

Marion-Polk Food Share  
Board of Directors Meeting Minutes  
December 6, 2018

**Board Members Attending:** Frances Alvarado, Alex Beamer, Warren Bednarz, Sarah DeSantis, Mike Garrison, Jim Green, Courtney Knox Busch, Walter Smith, Cheryl Wells

**Staff Members Attending:** Kendra Alexander, Eileen DiCicco, Ian Dixon-McDonald, Sayla Elsbree-Kraft, Rick Gaupo, Jim E. Green, Julie Hambuchen, Corrina Hawkins, Jared Hibbard-Swanson, Sheri Jones, Robbin Kerner, Savannah Langdon, Allen Pfeiffer, Auzeen Rasaie, Lexi Stickel, Cheryl Young

**Call to Order**

Cheryl Wells called the meeting to order at 8:15 a.m.

**Guest Introductions**

Rick Gaupo introduced staff present.

**Board Meeting Minutes Approval**

- Board Meeting Minutes, Oct. 25, 2018

**ACTION:** Warren Bednarz moved and Mike Garrison seconded adoption of the Oct. 25, 2018 minutes. The vote was unanimous.

**Financial Update**

**October Financial Statements:**

Board member Jim Green recapped the financial overview prepared by Finance Director Jim E. Green, who was not present. Highlights included \$2M in cash and investments; operating surplus \$200K above plan; revenues up \$150K over plan; food up 19% over plan; distribution up 13-14%. Expenses \$40K below budget, largely timing issues. Capital expenditures good, we are reinvesting in facilities.

Rick Gaupo added that he and Julie Hambuchen meet regularly to determine if quarterly revenues need adjustment. While we are performing above projections of a budgeted loss, we are still cautious about raising revenue projections. Rick believes that after the calendar year we will have better idea whether our projections are too conservative.

On an unrelated topic, Jim Green said he was looking at the Food Share on Charity Navigator, where we have a 4-star rating. They allow one to compare similar nonprofits and he did so and found our only ding related to a belief that our board does not get the 990 in advance of filing. *(Note: this is not true and will be corrected.)*

### **Investment Policy:**

The Finance Committee recommended adoption of an investment policy that allows the Food Share to invest its funds more wisely. Courtney Knox Busch said the committee has been working on this for a long time and arrived at a unanimous decision to support this policy.

**ACTION: Warren Bednarz** moved and **Mike Garrison** seconded adoption of the Investment Policy. The vote was unanimous.

### **Gift Acceptance Policy:**

Finance Committee recommends approval of this policy that is a cleanup of the 2006 policy. Warren and Mike spoke highly of the work. The policy review will occur annually.

**ACTION: John Burt** moved and **Warren Bednarz** seconded adoption of the Gift Acceptance Policy. The vote was unanimous.

### **Development Update**

**VP of Development Julie Hambuchen** thanked board members for sending donor holiday cards and delivering gifts to Chefs' Nite Out participating restaurateurs and beverage purveyors. She also reported that the \$100K Brendon leadership giving match is going well. To date, community gifts and pledges received are \$74K.

### **Flow of Food**

**VP of Programs Ian Dixon-McDonald** and **Director of Food Resourcing and Warehouse Operations Kendra Alexander** gave a presentation focused on food resourcing and distribution so that board members can be better-informed ambassadors of the Food Share. The presentation covered:

- Our approach to food resourcing
- How we engage the community
- Sources of food for distribution
- Movement of food once we receive it
- The numbers: Total Distribution; By Storage Type; By Product Type
- Trends & the future of food resourcing

Highlights included:

Our Approach — community/client centered; intentional planning (loosely based on My Plate; getting right foods to right communities; intentional purchasing plan); source to excess and share with other food network partners; focus on healthy foods; focus on high-value foods (the food box is a budget stretcher for many families); recognize donors; engage donors in broader work of the Food Share (financial giving; volunteering).

Based upon a 3-year average, following are the food supply sources by percentage: retail, 30%; OFB/MPFS network, 18%; USDA, 17%; producers/manufacturers, 15%; purchasing, 9%; post

retail, 6% (food drives – more than about the pounds; contributes unique products and community support); farms, 5% (farm partners and Salem Harvest).

Based upon the 3-year average of FY16, 17 & 18, the Food Share distributed 10.4 million pounds of food annually, which includes 1.6 million pounds collected by our agency partners.

For the future, Kendra said we expect contributions from farms to increase; from processor/manufacturer to decrease; from retailers to remain level; and from USDA to spike due to increased federal purchases of farm products to offset the impacts of tariffs, then a decline.

Abundance and challenges — Kendra explained that over the next 12 months we are expecting a sharp spike in USDA donations. This is a result of the federal government response to China tariffs on agricultural products and farmer over-production.

We are expecting a huge influx of milk, frozen meat, yellow split peas, fresh produce and other food items. Moving an estimated 1.0-1.6 million pounds of food over what we normally get presents challenges to an already stretched operations team, especially the drive team. It will also challenge cooler, freezer and dry storage capacity for the Food Share and some of our agency partners.

Ian indicated we may need board support to hire temporary staff to transport product and to purchase additional equipment to move it. Staff are strategizing about how to handle the abundance and get it to the people who need it and encourage their acceptance of products they may not be used to (i.e. split peas).

Sarah DeSantis noted that SACA has the cooler capacity to take extra milk to distribute to other Food Share partner pantries. Frances Alvarado recommended asking other nonprofits to help with food distribution. Kendra pointed out we would build upon our Project Harvest model, which sent excess produce to medical clinics, schools and apartment complexes. Ian invited board members to share their ideas about areas where large numbers of people congregate for alternate distribution.

### **CEO Review Executive Session**

The Executive Board discussed Rick's performance review and expressed their appreciation for the good work he is doing.

### **Adjournment**

Cheryl Wells adjourned the meeting at 9:40 a.m.

Next board meeting is February 28, 2019, 8-9:30 a.m at AWARE in Woodburn.

**Dates to Remember**

December 13: Board Social

January 26: Board Retreat, 9 a.m. to 1 pm. (no January 24<sup>th</sup> Board meeting)

A handwritten signature in blue ink, appearing to be "Warren Bednarz", written over a horizontal line.

*Warren Bednarz*  
Board Secretary