

**MANNA FoodBank**  
**Board of Directors Meeting**

Date: April 21, 2021	Begin Time: 5:00	End Time: 7:00	Total Time: 2 hr
<b>Members Present:</b> Marcia Bromberg, Judy Butler, Keith Collins, Mary Davis, Melody Dunlop, Frank Dunn, Ron Edgerton, John Forsyth, Bud Hughes, Jim Mathews, Kip Marshall, Steve Metcalf, Jerry Prickett, LaVoy Spooner, Calvin Tomkins, Ed Zaidberg			
<b>Location:</b> Online			
<b>Staff Members Present:</b> Nancy Flippin, Mary Nesbitt, Hannah Randall			
<b>Members Absent:</b> Kathy Ariola, Kenyon Lake			
Topic/Member	Discussion/Recommendations/Conclusions	Notes FRAC	
Call to Order	Judy Butler called the meeting to order and called upon Frank to review the Mission and Vision for MANNA. She then asked for votes to approve two board meeting minutes: the February meeting and the additional meeting to visit and explore the property on Old Bee Tree Road. Both votes passed unanimously.		
Report on Progress re Old Bee Tree property/ Hannah	Hannah gave a brief update which included additional work with Austin Tyler, Joel Lenk and the Brownfields agreement. MANNA has made what appears to be a reasonable and acceptable offer for the property. She reported that there is extensive Phase One work such as sampling and boring still in process. The RFP for general contractor is almost ready and should be sent by end of the week, followed by a three-week turnaround for bidders. The information received will be shared with the Future Facilities Committee. With that information, the committee will begin to schedule interviews.		
Conversation Between Kip Marshall and Judy leading to discussion of conflict of interest.	<p>Judy began the conversation by pointing out that there needs to be closure on the discussion regarding the conflict of interest Kip has between his firm and MANNA in regards to the future facilities. Kip responded by pointing out that his firm was active in the Trueheart settlement and that he saw no real difference here. However, he said that recusing himself and letting the board decide the proper path seemed best. He stated that he had no problem with the decision of the board regarding their decision about using or not using his firm. He then excused himself.</p> <p>Following his departure Judy pointed out that money will have to be spent to retain legal services; the likelihood of there being much difference between Kip's board's fiscal involvement compared to an outside firm is not likely to be significant and that the Executive Committee expressed waiving the conflict of interest.</p>		

	<p>Marcia stated that it is wise to have someone who knows the organization. She stated that she thought it important to keep Kip.</p> <p>Judy followed by saying that Kip provides great guidance and the money is not significant. She asked if the board wanted to waive the conflict of interest. The vote was unanimous in that regard.</p>	
Development Report/ Jim and Mary N.	<p>Jim began the report with a presentation of Donor Base Data and spoke primarily of the last nine months. Moving beyond the McKenzie Scott (\$9mil) and Trueheart (~\$1.5 mil) donations, he pointed out donations by foundations, people inside and outside MANNA providing funds that exceeded budgets by 137%. This totals \$8 million in contributions (first 9 months) for a \$3.4 million dollar budget for the full year.</p> <p>33% of donors are new donors for this fiscal year so far, up 169% from last year's first nine months of new donors. He went on to say there was an unusual percentage (71%) of retained donors from the last 12 months. COVID19 played a significant role it is important to address sustainability of these new donors beyond their initial donation.</p> <p>Mary added that doubling the number of donors is of great significance, pointing out that many are monthly donors. RD is addressing how we show our appreciation and also training and education the staff to maintain the momentum. Perhaps we can use this additional support for our future facility needs.</p>	
Operation and Sourcing Report/ Hannah	<p>Hannah, reporting for Jill, pointed to distribution of 19 ½ million pounds in Western North Carolina in first three quarters of the year. MANNA was able to distribute more produce than ever to WNC. Volume is up from previous year, but % of produce decreased due to pre-boxed product also being sent out.</p> <p>Purchases are down somewhat and the hope is that the rate of purchases will continue to decrease.</p> <p>Local donors and national donors have decreased for 2021 Q3.</p> <p>David asked if MANNA is involved with WCU and ETSU are working with local farmers to avoid throwing away food. Hannah reported that she is not aware of MANNA being involved in this specific project, outside of our current collaborations with them.</p>	

Finance Committee/ Mary Davis, Nancy	<p>Mary began with comments about MANNA's strong position financially/ very strong cash position (\$7 million total, \$6.4 million unrestricted). However, we need to be cautious because our position is still not predictable.</p> <p>Other items to note: McKenzie Scott funds moved to investment account with Wells Fargo; funds are moved quarterly to investment account for capital replacement reserves. Need to determine how the funds will be used in the future, especially considering the future facilities project.</p> <p>The value of the Trueheart property has been adjusted to reflect the anticipated proceeds from the sale of the property; this has resulted in an impairment of about \$1.1 M</p> <p>Current work is within January to June spending. Mary reported that we are right where we need to be on expenses.</p> <p>A proposal may be forthcoming recommending that we utilize some of the anticipated net gain from this year for food purchases next year. It is still not clear what the new normal will look like going forward.</p> <p>Mary pointed out that a number of expenses, particularly those regarding personnel issues such as wages, employee expenses, etc., have been absorbed by grants.</p> <p>The PPP loan has not been forgiven but may be forgiven by the end of the year. It is still recorded as a liability.</p> <p>~\$14 million net gain for the year (including Mackenzie Scott donation) may prompt conversation around how to use the funds going forward.</p> <p>Hannah added that the land acquisition will be paid for by general operating funds and not through the Scott donation funds.</p>	
Draft of Annual Work Plan Review/ Hannah	<p>Hannah: In 2019 a plan was created for 2020 - 2023. We are still using this original plan to get to goals.</p> <p>An annual work plan feeds our budget and a draft of the plan is included to guide our staff's approach to the work ahead.</p> <p>Programs: MANNA Packs hopes to regain hold on normal distribution work. Plan to upgrade quality and nutritional content of MANNA packs.</p> <p>There will be a summer packs program with plans to distribute to all 16 counties, up from 13 counties last year. Program logistics are more complex than regular MANNA packs and hope to increase produce inclusion in summer packs.</p> <p>Benefits and support services are part of the MANNA helpline. There are two grant positions, expiring later in 2021. Unless we receive new grants, these positions will be terminated due to decrease volume on helpline.</p>	

	<p>Carol, semi-new Registered Dietician, will implement Nutrition Works program based on updated Feeding America guidelines around healthy foods.</p> <p>MANNA Community Market will continue to extend into marginalized communities and include more produce and perishable foods.</p> <p><b>Wrap Around Impact Manager:</b> Carrie Wagner is shifting into that new role. We want to have more robust wrap around services at MANNA partners and Community Markets. There will be several outcome results to make things even more accessible to people coming for food.</p> <p><b>RD:</b> There will be analysis for updating business case for support and creating strategies. We will be working to take care of donors and volunteers. We will be exploring more into digital space like virtual volunteer orientation.</p> <p>Want staff to be the voice of MANNA and want people to have better knowledge of what is happening in WNC. And there is large number of folks who don't have broadband access and still need human-contact outreach. We see a decrease in need for MANNA services on helpline due to easier online access to NC state site and other digital literacy, though numbers of people in need of SNAP services remain constant.</p> <p><b>Communication:</b> There is a separate communication strategy and plan. Much of it will focus on web-based communication and will help get information out to staff, volunteers and partners. SNAP will continue to be part of a well-rounded approach. We will continue to expand our social media presence and advocacy work with state representatives and partner agencies. MANNA currently has a communications staff person working part time. The plan is to have him move to full time as communications staff.</p> <p><b>HR:</b> Most of this action is toward updating and modernizing actions: Paycor Onboarding, organizational training and ultimately streamlining functions for ease. The plan is to streamline employee engagement as well.</p> <p><b>Finance:</b> MANNA is switching to Macola inventory management software and developing hardware and software project plans, including website platform work that will come together this spring. There will be quarterly staff training on IT tools.</p> <p>Nancy stated that there will be rollout of the Food Finder app after inventory software system is updated.</p>	
--	--	--

	<p>She then answered the question about the safety of our IT. MANNA is doing all it can for safety. There is daily monitoring, firewalls and external IT consultant hosts our website and monitors safety on backend.</p> <p>Agency Relations: AR team is getting some insight into what clients need and using field data from partner agencies- It pushed MANNA forward several years in our ability to communicate directly with agencies about data. Agency Relations data-savvy team is helping understand capability of partners and set up regular cycles. Enables MANNA to avoid wasting food and creating a digital library for training resources for partners. Data allows us to examine partner agency vulnerability and plan for some risk mitigation.</p> <p>Hannah said there are 17 closed agencies, one of which closed with only a two-week notification. Partner agency conference will happen in the fall, perhaps in person. TFAP Coordinator position is temporary but will probably be recommended to move to a permanent Commodities Coordinator position.</p> <p>Distribution: Overall plan to source higher concentration of nutritional food. Jill plans to source 22-23 million lbs food (less than this year). Hope for a dip of # of folks in need, though March 2021 numbers were consistent. We should plan to be ready for next crisis post-COVID, but it's not sustainable to purchase at the same rate. \$1.4 million for next year's food purchase budget, compared to \$1.3 for last 6 month period.</p> <p>Want to be able to make data informed decisions through dashboards and other efficiencies.</p> <p>Organization wide: planning to do some entry-point equity training. Elaine Beatty will be doing virtual education for staff around having crucial conversations through equity lense for supervisors, then in-person for all staff.</p> <p>Other: Working towards MANNA future facilities and Healthy Opportunities pilot to come if our region is chosen.</p>	
President's Report/ Judy	<p>Transition Committee: Gary Landwirth will be working to facilitate the transition. Motion is made to hire him and passes unanimously.</p> <p>M and G: John Forsyth has agreed to chair this committee, beginning in May, ending in November this year. There is a search for at least three new board members.</p> <p>Future Board Meetings: Will begin meeting in person starting in June.</p>	

	<p>LaVoy: Does MANNA have any work with homeless. Hannah said yes, we partner with Homeward Bound, Haywood St. Congregation among others.</p>	
CEO's Report/ Hannah	<p>Hannah reported National Guard departed mid-April. They left around when other volunteers could return so timing worked out well.</p> <p>Swannanoa warehouse lease expires August 2021 and we inquired about an extension. Lease amount is about \$84,000. Hannah recommends 6 months but will settle for a year lease if necessary. Unanimous for that proposal.</p> <p>Organizational Diversity Assessment: Feeding America requirement that the Board participates in an organizational diversity assessment. Hannah completed what she could to ease burden on the Board from tool found on HungerNet. There were a few line items that we registered as 0 or 1, indicating these were not part of MANNA's business structure right now. The presentation should lead to conversation and feedback with the board about what we are doing and what we need to do.</p>	
	<p>No Old Business</p> <p>No New Business</p>	
Adjournment	6:30 P.M.	
<b>Next Meeting</b>	<b>In person with Online option</b> <b>June 16, 2021</b>	

Submitted, May 5, 2021

Jerry Prickett, Secretary