

Marion Polk Food Share
Board of Directors Meeting Minutes
June 25, 2020 — Held virtually via WebEx

Board Members Attending: Frances Alvarado, Alex Beamer, Warren Bednarz, John Burt, Courtney Knox Busch, Sarah DeSantis, Mike Garrison, Jim Green, Julie Huckestein, Chris Mercier, Linda Norris, Debbie Sailler, 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 8:15 a.m.

Guest Introductions

There were no guests.

For Approval

- Board Meeting Minutes, May 28, 2020
- May Financial Statements
- 990 Draft

Rick Gaupo noted it is best practice to submit the 990 to the board before it is filed. This document shows, among other things, that the Food Share spends 89% of its resources on programs and 11% on administration.

ACTION: Linda Norris moved and Debbie Sailler seconded a motion to approve the minutes, May financials and IRS 990 draft. The motion passed unanimously.

Review of Organizational Stats & What We See Going Forward

CEO Rick Gaupo and VP of Programs Ian Dixon McDonald presented an overview of Food Share activities since the onset of COVID-19 in March 2020. A year-end report will be provided to the board in September.

The focus has been two-fold: 1) Execution of programs to distribute food; 2) Seeking funding opportunities and securing funds to support execution of food distribution programs.

Service highlights include the following:

- 1) Demand for services at pantry partners and Meals on Wheels has been and continues to be high. Pantry partners saw an overall increase of 50%. Meals on Wheels saw home delivered meals rise to more than 700 meals per day.

- 2) June marks the third consecutive month of distributing more than 1 million pounds of food monthly. FY20 will end with distribution topping 11 million pounds. With the continuation of the federal Farmers to Families Food Box Program and receipt of other food resources, we expect FY21 distribution to rise to 15 million pounds.
- 3) To move this amount of food, the Food Share has rented trucks and refrigerated trailers, hired temporary staff, and engaged numerous community partners, including Salem-Keizer schools, in distribution efforts.
- 4) Our network pantry partners, other community partners and Food Share staff are doing an amazing job. The City of Salem has been generous in allowing MOW to have more space for staging home-delivered meals distribution.
- 5) By focusing solely of home-delivered meals, the MOW staff has been able to keep up with the need. When community dining returns, which may be a ways off, doing both will be a bigger lift.
- 6) We don't see things slowing down any time soon.

Development highlights from VP Julie Hambuchen included the following:

- 1) Because of the incredibly impressive work of the programs team, the Food Share expects to raise more than \$6 million this year through direct mail, email, grants, government funding and personal solicitations.
- 2) The vast growth in donations is from individuals.
- 3) The \$650,000 Paycheck Protection Program loan is not included in the revenue figures Julie shared. This appears on the balance sheet as a debt of which we expect \$485,000 to be forgiven by end June. The balance may also be eligible for forgiveness.
- 4) Government contract revenue also is not represented in Julie's data.
- 5) We now have about 10,000 donors, up from pre-COVID 8,000. We expect a lower retention rate among new donors once the pandemic is behind us.

Budget

Director of Finance Jim E. Green presented the FY21 budget and projections for FY22 and FY23. The Food Share enters into FY21 in a very strong financial position.

- 1) A planned FY21 budget deficit of \$406,000 will be covered by donations from FY20, still leaving \$3.7 million in available investments.
- 2) People costs are a big piece of the budget including additional staff positions, health insurance for employees 30+ hours, a 2% salary increase, and 5.7% increase for salary upgrades to help us reach market levels as directed by board policy to recruit and retain quality staff.
- 3) Development investments of \$250,000 for staff and advertising are expected to achieve a breakeven of \$269,000 in FY22 and \$353,000 in FY23.
- 4) \$323,000 is budgeted for temporary positions to support COVID-19 response activities.

Discussion:

Alex Beamer asked what program changes are reflected in the budget. Rick said temp positions for drivers, warehouse, AWARE, Iskam, and a COVID coordinator were included to support the delivery of more food. Some of those positions may be extended post-COVID.

Ian added that Programs staff are looking at how to increase services to the underserved including rural and communities of color. This could require more transportation support and possibly a community organizing position to enhance community partnership building. We're also looking at strengthening mobile distributions to farmworkers in Woodburn and expanding into Independence.

Mark Wilk asked whether the Food Share will be providing food support to individuals who will be quarantined at the Super 8 Motel in Woodburn. Ian said we have a similar outreach with ARCHES in Salem and he'd like to explore expanding that to the Woodburn facility.

Linda Norris asked about the inclusion of fundraising events in the budget. Julie said Farm To Table was not included, but Chefs' Night Out was included, although we are looking at alternative ways to engage the community without an in-person event in October.

ACTION: Jim Green moved and Warren Bednarz seconded a motion to approve the 2021 Budget as proposed. The motion passed unanimously.

Summer Board Engagement

Courtney Knox Busch noted the board will take a meeting hiatus in July/August, but there will be briefings and updates through the summer in preparation for the September 24th board meeting.

Board Governance

Courtney noted today's meeting was Julie Huckestein's last. She thanked her for her service. Mike Garrison was asked to have the Governance Committee begin looking for a replacement so we will have a full board complement in September. Mike agreed to get started.

Meeting adjourned at 9:27 a.m.

Warren Bednarz
Board Secretary