted net assets are projected to increase by the amount of endowment revenue contributions budgeted in the year.
- Total net assets decrease \$12,000 during FY17.

Statement of Activities – 7 year trend (Report 3):

OPERATING:

OPERATING REVENUE – Operating revenue is projected to increase in FY17 from FY16.

- **Donations** are projected to increase from FY16 Projection. This is due to some growth, but also from the change in the CenturyLink campaign this year. Instead of receiving donations directly in June, and the match from CenturyLink in July, we expect to receive both the donations and the match in July. This has been reflected in FY17 donation revenue totals.
- **Program service revenue** is increased from FY 16. Home delivered meal revenue is forecasted to decline, due to limitations of the OPI contract with NWSDS. Grand Ronde contract revenue increased for this contract year (Jan-Dec) and is expected to remain at the same level in future years. Vocational training contract revenue will increase in FY17 for one year due to a new program funding youth farm activities. Farm revenue increased due to the sublease of the DOC farm. Food product sales (Better Burger) have been discontinued. SNAP Outreach is a new program begun in FY16 that reimburses Food Share for costs associated with advertising SNAP. This funds some already existing expenses, such as staff time and supplies, so is a good revenue generator with small amounts of additional costs incurred.
- **Interest and investments** are projected to increase in FY17. This is based on analysis of the last 4 years of actual activity, combined with the forecast of FY16 performance. This will be recalculated when the actual performance of FY16 is known.

OPERATING EXPENSE – Operating expenses will increase \$160,000 from FY16.

- **Emergency food purchase expense** will increase \$27,000 in FY17. Total food purchases in FY17 will decrease from FY16 projected, due to discontinued dedicated grant funding, and reduction in restricted food purchase available to carryover at the end of the year.
- **Production food purchases** will increase in FY17 due to increased meal volumes and inflation.
- **Salaries and Related expenses** increase by \$231,000. In FY16, two positions were added mid-year: a driver, and a database manager. These positions were only filled for a small part of 2016, and will result in an additional \$96,000 of expense in the FY17 budget.
In FY17, a Community Food Projects manager position has been added, and a 2% pay increase is modeled. In addition, \$50,000 is set aside for salary adjustments in anticipation of the compensation study results. A payroll vacancy amount was estimated at 2% of payroll, reducing estimated costs by \$52,000. The 2% pay increase and 2% vacancy assumptions are carried forward to FY18 & FY19.
- **Contracts and professional fees** budget has decreased. This is due to completion of the Community Food Systems consultant project, funded through temporarily restricted funds. Also, there will be no farm contract revenue to pay, due to the new sublease arrangement on the production farm.
- **Program supplies** have decreased in this proposed budget. FY16 program supplies were increased due to the youth farm move project.
- **Occupancy expenses** are anticipated to rise due to inflation on utilities, and increase in frozen inventory requiring offsite storage.
- **Advertising, marketing and event expenses** have increased from FY16. Chef's Nite Out was the only event in FY16. The Farm to Table Auction will occur in FY17, so the expense budget is more for holding two events. Donation revenue is also increased for the event. Webpage expenses were less than anticipated in FY16, but were moved to FY17 due to timing of the project.

OPERATING NET SURPLUS/(DEFICIT) - Net operating activity is projected to be a surplus of \$32,000 for FY17. This includes expenses of approximately \$145,000 in covered by temporarily restricted funds carried over from FY16.

CAPITAL:

CAPITAL REVENUE – The capital revenue budget includes projects which are anticipated at this time. As projects are identified and grants are projected, more capital revenue projects may be added in future revisions. At this time, a truck is planned to be purchased in FY17, for \$106,000. The balance of the Regional Solutions funds for warehouse improvements, totaling about \$34,000 will also be received as revenue in FY17. The remainder is for youth farm capital projects.

CAPITAL EXPENSE – Depreciation is slightly increased.

CAPITAL NET SURPLUS/(DEFICIT) - Net capital activity is projected to be a deficit of \$47,000 in FY17.

ENDOWMENT:

ENDOWMENT REVENUE – no large endowment gifts are anticipated in FY17.

Marion-Polk Food Share
Proposed Revised Budget to Approved Budget Comparison Report

		Forecast Scenarios - FY2017			
		Budget	Proposed		
		Approved	Revised	1st Scenario	
		March	July	to 2nd Scenario	
		2016	2016	Variance	Comment
Operating					
Operating Revenue					
Donations	\$3,165,219	\$3,183,046	\$17,827		
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$421,306	\$421,306	\$0		
Contract Revenue (Grand Ronde)	\$111,976	\$111,976	\$0		
Food Service Revenue	\$96,192	\$100,192	\$4,000		increased dining room projections
Vocational Training Contract Revenue	\$103,638	\$125,538	\$21,900		Added WAVE revenue - Youth Farm
Farm Revenue	\$28,390	\$28,390	\$0		
Food Product Sales	\$0	\$0	\$0		
SNAP Outreach	\$33,078	\$33,078	\$0		
Miscellaneous Revenue	\$16,028	\$15,435	(\$593)		decreased miscellaneous revenue based on current trends
Total Program Service Revenue	\$810,608	\$835,915	\$25,307		
Interest and investments	\$49,789	\$48,983	(\$806)		updated investment projection based on 5 year trend
Total Operating Revenue	\$4,025,615	\$4,067,944	\$42,328		
Operating Expenses					
Emergency Food Purchase (for distribution)	\$210,200	\$210,200	\$0		
Production Food Purchases	\$179,667	\$184,167	(\$4,500)		Increased based on actuals from last year plus a 3% increase to cover cost and usage increased projections
Salaries & Related Expenses	\$2,565,101	\$2,553,701	\$11,400		updated SEP based on roster, health & life insurance rates, adjusted payroll vacancy to 2% of salaries
Contracts & Professional Fees	\$108,834	\$137,714	(\$28,879)		Increased \$30,000 for strategic planning - moved from FY16 to FY17
Supplies, Printing, Postage	\$219,286	\$217,436	\$1,850		reclassified \$6,000 to list rental expense, added \$4,000 pump for MPFS farm
Program Supplies	\$97,187	\$97,187	\$0		
Network Development	\$6,000	\$6,000	\$0		
Occupancy Expenses	\$183,617	\$188,457	(\$4,840)		FY16 annualized + 3% inflation
Equipment and Vehicle Expenses	\$108,214	\$111,851	(\$3,637)		increased maintenance for farm pump per farm lease contract, added vehicles to fleet - increased vehicle insurance
Meetings & Professional Development	\$52,154	\$48,605	\$3,549		decrease training and community events
Volunteer & Donor Development	\$27,481	\$27,981	(\$500)		increase due to board holiday party actual cost exceeding current budget
Advertising, Marketing & Event Expenses	\$98,528	\$110,474	(\$11,945)		reclassify list rental (\$6,000) from printing account
Computer Expenses	\$71,699	\$78,363	(\$6,665)		Increase for actual costs for Financial Edge, Volgistics
Membership Dues	\$2,578	\$2,578	\$0		
Bank Fees	\$28,873	\$28,873	\$0		
Liability Insurance Expense	\$36,864	\$28,945	\$7,919		decrease estimate for FY17 based on renewal quotes
Other Expenses	\$3,239	\$3,239	\$0		
Total Operating Expenses	\$3,999,522	\$4,035,771	(\$36,249)		
Net surplus/(deficit) - Operating	\$26,093	\$32,173	\$6,080		

Marion-Polk Food Share
Proposed Revised Budget to Approved Budget Comparison Report

		Forecast Scenarios - FY2017			
		Proposed			
		Budget	Revised		
		Approved	Budget	1st Scenario	
		March	July	to 2nd Scenario	
		2016	2016	Variance	Comment
Capital	Capital Revenue	\$120,000	\$167,500	\$47,500	increased capital funding - CenturyLink campaign funds from FY16 campaign
	Less: depreciation	\$208,601	\$214,111	(\$5,510)	
	Net Surplus/(Deficit) - Capital	(\$88,601)	(\$46,611)	\$41,990	
Endowment	Endowment Revenue	\$2,400	\$2,400	\$0	
	Net Surplus/(Deficit) - Endowment	\$2,400	\$2,400	\$0	
In-kind	Contributions	\$0	\$0	\$0	
	Less: In-kind expense	\$0	\$0	\$0	
	Net surplus/(deficit) - In-Kind	\$0	\$0	\$0	
NET SURPLUS/(DEFICIT)		(\$60,108)	(\$12,038)	\$48,070	

Marion-Polk Food Share
Statement of Financial Position
 Projected 7 year Trend Report

	Prior Years			Current Year	Future Years		
	Actual 6/30/2013	Actual 6/30/2014	Actual 6/30/2015	Projection 6/30/2016	Proposed Revised Budget 6/30/2017	Forecast 6/30/2018	Forecast 6/30/2019
ASSETS							
Cash, cash equivalents, & investments							
Liquid cash, cash equivalents, and other assets	\$374,145	\$850,042	\$1,288,035	\$859,525	\$759,215	\$697,410	\$612,201
Non-liquid investments	\$1,188,745	\$1,265,084	\$1,240,723	\$1,330,870	\$1,382,253	\$1,418,019	\$1,466,795
Cash, investments & other assets	\$1,562,890	\$2,115,125	\$2,528,758	\$2,190,395	\$2,141,468	\$2,115,429	\$2,078,996
Land, buildings and equipment, net	\$3,160,527	\$2,992,657	\$3,125,695	\$3,256,118	\$3,293,007	\$3,084,406	\$2,875,805
Inventory	\$1,628,776	\$1,670,193	\$933,838	\$933,838	\$933,838	\$933,838	\$933,838
TOTAL ASSETS	\$6,352,192	\$6,777,975	\$6,588,290	\$6,380,351	\$6,368,313	\$6,133,673	\$5,888,639
LIABILITIES & NET ASSETS							
Liabilities	\$197,528	\$211,106	\$273,895	\$161,165	\$161,165	\$161,165	\$161,165
Net Assets							
Unrestricted							
Undesignated - available for general activities	\$31,354	\$476,782	\$708,932	\$601,143	\$534,831	\$471,961	\$384,541
Designated - Intended for Investment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Designated by Mgmt - Capital Fund	\$0	\$369,279	\$369,279	\$369,279	\$369,279	\$369,279	\$369,279
Designated by the governing board	\$837,582	\$688,420	\$658,499	\$657,780	\$706,763	\$740,129	\$786,505
Total Unrestricted	\$868,936	\$1,534,481	\$1,736,710	\$1,628,202	\$1,610,873	\$1,581,369	\$1,540,325
Temporarily Restricted	\$388,184	\$254,222	\$374,573	\$175,000	\$141,003	\$142,067	\$144,278
Permanently Restricted	\$113,040	\$115,316	\$134,400	\$226,028	\$228,428	\$230,828	\$233,228
Land, buildings and equipment, net	\$3,155,727	\$2,992,657	\$3,134,875	\$3,256,118	\$3,293,007	\$3,084,406	\$2,875,805
Inventory	\$1,628,776	\$1,670,193	\$933,838	\$933,838	\$933,838	\$933,838	\$933,838
Total Net Assets	\$6,154,664	\$6,566,870	\$6,314,396	\$6,219,186	\$6,207,148	\$5,972,508	\$5,727,474
TOTAL LIABILITIES & NET ASSETS	\$6,352,192	\$6,777,975	\$6,588,290	\$6,380,351	\$6,368,313	\$6,133,673	\$5,888,639

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

	Historical			Current	Future		
	Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Projected 6/30/2016	Proposed Revised Budget Year ended 6/30/2017	Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Operating							
Operating Revenue							
Donations	\$2,647,373	\$2,882,270	\$3,219,327	\$2,909,627	\$3,183,046	\$3,144,559	\$3,188,563
Program Service Revenue							
MOW Home Delivered Meal Revenue	\$0	\$0	\$174,478	\$432,860	\$421,306	\$421,306	\$421,306
Contract Revenue (Grand Ronde)	\$0	\$0	\$41,490	\$91,550	\$111,976	\$111,976	\$111,976
Food Service Revenue	\$3,087	\$2,290	\$60,243	\$93,577	\$100,192	\$105,894	\$105,894
Vocational Training Contract Revenue	\$61,477	\$50,652	\$57,458	\$57,098	\$125,538	\$108,939	\$114,241
Farm Revenue	\$0	\$109,918	\$28,519	\$10,073	\$28,390	\$34,390	\$35,390
Food Product Sales	\$0	\$4,300	\$30,365	\$18,200	\$0	\$0	\$0
SNAP Outreach	\$0	\$0	\$0	\$31,882	\$33,078	\$33,078	\$33,078
Miscellaneous Revenue	\$60,655	\$19,882	\$138,474	\$22,177	\$15,435	\$15,520	\$15,520
Total Program Service Revenue	\$125,219	\$187,042	\$531,025	\$757,418	\$835,915	\$831,103	\$837,404
Interest and investments	\$78,085	\$128,307	\$10,063	(\$20,526)	\$48,983	\$33,366	\$46,376
Total Operating Revenue	\$2,850,677	\$3,197,620	\$3,760,415	\$3,646,519	\$4,067,944	\$4,009,028	\$4,072,344
Operating Expense							
Emergency Food Purchase (for distribution)	\$271,648	\$266,703	\$327,967	\$246,821	\$210,200	\$210,200	\$210,200
Production Food Purchases	\$21,909	\$6,534	\$93,270	\$170,949	\$184,167	\$189,821	\$189,929
Salaries & Related Expenses	\$1,666,609	\$1,605,175	\$1,963,250	\$2,322,326	\$2,553,701	\$2,614,929	\$2,681,334
Contracts & Professional Fees	\$161,923	\$163,415	\$142,502	\$203,437	\$137,714	\$92,613	\$92,613
Supplies, Printing, Postage	\$288,149	\$156,940	\$212,448	\$225,341	\$217,436	\$213,436	\$213,436
Program Supplies	\$36,371	\$99,257	\$95,226	\$115,967	\$97,187	\$98,124	\$98,729
Network Development	\$27,758	\$22,934	\$11,333	\$6,353	\$6,000	\$6,000	\$6,000
Occupancy Expenses	\$165,220	\$140,368	\$142,708	\$178,627	\$188,457	\$181,030	\$183,290
Equipment and Vehicle Expenses	\$92,322	\$96,475	\$91,334	\$111,152	\$111,851	\$116,678	\$120,086
Meetings & Professional Development	\$30,833	\$23,526	\$58,792	\$51,684	\$48,605	\$49,193	\$49,223
Volunteer & Donor Development	\$13,374	\$7,336	\$11,655	\$21,120	\$27,981	\$27,981	\$27,981
Advertising, Marketing & Event Expenses	\$109,973	\$42,157	\$57,709	\$78,512	\$110,474	\$96,594	\$96,594

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

	Historical			Current	Future		
	Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Projected 6/30/2016	Proposed Revised Budget Year ended 6/30/2017	Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Computer Expenses	\$53,246	\$54,338	\$68,944	\$75,389	\$78,363	\$76,363	\$76,363
Membership Dues	\$5,130	\$3,513	\$2,630	\$4,464	\$2,578	\$2,578	\$2,578
Bank Fees	\$22,901	\$22,887	\$27,242	\$31,457	\$28,873	\$28,873	\$28,873
Liability Insurance Expense	\$19,771	\$27,785	\$25,523	\$29,422	\$28,945	\$29,813	\$30,707
Other Expenses	\$1,676	\$1,112	\$11,322	\$3,124	\$3,239	\$3,239	\$3,239
	\$2,988,814	\$2,740,453	\$3,343,855	\$3,876,148	\$4,035,771	\$4,037,467	\$4,111,177
Net surplus/(deficit) - Operating	(\$138,137)	\$457,167	\$416,560	(\$229,628)	\$32,173	(\$28,439)	(\$38,833)
Capital							
Capital Revenue	\$288,350	\$90,000	\$263,803	\$223,856	\$167,500	\$0	\$0
Less: depreciation	\$204,786	\$219,497	\$208,601	\$210,593	\$214,111	\$208,601	\$208,601
Net Surplus/(Deficit) - Capital	\$83,564	(\$129,497)	\$55,202	\$13,263	(\$46,611)	(\$208,601)	(\$208,601)
Endowment							
Endowment Revenue	\$6,940	\$2,776	\$2,119	\$102,085	\$2,400	\$2,400	\$2,400
Net Surplus/(Deficit) - Endowment	\$6,940	\$2,776	\$2,119	\$102,085	\$2,400	\$2,400	\$2,400
In-kind							
Contributions	\$118,857	\$118,350	\$98,544	\$11,154	\$0	\$0	\$0
Less: In-kind expense	\$4,955	\$78,007	\$88,544	\$11,104	\$0	\$0	\$0
Net surplus/(deficit) - In-Kind	\$113,902	\$40,343	\$10,000	\$50	\$0	\$0	\$0
BEGINNING NET ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	\$66,268	\$370,788	\$483,881	(\$114,230)	(\$12,038)	(\$234,640)	(\$245,034)
ENDING NET ASSETS	\$66,268	\$370,788	\$483,881	(\$114,230)	(\$12,038)	(\$234,640)	(\$245,034)

Marion-Polk Food Share
Budget and Finance Committee Meeting Notes
Thursday, July 7, 2016

Board Members Attending: Jim Green, Dennis Young, Courtney Knox Busch, George Happ,
Warren Bednarz

Staff Members Attending: Rick Gaupo, Holly Larson, Abisha Dunivin, Mattie Jenkins

Year-to-Date Financials Discussion

- May year-to-date financial performance is better than expected, and we should end the year close to projected.
- **Holly Larson** discussed with the finance committee that the upcoming June revenue will be down because of CenturyLink campaign changes. In the past, donors were able to make donations directly to the Food Share in June, but this year donations must be made through a website online provided by CenturyLink, and will be passed through to the Food Share. Therefore, all donations from this campaign are expected in July.
- The finance committee expressed their appreciation for the work **Holly** has done on the readability of the financial reports and the addition of notes/comments, which explain any variances over/under 10%.

FY2017 Budget and FY18 & FY19 Forecast Discussion

- Donation revenue is budgeted to increase, due to the sustainer match campaign, funded through a special gift of \$75,000. Also, due to the timing of the CenturyLink campaign donations passed through to the Food Share, this revenue is now budgeted in July.
- **Holly** discussed a forecasted decline in Home Delivered Meals (HDM) service revenue due to the decrease in OPI funding. Confederated Tribes of Grand Ronde have renewed a 2-year contract with MPFS for continued support of Iskam Mək^hMək-Haws (Grand Ronde food pantry). The finance committee requested a report that shows direct/indirect cost for MPFS programs, such as Meals on Wheels and Grand Ronde.
- SNAP Outreach is a new revenue source which is currently funding MPFS existing staffing expenses as well as marginal additional expenses. The reimbursement is 50% of MPFS's outreach cost through advertisement of SNAP and 211-info. MPFS has added advertisements to the mesh bags used for produce. It will be on the lids to HDM tray packs and bags used for repacking. This is a mission-win, as it is difficult to find opportunities that have such a great potential community impact, and fund already existing efforts towards SNAP outreach and education.

- Operating expenses are increasing \$160,000 in FY16. There are an estimated \$145,000 of temporarily restricted funds being carried over from FY16 to fund FY17 operations. Several items were discussed in detail and more information will be analyzed by the finance committee in upcoming meetings.
- Depreciation is continuing to be budgeted. **Denny** commended management for keeping this included in the model.
- The finance committee agreed that the FY17 plan presented is a prudent use of resources, and serves to advance the mission and priorities of the Food Share as it exists today. There was discussion about how the strategic planning process will provide the opportunity to discuss impact and realign resource allocation, if needed.

The Budget & Finance Committee next meets on Thursday, August 18th, 2016 at 8:00 a.m.
Notes submitted by Mattie Jenkins, Staff Accountant

Marion-Polk Food Share
Governance Committee Meeting Notes
Wednesday, June 8, 2016

Board Members Attending: Cheryl Wells, Mike Garrison, Frances Alvarado, Bernadette Mele,
John Burt

Staff Members Attending: Rick Gaupo, Cheryl Young

Review of April Meeting Notes and Action Items

- The minutes from the April meeting were reviewed. The committee would like to make sure they remember to set aside time in a meeting later this year to discuss other potential community partnerships they would like to consider for the future.

Update on Board Recruitment Process

Chemeketa – We have identified someone from Chemeketa who may be interested in a Board position with the Food Share. Cheryl Wells will set up a time to meet with the potential Board Member and Bernadette will attend as well, if she is able. If she is unable, Frances will attend the meeting in Bernadette’s place.

Grand Ronde – We have identified a potential Board Member from the Confederated Tribes of Grand Ronde also. Rick Gaupo and Cheryl Wells will be meeting with the potential member soon.

Norpac – Rick will meet with a potential Board Member from Norpac who would like to have a conversation about joining the Board. If the potential Board Member is interested in a Board position, someone from the Governance Committee will meet with the prospective Board Member to follow up after Rick’s meeting.

Salem Hospital – Rick is meeting with the Salem Hospital Board Chair to discuss a potential Board Member from Salem Hospital.

Prior to the Governance Committee Members meeting with potential Board Members, Rick will send out information on the Board and the Food Share – like the Board Member’s Roles & Responsibilities document – so the potential members can review the information ahead of time and be prepared with any questions they may have.

The Governance Committee would like to make geographical diversity a stronger filter in the next Board recruitment, particularly those who are influencers and policy makers in Polk County and are able to represent the needs of Polk county.

Board Skills and Expertise

Rick discussed breaking down Board Member’s skills and expertise into two main categories. Those that are required for running a business and those that are mission specific. The Governance committee discussed skills and expertise we might need in each of these two categories and started creating a list. This list will be expanded on in later meetings.

Business Expertise

Financial/Budgeting – Bankers, accountants, CFO's. Those who can translate the numbers into the story of where we're at.

Legal – a voice on the Board who can point out potential risk, protect our partnerships, assist with bylaws and contracts and help us understand which questions we should be asking when beginning a new project/venture/partnership.

Media – PR, communications, marketing. Those who can tell the story, assist with advocacy work, communication strategy and branding.

Agriculture/Farm Management –

Administrative –

Human Resources –

Cutting edge, alternative food production strategies -

Mission Specific Skills and Expertise

Engagement & Involvement of young people

Vocational Training Expertise

Community Connections

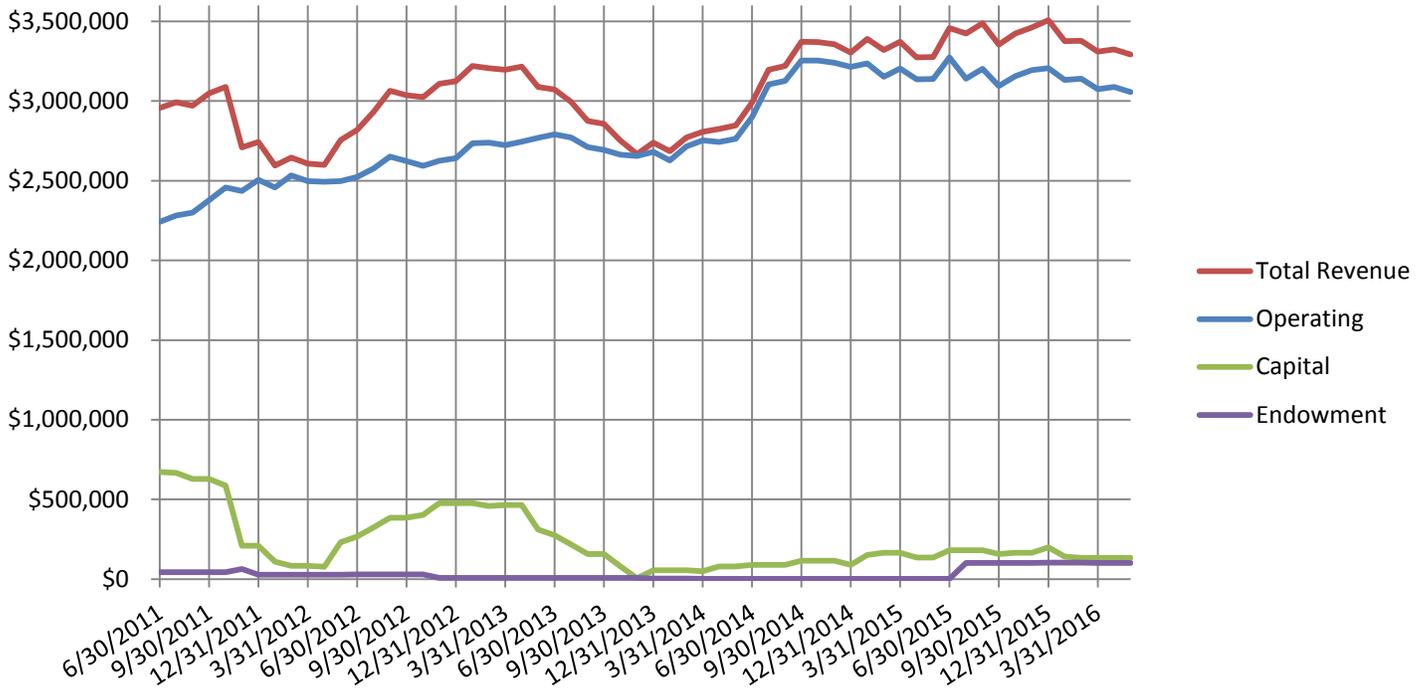
Board Meetings

Is the format we're using now working for everyone or are there suggestions on how we might change the Board Meeting format? The committee suggested we consider a survey to Board Members requesting feedback and suggestions. The committee also suggested we consider making client stories available on slips of paper for each Board member as they arrive to the Board Meeting to help focus them on why we're meeting. Further discussion on this topic will take place at a later meeting.

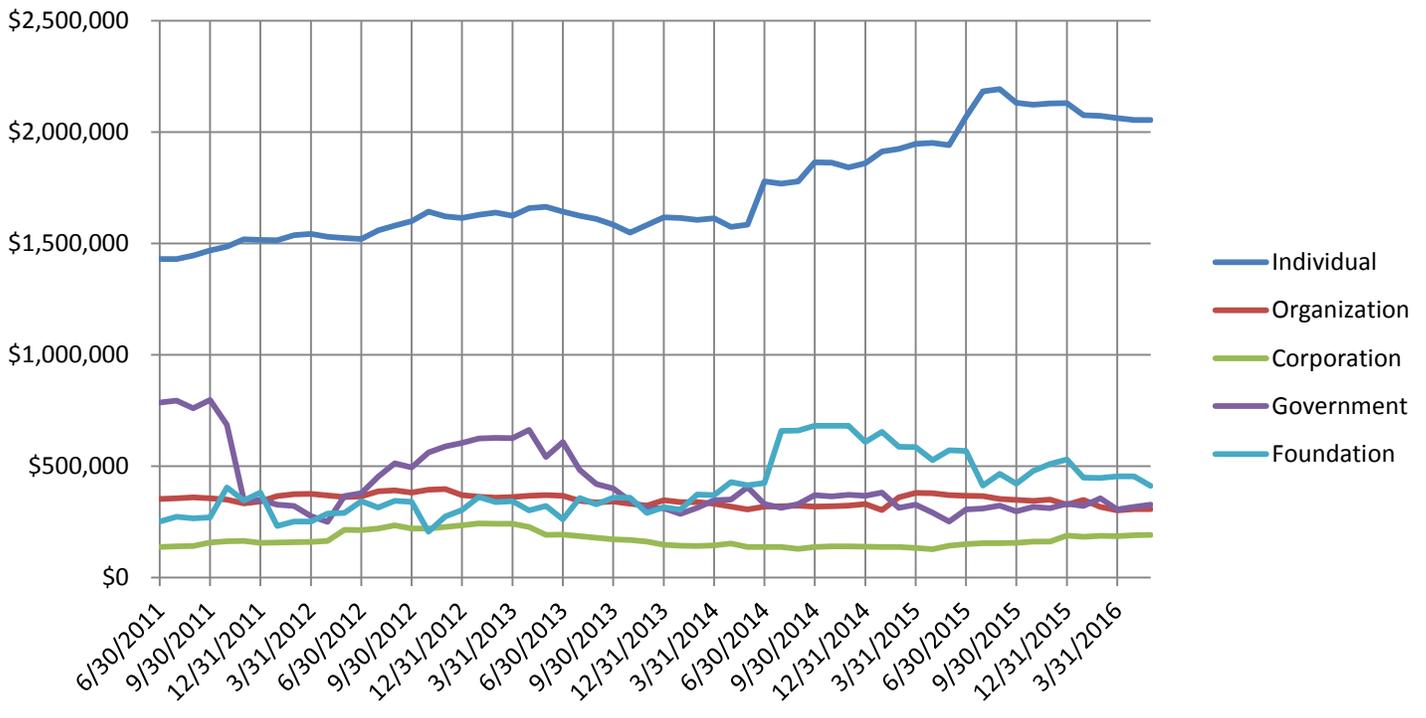
There will be no Governance Committee meeting in July.

The next Governance Committee meeting will be Wednesday, August 10, 2016 at 8:30 a.m.

Total Giving by Fund Type Rolling 12 Months

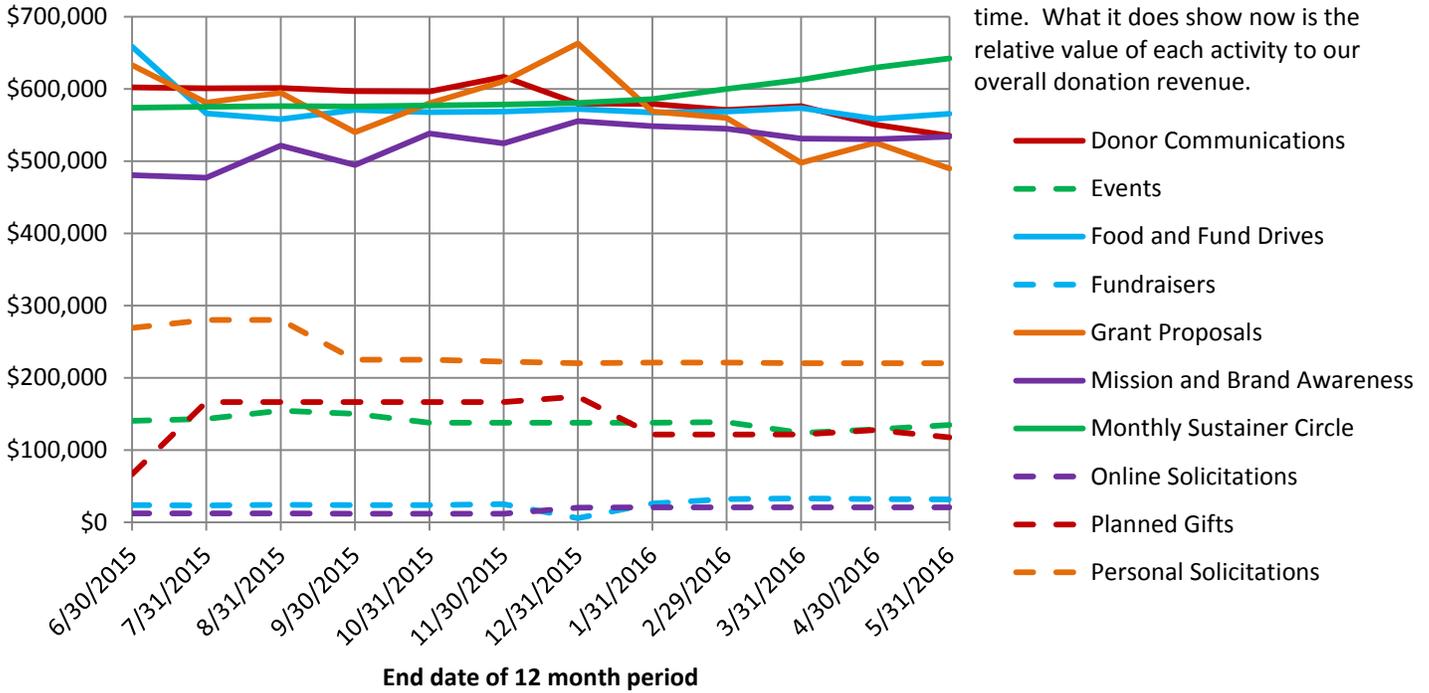


Total Giving by Constituent Type Rolling 12 Months

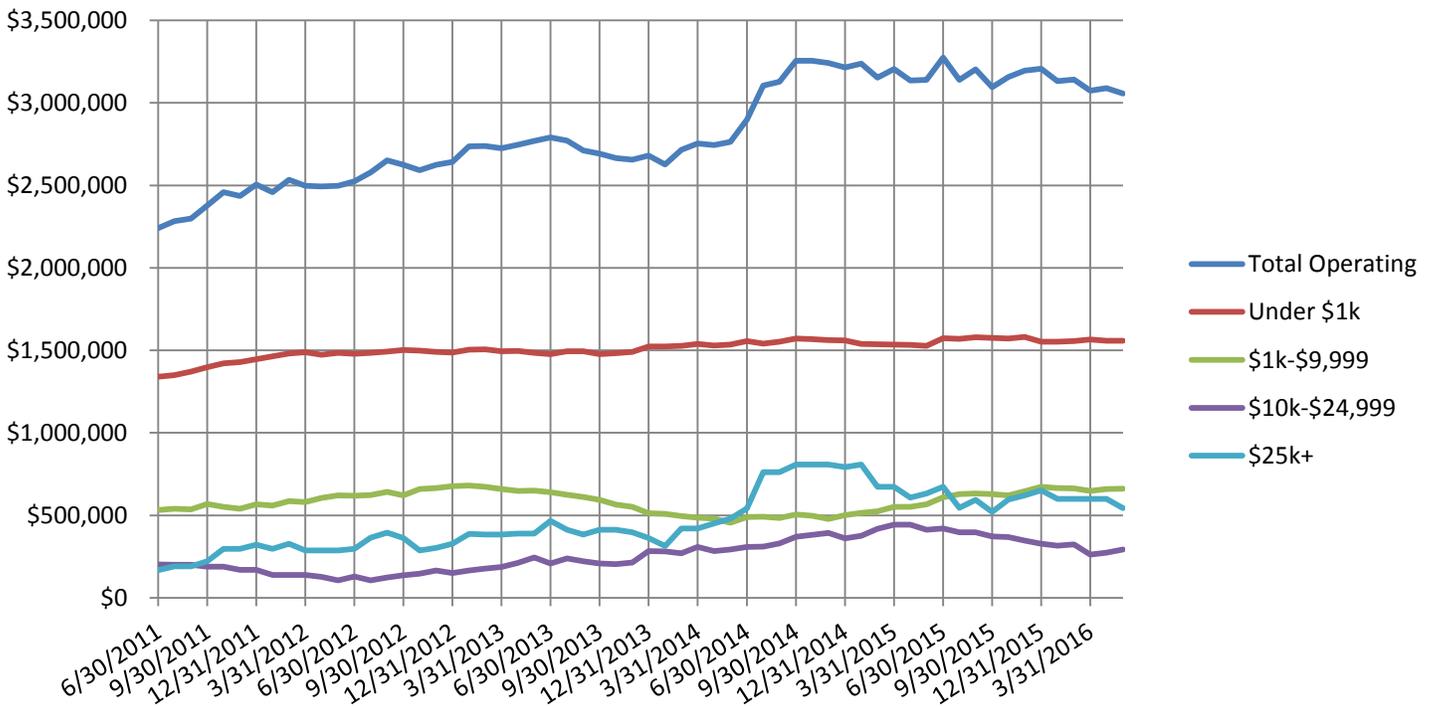


Total Giving by Activity Rolling 12 months

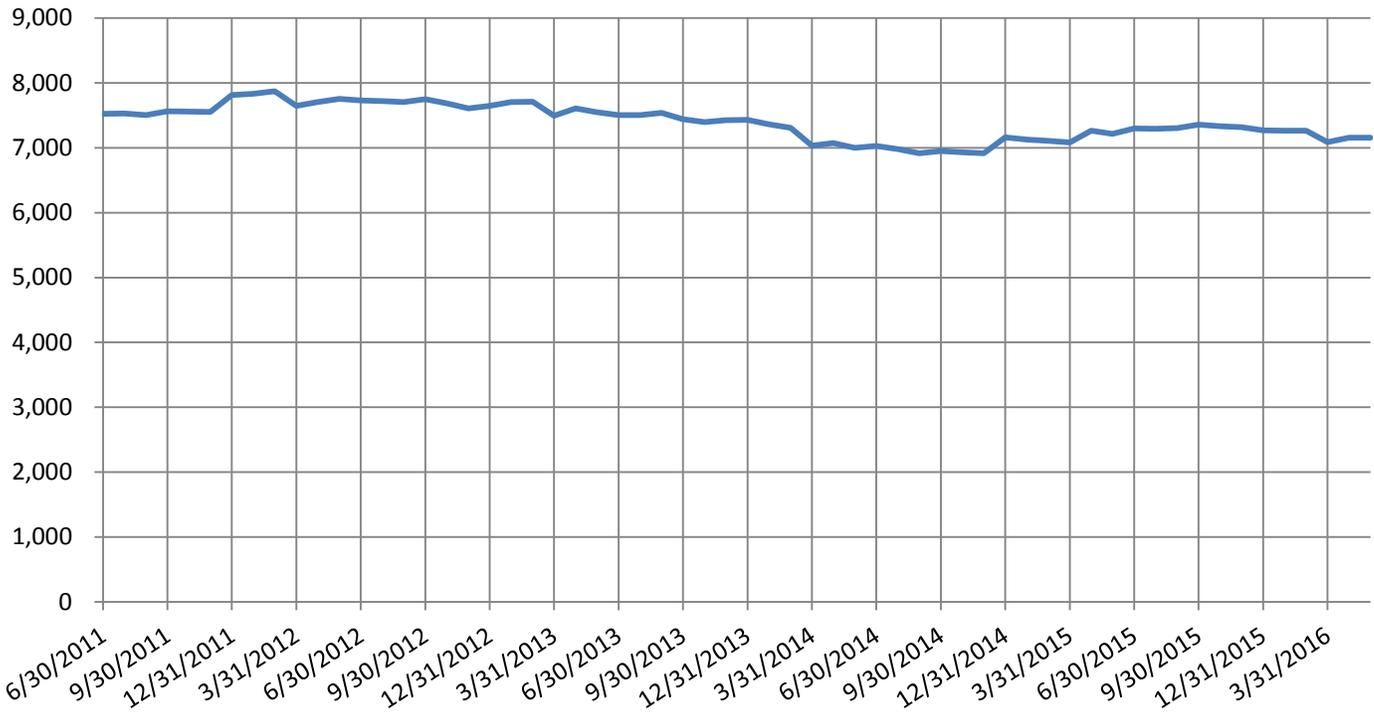
Note: This chart doesn't yet cover a long enough time range to provide useful information about changes over time. What it does show now is the relative value of each activity to our overall donation revenue.



Operating Gifts by Gift Size Rolling 12 Months



Number of Donors Rolling 12 Months





Fiscal Year 2016-17 Preview

Executive Summary

Department Plans

Focus Areas & Goals

Marion-Polk Food Share

Fiscal Year 2016-17 Preview

July 14, 2016

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Dear Board members,

In the following pages you will read about the plans ahead for the Food Share in FY 16-17. This information is shared in three parts:

1. The Executive Summary
2. Department Plans – Overview and Highlights
3. Areas of Focus – Annual Goals

Executive Summary

The Executive Summary is an overview of the key projects that the Food Share will be undertaking this year. These are the “big ticket items” that are beyond our normal level of activities.

Please remember that these normal activities, which we do on a daily, weekly or monthly basis, take up 85% of our time. While this work is vital to the ongoing life of the Food Share, we also want to advance these “big ticket items” in order to grow as an organization.

Department Plans – Overview and Highlights

The department plans provide an overview of each department with some highlights from each area of focus. These department plans bridge the gap between the Executive Summary and the annual goals within each area of focus.

Areas of Focus – Annual Goals

These annual goals are our “deliverables.” These are the goals that we are measuring our successes against. This is our attempt to be clear as an organization about what we hope to achieve this upcoming year

As Board members I do not expect you to track the annual goals of each area of focus within a department. But I do want you to know that each area of focus does have trackable goals and that staff is monitoring these goals against quarterly benchmarks.

My challenge to Board members

As you review the Executive Summary, the Department Plans and the Annual Goals for each Area of Focus, find one or two areas that you are personally excited about. My belief is that Board members want to be involved, that each of you have areas that you want to lend

your talents to. None of you will be equally interested in all the work of the Food Share, but certain projects might be dearer to you.

Let the department head know which projects excite you. We will make sure to keep you more informed about your specific area of interest.

Let's get you involved in those projects to help ensure a successful year!

Sincerely,

A handwritten signature in blue ink that reads "Rick Gaupo". The signature is written in a cursive, flowing style.

Rick Gaupo, CEO



Fiscal Year 2016-17

Executive Summary

Marion-Polk Food Share

Fiscal Year 2016-17

Executive Summary

Marion-Polk Food Share has an exciting year ahead. With the community's help we will serve families and individuals, children and seniors. We will provide meals to hungry families through the delivery of food boxes, community meals, and home-delivered meals.

Our work will include supporting community gardens and an amazing youth farm. We will support over 100 partnering agencies. We will provide nutritional training, education and work force training.

We will help build healthy communities where everyone has access to healthy, affordable food.

This Executive Summary is a list of our priority projects for the year. For a more complete view of our whole year please read our Department Plans and our Annual Goals.

Programs

1. Youth Farm Move & Stabilization

Last year, in partnership with Chemeketa Community College and Oregon State University Extension we moved the Youth Farm from the 2-acre site at the School for the Deaf to the 7-acre site on Chemeketa's campus.

The focus this year will be on successfully running the Youth Farm's first year on this new site while finishing the Youth Farm improvements.

In addition, this year there will be a focus on continuing to develop the partnership with CCC and OSU to make the Youth Farm our flagship Community Garden and training site.

2. Community Food Projects

Community Food Projects are projects that address issues of increasing access to healthy food and improving community food systems. This year we are focusing efforts in three areas:

- a. Grand Ronde Community: Growing the partnership with the Confederated Tribes of Grand Ronde to work together to improve Grand Ronde residents' access to healthy, affordable food.
- b. Meals on Wheels expansion: Work with Northwest Senior and Disability Services to explore whether Marion-Polk Food Share can expand Meals on Wheels services throughout the two-county area. This includes both the senior community meal site and home-delivered meals.

- c. Food Access: Work with service providers in Woodburn (and potentially additional communities) to improve access to healthy, affordable food.

Operations

1. Food Resourcing

In FY 15-16, the Food Share invested in staff, trucking, and new partnerships to resource food. This included adding a new Food Resource Developer, adding a new truck to our fleet, and bringing nine new Safeway stores into our retail Fresh Alliance partnerships.

In FY 16-17 we will pilot two FRATs (Food Resource Advisory teams) to strengthen our partnerships and food resource efforts. FRATs are industry-specific teams (retail, manufacturing, farms) that will provide advice and community connections to improve our food resourcing efforts.

2. Food Distribution - Managing fresh food and improving internal processes

Much of our additional operations efforts will be on improving the flow of food through the warehouse and out to agencies and families. As the mix of food moves from shelf-stable products to more fresh food, timely distribution of food is becoming a significant issue.

While most of our efforts will focus on our own warehouse operations we will be working and supporting our agencies' efforts to receive and distribute a greater influx of fresh food.

Development

1. Major Donor Engagement

We will continue to focus energy on supporting and growing our relationships with Major Donors. This includes hosting events like Farm-To-Table and donor appreciation lunches with the CEO, participating in one-on-one discussions with major donors, and tailoring solicitations to the donor's specific interest.

2. Sustainer Campaign

The Development Team successfully acquired \$75,000 in matching funds to grow our base of sustaining donors. The match provides an incentive, but much effort will be needed by the Board, CEO and staff to meet this challenge. The exciting news is that, if successful, the donor has indicated that these matching funds may be available for the next five years.

3. Website Improvement

In FY 15-16 the Food Share took on the big task of completely overhauling our website. This work will continue into the first half of this fiscal year. Once completed, it will be a greatly improved website that will serve as a communication tool to the public about our programs, will assist individuals in gaining access to services, make online contributions very easy, and serve as a portal for Board, volunteer, and partnering agencies.

Administration

Like last year there will be a concentrated effort in improving the organizational capacity of the Food Share. Much of the specific work can be found in the Department Plan but there are two areas I want to highlight:

1. Employee attraction and retention strategy – compensation review and implementation

This is a project that started last year and will be finalized in this upcoming fiscal year. Our vision is clear – to attract and retain a highly qualified staff to carry out the work of the Food Share. We have commissioned a salary study and are currently working on finalizing the salary study information. This year will be the hard part – designing and implementing (and funding) a compensation strategy based on the survey data.

2. Forecasting, planning, and report normalization

Once again, this is a project begun last year that will be finalized this year. The Food Share has become committed to forecasting, planning, and reporting. We believe examining the fiscal implication of our decisions is vital to good decision-making. We believe being clear on our organizational goals and tracking our successes against these goals is important.

This value is owned by the leadership team and we are working hard on making the process easy to implement.

Strategic Planning

This year we will be working with a strategic planning consultant (Steve Patty) to guide the Food Share through a comprehensive strategic planning process.

We will evaluate our key strategies, goals and programs to address the question, “How do we need to change to increase our impact?” We will create a plan that guides decisions about our use of resources, helps evaluate opportunities, and clarifies core strategies.

We are entering into strategic planning now to continue what Board members, volunteers and staff have done before – making sure Marion-Polk Food Share, to the best of our ability, is meeting the needs of our community now and will continue to do so in the future



Fiscal Year 2016-17
Department Plans

Programs Department Plan

Overview

The Programs Department coordinates and delivers the community services of the Food Share. We focus on understanding and responding to individual and community needs and maximizing our community impact. The Programs of the Food Share seek to strengthen communities through food and foster dignity and compassion.

The primary activities that fall under the Programs Department are: Agency Relations, Client Services of Meals on Wheels, Youth Farm, Community Gardens, Nutrition Education, Spring Break Lunch site and volunteer coordination, Iskam MəkhMək-Haws (Grand Ronde food pantry) and Community Food Projects.

Highlights for the year

In Fiscal Year 16/17 Programs at Marion-Polk Food Share will continue to be at the cutting edge of food banking, while also refining our existing, core programs. The following are a few themes that run throughout our annual plan.

Pounds and People, Customer Service

Marion-Polk Food Share is solidly no longer an “indirect service” organization. We operate Meals on Wheels, Iskam MəkhMək-Haws and multiple direct service educational programs. This addition in organization energy and focus requires that we pay an increasing amount of attention to serving the community with dignity, respect and compassion. In the Partner Agency world, we are also taking an increased responsibility for *how* food boxes and meals are delivered and what is the quality of the end user experience. This theme is illustrated through multiple goals and projects: A Partner Agency Best Practices tool that defines a model pantry with customer service and a broad range of pantry services in mind; increased surveying and client feedback opportunities across various programs; and community engagement opportunities that empower clients and other stakeholders to inform, be a part of, and lead our work.

Community Engagement & Collective Impact

Over the next fiscal year, we will see increased emphasis on community-based partnerships as central to our vision for the community. We can no longer expect to operate effectively or efficiency in a silo. Most of the challenges facing our community are multi-faceted and interconnected, thus community work that focuses purely on one slice (for example, food boxes) does little to address the big picture issues of food access, poverty, employment, education and more. Key partnerships that we believe will have the most collective impact include those with Chemeketa Community College, OSU Extension Services, Northwest Senior & Disability Services, the Confederated Tribes of Grand Ronde, Community Health

organizations like Salem Health and local Health Departments, groups working on equity issues in particular with the Latino community, and the SNAP (formerly food stamps) program. These partnerships are interwoven throughout the goals and projects of this annual plan.

Outputs versus Impact

Historically, Marion-Polk Food Share has primarily tracked program outputs to gauge organizational success. These are indicators such as pounds distributed, food boxes served or number of individuals participating in community gardening or educational classes. While very important to track, these indicators don't actually reflect the impact. How did those pounds, boxes or classes actually change the life of an individual, or better yet, alter the course of a community? Over the next year, we will continue to explore the best ways to gauge and measure the impact of our work. Specifically, we will implement better surveying techniques for youth farmer participants, seek more in-depth feedback and stories from Meals on Wheels clients, collect better data on the income level of gardeners and food security impact of our gardens, and regularize food pantry customer feedback and sharing opportunities. Furthermore, in conjunction with our upcoming strategic planning process, we plan to explore the development and documentation of logic models that refer to existing research that supports particular program strategies.

A “Systems” Approach & Defining Our Role in Root Cause Work

The Programs Department team cares deeply about the individuals receiving our services. However, we have come to understand that the challenges individuals face that lead them to us are connected with systems. In particular, a *food system* that is not working for an inexcusably large part of the population in our region. Where possible, we are taking a systems-level view of our community and tackling the parts that don't work. For example, we are developing GIS maps that look at our emergency food distribution system overlaid with poverty and employment data, and will help inform growth of the pantry network. We are investing in SNAP Outreach activities (50% funded by DHS) with huge potential for increasing SNAP usage, the largest food assistance program in our food system. We are exploring the older adult support system across the two-counties, with the potential for expanding our Meals on Wheels service to Marion & Polk as a whole. Lastly, we are continuing to organize local communities and build local teams (currently focused on retail-level access in Grand Ronde and Latino farmworker outreach in Woodburn) that assess the local food system and develop projects from the ground-up that address local food access needs.

A systems-based approach has, and will continue to, lead us to questioning the role of Marion-Polk Food Share programs in “root cause” work. In other words, what is our commitment to *ending* hunger or changing the systems or conditions that lead to hunger? While we have tiptoed into some of this work (educational programs, work experience & training), we look forward to a strategic planning process that clarifies and defines our commitment to it. The Programs Department is eager to participate and respond to such an exciting conversation at such an exciting juncture in the journey of our organization.

Operations Department Plan

Overview

The Operations Department works to ensure safe, efficient and effective execution of emergency food distribution. Our core functions are: food resourcing; human and food safety programs; facilities management; inventory, transformation and distribution of emergency food; preparation and service of our Meals on Wheels Program; and oversight of various work experience and vocational training programs.

We maintain a high emphasis on customer service while being opportunistic and creative when presented with the unforeseen challenges of our day-to-day food distribution programs.

Highlights for the year

This is looking to be a very administrative-heavy year for the OPS Department. The majority of our projects are focused on written plans, shared documentation and program development. This type of work requires both thoughtful reflection and thoughtful projection. It requires interdepartmental cooperation and relies heavily on data management systems. In order to stay focused and well aligned, we have outlined some guiding principles for our work this year.

Secure the foundation

By foundation, we mean the base of our work and the security of our organization. We plan to engage in several projects over the year that address securing our foundation such as: rewriting our outdated SOPs, rewriting some of our training programs, improving our data management & reporting, and imbedding an organizational Disaster Plan. In order to be prepared for new opportunities, as well as emerging food safety regulations, it is vitally important we ensure that our foundation is sound.

Be strategic

As we work to design our food resourcing and distribution plans, we are putting more and more emphasis on the need to be strategic. One example of some strategic work is, thinking differently about how we approach our resourcing and distribution plans. Though last year's Strategic Food Resourcing Plan was more plan-full than prior years, what it lacked was a collective strategy. What I mean by this is that we did not have the ability to see, analyze or incorporate input from many of our supply streams. Nor did we have our current level of understanding about what our agencies' true needs and limitations are. This lack of understanding creates real barriers to developing a strategic approach for distribution. We feel that we are now in a good place to begin incorporating more collective strategy in several core areas...and we are challenging ourselves to do so.

Collaborate & Communicate

This serves as a reminder for us that our work is not performed in a silo. The OPS Department is part of a larger team (the Food Share) which exists to serve the community. It is important to take pause and ask ourselves “who else should we be talking to about this?” and “did we share this out with everyone who needs to know?”

Experiment

As always, we will be trying several new things this year. One area of expected (& potentially significant) change is use of the MPFS kitchen. We have several ideas to test out and plan to allow ourselves time to pilot projects, to test theories and to learn. We are encouraging ourselves to have an appetite for experimentation (with documentation) and to explore our tolerance for ambiguity through the process.

Development Department Plan

Overview

Marion-Polk Food Share's development, marketing and communications program builds relationships between community members and the Food Share. We identify and deepen connections between people's interests, goals and passions, and our programs, so that we can work together to end hunger.

The purpose of our program is to:

- Develop relationships
- Communicate the mission of the Food Share
- Raise resources: food, funds, and volunteer service

Highlights for the year

The Food Share's development, marketing and communications program implements a wide variety of tactics in a coordinated way, to engage a variety of key audiences. Key tactics include monthly giving, direct mail, grant proposals, personal meetings, small group meetings, food and fund drives, events, website, email, social media and advertising. Key audiences include sustainers, major donors, foundations, government entities, businesses, community organizations, general donors, volunteers, and media contacts.

The Development team also prioritizes providing support to other teams for their some of their key activities, including food drives, food donor stewardship, and events.

In addition to our regular activities, we have identified the following new projects as significant opportunities for growth or improvement.

Major Donor Development

- Create a system for more people at the Food Share, including Board members, senior leadership and key program managers to engage more intentionally with major donors. This engagement will deepen donors' connections to the Food Share, help us better understand what they want to accomplish, and find links between their interests and our programs.
- Launch a new high-end donor event to deepen supporters' connections to the Food Share and increase revenue.

Annual Donor Development

- Develop and launch a campaign to recruit new Sustainers, in order to increase sustainable annual revenue and secure the \$75,000 matching challenge from the Brenden Family Foundation.

- Increase new donor acquisition by engaging a new direct mail acquisition agency.
- Consider engaging an agency for direct mail renewal, in order to free up staff time for the Sustainer campaign.

Marketing and Communications

- Improve communication with donors and the public by developing and launching a new website which effectively raises funds, communicates the mission, and meets the needs of diverse site visitors.
- Improve messaging with updated print materials.

Data & Analytics

- Develop expense projections by activity to improve decision-making and financial forecasts.
- Develop and update a key performance indicator dashboard to better understand past results and project future trends.

Administration Department Plan

Overview

The Admin division is responsible for maintaining operations in four key areas of Marion-Polk Food Share: office management and information systems, accounting and finance, human resource management, and volunteer management.

Office management and information systems staff are responsible for the efficient functioning of support infrastructure. We ensure that the organization has the tools available to achieve their objectives.

Accounting and finance staff are responsible for the organization's financial management and act as the hub of its financial operations. Reporting is a large outcome of the work we do. We also manage risk, primarily through ensuring appropriate insurance coverage to protect the organization's assets.

Human Resource management staff are responsible for ensuring the organization has the appropriate human resources to execute mission objectives, and that the organization is in compliance with numerous federal, state and local regulations.

Volunteer management staff are responsible for recruiting, retaining and appreciating the many volunteers that our organization relies on to carry out the mission.

Highlights for the year

The administration division is focused on providing excellent customer service in an efficient manner. During FY16-17, we plan to implement new systems and gain efficiencies in already existing processes or systems. In addition, we have a couple of important compliance areas we need to invest more time to closely monitor. We plan to accomplish the following.

New Systems

- **Compensation system:** We are in process on an organization-wide compensation analysis, comparing our compensation package to other, similar-sized organizations. This work will continue to include definition of salary ranges for each position, analysis of where each employee currently is compared to the stated goals (70th percentile). From this work, a plan will be able to be developed around the resources necessary to achieve the 70th percentile compensation target. Finally, tools will be built to assist the organization's management with evaluating employee performance.
- **Volunteer positions:** Volunteers fill many crucial roles in the Food Share. This year, staff will identify what it takes to identify the necessary volunteer positions and targeted

levels of service needed in order to attain the organization's objectives. We will then be able to build recruitment strategies around this target and review progress on a regular basis.

- **Volunteer appreciation and recognition:** Volunteers are the reason we can accomplish what we do each year. In order to ensure maximum retention of volunteers, this year the team will work on design of a comprehensive volunteer appreciation and recognition program to identify strategies that will best allow the Food Share to retain valuable volunteers.

Gains in efficiency

- **Upgrade phone system:** MPFS phone system is obsolete, and is not able to be repaired. A failure of the equipment means that we would be without phone service until we can get the equipment ordered and installation coordinated. A more efficient approach is to replace this equipment at a time of our choosing, with the appropriate research and comparison of options available, and scheduling at a time convenient for us. This work is planned over the next few months. We will solicit bids from a broker in order to get the best pricing available on both the equipment and the ongoing monthly costs.
- **Timely reporting:**
 - Audit/990: it is an organizational priority to focus on completing the audit and 990 as soon as possible after the completion of the fiscal year. This has not been a priority for the finance department in the past few years, as focus was directed towards other initiatives. The finance staff are committed to completing the audit by November 2016 (officially due no later than March 31, 2017) and the 990 by January of 2017 (officially due no later than May 15, 2017).
 - Grant reporting: we will develop and publish grant reports monthly that show the remaining balance of each grant currently awarded to MPFS. This will assist those managing the grant to be apprised of the financial activity impacting specific grant funds. This is being done for many grants currently, but not for all grants.
- **Fiscal reporting structure:** we have done a lot of work revamping the financial database (Financial Edge) over the past three years. This year, we plan to implement a minor change to the format for management reports (internal reports used by MPFS management). We will be able to categorize costs as direct or indirect expenses. This will assist in the financial management of MPFS in two ways: we will be able to focus management time on reviewing data that is in the direct control of department heads, and not on "overhead" expenses that are allocated to them. Overhead (building and facilities costs, insurance, allocated payroll funds, etc.) is more easily managed by the finance department staff. Second, it will allow us to fine tune our grant requests by

allowing us to present the full cost of running a program, including direct costs, indirect costs and allocated administrative costs. This gives us the opportunity to ask for more funding support, in order to cover the full cost of running a program.

- **Volunteer management processes:** we have just hired a new volunteer manager. A big part of his job will be to streamline and document current processes and find ways to make them more efficient. This area heavily relies on support through volunteers and vocational trainees, and this model includes a lot of turnover. It is critical that the tools be developed to get new people up to speed on how things should be done so that this area can operate smoothly despite transitions. This time investment now will allow more time to be spent on recruiting new volunteers for MPFS in the future.

Compliance

- **ACA compliance:** MPFS is approaching, or may possibly have already approached, the level of employees that would qualify us as an applicable large employer under the Affordable Care Act. This could potentially mean significant changes to the way the organization thinks about benefits and who is eligible. First, we need to assess where we fall. Since this is a complicated calculation, and involves researching historical daily time records, this will take some dedicated attention to assess our status under the law.
- **FLSA Overtime Exemption rule change – effective December 1, 2016:** the minimum salary that an employee can earn and be exempt from overtime is increasing from \$23,660 annually to \$47,476. What this means for MPFS is that any person earning less than \$47,476 may be subject to overtime rules. We have a lot of exempt staff in this category, and need to spend significant time understanding our options. Once we have defined the options, we need to model the anticipated impact to staffing budgets (for example, will we hire additional staff to avoid overtime? Will we increase pay to the \$47,476 level so we can retain the exempt classifications we have?).



Fiscal Year 2016-17

Focus Areas & Goals

Programs Focus Area	Goals
Agency Relations	<ol style="list-style-type: none"> 1. Serve an average of at least 8,500 food boxes/month through pantry network. 2. 40% 1A pantries complete Best Practices self-evaluation tool (20 pantries). 3. Assist an additional 2 pantries in converting to shopping style distribution. 4. 100% Partner Agency monitoring takes place on schedule. 60% 1A pantries are up to date on all required trainings. 5. Support a network of community meal sites that provides at least 39,000 meals per month.
Training & Education	<ol style="list-style-type: none"> 1. Reach over 160 individuals with intensive Nutrition & Garden Education curriculum (Seed to Supper, Cooking Classes, Cooking Matters at the Store). 2. Reach over 100,000 individuals with SNAP Outreach messaging.
Meals on Wheels	<ol style="list-style-type: none"> 1. Serve an average of 250 Home Delivered Meal clients daily, per month. 2. Serve an average of 950 meals per month in the C50+ Dining Room. 3. Establish relationships with 10 new community partners, leading to at least 25 new client referrals. 4. Complete Nutrition Education for 100% Title IX clients.
Youth Farm	<ol style="list-style-type: none"> 1. Reach 25 youth in primary summer Youth Farm program. 2. Produce 20,000 lbs. of produce, distribute at least 50% to low income individuals. 3. Reach over 600 community members through community engagement activities (CSA customers, field trips, on-site education).
Community Gardens	<ol style="list-style-type: none"> 1. Serve at least 950 families and 550 low income families through rental-plot-based community gardens (1A, 2A). 2. 1A and 1D gardens reach an average score of 2.5 on the Garden Evaluation tool. 3. Support a network of gardens that produces an estimated 220,000 meals annually.
Community Food Projects	<ol style="list-style-type: none"> 1. Increase retail-level healthy food access for at least 200 community members in Grand Ronde. 2. Create local food access action group in Woodburn, identify 2 primary projects. 3. Engage at least 200 community members in community organizing/engagement events.

Spring Break Lunch	<ol style="list-style-type: none"> 1. Provide 6,000 total meals during 2017 Spring Break. Provide 2,000 meals via MPFS sites.
Iskam Mək^hMək-Haws	<ol style="list-style-type: none"> 1. Provide at least 430 food boxes/month to the Grand Ronde community. 2. Continue to serve as a model pantry for the agency network, offering a range of enhanced client services.
Programs General	<ol style="list-style-type: none"> 1. Update the Programs Department statistic Dashboard on a monthly basis, by the 15th of the following month. 2. Complete Quarterly Goals & Projects tracking sheets every quarter, by the 15th of the month following each quarter.

Operations Focus Area	Goals
Food Resourcing	<ol style="list-style-type: none"> 1. Source a total of 8.3mm – 8.7mm lbs. of food 2. 2.3mm lbs. of Retail food 3. 1mm lbs. of Farm produce 4. 1.35mm lbs. from Manufac./Processors 5. 350,000 lbs. of Post Retail product 6. 3.3 – 3.7mm lbs. from other sources (includes purchasing & OFB)
Food Production	<ol style="list-style-type: none"> 1. Produce 15,600+ HDM meals at MOW 2. Capture 3% (+) growth in sales in both the café and dining rooms. 3. Engage 12 (+) youths in a robust culinary vocational training program. 4. Explore business incubation, kitchen lease opportunities 5. Create a design for ongoing kitchen space utilization (MPFS Kitchen)
Inventory Processing & Distribution	<ol style="list-style-type: none"> 1. Distribute a total of 8.6 – 9mm lbs of food 2. Increase capacity to distribute produce by 20% through creative distribution methods. 3. Increase capacity to distribute retail food by 15 % through creative distribution methods. 4. Improve inventory management and reporting systems. Target – Deliver 100% of monthly inventory reports on time and within variance tolerances.
Facilities & Risk Management	<ol style="list-style-type: none"> 1. Develop a written food safety program that is FSMA compliant. 2. Create a culture of safety and preparedness for MPFS and our agency network. 3. Establish more consistent and reliable cleaning practices/processes. 4. Drive the planning process for our Woodburn building.

Development Focus Area	Goals
Development Overall	<ol style="list-style-type: none"> 1. Operating revenue of \$3,185,546 2. Capital revenue of \$242,500 3. Endowment revenue of \$2,400
Major Donor Development	<ol style="list-style-type: none"> 1. Large donations of \$365,680 2. Documented actions with donors: 4,075
Annual Donor Development	<ol style="list-style-type: none"> 1. Number of donors: 7,000 2. Number of Sustainers: 1,910 3. Number of new donors: 1,200 4. Consecutive-year donor retention: 80% 5. New donor retention: 38% 6. Sustainer donations of \$935,550 7. Base donations of \$1,998,425
Marketing & Communication	<ol style="list-style-type: none"> 1. Improve communications with donors, volunteers, clients and other key stakeholders

Administration Focus Area	Goals
Office Management & Information Systems	<ol style="list-style-type: none"> 1. Ensure effective technology and communications infrastructure for efficient operations – upgrade phone system
Accounting & Finance	<ol style="list-style-type: none"> 1. Complete year-end reporting Audit - November 2016 990 - January 2017 2. Improve grant tracking system to ensure timely reports monthly 3. Improve fiscal reporting structure to define direct and indirect costs
Human Resource Management	<ol style="list-style-type: none"> 1. Complete compensation redesign project 2. ACA compliance/FLSA overtime exemption compliance 3. Engage in staff development – at least 2 supervisor training sessions during fiscal year
Volunteer Management	<ol style="list-style-type: none"> 1. Improve efficiency of volunteer management through training of staff and documentation and streamlining of processes 2. Establish strategy for setting volunteer goals 3. Increase volunteer retention through appreciation and recognition efforts
Vocational Training	<ol style="list-style-type: none"> 1. Engage an average of 5 JOBS Plus program participants



Agency Updates

Upcoming Events

- July 4, MPFS Closed
- July 9, Farm-to-Table Dinner and Auction, Oregon Garden
- September 5, MPFS Closed Labor Day
- September 29, All agency meeting, MPFS 2pm

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- Recipe: Zucchini Salad 3
- Community Meetings 4
- September Agency Meeting 4

Volume 3, Issue 4

July & August 2016

SNAP SURVEY RESULTS



In efforts to further understand how to alleviate hunger in our community, we recently conducted a survey of pantry and meal site clients. We wanted to learn more about how what resources people are or are not utilizing for their households. SNAP (Supplemental Nutrition Assistance Program, formerly known as food stamps) is a federal program that provides individuals and families additional income specifically for food purchases. Participation allows greater financial flexibility so that people may be able to use their income towards other financial obligations such as paying rent, debt, utility bills, medical bills, or investing it in their savings.

A survey to assess the barriers to SNAP enrollment and retention (keeping their SNAP) was conducted at 39 of our partner agencies May 1-24. Two versions were used: a multiple answer and interview questionnaire.

Results returned that 39% of surveyed clients were not receiving SNAP. When perceived notions of why they were ineligible was asked, the most common answers were: their income was too high, they didn't know what SNAP was, and they didn't know who could

(Continued on page 3)

Understanding Food Allocations

Allocation is the term we use for food available to your organization on a weekly basis. Every agency is offered the "general" allocation. If you have a USDA contract, you are offered the "USDA allocation." Agencies that serve meals like a shelter or church meal site are also offered "meal site only" allocations and "USDA meal site" allocations. These meal site allocations have bulk food that is better for a meal site, and is not allowed to be repacked at a pantry. No system is perfect and currently

(Continued on page 2)

39% of people at our agencies do NOT have SNAP:

- ⇒40% from this group are 45+ years old
- ⇒57% identify as Latino

Most common reasons for not using SNAP:

- ⇒ 24% "I was denied"
- ⇒ 22% "Other people need it more than me"
- ⇒ 17% "I don't know how/where to apply"

(continued from pg. 1) with our allocation model, a few things have to happen to be able to allocate you food.

- The Food Share has to have at least the same number of cases of food as there are agencies in that allocation group. If 100 agencies are in the allocation group, then we must have 100 cases to allocate. *Why is this frustrating?* If we don't have the minimum number of cases then we cannot offer that food to any agency. It sits until we build up that food category. This also explains why we have very general categories like "non-green vegetables" or "shelf stable milk." If each category was super-specific, like "canned carrots," we would have to wait to allocate that item when we had enough cases for all agencies to have one. This would be problematic for storage in our warehouse and accurate inventory keeping.
- If we have more than the minimum number of cases, then additional cases will go to groups based on their service numbers as a percentage. An example of this would be if we have 260 cases of green beans, each agency will get 1 case. Based on size, the computer program calculates how many

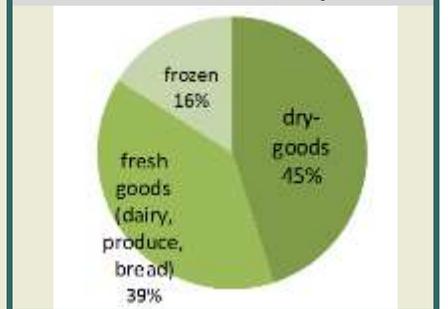
additional cases each group gets. This could mean really large pantries are offered 10 cases, medium groups 3 cases, and small sites 1 case.

Part of our goal is to make sure that we are offering each agency the appropriate amount of food at the right time. Each allocation is kept "live" for an entire month. This allows for agencies that only get a delivery/pick up once a month to get offered the same as other agencies. We are working with a system that has limitations.

How can you help? Each week, go through each allocation you receive and "accept" or "return" food. This way food you do not want will not sit in limbo in the system. It will help us reach our minimum needed in a category faster so that we can offer the item sooner and agencies that need it will be able to take that food.

Keep in mind that we are working to continuously improve this imperfect system. Any feedback on food you can use, if you are turning people away, or other service information can be helpful to us.

What kinds of food made up our 2015-16 inventory?



USDA Food List: If you receive USDA food, expect to see these foods for at least one week of each month.

July	August
Juice, Grapefruit (8/64 oz)	Juice, Grapefruit (8/64 oz)
Milk, 1% UHT (12/32oz)	Milk, 1% UHT (12/32oz)
Beef Stew (24/24oz)	Blueberries, Frozen (8/3#)
Cereal, Oat Circles (12/14oz)	Beef Stew (24/24oz)
Grits (8/5#)	Cereal, Oat Circles (12/14oz)
Oil, Vegetable (9/48oz)	Flour, Bakery Mix (6/5#)
Pasta Sauce (24/300)	Oil, Vegetable (9/48oz)
Pasta, Egg Noodle (12/1#)	Pasta Sauce (24/300)
Pasta, Elbow Macaroni (20/1#)	Pasta, Egg Noodle (12/1#)
Pasta, Spaghetti (20/1#)	Potatoes, Dehydrated (12/1#)
Rice, Long Grain White (24/2#)	Rice, Long Grain White (24/2#)
Tomato Sauce (24/300)	Soup, Cream of Chicken Rdu.
	Sod (12/22oz)
Beans, Garbanzo Dry (12/2#)	Tomato Sauce (24/300)
Beans, Kidney (24/300)	Beans, Kidney (24/300)
Beans, Kidney Dry (12/2#)	Beans, Kidney Dry (12/2#)
Beans, Pinto Dry (12/2#)	Beans, Northern Dry (12/2#)
Catfish, Filets (20/82#)	Beans, Pinto Dry (12/2#)
Peanut Butter (12/18oz)	Lentils, Dry (12/2#)
Walnuts, (24/1#)	Peanut Butter (12/18oz)

Where does our food come from?

76% Donated (includes Oregon Food Bank, food drives and local donors), 18% USDA, 4% Purchased

Starting July 5 New Category and Item Code in the Agency Shopping Cooler:

"Non-Core Cooler"

This include Juice, Dough (cookie, bread), Dip, Salsa, Tofu, Sandwiches, Wraps, Sushi, and Fresh Prepared Meals

(continued from pg. 1) apply.

People generally found the application process to be easy, yet a large number of people responded as having never applied. Receiving information about who is eligible, help in filling out the application, and getting information about how to apply were forms of assistance that were expressed as most helpful by the people surveyed.

These results gave us valuable insight as to which hurdles we need to overcome. The data will be used for planning and implementing future programs for SNAP outreach.

Our interviews provided a deeper understanding of issues our clients have faced in receiving or staying on SNAP. Many surveyed who receive SNAP were disheartened that they only qualified for the minimum \$16 a month. For some, this was not even close to making an impact on their food budget. Overwhelmingly people communicated an insurmountable sense of gratitude for the services pantries and meal sites provided them. Thank you all for putting in hard work, time and effort into serving members in your community!

We would like to give a special thank you to AWARE, Capital Park Wesleyan Church, Community of Christ, House of Zion Pantry, Jason Lee United Methodist, Keizer Community Food Bank, Mano-A-Mano, Mehama Community Church, Mission Benedict, Mother Lofton's Kitchen, Mt. Angel Community Center, Pauline Memorial, Peoples Church, Precious Children, Table of Plenty, Sacred Heart, Seventh Day Adventist Community Services of Salem, Mission of Hope Pantry, Silverton Area Community Aid, St. Luke's Society of St. Vincent de Paul, St. Vincent de Paul Salem, Stayton Community Food Bank, The Salvation Army Food Bank, Trinity United Methodist Church, Turner Christian Church, Woodburn Spanish Seventh Day Adventist, Dallas Seventh Day Adventist, Ella Curran Food Bank, Iskam Mek^hMek Haws, Kingwood Bible, Life Church, Monmouth Christian Church, Shared Blessing, West Salem United Methodist Church, H.O.A.P., South Salem Friends Church, City Vibe, and James 2 Community Kitchen for helping us conduct the surveys and for opening your doors to the food share volunteers.

Fun Fact: Oregon is #2 in the United States for the production of hops, snap beans, and spearmint. Go Oregon!

Zucchini Salad



Ingredients

- 1 teaspoon **oil**
- 2 tablespoons **lemon juice**
- 1/4 teaspoon dried **oregano** or **basil**
- 1/4 teaspoon each **salt** and **pepper**
- 5 cups **zucchini rounds** (about 4 small zucchini)
- 1/2 cup **red** or **sweet onion** (thinly sliced or chopped)
- 1/4 cup shredded or grated **Parmesan cheese**

Directions

1. Mix oil, lemon juice, oregano or basil, salt and pepper together in large bowl.
2. Add zucchini, onion and cheese. Mix gently. Cover and chill until ready to serve.
3. Refrigerate leftovers within 2 hours. **Notes:** Freeze extra lemon juice to use later.

<http://www.foodhero.org>

Ensalada de Calabacín



Ingredientes

- 1 cucharadita de **aceite**
- 2 cucharadas de **jugo de limón**
- 1/4 de cucharadita de **orégano** o **albahaca** seco
- 1/4 de cucharadita de **sal** y **pimienta**
- 5 tazas de **calabacín en rebanadas** (aproximadamente 4 calabacines pequeños)
- 1/2 taza de **cebolla roja** or tipo **sweet onion** (en rebanadas bien delgadas o finamente picadas)
- 1/4 de taza de **queso parmesano** cortado en tiras o rallado

Preparación

1. Mezcle el aceite, el jugo de limón, el orégano o la albahaca, la sal y la pimienta en un tazón grande.
2. Añada el calabacín, la cebolla y el queso. Mezcle suavemente. Cubra y refrigere hasta servirlo.
3. Refrigere lo que sobre dentro de las siguientes 2 horas. **Notas:** Congele el jugo de limón extra para usar más tarde. <http://www.foodhero.org>

Marion-Polk Food Share

1660 Salem Industrial
Drive NE
Salem, OR 97301-0374

Phone: 503-581-3855
Fax: 503-581-3862

Warehouse Open
Monday thru Friday
9am-3:30pm

Agency Relations,
Megan Rivera –
training, materials,
general questions

Warehouse Manager,
Tom Oblack —food
allocations, inventory

Food Resource,
Kendra Alexander—
food purchase

VP of Programs, Ian
Dixon-McDonald

VP of Operations,
Abisha Dunivin

Keep up with the
Food Share on
Twitter:
[@endlocalhunger](#)

Instagram:

Facebook: /
[yourfoodshare](#)



Imagine...No Hunger

MPFS Early Closures July & August

As an employee appreciation, MPFS offices and warehouse will be closing at 3 pm on Friday July 1, July 15, July 29, August 12 and August 26. This will not affect agency shopping or delivery.



All Agency Meeting September 29, 2pm

At MPFS Community Room

- ◇ Meal Site and Pantry Break Outs
- ◇ \$50 Food-to-Buy Coupon per agency for attending
- ◇ Updates on Disaster Planning

Community Meetings: Connect & Strengthen Partnerships

Why go to community meetings?

- ◆ Great way to advertise your program and the resources you provide. There are always people in your area who could be utilizing your services that do not know you exist!
- ◆ Network with other service providers, churches, and nonprofits. Groups that work together can do more for their community.
- ◆ Opportunities for funds and other resources. Some of these groups offer small grants or assistance to attendees.

Who should go?

- ◆ Your program manager or volunteer coordinator are best for these, but anyone who can speak to the mission of your organization will benefit.

Polk County

Service Integration Team (S.I.T.) Meetings:

- Monmouth/Independence Church 10:30 am-Noon, 2nd Wednesday of each month at Monmouth Christian
- Dallas: 10:30 am-Noon, 1st Wednesday each month at Dallas Fire Station conference room
- Falls City: 9-10:30 am, 1st Tuesday each month (2nd Tues for Aug & Sept.)

at Falls City Community Center

- West Salem: 8:30-10 am, 2nd Friday each month at Willamette Valley Hospice

Marion County Meetings

Woodburn Community Forum: 1st Monday of each month (skips some in the year) 10-11am; PGE building in Woodburn

Santiam Canyon Collaborative: meet every other month on the 2nd Wednesday at 9:30 am at the Stayton Public Library.

Salem Area Neighborhood Partnership Meetings: do you know what neighborhood; [cityofsalem.net](#) and search for Neighborhood Partnerships

CaN (Churches as Neighborhood) Meetings: run by Salem Leadership Foundation, these focus on learning from local churches and nonprofits about work to grow a strong community; 11:30am-1pm, 1st Wednesday each month; location rotates. Sign up for mailing list to receive each month's location.

Emergency Housing Network Meeting, Salem: area providers of services and/or housing for those experiencing homelessness, 11 am-noon meet 2nd Thursday at Union Gospel Mission (lunch provided)



Media Packet

July 2016



You are Invited to

Savor the Season at Marion-Polk Food Share's

Farm to Table

Dinner and Auction

Presented by



Saturday, July 9, 2016

5:30 - 9:00 p.m.

The Oregon Garden, Silverton

Purchase Tickets Today

www.MarionPolkFoodShare.org

503-581-3855

Sponsored by



Savor season at Farm to Table dinner, auction July 9 at The Oregon Garden

A celebration of local food and drink will be held Saturday, July 9, at Marion-Polk Food Share's first Farm to Table Dinner and Auction. The event will take place at The Oregon Garden in Silverton and will give guests the opportunity to savor the flavors of the season with farm-fresh food picked at the peak of ripeness.

This event will take place against the backdrop of the rustic elegance of the Oregon Garden's Grand Hall. The gourmet dinner will feature three-courses, prepared by resident chef Sam Caldwell. Dinner will showcase the finest offerings from local farms with expertly selected local wine pairings. The evening will finish with a live auction featuring unique foodie experiences.

"This will be an unforgettable evening to enjoy the amazing food and wine that we have available right here in the Valley," said Linda Kromer, events manager for the Food Share. "Summer is the perfect time to savor all the season has to offer in the beautiful setting of The Oregon Garden."

Tickets are on sale for \$95. You can purchase tickets at MarionPolkFoodShare.org or by calling 503-581-3855. All proceeds will benefit the Food Share and their mission to end local hunger.

— *Heather Ravhorn*

StatesmanJournal.com

Benny bills remind us of all the good the world can offer



FORWARD THIS
CAPI LYNN

Jeff Phillips was home recovering from surgery when the mass shooting happened in Orlando.

All the hatred and turmoil in the news tainted the perspective cancer gave him on humanity and the value of life.

Then came a surprise in a box of Almond Nut-Thin crackers that he purchased at Roth's Fresh Markets — a folded \$100 bill signed by Benny.

"My attitude changed immediately," said Phillips, a retired pediatric dentist. "Does it cure cancer and terrorism? No. However, it reminds me that there are good people in the world that want to make a difference."

Benny is one of the good ones, a mystery philanthropist making a difference one \$100 bill at a time.

I nicknamed him Benny because of the signature \$100 bills he leaves on the tables of scout fundraisers, on the shelves of local stores, and inside booths and cars at community events.

He's been at it for more than three years, merrily giving away more than \$42,000, and that's only what we know of. I keep track of when and where the \$100 bills surface, based on reports that come directly to me or through our online submission form.

It has been six months since my last update, and I've received 64 new reports, most of them in the past four weeks. They seem to come in waves,

and Phillips astutely wondered whether Benny purposely "ramps up" his giving in the wake of tragedies such as the Orlando shooting.

I wish I could ask Benny — I have so many questions for him — but I was told from the very beginning that he wishes to remain anonymous, and we respect that.

His \$100 bills have done more for local residents than just renew their faith in humanity. For some, it provides a financial boost when they need it most.

The one Emily Fagin found in a blanket at Bi-Mart helped pay for the new crib and changing table she and her husband found on sale for their unborn child.

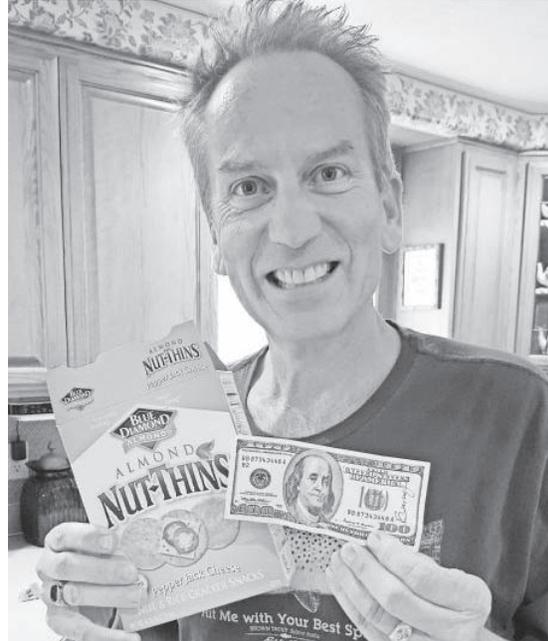
The one Diane Morse found in a candle at Fred Meyer confirmed her decision the day before Mother's Day to buy a new setting for a ring she inherited from her mom, who had just died.

The one Jessica Guerrero found in a travel mug at Bi-Mart provided some security when she unexpectedly had to miss two weeks of work because of emergency gall bladder surgery.

Benny's most valuable gift, though, continues to be inspiring generosity in others.

More than half of the people who recently have found \$100 bills have paid it forward to organizations such as Salem Friends of Felines, Western Oregon University Dance Scholarship Fund, Salem Right to Life, Union Gospel Mission, Willamette Humane Society and Jefferson Food Bank.

Kevin Denn matched the Benny he found in a package of Oscar Mayer



SPECIAL TO THE STATESMAN JOURNAL

Finding a Benny \$100 bill makes Jeff Phillips smile.

turkey franks at Fred Meyer.

"We wanted to keep in the spirit of what he is doing so we decided to double the generosity and donate \$100 to Marion-Polk Food Share and \$100 to the Pet Therapy Program at Willamette Valley Hospice," Denn wrote in an email "It helped us reflect on our good fortune, and hopefully we've made a difference in someone else's world as a result."

One of the sweetest examples of paying it forward was by a 7-year-old girl who found a Benny while buying a cookie at a baked goods booth at Salem Saturday Market. She used the money to take her great grandfather out to dinner at The Ram. She wanted to do something special for him because "he is sad because his wife died."

Phillips decided to donate the \$100 he found in

the box of crackers to the OneOrlando Fund for victims of the mass shooting. Two days later, he found another Benny when he bought roasted almonds at the same Roth's. He is donating that one to OHSU's Knight Cancer Institute. He and his wife, Lori, have found four altogether, paying it forward each time.

"Please let Benny know he is making a difference here in Salem, Oregon, that helps hearts and minds," Jeff Phillips said, "and puts humanity back in the forefront."

"Forward This" appears Wednesdays and Sundays and highlights the people, places and organizations of the Mid-Willamette Valley. Contact Capi Lynn at clynn@StatesmanJournal.com or 503-399-6710, or follow her the rest of the week on Twitter @CapiLynn and Facebook @CapiLynnSJ.

StatesmanJournal.com

Causes

More charities setting up monthly programs



John Hawkins
SMART GIVING

Alongside traditional fundraising modes like direct mail appeals, special events and email blasts,

growing numbers of donors have ditched writing the occasional check and have gone to making automatic monthly gifts from their checking and credit-card accounts.

And why not? From the donor's standpoint:

» It's easy and mostly hassle-free. The nonprofit arranges with my bank to deduct the gift from my checking account balance or add the gift to my credit card balance each month without my lifting a finger.

» I get to give more than I may be able to give in a single donation.

» I get to choose how much to give and when to start and stop my giving.

» I can have an immediate impact on the nonprofit's work. The work of my charity continues all

year long, so I get to help when there's a need.

» If I want, I can increase my monthly giving.

It's no wonder that several charities in Marion and Polk counties have developed monthly giving programs. The size of these programs ranges from a few hundred donors to almost 2,000. At the Willamette Humane Society, the number of monthly givers in the Golden Hearts Club has increased by 50 percent in the past four years. Development and Communications Director Susan Carey said some of the donors concluded that giving monthly caused no financial distress, and "they could do a little bit more."

Of course, sometimes there are hassles associated with transferring funds using a credit or debit card. Your card can be lost or stolen, or you could change cards, both of which involve getting a new card number and expiration date. Local nonprofits are accustomed to dealing with these issues, and it is in their — and your — best interest to process these changes efficiently and as effortlessly as possible.

Some donors are reluctant to let go of their banking information, either over the phone or when submitted on a mailed-in form. No amount of reassurance will convince them that misuse of this information is never going to happen to them. The reality is that card fraud is rare, less than one-tenth of one percent of all card transactions.

When Kim Klein, the well-traveled fundraising consultant, trainer and author, was here two weeks ago, she urged local nonprofits to make monthly giving an option for their donors. Many donors will want to increase their giving periodically when they see how much their gifts are helping others, she said.

At Marion-Polk Food Share a ten-year monthly donor emailed, "I have been a monthly sustainer for many years. It is time I increased the amount I give each month. I would like to give \$30 per month rather than the \$20 I am currently giving."

Three cheers for her generosity.

She reflects the values in the old adage, "Give until it feels good."

In the public sector we hear

GUEST EXPERT

The goal of the Smart Giving column is to aid you in understanding how you can best impact the nonprofits that are positively impacting your community.

Sometimes, as in this week's column, a guest expert will offer tips on ways you can give smarter. In this case, John Hawkins a founding board member of two local philanthropy-focused associations, Leave A Legacy Mid-Willamette Valley and Mid-Valley Development Professionals, highlights why monthly sustainer giving might be a fit for you. I'm interested in your feedback to aid in lining up future topics of interest to you. I can be reached at pmccor kle@cciOregon.org.

about paychecks getting a boost because of a "cost of living adjustment." Donors who increase their monthly gifts are experiencing a "joy of giving adjustment."

John Hawkins is the retired executive director of the Chemeketa Community College Foundation. He can be reached at salemhawk@comcast.net.

REAL LIVING



SEED 'LENDING'

Monmouth library offers free seeds, no library card required

HEATHER RAYHORN
STATESMAN JOURNAL

At the Monmouth library, you can not only check out a book on gardening, but you can grab a packet of seeds, too.

This is the second year of the library's seed-lending program where adults, whether they have a Monmouth library card or not, can choose up to three packets a day to take home and give gardening a try. Even though it's called a seed-lending program, interested gardeners don't need to return unused seeds from the packets they've taken, though they can.

Seeds include flowers, herbs and vegetables. About 1,600 packets have been given out since March this year, library director Krist Obrist said, and that is only about half of what they gave away last spring.

"We have beginners to long-time gardeners coming in," Obrist said. "People come in and say they find stuff they can't even find at the store."

Obrist said it's a great way for people to try something they've never planted before or to try gardening for the first time. She encouraged even those who think they don't have much space, such as those in an apartment, to try some seeds in a pot on the patio or in a kitchen window sill.

The project's coordinator, Vivian

IF YOU GO

Who: Anyone; no library card needed

Where: Monmouth Public Library, 168 Ecols St. S, Monmouth

When: 10 a.m. to 8 p.m. Tuesdays-Thursdays, 10 a.m. to 6 p.m. Fridays and 10 a.m. to 5 p.m. Saturdays

Contact: 503-838-1932

Have donations? You can donate seeds in original packaging that are no more than three years old.

Byers, said she read about the idea in an article in *Library Journal*, which talked about libraries trending toward lending out various items beyond books.

"It's a growing trend across the United States," said Byers, who has taken shelling pea packets to grow in her garden. "It's really catching on."

Seeds are donated from local businesses and organizations including Garland Nursery in Corvallis and Marion-Polk Food Share in Salem.

And now is a great time to take another browse through seeds, as Sunday is the average last frost date for the Salem area. Many warm-season crops,

See SEEDS, Page 4D

A variety of tomato seeds are available through the Seed Lending program at the Monmouth Public Library.
DANIELLE PETERSON / STATESMAN JOURNAL

Seeds

Continued from Page 1D

such as cucumbers, zucchini and zinnias, suggest waiting until after your area's last frost before planting.

The library also hosts gardening classes. They have covered such topics as seed saving to putting a garden to bed for the winter. The hour-long

classes are free and on a drop-in basis. In June, Oregon State University Master Food Preservers will hold a food preservation and safety update at 6:30 p.m. June 14 that will cover canning and preserving food. At 6:30 p.m. June 28, the group will be back to talk about food dehydrating.

"It's part of the life-long aspect of learning that the library promotes," Obrist said.