

## Board Packet

October 24, 2019

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### Reports

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\* Please note these documents are in separate packets to the Board.

### We believe:

- ❖ Everyone deserves healthy food every day, no matter what.
- ❖ We have stronger communities when no one is hungry.
- ❖ Ending hunger in our communities is possible.

### Our Vision:

- ❖ We all live in a healthy community, where everyone has the food they need to thrive.

### Strategic Direction | Areas of Focus:

- ❖ Increase access to healthy food for all individuals in Marion and Polk counties.
- ❖ Engage local communities in leading the work to end hunger and poverty.
- ❖ Address the systems and environments that lead to hunger, poverty, and inequity.

### FY19 Stats:

|   |                                |
|---|--------------------------------|
| Pounds Received                                     | 9.1 million                    |
| Pounds Distributed                                  | 8.7 million                    |
| Food Pantry Visits^                                 | 132,000                        |
| Meals Served, Community Meal Sites                  | 476,000                        |
| Meals Served, MOW Home Delivered Meals              | 135,000                        |
| Meals Served, MOW Senior Meal Sites                 | 37,000                         |
| Individuals Served, Community Gardens               | 700                            |
| Number of Community Gardens                         | 60                             |
| Number of Youth Farmers                             | 45 Spring, 19 Summer Intensive |
| Farm Share Rx Participants                          | 100                            |
| Food Pantry Visits, Iskam Mèk <sup>h</sup> Mèk-Haws | 5,000                          |
| Pounds Distributed, Iskam Mèk <sup>h</sup> Mèk-Haws | 444,000*                       |
| Food Pantry Visits, AWARE                           | 13,000                         |
| Pounds Distributed, AWARE                           | 945,000*                       |

<sup>h</sup>Includes all agencies that provide food for home consumption, including produce sites.

\*Includes both food sourced locally by the pantry and food distributed from Marion Polk Food Share.

# Agenda

Board of Directors Meeting  
October 24, 2019

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|             |  |                       |
|-------------|--|-----------------------|
| 8:00 – 8:15 | Arrival/Breakfast  |                       |
| 8:15 – 8:20 | Gather and Call to Order – <b>Courtney Knox Busch</b><br>Introductions – around the room   |                       |
| 8:20 – 8:30 | Mission Moment - video   |                       |
| 8:30 – 8:35 | Consent Agenda – <b>Courtney Knox Busch</b><br>- Board Meeting Minutes, September<br>- Financial Statements<br>- Audit/Governance Letter | Action:<br>Board Vote |
| 8:35 – 8:45 | Development Update – <b>Julie Hambuchen</b>  |                       |
| 8:45 – 9:30 | Prevalence of Hunger – <b>Emily Balius</b>   |                       |
| 9:30        | Adjournment – <b>Courtney Knox Busch</b>   |                       |

**Dates to Remember**

|             |  |
|-------------|--|
| November 15 | Empty Bowls Reception at the Willamette Art Center (5:30 – 7:30) |
| December 5  | Board Meeting  |
| December 12 | Board Christmas Social   |
| February 1  | Board Retreat  |

Marion Polk Food Share  
Board of Directors Meeting Minutes  
September. 26, 2019

|                                 |  |
|---------------------------------|--|
| <b>Board Members Attending:</b> | Frances Alvarado, Warren Bednarz, John Burt, Courtney Knox Busch, Sarah DeSantis, Jim Green, Julie Huckestein, Holly Nelson, Linda Norris, Bahaa Wanly   |
| <b>Staff Members Attending:</b> | Kendra Alexander, Josh Anderson, Rob Crenshaw, Eileen DiCicco, Ian Dixon-McDonald, Rick Gaupo, Jim Green, Julie Hambuchen, Corrina Hawkins, Sheri Jones, Robbin Kerner, Megan Rivera, Lexi Stickel |

**Call to Order**

Courtney Knox Busch called the meeting to order at 8:15 a.m.

**Guest Introductions**

Rick Gaupo asked first-time attenders to introduce themselves: Marion Polk Food Share Agency Relations Coordinator Josh Anderson, and new board member Holly Nelson, Chemeketa Community College Dean of Regional Education & Academic Development.

**Board Spotlight**

Board member Sarah DeSantis gave a brief synopsis of who she is and what's important to her. She grew up in Silverton in a large extended family and with 6 siblings in a blended family and feels lucky to have grown up with so much love. The siblings remain close and all had children later in life and are now raising their children together. Sarah is married and has two sons ages 18 months and almost 4. She attended the University of Oregon and studied French, Russian and International Studies. She had an opportunity to study in France for a year and learned a lot about herself and the world. She has traveled to Southeast Asia, Australia and India, and taught English in Taiwan. For about five years, she was a member of the Cherry City Roller Derby player. She has a background in social work. After time as a volunteer and board member, she became Executive Director of Silverton Area Community Aid. Rick chimed in that SACA is a stellar agency in the Food Share's network.

**Board Meeting Consent Agenda**

- Board Meeting Minutes, July 11, 2019 – amended to reflect that Sarah DeSantis did not attend the AWARE board meeting, but was elected to their board.
- August 2019 Financial Statements

- New pantry – Chemeketa Community College Foundation

**ACTION:** Bahaa Wanly moved and Julie Huckestein seconded approval of items on the consent agenda. The motion received unanimous approval.

### **New Board Member Applications**

The Governance Committee is recommending the addition of Deborah Sailler and Mark Wilk to the Food Share Board of Directors.

Director John Burt described Deborah as a Kaiser Permanente physician and administrator whose background in the health care industry and passion for connecting food and health make her a natural fit for the Food Share's board. This would be her first time as a community volunteer.

Director Frances Alvarado said Mark is an attorney at the Oregon Law Center in Woodburn, who handles a lot of housing and immigration cases. He is active in Woodburn with the Farmworker Housing Development Corporation, Kiwanis, EVOLVE and Woodburn Downtown Association. Now that the Food Share is working with AWARE, he would be a strong community connection and has expressed his interest in the work of the Food Share.

There was a brief discussion about board size and configuration. Rick said these two applicants would increase the board size to 15. Courtney said the Governance Committee has taken an intentional approach to developing the board, especially looking to fill gaps in partnerships, skills and assets that enhance collaboration.

**ACTION:** Jim Green moved and Warren Bednarz seconded the Governance Committee's recommendation to accept Deborah Sailler and Mark Wilk as members of the Food Share Board of Directors.

### **Development Update**

Julie Hambuchen announced that Chefs' Night Out will take place on Sunday Oct. 13 and will again fill two floors with about 60 restaurants and beverage purveyors. She encouraged members to get their tickets for this fun event.

Farm to Table went really well this year, grossing \$171,000 and netting \$136,000, which is higher than a couple years ago.

She said the brand roll-out has gone well and includes new photos and logo in the lobby that highlight all of the Food Share's programs – food distribution, community gardens, Meals on Wheels. Rick said the Development team has done a phenominal job on the brand roll-out.

## **Repurposing of the Repack Room**

Director of Food Resourcing and Warehouse Operations Kendra Alexander presented the board with a plan to repurpose the Repack Room by removing the existing equipment and utilizing the space as a temperature-controlled repack area for frozen products and produce. Use of the space in this manner will help the Food Share better meet Oregon FoodSafe standards for handling temperature sensitive foods. Kendra said Food Share staffers have not had the capacity to maintain and manage the sophisticated food packaging equipment, and volunteers prefer the hands-on experience. Board Treasurer Jim Green affirmed the equipment is not a good fit for the Food Share. Kendra said we are looking at selling and or salvaging the equipment.

## **FY 2019 in Review**

VP of Programs Ian Dixon-McDonald and Food Share Director of Finance Jim E. Green presented a review of FY2019 programs and financials.

**Finance Review** – Jim said it was a good year. Key observations included: we are growing; ended the year with an operating surplus of \$110K, when we started with a planned \$200K deficit; our liquidity is strong; capital spending was mostly donor funded and matches well our depreciation expense; cash and investments increasing and healthy.

**Program Review** – Ian said he is proud of the work we did this year and credited an amazing team of frontline staff that make all of this possible. Here are a few highlights organized by our strategies:

**Food access & distribution** – We met our goal of distributing 9.1 million pounds of food. USDA food was up 27% over last year and expect that trend to continue about 1 year. While we added Food Services of America as a donor this year; our local processor/manufacturer sector has donated less. We have more cooler and frozen product. Less shelf stable product.

**Food resourcing** – 60% of the food supply was frozen and fresh. This has put a strain on our resources and those of partner agencies, whose operations were built around shelf-stable rather than perishable product.

**Healthy food** – Staff completed a draft policy or process for looking at and prioritizing donations. This will be completed this year.

**Warehouse operation** – We have a full-time Class B CDL-certified driver and three backup drivers to keep our largest truck on the road. We have fully funded a replacement freezer with demolition beginning Sept. 30 and installation the following weekend. This was the result of collaboration by our fundraising and operations teams.

**Agency Relations** – Several pantries in Marion and Polk counties are using the new Link2Feed software to track and collect information about pantry clients for the purpose of better understanding the people we serve. We also developed a GIS map that overlays our service stats with demographics and where our agencies and food go.

AWARE – As a result of our management contract, and now having AWARE as a Food Share program, service to the Woodburn community has improved. We saw a 31% increase in individuals served as a result of the higher level of care and customer service they now receive. We also are piloting mobile food distributions to farmworkers in partnership with the employment department. Frances Alvarado reported she has heard that the farmworker families appreciated having the food brought to them, as many of them have transportation barriers.

Meals on Wheels – Demand for service continues to surprise us. We are seeing more need and we're having challenges keeping up. We're pushing 500 home delivered meals per day; when we started it was less than 200 HDM/day. We've also seen growth in the Center 50+ dining room. Having enough volunteer drivers is a challenge; many days staff fill in. We are pushing the limits of our capacity and funding.

Farm Share Rx – This program that serves patients and their families in Salem and Grand Ronde is in its third year. Next year, the Youth Farm may grow all the produce distributed through this health care partnerships program.

Youth Farm – This program is going well serving 45 youth in spring and 20 in the summer program.

Board comments:

Bahaa Wanly asked whether the Food Share has key performance and success measures. Rick said pounds distributed and people served have been the traditional measurements. We have to start asking different questions about who's not being served.

Courtney Knox Busch said she is proud to be part of the amazing work the Food Share is doing. However, our growth is pushing on our resources and beg the question of priorities. We might be facing time of constraint. Feels like the next conversation.

Linda Norris noted the cuts of people off food stamps requires us to constantly adjust to changes. The Food Share does good job.

Sarah DeSantis said Link2Feed is amazing. She appreciates the data and ability to look at unique visitors. She would like to see distribution numbers change from food boxes to visits or families served.

Rick Gaupo said we struggle with community key performance indicators; I think our team is wrestling with community measurements.

### **Adjournment**

Courtney Knox Busch adjourned the meeting at 9:35 a.m.

### **Dates to Remember**

**Sept. 28 – Youth Farm Harvest Fest**

**Oct. 13 – Chefs' Night Out**

**Oct. 24 – Board Meeting**

**Dec. 5 – Board Meeting**

**Feb. 1 – Board Retreat**

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*Warren Bednarz*

Board Secretary

DRAFT

Date: October 17, 2019  
To: Food Share Board of Directors  
From: Julie Hambuchen  
Re: Development Update

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## Chefs' Night Out Results

Thank you to all Board members who attended Chefs' Night Out, and invited others. You are an important part of making this event a success. Our preliminary reports show revenue of \$81,170, an increase of 3% over last year. Final results will be available next month.

We are asking you again to deliver thank you gifts to restaurants, wineries and other providers. When you express our appreciation, you build strong, ongoing partnerships, which make Chefs' Night Out possible year after year. A sign-up sheet will be available at the October meeting, and gifts will be ready for pick-up at the December meeting.



## Empty Bowls

You're invited to the Empty Bowls reception on Fri, Nov 15 from 5:30-7:30 pm at the Willamette Art Center. These beautiful bowls make great gifts for hosts/hostesses and gift exchanges. All proceeds are donated to the Food Share.

## Board Updates

### October Board Update

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#### Governance Committee – met on October 9<sup>th</sup>

- New board member mentors – assigning
- Board tracker documents – update
- Board meeting frequency conversation

#### Executive Committee – met on October 17<sup>th</sup>

- Open-ended brainstorming conversation about what is working and not working with the various board meetings, and the time allotted to each

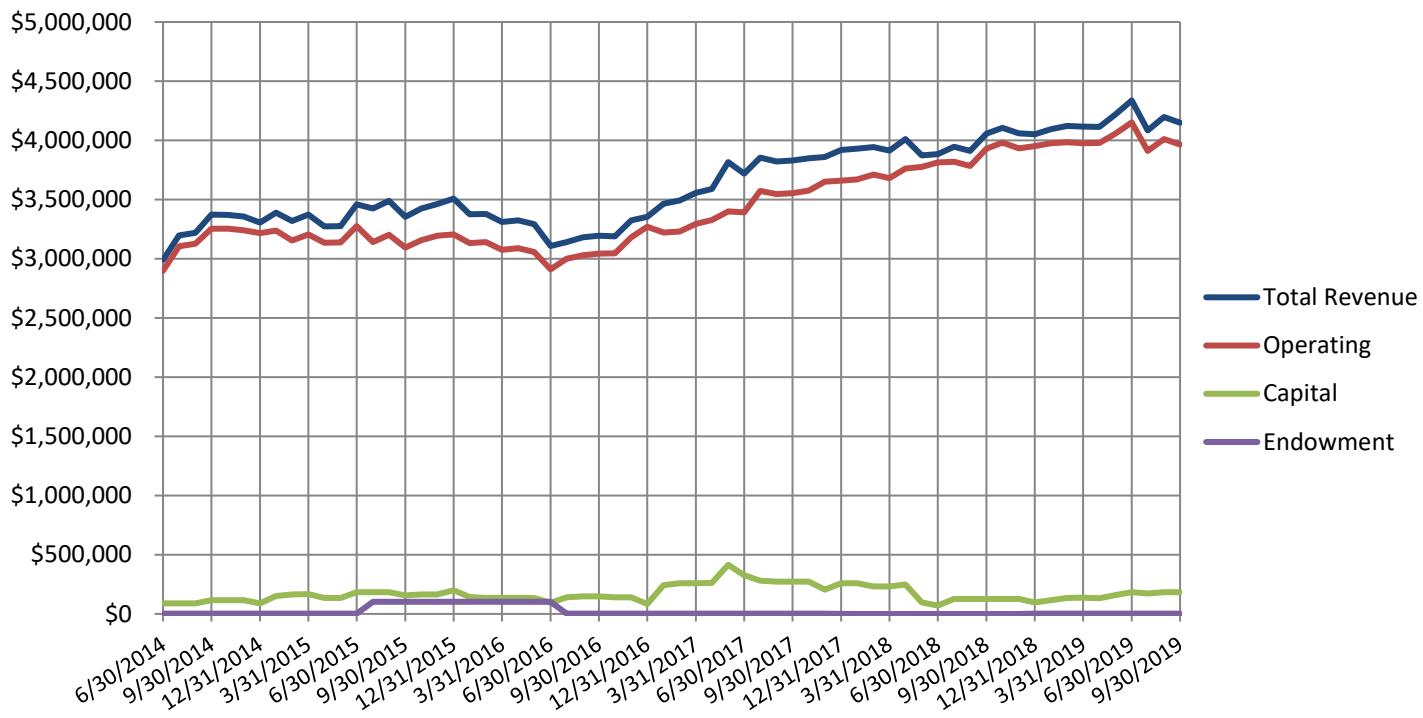
#### Finance Committee – met on October 17<sup>th</sup>

- Presentation of the 2019 audit by Grove Mueller Swank
- Discuss and review highlight results YTD

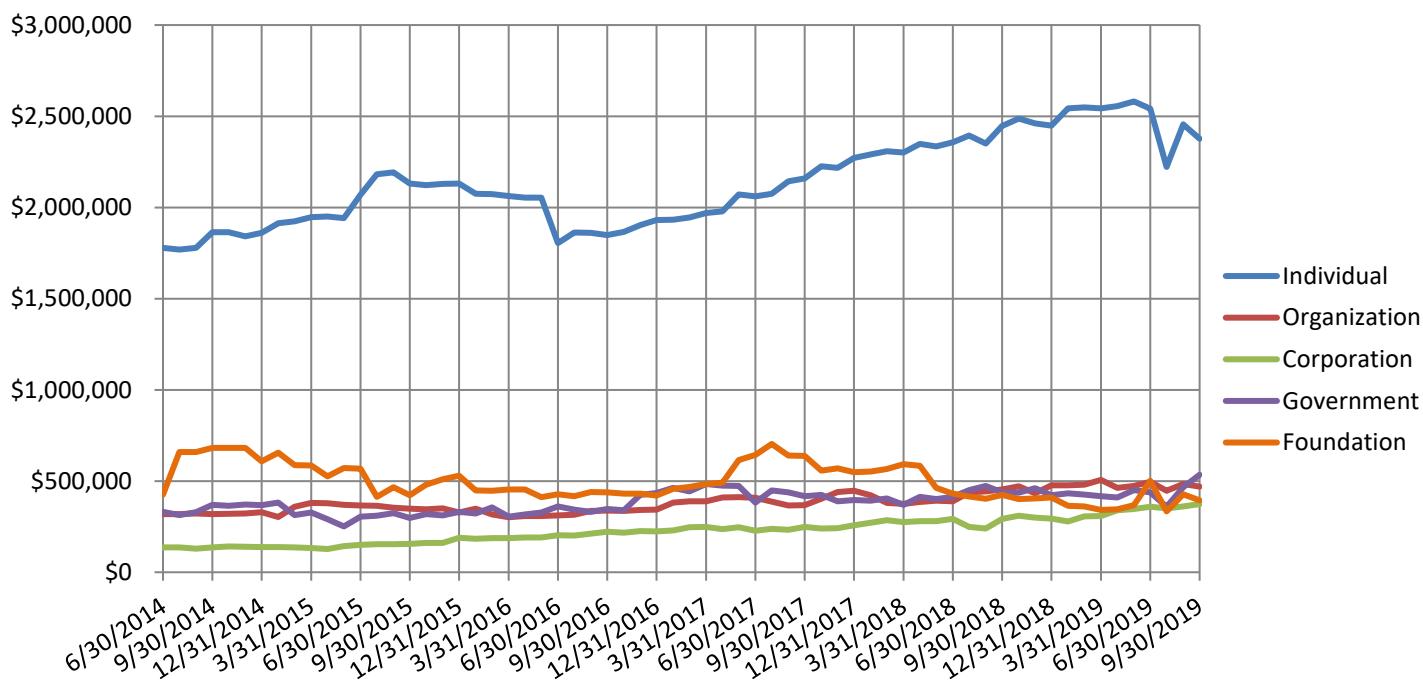
#### AWARE

- The board hasn't met since the last meeting, but will meet in the near future to clean up processes, including those around the transfer of funds between the Food Share and AWARE

## Total Giving by Fund Type Rolling 12 Months

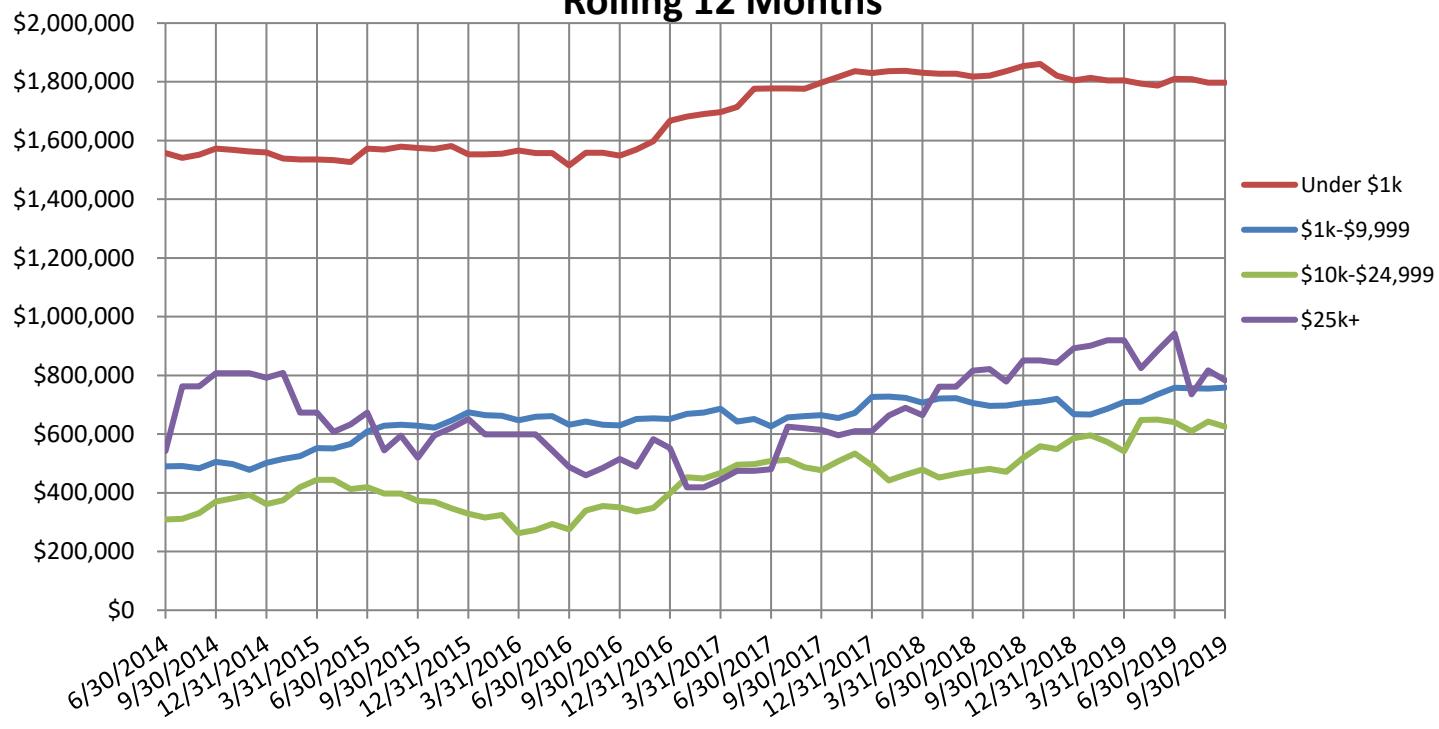


## Total Giving by Constituent Type Rolling 12 Months



## Operating Gifts by Gift Size

### Rolling 12 Months



## Number of Donors

### Rolling 12 Months

