



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

May 26, 2016
8:00 – 9:30 am

<u>Document</u>	<u>Page</u>
Meeting Agenda.....	1
Development Memo.....	3
New Partner Agency Materials (Keizer Community Dinner)	5
<hr/>	
<i>Consent Agenda Items</i>	
– Board Meeting Minutes, April 28, 2016	9
– Financial Report Ending April 30, 2016.....	13
<hr/>	
<i>Supplemental Materials</i>	
Committee Meeting Notes	
– Executive Committee Notes, May 19, 2016	27
– Finance Committee Notes, May 19, 2016.....	28
Development Reports	29



AGENDA

Board of Directors Meeting
Thursday, May 26, 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 – Stephanie Smythe Spring Break Lunch	
8:30 – 8:40	New Partner Agency – Megan Rivera Resolution for New Partner Agency (Keizer Community Dinner)	Action: Board Vote
8:40 – 8:45	Finance Update – Jim Green Update on Food Share financial status	
8:45 – 8:50	Consent Agenda – Alex Beamer - Board Meeting Minutes, April 28, 2016 - Financial Statements ending April 30, 2016	Action: Board Vote
8:50 – 9:00	Development Update – Julie Hambuchen Update on Food Share Development status	
9:00 – 9:30	Programs Preview Fiscal Year 2016-17 – Ian Dixon-McDonald Programs direction for the coming fiscal year	
9:30	Adjournment – Alex Beamer	





Date: May 16, 2016

To: Marion-Polk Food Share Board of Directors

From: Julie Hambuchen

Re: Development report – CenturyLink, Grants and Events

Here's some great news - we've secured matching grants of \$150,000. How did we get there? I'll summarize here, and then we'll give an update and answer questions at the Board meeting.

CenturyLink is changing their match rules this year:

1. They will only count donations made on their giving page on Network for Good.
2. They have revised their match formula, and it appears that they are capping the match for each organization at \$100,000.
3. Food donations no longer count.

Based on the new rules, we are changing our strategy:

1. Our evaluation is that last year's strategy is not likely to be successful under these new rules.
2. Based on current information, we will not be using the CenturyLink match in any public communications.
3. We are creating a community match campaign, funded by local donors.
4. We were already working with a foundation on a match proposal. We asked them to kick off the new campaign with a \$75,000 match challenge, and they agreed.
5. We are approaching other local donors to add to the matching fund.
6. We are talking to a few, close donors about making their donations through the CenturyLink website. One possible outcome of the new rules is that the match ratio may increase from last year. Online giving makes up a relatively small percentage of charitable giving, so the amount raised through CenturyLink's website nationwide is likely to be much lower than last year's total.

Back to the \$150,000 headline. We are working with one donor who is a decision-maker at two foundations.

1. One of the foundations pledged the \$75,000 match challenge noted above, renewable each year based on performance. This will take the place of the CenturyLink campaign.

(continued)

2. The second foundation pledged another \$75,000 for a Sustainer match challenge.
 - a. Our original proposal asked for a 5-year pledge and included a new Sustainer staff position. The pledge was given for one year, renewable based on performance. Funding for the staff position was declined.
 - b. We are currently wrestling with options for successfully meeting the Sustainer match challenge without a foundation-funded staff position.

Upcoming Events

- Appreciation dinner for Meals on Wheels donors and volunteers, on Wed, 6/15 at 5:30 pm.
- Farm to Table Dinner and Auction on July 9.



Date: May 13, 2016
To: Marion-Polk Food Share Board of Directors
From: Megan Rivera
Re: New Agency Partner – Keizer Community Dinner

The following agency has submitted a request to become an official Partner Agency of Marion-Polk Food Share. They have completed the initial application and review process, and have been approved for acceptance by the appropriate Programs and Operations Department staff.

Agency Name: Keizer Community Dinner

Location: 5303 River Rd N, Keizer OR 97303

Type of Service: monthly community dinner, open to all

Date and Time of Service: last Wednesday of each month 5-7pm

Number of Persons Served: 150-250 people per meal

Agency Type: Priority 1B, non-USDA

Keizer Community Dinner is a coalition of churches and civic groups from the city of Keizer who have organized to hold a monthly, public dinner. The dinner is at St. Edward's Catholic Church, but is hosted by a different group each month.

Keizer Community Dinner has applied as a 1B meal site. This means that they will be offered regular allocations of donated food and have the ability to shop from our agency shopping area in the warehouse. As an agency, they will take their allocations once a month and warehouse shop prior to their monthly meal. This has minimal addition of work to our operations and programs department. Food allocated to a meal site is also minimal in amount, so the addition of a meal site to our agency allocation will not significantly decrease the amount available to other agencies.

The community support and participation of the meal makes the Keizer Community Dinner a successful group and a good fit as an agency in the Marion-Polk Food Share network.

Attachments:

Agency Information
Resolution

Keizer Community Dinner Program

Description

The Keizer Community Dinner is coordinated and supported by a coalition of churches, civic groups (including the Keizer Chamber and the City of Keizer), and other local associations. The meal program is led and hosted by St. Edward's Catholic Church in Keizer. Rick Gaupo and Ian Dixon-McDonald, as Marion-Polk Food Share representatives, have been part of the meetings from the start, advocating that a meal in Keizer would be a good fit and positive for community building. Additionally, MPFS board member Eileen Zielinski has been an integral advocate for moving the program forward.

St. Edward's has led the formation of the group and is the site for the monthly meal. Current groups that are committed to participating are: Keizer Christian Church, Lakepoint Community Church, The Church of Jesus Christ of Latter Day Saints Keizer, Keizer Chamber MAK (Men of Action in Keizer), KNOW (Keizer Network of Women) and St. Edward's Catholic Church. Each month all aspects of the meal are led by one of these community groups. Each group takes responsibility for the volunteers, cooks, clean up and set-up. As word is spreading about this community effort, local school students from the middle and high school are assisting by playing music and volunteering at each meal. Other Keizer businesses and churches are expressing interest and will likely become involved as well. Each group participating sends a representative to a monthly wrap-up meeting that reviews how the prior meal went and trouble shoots for the coming month. This group is now transforming into a leadership team that will provide long term guidance and structure to the meal program. Ongoing, St. Edward's will continue to play a large roll because their kitchen facility is the one being utilized by this outside help, and they are storing the food on-site for the meal.

The Keizer Dinner Site has been in operation since January of 2016 and they have consistently had attendance of over 150 individuals at each meal. The Keizer Community Dinner has already started to advertise the meal through the Keizer Times, signs in front of the church, and through the local food bank. Future plans include bilingual outreach materials.

The Keizer Community Dinner's high level of attendance and organization puts it at the same level of success as the meal sites we have in our current agency network.

RESOLUTION TO ADD NEW PARTNER AGENCY

The purpose of this resolution is to approve a new Partner Agency.

Whereas, the Marion-Polk Food Share Board of Directors would like to approve a new Partner Agency.

Now, therefore, be it resolved, that the following agency be approved as an official Partner Agency of Marion-Polk Food Share:

Agency Name

Keizer Community Dinner

Location

5303 River Rd N, Keizer OR 97303

Type of Service

Monthly community dinner, open to all

Date & Time of Service

Last Wednesday of each month, 5:00-7:00 p.m.

Number of Persons served

150-200 people per meal

Agency Type

Priority 1B, non-USDA

Adopted May 26, 2016 by unanimous approval of the Marion-Polk Food Share Board of Directors.

Rick Gaupo
President and CEO

Alex Beamer
Board Chair



Marion-Polk Food Share
Board of Directors Meeting Minutes
Thursday, April 28, 2016

Board Members Attending: Alex Beamer, Cheryl Wells, Jim Green, Courtney Knox Busch, Dick Yates, Frances Alvarado, Mike Garrison, Eileen Zielinski, George Happ, Esther Puentes, Bernadette Mele

Staff Members Attending: Rick Gaupo, Holly Larson, Ian Dixon-McDonald, Julie Hambuchen, Rebecca Long, Eileen DiCicco, Megan Rivera, Surabhi Mahajan, Heather McPherson

Guests Attending: Derik Milton & Ashley Maschka (Bank of America), Chuck Swank & Ryan Pasquerella (Grove, Mueller & Swank)

Call to Order:

Alex Beamer called the meeting to order at 8:17 a.m.

Guest Introductions:

Rick Gaupo introduced Derik Milton and Ashley Maschka from Bank of America, who presented an annual donation as part of Bank of America's two billion dollar corporate sponsorship to support local communities, addressing basic needs.

Rick next introduced Chuck Swank and Ryan Pasquerella of Grove, Mueller & Swank, who presented the Food Share's Fiscal Year 2014-2015 audit.

Audit:

Chuck Swank began the public session of the audit report by explaining that the audit consists of two documents: financial statements and a governance letter required by law. The FY2014-15 audit absorbed Meals on Wheels into Marion-Polk Food Share, requiring complex accounting adjustments, which is typical when organizations merge. There were no findings in the single audit,

required by the federal government, due to federal funds received. No findings precipitated a management letter, either.

Chuck shared his only concern about the audit: timing. Deadlines were met without much room to spare. **Rick** added that this year's audit is already scheduled for late August, putting the Food Share months ahead of any deadline and in-line with Chuck's recommendation to complete the audit before the end of the calendar year.

After some discussion, the board chose to adjourn to executive session, as a matter of annual audit practice. **Alex Beamer** adjourned the board meeting to executive session at 8:33 a.m. and reconvened at 8:47 a.m.

Finance Update:

Jim Green referred to the new format of financials in the board packet to facilitate review by the board. **Holly Larson** added that there is more detail on the balance sheet and operating expenses. Explanatory comments have been added. **Holly** invited those with questions or comments on the new format to contact her.

Consent Agenda:

Alex Beamer presented the following consent agenda items:

1. March 2016 board meeting minutes
2. MPFS financial statements ending March 31, 2016

George Happ motioned to approve all consent agenda items, **Eileen Zielinski** seconded, and the motion was unanimously moved.

Governance Committee Report:

Cheryl Wells updated the board on the progress of Governance Committee work. This year, the committee would like to add four new members to the board, three for board expansion and one to replace **Denny Young**, who will be retiring in September. Recruitment efforts are underway, with elections of board members to take place at the September board meeting. The four criteria considered are 1) passion for the Food Share's mission; 2) expanding connections in the two counties served; 3) skills and expertise; and, 4) diversity that reflects the diversity of both counties.

Rick Gaupo added that this year the emphasis is on expanding partnerships, including Chemeketa, Confederated Tribes of Grand Ronde, and NORPAC, who are current partners without board representation. In addition, there would be benefits to having Salem Health, Polk County Family & Community Services, and Salem Leadership Foundation as partners. **Cheryl** thanked board members for additional suggestions, requesting they be forwarded to the Governance Committee throughout the year.

Cheryl introduced the idea of 1, 2, or 3 year board terms as needed to create balance on the board so that a roughly even number of board members' terms will expire each year. Currently, board terms are three years per bylaws. Alex requested a vote on the proposed bylaw change. **Bernadette Mele** motioned to approve the bylaw change, **Courtney Knox Busch** seconded, and the motion was unanimously moved.

Cheryl next announced recommendations for board member reelections in September: **Alex Beamer, Esther Puentes, Jim Green, and Warren Bednarz**. **Cheryl** also announced the slate of recommended officers for the September vote:

Chair	Alex Beamer
Vice Chair	Cheryl Wells
Treasurer	Jim Green
Secretary	Courtney Knox Busch

Lastly, **Cheryl** announced the recommended board committee chairs:

Executive	Alex Beamer
Finance	Jim Green
Governance	Cheryl Wells

Cheryl also distributed a confidential list of potential board members, requesting feedback to allow time for vetting candidates.

New Partner Agencies:

Ian Dixon-McDonald shared the process by which potential partner agencies are presented to the board for approval, referring to documents in the supplemental board packet. Evaluation takes several months and includes considerations about impact on food supply, the health of the potential partner agency, and mission alignment. Board approval and OFB approval take place at the end of the evaluation process.

The board discussed two prospective partner agencies: Humanitarian Ministries Network of Salem, which distributes meals under the Marion Street bridge, and Home of the Brave, which supports homeless veterans.

Mike Garrison motioned to approve Humanitarian Ministries Network of Salem as a partner agency, **Bernadette Mele** seconded, and the motion was moved with one abstention by Courtney Knox Busch.

George Happ motioned to approve Home of the Brave as a partner agency, **Courtney Knox Busch** seconded, and the motion was unanimously moved.

Adjournment:

Alex Beamer adjourned the meeting at 9:44 a.m.

Rebecca Long
Executive Assistant

Esther Puentes
Board Secretary



MEMO

Date: May 17, 2016

To: Marion-Polk Food Share Board of Directors

From: Holly Larson

Re: April 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. We are performing according to expectations, as we launch into our lightest monetary fundraising months of the year.

Some highlights to note:

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

Operating revenue is \$29,000 less than budget.

- Program revenue was on budget. More employees were added in April to the JOBS Plus vocational training program, filling valuable vacant positions around the Food Share. Also, the SNAP Outreach program submitted the reimbursement for the first quarter of its activities, and this line item is \$4,800 above budget. These are both reimbursable programs, meaning that we also have more expense related to this revenue.
- 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.

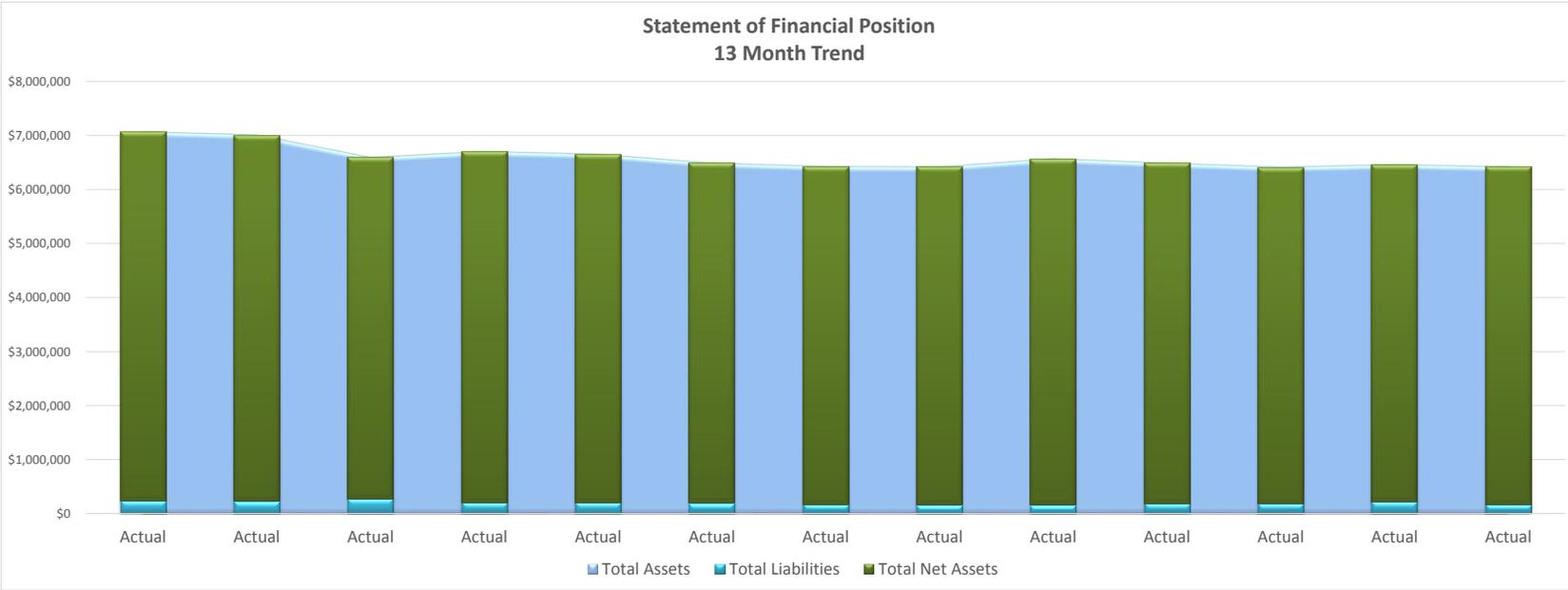
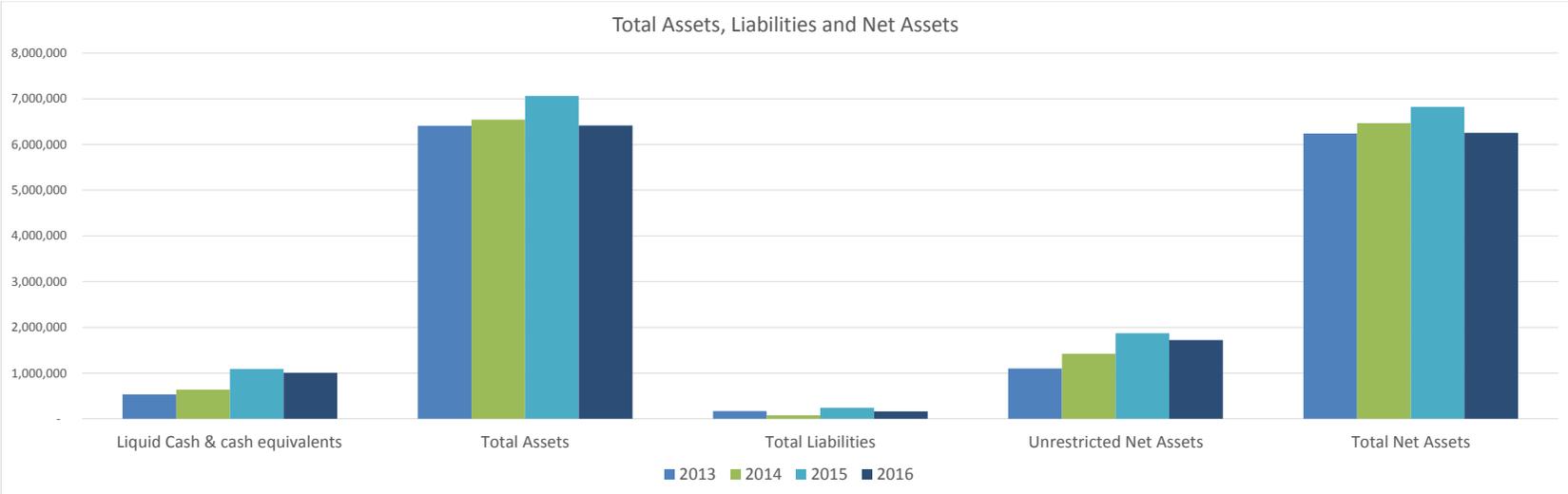
Operating expense is \$67,000 less than budget.

- Supplies, printing and postage, as well as program supplies, are under budget. This is due to timing. The expenses are anticipated to occur within this fiscal year
- Meetings and professional development expense is below budget. This is a timing issue. The expenses are anticipated to occur within this fiscal year.
- 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 over budget. We have added some coverage to the policy due to additional vehicles. This line item will end over budget for FY16.

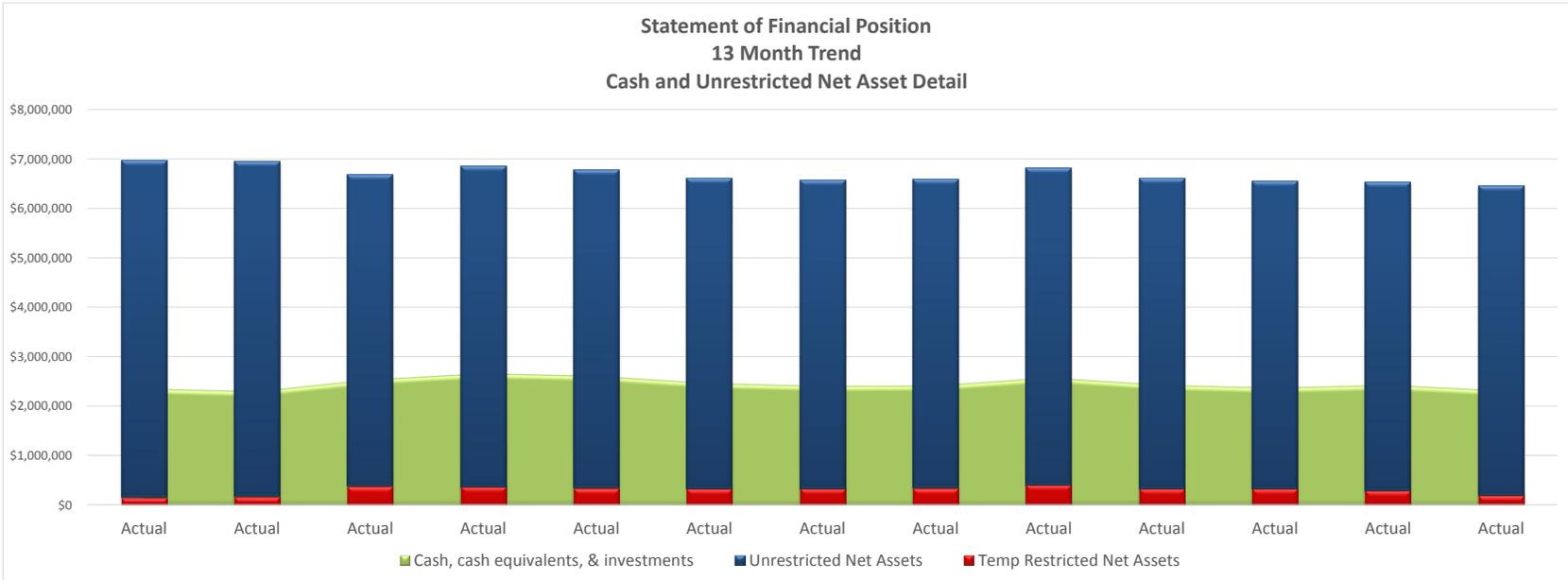
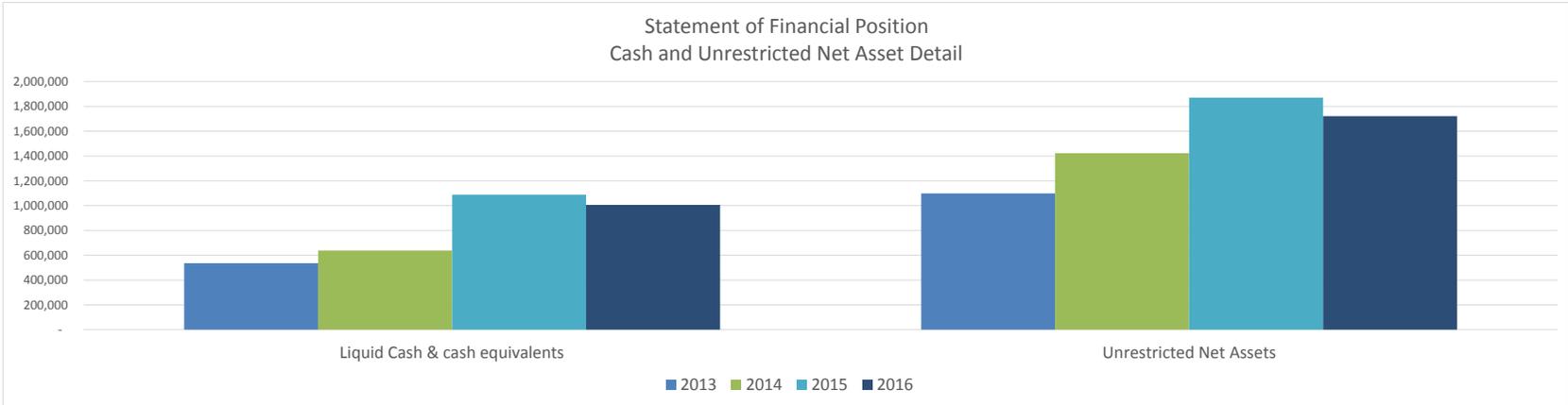
Other items to discuss:

- Fiscal year 2015 990 filed
- 2016 Audit and 990 schedule

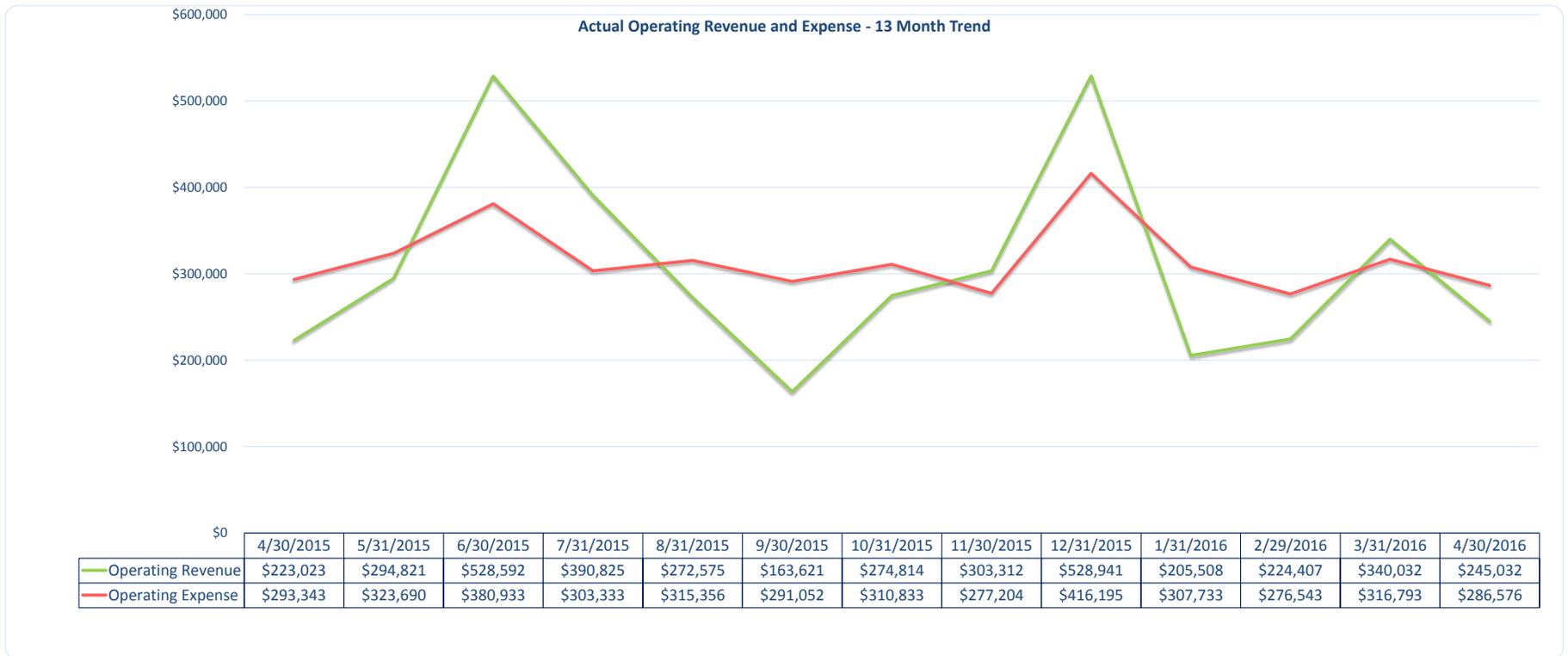
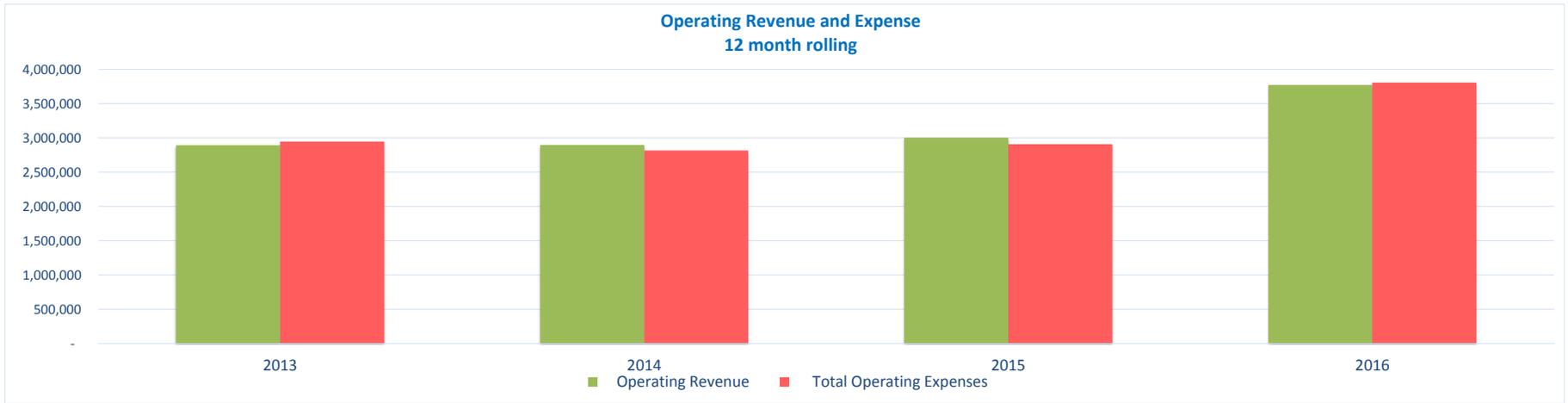
Marion-Polk Food Share, Inc.
April 2016



Marion-Polk Food Share, Inc.
 April 2016



Marion-Polk Food Share, Inc.
March 2016



Marion-Polk Food Share

Statement of Financial Position - Year over Year Review

For the month ended April 30, 2016

	Prior Year	Current Year	Notes
	Actual 4/30/2015	Actual 4/30/2016	
ASSETS			
Cash, cash equivalents, & investments			
Liquid cash, cash equivalents, and other assets	\$1,087,448	\$1,005,576	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	\$2,348,797	\$2,306,047	
Land, buildings and equipment, net	\$3,042,886	\$3,176,879	
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	\$7,061,876	\$6,416,764	
LIABILITIES & NET ASSETS			
Liabilities	\$237,731	\$163,088	
Net Assets			
Unrestricted			
Undesignated - available for general activities	\$819,940	\$722,170	
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	\$1,871,175	\$1,719,165	
Temporarily Restricted	\$147,488	\$187,989	
Permanently Restricted	\$135,380	\$235,805	
Land, buildings and equipment, net	\$2,999,908	\$3,176,879	
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	\$6,824,145	\$6,253,676	
TOTAL LIABILITIES & NET ASSETS	\$7,061,876	\$6,416,764	

* 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 ten months ended April 30, 2016

	<u>Actual</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
NET SURPLUS/(DEFICIT) FOR PERIOD	\$ 86,154
ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH	\$ (175,278)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u><u>\$ (89,124)</u></u>
CASH FLOWS FROM INVESTING (CAPITAL) ACTIVITIES	
ASSET ADDITIONS	\$ (335,480)
ACCUMULATED DEPRECIATION	\$ 201,487
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u><u>\$ (133,993)</u></u>
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	\$ (39,123)
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NET INCREASE/(DECREASE) IN CASH	\$ (262,240)
CASH AND CASH EQUIVALENTS AS OF 5/1/2015	\$ 887,518
CASH AND CASH EQUIVALENTS AS OF 4/30/2016	<u><u>\$ 625,279</u></u>

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

	Year-to-date				Notes
	Budget		\$	%	
	Actual	(Approved			
	7/1 - 4/30/2016	Mar 2016) 7/1 - 4/30/2016	Variance	Variance	
Operating					
Operating Revenue					
Donations	\$2,361,712	\$2,374,404	(\$12,692)	-1%	
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$358,939	\$359,484	(\$545)	0%	
Contract Revenue (Grand Ronde)	\$72,888	\$72,888	\$0	0%	
Food Service Revenue	\$82,381	\$78,539	\$3,842	5%	
Vocational Training Contract Revenue	\$48,532	\$50,575	(\$2,043)	-4%	Increased by 11% since last month due to addition of vocational trainees
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	\$18,287	\$17,560	\$727	4%	
Total Program Service Revenue	<u>\$620,306</u>	<u>\$619,794</u>	<u>\$512</u>	<u>0%</u>	
Interest and investments	(\$32,951)	(\$16,532)	(\$16,419)	-99%	Investment performance is negative this year-to-date
Total Operating Revenue	<u>\$2,949,067</u>	<u>\$2,977,666</u>	<u>(\$28,599)</u>	<u>-1%</u>	
Operating Expenses					
Emergency Food Purchase (for distribution)	\$172,850	\$161,754	(\$11,096)	-7%	
Production Food Purchases	\$138,955	\$143,951	\$4,995	3%	
Salaries & Related Expenses	\$1,863,206	\$1,875,409	\$12,203	1%	
Contracts & Professional Fees	\$150,322	\$161,921	\$11,599	7%	
Supplies, Printing, Postage	\$183,603	\$205,505	\$21,902	11%	Small equipment and postage under budget. Some will be spent by FYE.
Program Supplies	\$86,570	\$97,903	\$11,332	12%	Timing. The expenses are expected this fiscal year.
Network Development	\$4,853	\$5,158	\$305	6%	
Occupancy Expenses	\$153,875	\$145,666	(\$8,209)	-6%	
Equipment and Vehicle Expenses	\$89,028	\$93,674	\$4,646	5%	
Meetings & Professional Development	\$42,619	\$50,370	\$7,752	15%	Across nearly all departments, this category has been less than budgeted for the year. Mostly timing related. Expect to spend this fiscal year.
Volunteer & Donor Development	\$17,094	\$17,265	\$171	1%	
Advertising, Marketing & Event Expenses	\$62,642	\$80,236	\$17,594	22%	Website project timing - later than budgeted. Costs will be carried over to next fiscal year.
Computer Expenses	\$67,287	\$67,115	(\$172)	0%	
Membership Dues	\$3,400	\$3,313	(\$87)	-3%	
Bank Fees	\$26,121	\$25,242	(\$879)	-3%	
Liability Insurance Expense	\$36,335	\$31,483	(\$4,852)	-15%	Insurance expense increased due to addition of new vehicles. Liability and vehicle insurance under-budgeted.
Other Expenses	\$1,571	\$1,167	(\$404)	-35%	
Total Operating Expenses	<u>\$3,100,331</u>	<u>\$3,167,132</u>	<u>\$66,800</u>	<u>2%</u>	
Net surplus/(deficit) - Operating	<u>(\$151,264)</u>	<u>(\$189,465)</u>	<u>\$38,202</u>	<u>20%</u>	

*Variances are noted if they are over or under budget by 10% or greater, or more than \$1,000.

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

		Year-to-date				
		Budget				
		(Approved				
		Mar 2016)				
		Actual	7/1 - 4/30/2016	\$	%	
		7/1 - 4/30/2016	7/1 - 4/30/2016	Variance	Variance	Notes
Capital	Capital Revenue	\$89,606	\$98,045	(\$8,440)	-9%	
	Less: depreciation	\$176,348	\$174,250	(\$2,098)	-1%	
	Net Surplus/(Deficit) - Capital	(\$86,742)	(\$76,205)	(\$10,538)	-14%	
Endowment	Endowment Revenue	\$101,485	\$102,005	(\$520)	-1%	
	Net Surplus/(Deficit) - Endowment	\$101,485	\$102,005	(\$520)	-1%	
In-kind	Contributions	\$11,154	\$10,787	\$367	3%	
	Less: In-kind expense	\$11,104	\$10,787	(\$317)	-3%	
	Net surplus/(deficit) - In-Kind	\$50	\$0	\$50	0%	
	BEGINNING NET ASSETS	\$0	\$0	\$0	0%	
	NET SURPLUS/(DEFICIT)	(\$136,471)	(\$163,665)	\$27,194	17%	
	ENDING NET ASSETS	(\$136,471)	(\$163,665)	\$27,194	17%	

*Variances are noted if they are over or under budget by 10% or greater, or more than \$1,000.

Marion-Polk Food Share
Statement of Activities - Prior Year Comparison
For the ten months ended April 30, 2016

	Prior Year	Current Year	\$	%	Notes
	Actual	Actual			
	7/1/2014 - 4/30/2015	7/1/2015- 4/30/2016			
Operating					
Operating Revenue					
Donations	\$2,514,608	\$2,361,712	\$152,896	-6%	
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$113,368	\$358,939	(\$245,571)	217%	MOW program only operated for half of 2015
Contract Revenue (Grand Ronde)	\$29,635	\$72,888	(\$43,252)	146%	Grand Ronde pantry opened 12/4/2014 - only operated half of 2015
Food Service Revenue	\$41,485	\$82,381	(\$40,896)	99%	MOW program only operated for half of 2015
Vocational Training Contract Revenue	\$51,047	\$48,532	\$2,515	-5%	
Farm Revenue	\$27,203	\$8,873	\$18,330	-67%	no crops sold this year
Food Product Sales	\$24,093	\$15,064	\$9,029	-37%	decrease in Better Burger sales to DOC
SNAP Outreach	\$0	\$15,343	(\$15,343)	0%	new program this fiscal year
Miscellaneous Revenue	\$134,361	\$18,287	\$116,074	-86%	last year this line item included MOW acquisition of \$115,000
Total Program Service Revenue	\$421,192	\$620,306	(\$199,115)	47%	
Interest and investments	\$1,202	(\$32,951)	\$34,153	-2840%	this year investments are taking a hit
Total Operating Revenue	\$2,937,002	\$2,949,067	(\$12,066)	0%	
Operating Expenses					
Emergency Food Purchase (for distribution)	\$258,253	\$172,850	(\$85,403)	33%	decrease in City of Salem contract - \$60,000; also less donor designated funds
Production Food Purchases	\$63,823	\$138,955	\$75,132	-118%	MOW program only operated for half of 2015
Salaries & Related Expenses	\$1,558,191	\$1,863,206	\$305,015	-20%	annual increase of \$303,000 for the MOW program and IMM (Grand Ronde) programs
Contracts & Professional Fees	\$111,432	\$150,322	\$38,890	-35%	temp restricted funds for Community Food systems contractor; increased spending on salary study
Supplies, Printing, Postage	\$173,963	\$183,603	\$9,639	-6%	
Program Supplies	\$81,819	\$86,570	\$4,751	-6%	
Network Development	\$9,753	\$4,853	(\$4,900)	50%	More network development projects funded than anticipated
Occupancy Expenses	\$119,254	\$153,989	\$34,735	-29%	MOW program only operated for half of 2015 - rent at Center 50+
Equipment and Vehicle Expenses	\$75,314	\$89,028	\$13,714	-18%	more vehicle maintenance than prior year
Meetings & Professional Development	\$37,750	\$42,619	\$4,869	-13%	additional staff training in fundraising; Hunger Gap conference at OFB
Volunteer & Donor Development	\$8,700	\$17,094	\$8,394	-96%	Volunteer picnic, board gathering, and additional volunteer recognition. Also began donor appreciation luncheons.
Advertising, Marketing & Event Expenses	\$35,466	\$63,816	\$28,351	-80%	Additional expense for the website redesign project.
Computer Expenses	\$58,389	\$67,287	\$8,898	-15%	replaced 28 workstations in August of 2015
Membership Dues	\$1,855	\$3,400	\$1,545	-83%	more membership affiliations
Bank Fees	\$22,169	\$26,121	\$3,952	-18%	additional fees for donation processing
Liability Insurance Expense	\$20,488	\$36,335	\$15,847	-77%	increased due to additional programs; added several vehicles
Other Expenses	\$2,612	\$1,571	(\$1,041)	40%	
Total Operating Expenses	\$2,639,232	\$3,101,619	\$462,387	-18%	
Net surplus/(deficit) - Operating	\$297,770	(\$152,551)	\$450,321	-151%	
Capital					
Capital Revenue	\$130,974	\$89,606	\$41,368	-32%	less capital projects
Less: depreciation	\$183,463	\$176,348	(\$7,115)	4%	estimated depreciation
Net Surplus/(Deficit) - Capital	(\$52,489)	(\$86,742)	\$34,253	-65%	
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	\$41,181	\$11,154	\$30,026	-73%	
Less: In-kind expense	\$31,181	\$11,104	(\$20,076)	64%	
Net surplus/(deficit) - In-Kind	\$10,000	\$50	\$9,950	-100%	
NET SURPLUS/(DEFICIT)	\$257,275	(\$137,759)	\$395,034	-154%	

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	
Capital	Net surplus/(deficit) - Operating	Operating revenue less operating expenses
	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.
Endowment	Net Surplus/(Deficit) - Capital	Capital revenue less depreciation
	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.
In-kind	Net Surplus/(Deficit) - Endowment	
	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 -	7/1/2015 -
	4/30/2015	4/30/2016
Operating Revenue		
Donor Communications	\$472,531	\$411,039
Events	\$82,778	\$71,130
Food and Food Drives	\$606,894	\$507,685
Fundraisers	\$22,991	\$23,226
Grant Proposals	\$372,692	\$330,043
Mission and Brand Awareness	\$417,912	\$470,998
Monthly Sustainer Circle	\$477,285	\$532,382
Online Solicitations	\$6,332	\$14,601
Planned Gifts	\$56,246	\$17,355
Personal Solicitations	\$61,850	\$13,500
Total Operating Revenue	\$2,577,512	\$2,391,960
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	\$2,705,530	\$2,571,206

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

Marion-Polk Food Share
Executive Committee Meeting Notes
Thursday, May 19, 2016

Board Members Attending: Alex Beamer, Eileen Zielinski, Dick Yates, Jim Green, Mike Garrison, Dennis Young

Staff Members Attending: Rick Gaupo, Julie Hambuchen, Cheryl Young

Century Link

Two years ago our partnership with Century Link resulted in donations of \$269,000, last year it resulted in \$175,000 in donations. This year Century Link is changing their match rules. They will only count donations that are made through their giving page on Network for Good. It also appears they are capping the match at \$100,000 for each organization and food donations no longer count. Last year we only received about \$6,000 in donations through our website from the Century Link drive, so we don't anticipate our donations will be close to what they have been in the past. Because of this, we are not counting on Century Link funds this year and are developing other strategies.

New Strategy

We have three donors who we believe might have the potential to replace the Century Link matching funds. We have presented a five year proposal to one of the donors to provide donor matching funds. They have agreed to provide a match for one year and if successful will renew the funding. Details are still being worked out on exactly what that will look like.

Other funding sources are also being pursued and more details will be available on those in the near future.

Sustainer Position

The committee also discussed investing in a Sustainer staff position that would come out of investment funding for the first two years and then would roll into the general operating budget after that. The estimate is that with this new position, sustainer dollars could reach 1.2 million in the next five years, with approximately \$400,000 in staff expenses, that would net about \$800,000 in donations. With a new sustainer staff position we would return to our core emphasis of increasing new sustainer numbers.

At this time, the committee feels more information is needed before they can make a recommendation regarding the Sustainer Staff position.

Marion-Polk Food Share
Budget and Finance Committee Meeting Notes
Thursday, May 19, 2016

Board Members Attending: Alex Beamer, Mike Garrison, Jim Green, Dennis Young,
Courtney Knox Busch (phone)

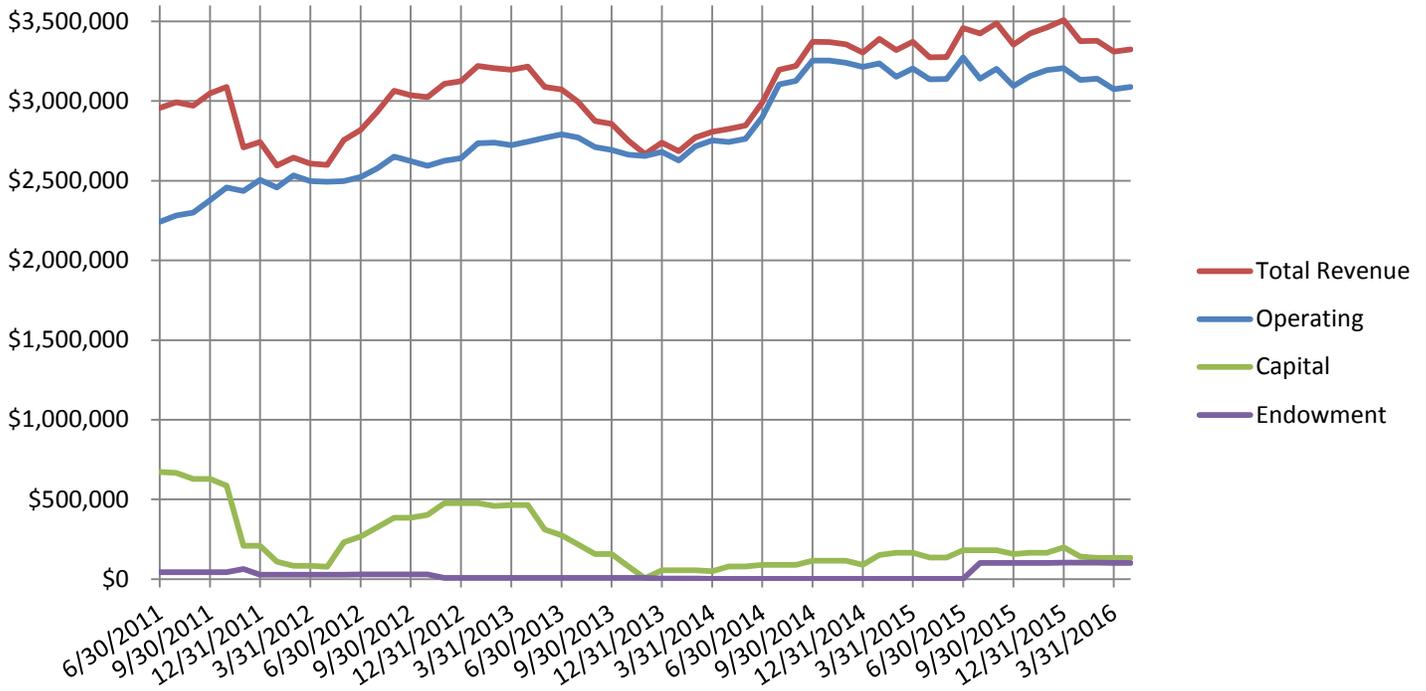
Staff Members Attending: Rick Gaupo, Holly Larson, Julie Hambuchen, Mattie Jenkins

Year-to-Date Financials Discussion

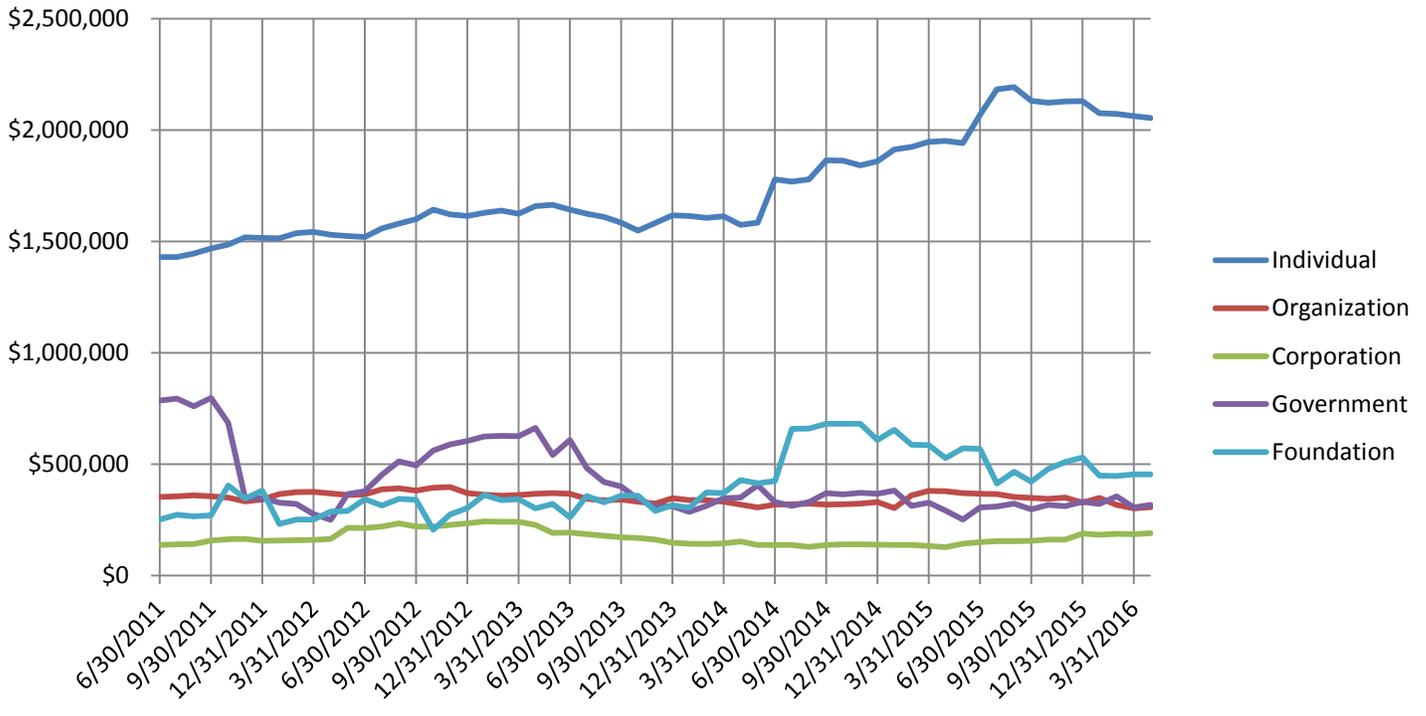
- The Food Share continues to maintain a strong financial position.
- The committee asked **Julie Hambuchen** about the strength of the donor base. **Julie** addressed the issue by discussing both base level (donations less than \$10,000) and large donations (gifts over \$10,000.)
 - Base donors. Julie has some concern that our donor base is “soft,” meaning numbers of donors and total donation amounts in this category is relatively flat. Strategies for stretching the base include:
 1. Being more aggressive with donor acquisition.
 2. Use summer match appeal to maintain strong summer giving. (We have secured a \$75,000 summer match to replace CenturyLink.)
 3. Use sustainer match programs to encourage new sustainers. (We have secured \$75,000 to encourage sustainer giving.)
 - Large donations. We continue to put energy into our major donors program, but the truth of the matter is the number of individual donors giving over \$10,000 is small. A swing by one donor can have a dramatic effect in our success with \$10,000+ donation targets.
- **Julie** discussed with the finance committee that a gratitude report was mailed out to donors with an error which reflected an incorrect number for MPFS revenue. A correction letter will be sent out.
- Next month’s meeting **Holly Larson** will present to the committee the fiscal year 16-17 budget and a look into the two years that follow.
- Audit Schedule (upcoming) – There will be no Budget and Finance Committee meeting in July. Audit fieldwork is scheduled August 29 – September 2. The final audit report will be presented to the committee during the November finance meeting and to the board in December. 990 for FY16 will be filed in January 2017.

The next Budget and Finance Committee meeting is Thursday, June 16th, 2016 at 8:00 a.m. Notes submitted by Mattie Jenkins, Staff Accountant

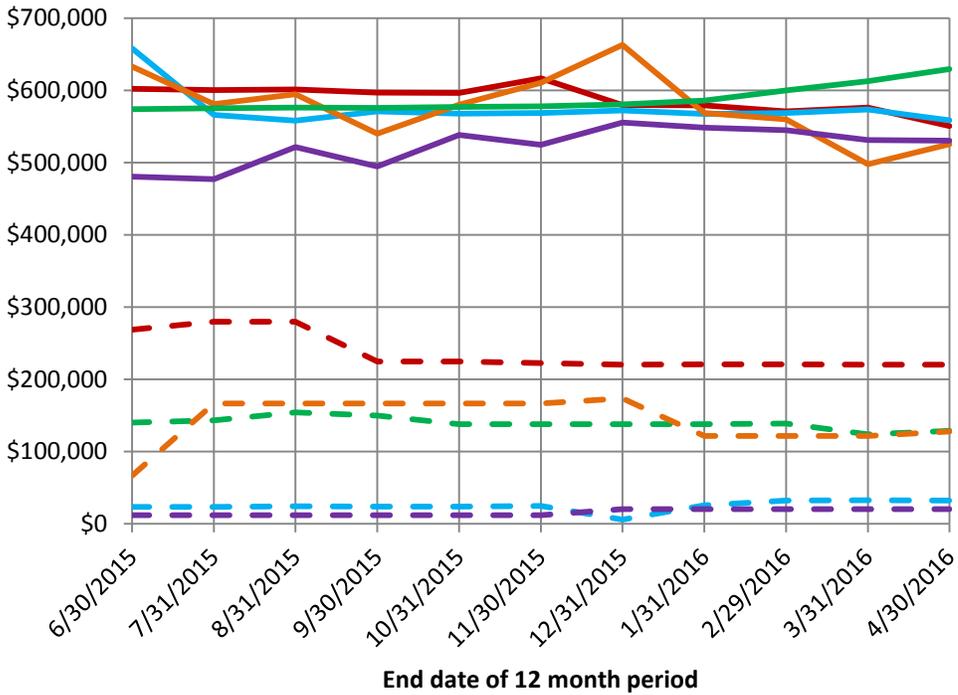
Total Giving by Fund Type Rolling 12 Months



Total Giving by Constituent Type Rolling 12 Months



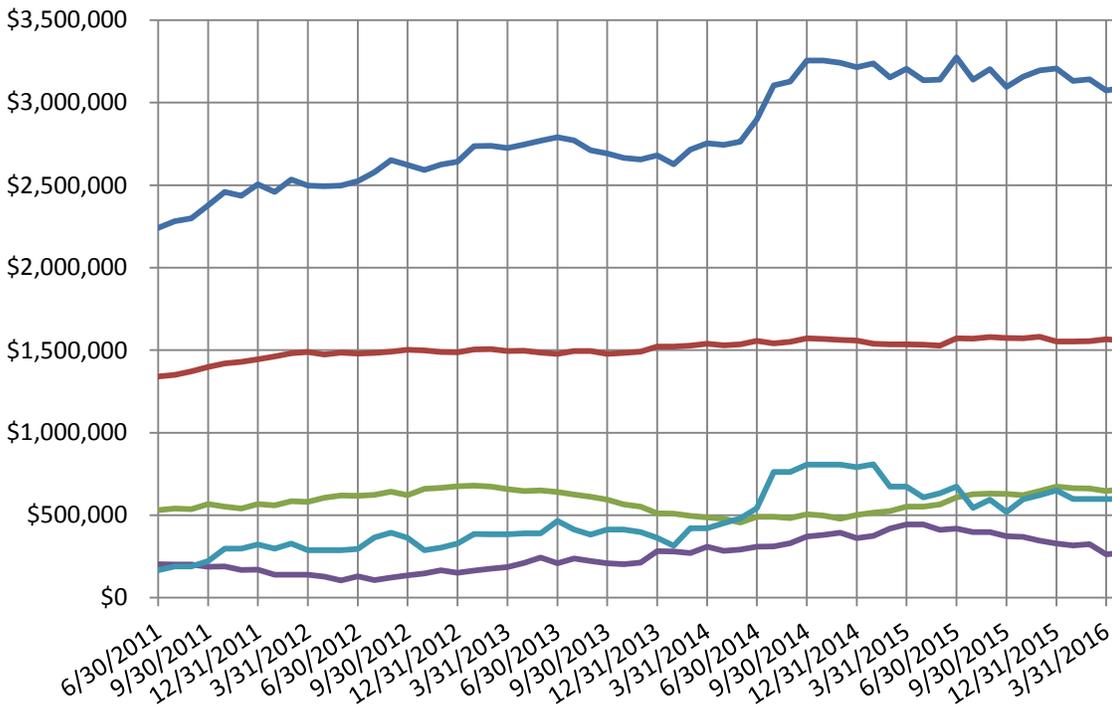
Total Giving by Activity Rolling 12 months



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.

- Donor Communications
- Events
- Food and Fund Drives
- - - Fundraisers
- Grant Proposals
- Mission and Brand Awareness
- Monthly Sustainer Circle
- Online Solicitations
- - - Personal Solicitations
- - - Planned Gifts

Operating Gifts by Gift Size Rolling 12 Months



- Total Operating
- Under \$1k
- \$1k-\$9,999
- \$10k-\$24,999
- \$25k+

Number of Donors Rolling 12 Months

