

Marion Polk Food Share  
Board of Directors Meeting Minutes  
May 28, 2020 — Held virtually via WebEx

**Board Members Attending:** Frances Alvarado, Alex Beamer, John Burt, Courtney Knox Busch, Mike Garrison, Jim Green, Julie Huckestein, Chris Mercier, Holly Nelson, Linda Norris, Debbie Sailer, Bahaa Wanly, Mark Wilk

**Staff Members Attending:** Kendra Alexander, Eileen DiCicco, Ian Dixon-McDonald, Rick Gaupo, Jim Green, Julie Hambuchen, Corrina Hawkins, Sheri Jones

**Call to Order**

**Courtney Knox Busch** called the meeting to order at 8:17 a.m.

**AWARE Board Meeting**

Election of AWARE Board officers for the service term of September 2020 – September 2021.

Courtney Knox Busch, chair; Bahaa Wanly, administrative vice-chair; Warren Bednarz, secretary; Jim Green, treasurer.

Committee Chairs: Courtney Knox Busch, executive committee; Jim Green, finance committee; Mike Garrison, Governance Committee

**ACTION:** Mike Garrison moved and Bahaa Wanly seconded a motion to accept slate of officers and committee chairs as presented. Motion carried.

**Senior Townhouse/MOW Board Meeting**

Election of Senior Townhouse Board Officers

Courtney Knox Busch, chair; Bahaa Wanly, administrative vice-chair; Warren Bednarz, secretary; Jim Green, treasurer.

Committee Chairs: Courtney Knox Busch, executive committee; Jim Green, finance committee; Mike Garrison, Governance Committee

**ACTION:** Mike Garrison moved and John Burt seconded a motion to accept the slate of officers and committee chairs as presented. Motion carried.

Julie has moved to bend and will not be renewing membership. Rick thanked Julie Huckestein for support.

**For approval**

- Board Meeting Minutes, March 19, 2020

- Electronic Votes of the Board:
  1. Blackbaud Credit Card
  2. SBA Payroll Protection Loan

**ACTION:** Chris Mercier moved and Debbie Sailer seconded a motion to approve the consent agenda. Motion carried.

### **Governance Committee Updates**

- 2020-21 Slate of Officers and Committee Chairs

Officers: Courtney Knox Busch, chair; Bahaa Wanly, administrative vice-chair; Warren Bednarz, secretary; Jim Green, treasurer.

Committee Chairs: Courtney Knox Busch, executive committee; Jim Green, finance committee; Mike Garrison, Governance Committee

**ACTION:** Mike Garrison moved and Alex seconded a motion to accept the slate. Motion carried.

- Board reelection: Mike Garrison reported that five members' terms will expire in September 2020. The committee has talked to each member and recommends reelecting Frances Alvarado, Courtney Knox Busch, Sarah DeSantis, Chris Mercier and Mike Garrison.

**ACTION:** Mike Garrison moved and Linda Norris seconded a motion to reelect Frances, Courtney, Sarah, Chris and Mike. Motion carried.

### **Finance Statements**

**Director of Finance Jim E. Green** presented financial highlights that show the Food Share is well supported by donations and other revenues, with only our investment return showing a performance decline. Liquidity, operating surplus, donation revenue, program revenue were all above plan. Expenses were 4% above plan, mostly purchased food with specific funding; capital revenue was on plan; capital expenditures were \$214,000 as budgeted for freezer, lighting, tractor, keycard doors.

**ACTION:** Linda Norris moved and Debbie Sailer seconded a motion to accept the financial statements. Motion carried.

### **Development Report**

**VP of Development Julie Hambuchen**, who prior to joining the Food Share performed fundraising for Mercy Corps during global emergencies, is pleased with the way community members are stepping up in midst of the present health crisis. The response is a sign that the community appreciates and values the Food Share's work. She congratulated the programs team for motivating that kind of support. A few highlights:

- With the cancellation of Farm to Table, which last year provided more than \$137,000 in net revenue, plans are underway to reach out to sponsors and past donors to generate some of the revenue that would have been raised during the event.
- In April, more than \$1 million was raised through personal asks, direct mail, email and grants. The vast majority of increased support is coming from individuals. There has been a significant increase in the numbers of new donors and all donors. We are hopeful the support will continue once the crisis is behind us.

Rick Gaupo added that we expect strong performance in May. We have received some major donor commitments of about \$400,000 or so, but we are not sure when they will come in. They may bounce over to next fiscal year.

### **Preview: Organizational Priorities for Next Fiscal Year**

Rick said that prior to the coronavirus outbreak, the board had determined that organizational capacity would be the focus for the next year. Now, however, because of COVID and the great amount of food that is coming into our system, food distribution capacity will have an elevated emphasis as well.

Programs Director Ian Dixon-McDonald presented an overview. We are experiencing unprecedented levels of both need and food. Need is similar to that of the Great Recession and we are slammed with the amount of food now available from numerous state and local sources and the new federal Farmers to Families Food Box Program (FFFBP). The FFFBP has the potential of doubling our food distribution poundage. It's a staggering volume of food that is 100% cooler product.

With food volume beyond what our network can handle, the Food Share is tapping community partnerships including Salem Keizer School District, Chemeketa Community College and medical clinics to move product. We are parking our refrigerated trucks onsite for these distributions. Food from the FFFBP is expected through at least December.

We saw a 71% increase in duplicated individuals served from February to April. We saw a 75% increase year over year for April. The Woodburn and NE Salem areas are showing largest increases.

Jim Green asked how many long-term increases in food supply are expected. Ian said our local food producers, retail partners, Oregon Food Bank and USDA food sources will remain post-COVID.

Challenges include:

- Transportation. We currently have six refrigerated trucks, two of which are used intermittently due to age/condition. For the future, to increase food access, we need to increase our delivery capacity.

- Julie Hambuchen said the funds for one new CDL truck have been promised, and we are exploring the purchase of a couple of refrigerated vans to increase fleet flexibility.
- Refrigeration. Rick Gaupo said we are exploring the practicality of renting or purchasing 20-foot and 40-foot refrigerated containers for strategic placement in our service area. Many of our partners lack cold storage capacity to accommodate the current volume of food.

Meals on Wheels Update – With the closure of our dining rooms, home-delivered meals have significantly increased. Currently, the kitchen staff can handle the volume, however, when the dining rooms open again our kitchen capacity will once again be challenged. Ian noted that MOW is currently supplying seniors with both lunch and dinner. The second meal is purchased from Fresh n’ Local; frozen meals are delivered weekly, likely through June and possibly again in fall.

Youth Farm Update – We are following state guidance for summer camps – sanitation, social distancing, small groups. The education component will be offered online.

Courtney Knox Busch and Linda Norris praised the job the Food Share is doing.

Budget impacts – Rick said FY21 budget will overlay organizational capacity and healthy food distribution priorities. Budget priorities include salary increases, offering insurance to employees working 30+ hours; three additional development positions; a new truck, Sprinter vans, two new driver positions, and two new warehouse positions.

### **Comments & Adjournment**

Courtney Knox Busch said the Executive Committee has been meeting and will recommend CEO compensation in the budget.

Alex Beamer asked whether we are putting the extra cash we are receiving to work now? Rick responded that the Food Share is spending more now, but we don’t expect to raise the same amount of funds next year as this year. It will likely take months or years to recover from the pandemic. While we are not trying to bank money, we are looking at long-term spending while meeting immediate needs such as temporary staffing and equipment.

Linda Norris agreed with a conservative spending approach because we cannot expect the same level of revenue next fiscal year.

Courtney Knox Busch said refrigeration capacity at partner agencies seems to be a pinch point. It makes sense to have the whole distribution system healthy. Rick agreed that cooler capacity is an issue that may be addressed in part with cooler container placement.

Linda Norris noted our Facebook posts are really helpful and easy to share.

Rick closed with a shout out to Kendra Alexander for her leadership and your team making this possible.

Courtney adjourned the meeting at about 9:30 a.m. (I forgot to take down the exact time.)

**Dates to Remember**

**June 25 — Board Meeting**

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*Warren Bednarz*

Board Secretary