

North Liberty Community Pantry

Board of Directors meeting

Wednesday, Jan 24th, 2018

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00pm on January 24th, 2018.

The following directors were in attendance: Nick Bergus, Dave Jansen, Edith Gonzales, Brad Kunkel, Greg Dils, Dawn Lyons, Katie Tsilosani, Sue Nelson, Matt Swift, Sean Pearl, Kyra Corbett

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Sarah Goettsch, Judy Bornkessel, Beau Brown

It was moved by Sue and seconded by Dave to approve the meeting agenda. The motion carried.

Motion to approve the minutes by Dave and seconded by Kyra.

Executive Director report: Rising numbers, increase in numbers of visits to the Pantry in the last 3 months. Kaila is tracking 5 year trends and taking numbers to Operations to discuss more. Ilsa and Kaila have several speaking events scheduled.

Reminder to log your time after every meeting in the Volunteer Time Sheet log book.

Executive Committee: Start talking about the endowment this year.

Sean and Kyra are planning a Board Social in February.

Finance: Year end numbers. \$300,000 budget for 2018. Keep \$150,000 or 6 months in the account; possibly look at putting some money into the endowment. \$275,000 realized in the endowment.

Received grant money that crossed over the year, difference of around \$16,000.

Getting more food from HACAP and Table to Table, so spending less on food.

Missed our budget of around \$8,000 in revenue in 2017. Month of December was down in 2017 at \$33,797 compared to 2016 at \$54,487 and 2015 at \$82,010. Implemented the new accounting system.

We have a bookkeeper now, doing entry work. Fiscal policies and procedures updated in March.

Approval of Dec 2017 summary moved by Matt and seconded by Kyra.

Operations: Reviewed Operations calendar for 2018 that include both events and strategic plan.

Continue to discuss meat/protein monitoring.

Conducted a survey the week of January 8th for toiletry items preferences.

Dietitian students back Feb-April.

Volunteer Support: Volunteer Appreciation Dinner was a success. Monday 29th from 6-8pm, Volunteer Orientation we have 15 people interested in attending. Looking for help on that night.

Fundraising and Marketing: Need more members for the committee. Event dates listed

Garden: nothing to report. Meeting rescheduled Feb 15th at 2pm. Need more committee members. April will be first event. Clean up and compost the garden. Frontier is asking for a grant, we are presenting that on Feb 9th.

Church Relations: nothing to report

Strategic Plan: Discussion on Strategic Plan; couple items added during Executive Committee meeting. Discussion on implementation and when to check back on the items. Aggressive plan for 2018, a lot of 2018 target dates. Check back in 6 months on the status.

Approval of the Strategic Plan was moved by Kyra and seconded by Edith.

In a year where do we want to be? Open discussion:

Plan to build our endowment in place.

Get our committees staffed, we all need more members. Master calendar with events scheduled and visible

Forge 3-5 relationships with businesses in the community

Presentation at schools.

Another person on the Board who uses the services.

Our capacity. What happens when we reach capacity and what is our capacity?

There are going to be things that happen #bottle neck - Matt

Old Business: Pantry social-Sean and Kyra

New Business: None

Motion to adjourn made by Kyra and Sean seconded. Motion passed.

Meeting adjourned at 7:05pm.

Recorded by Dawn Lyons.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
February 28, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00 p.m. on February 28, 2018.

The following directors were in attendance: Nick Bergus, Judy Bornkessel, Edith Gonzales, Sue Nelson, Dave Jansen, Katie Tsilosani, Dawn Lyons, Kyra Corbett, Beau Brown, Matt Swift, Brad Kunkel, Sarah Goettsch, Greg Dills

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Sean Pearl

It was moved by Sue and seconded by Dave **to approve the meeting agenda**. The motion carried.

Dave moved **to approve the January 2018 board meeting minutes**. Seconded by Edith and the motion passed.

Officer and Committee Reports

The Executive Director Report was given by Kaila and included the following:

Board members should be receiving these newsletters:

- the weekly volunteer newsletter to stay in the loop with what's going on,
- the monthly Executive Director newsletter (Rome Around the Pantry) with specific updates to the Board of Directors.

Events

- Golf Tournament is coming up Friday, May 4th. Biggest event of the year, volunteering opportunities available as well as team and sponsorship spots open
- Garden events will begin in April and continue until October, please be sure to check out these inclusive events and invite friends, family and neighbors.

Hiring

- The hiring process has begun for the part-time Marketing and Development Coordinator. There are lots of applicants and interviews are being set up for next week.
- Please let me know if you have any interest in helping interview candidates.

Upcoming Training

- Equity Training - How to Lead Through Service, hosted by Ilsa DeWald
- Kaila led a discussion based on the North Liberty Community Pantry's Value Statements:
 - Everyone has the right to be free from hunger.
 - Everyone deserves to be treated with dignity and respect.
 - Families need community support to be successful.
 - Families have the right to self-determination.
 - The community has a role/social responsibility in providing for their members.
 - Everyone deserves healthy nutrition choices, along with the access to knowledge and resources to implement healthy eating.

The Executive Committee was given by Nick and included the following:

Executive Meeting: February 16, 2018

The Executive Committee will be review these Pantry Documents before bringing to the Board

- Confidentiality Statement
- Code of conduct
 - Review in Committees in March
 - Staff will make recommendations for committees to revise

Friday office hours discussion.

- Salary employee expectations for hours. Hourly thinking vs. Salary thinking
- It is up to Kaila to determine if limited hours on Fridays works keeping in mind that staff positions are 5-days/week (40+ hours) and not 4-days/week positions.

Board Social – Sean and Kyra will help plan a board social soon. Matt offered to host at one of their restaurants.

Next meeting: March 16, 2018, 8:00am

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry

Executive Financial Summary

January 31, 2018

Cash Summary

	Jan 31, 18	Jan 31, 17
ASSETS		
Current Assets Checking/Savings		
1010 · Pantry Checking	218,222.16	128,155.93
1020 · PayPal Account	30.56	1,493.66
1030 · Gift Card / Cash Card Account	126.00	221.00
1040 · Petty Cash	200.00	200.00
1050 · Church Account	0.00	-8,555.25
1190 · CFJC Endowment Fund	243,402.58	243,402.58
1240 – Operations Grants Receivable	0.00	15,705.83
1499 – Undeposited Funds	15.00	39.04
Total Checking/Savings	461,996.30	380,662.79

Summary/Report

1. Finance recommends that we move \$50,000 out of Pantry checking into the endowment fund.
2. Very good month in January. One large donation but overall good giving.
3. Finance committee is beginning process of working on 2017 review and will be updating numbers over the next couple of months. We also welcomed a new member to our team in Denise Roth.
4. Also, spent time reviewing giving. Kaila prepared information showing a breakdown of our giving. Might be looking at this annually to determine if we are growing our overall giving categories or measuring our ability to grow people from one giving level to another. Fundraising might consider how this might be useful for evaluating our giving. A pantry that is broadly supported is much healthier than one that is dependent on a small number of individuals or organizations. Matt suggested that the Pantry be more intentional with our large donors. Judy suggested personally inviting them to participate in our events, not just fundraisers.

Next meeting – Tuesday, March 20th, 4:30 PM

Motion to approve the January Finance Report made by Beau; seconded by Matt. Motion carried.

The Board approved the Finance Committee's motion to move \$50,000 from the Pantry checking account into the endowment fund.

Operations Committee Report was given by Sue and included the following:

- Working with HACAP to track egg donations as part of protein monitoring
- Toiletries distribution regarding ways to keep most desired items in stock year round (body wash, shampoo, deodorant)
- Began discussion for focus groups and potential partnering with UI School of Public Health
- Need to determine languages that families would like to see at the pantry—posters, brochures, Family Record Sheets
- Discussed more approachable ways to determine language needs
- Discussed lack of privacy in the main waiting room and ways to address
- Discussed potential policies that may impact families from accessing the pantry that is reflective of our increasing numbers
- Will order processing for the donated cow

The Volunteer Support Committee was given by Edith and included the following:

We have 19 new pantry volunteers. The next volunteer orientation is scheduled for Thursday, March 29th, from noon-2:30pm.

Next meeting is Wednesday, March 7th, 4:30pm.

Katie mentioned that Brown Deer Living Magazine wants to do an article about the pantry and is looking for a pantry volunteer from their neighborhood to interview.

The Fundraising/Marketing Report was given by Judy and included the following:

The **Tax Letter** went out on January 26, 2018 and included a donation card. Within the first two weeks the pantry has received \$1,075 of the 2018 \$5,000 goal for this mailing.

The **Spring Campaign** mailer will include the Pantry 2017 Annual Report with "save the dates" for our 2018 key fundraisers, Golf Tournament Team Registration form and a donation card. Kaila will seek help when the mailing is ready to fold, stamp, seal and mail by April 1.

Golf Tournament is scheduled for May 4, 2018.

- Discussed sponsorship levels – hope to have sponsorship letter out by the first week of March
- Tournament will sell out; encourage golfers to register early.
- Made a list of new North Liberty businesses to include in our sponsorship mailing.
- Silent Auction ideas are welcome – Kyra has some ideas she will send to Judy.
- We need Golf Tournament Committee members – We are meeting Friday, 3/9, for lunch at Red's?.

Turkey Trot is scheduled for July 14, 2018 and we will be partnering again with Blues 'n BarBQue.

Next Fundraising/Marketing Committee meeting will be combined with the **Golf Tournament Planning Meeting on Friday, March 9th**, noon at Red's Alehouse.

No Garden Committee Report

The Church Relations Report was given by Dave and included the following:

- Construction is moving along.
- Pastor Alecia's son, Jonathan, skied into a tree last Saturday and broke his neck. He was released from the hospital on Monday and is in a neck for three months. Please pray for complete healing.

Old Business - none

New Business - none

Motion to adjourn tonight's meeting made by Dave; seconded by Beau. Motion passed.

Meeting adjourned at 7:35pm.

Respectfully submitted,

Judy Bornkessel, Recorder

**2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):
Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, Sept 26, Oct 24, Nov 28 (Nov/Dec joint)**

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
March 28, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00 p.m. on February 28, 2018.

The following directors were in attendance: Nick Bergus, Judy Bornkessel, Edith Gonzales, Sue Nelson, Katie Tsilosani, Kyra Corbett, Beau Brown, Matt Swift, Brad Kunkel, Sean Pearl, Greg Dills

The following guests were in attendance:

The following staff was in attendance: Kaila Rome, Carley Kleinhans

The following directors were not in attendance: Dawn Lyons, Sarah Goettsch, Dave Jansen

It was moved by Sue and seconded by Kyra **to approve the meeting agenda**. The motion carried.

Kyra moved **to approve the February 2018 board meeting minutes**. Seconded by Edith and the motion passed.

Carley Kleinhans, Volunteer and Service Coordinator, gave a presentation updating the Pantry Board on recruiting and training Pantry volunteers. We have 170 volunteers filling 230 slots each month. Volunteer hours add up to 8,833 hours/year and that translates to \$201,650 economic impact (the equivalent of 6 entry level staff.) Her goals include increasing volunteer opportunities for families, less staff time spent on shift and two successful volunteer (re)trainings/year. The Pantry Board can help support Carley's efforts by knowing how potential volunteers can get involved, encouraging volunteer feedback and having contact with existing volunteers.

Strategic Plan check-in: We reviewed the Strategic Plan paying special attention to those "to-do's" with target dates in the first quarter of the year. Most teams are right on or ahead of their target dates. This activity reminds Board members of what is necessary to stay on schedule to accomplish the Pantry's goals.

Officer and Committee Reports

The *Executive Director Report* was given by Kaila and included the following:

United Way is hosting the annual **Power of U Celebration** on Wednesday, April 11th from 4:30-6:00pm at South Slope Community Room. As a UW partner agency, Kaila encouraged board members to attend as representatives of the Pantry and to learn more about how the UW supports us.

We have hired **Jacob Suttor-Putnam as our part-time Marketing and Development Coordinator**. His first day will be Monday, April 2nd. He brings years of non-profit marketing experience to us from the Iowa Artisan's Galley. He is knowledgeable about social media, design work, content creation and website management. He is also highly skilled in fine arts such as paintings, mural paintings and chalk art.

Next month the Board will hear from **Ilsa DeWald, our Garden & Operations Coordinator**.

The *Executive Committee* was given by Nick and included the following:

The Executive Committee recommended the following Pantry documents be updated:

- **Confidentiality Statement** adding information about Donor confidentiality. The Board voted to approve the revised Confidentiality Statement.
- **Code of Conduct** was reviewed and edited in Committees during March. Edits were accepted by Executive Committee. The Board voted to approve the revised Code of Conduct.

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
February 28, 2018
Cash Summary

	Feb 28, 18	Feb 28, 17
ASSETS		
Current Assets Checking/Savings		
1010 · Pantry Checking	202,959.95	134,595.08
1020 · PayPal Account	30.56	1,493.66
1030 · Gift Card / Cash Card Account	126.00	221.00
1040 · Petty Cash	200.00	200.00
1050 · Church Account	0.00	-19,150.92
1190 · CFJC Endowment Fund	243,402.58	243,402.58
1240 – Operations Grants Receivable	0.00	11,101.66
1499 – Undeposited Funds	2,747.10	3,394.78
Total Checking/Savings	461,996.30	380,662.79

Summary

1. Balance Sheet

- a. Cash - \$50,000 has not yet been transferred - looking to accomplish this in the next 30 days
- b. Endowment Fund Balance - Waiting to have this updated by Bergan KDV
- c. Depreciation numbers - all updated

2. Income Statement (prior year)

- a. Income - although low as expected - was 20% higher than prior year
- b. Volunteer Support/Marketing & Advertising accounts had T-shirt expense from volunteer appreciation dinner - see detail
- c. Higher service expenses - these fluctuate month to month and expected. Should come into line YTD over next few months.

3. Income Statement (Budget)

- a. Statement is a work in progress on the donation side.
- b. Expenses are 21% below budget

4. Working on responding to questions for the annual review this month. Goal is to complete our end in the next few weeks.

Next Finance meeting Monday, April 16th. 4:30 PM.

Motion to approve the February Finance Report made by Sean; seconded by Brad. Motion carried.

Operations Committee Report was given by Sue/Kaila and included the following:

The cows and their processing turned out to be more expensive than expected. The cost of three cows yielding 1400lbs of ground beef is approximately \$4/lb.

The Volunteer Support Committee - none

*The **Fundraising/Marketing Report** was given by Judy and included the following:*

Reds Alehouse held a fundraising event for the Pantry on Tuesday, March 27th. 10% of all sales from that day will be donated to the pantry.

The **Spring Campaign** mailer will include the Pantry 2017 Annual Report with "save the dates" for our 2018 key fundraisers, Golf Tournament Team Registration form and a donation card. Kaila will seek help when the mailing is ready to fold, stamp, seal and mail by April 1. If your time is flexible during the day, let her know if you can help. Sue said she might be available to help and Matt said to call him for volunteers.

Golf Tournament is scheduled for May 4, 2018.

- Sponsorship letters went out mid-March. Additional Sponsorship forms were distributed.
- Dan's Overhead Doors is this year's Event Sponsor for the Golf Tournament at the \$3,000 level.
- To date we have 17 teams registered to play. We plan to sell out at 34 teams.
- We are collecting Silent Auction items.
- Invited Board members to the **Next Golf Tournament Planning Meeting on Thursday, March 29th**, noon at Red's Alehouse.

*The **Garden Committee Report** was given by Sean and included the following:*

Planting Party Planning, Thursday, April 26th 4:30 PM-6:30 PM.

- This is a great opportunity to get families involved.
- Marketing: We need press release, posters, Facebook event

Container Gardening Class Planning, Thurs. May 24th 4:30 PM-6:30 PM & Tues. June 5th Noon-1:00 PM

- Focus on assembling 5-gallon buckets with handles,
- Ilsa already talked to Master Gardeners about growing tomato and pepper starts.

Garden Committee Meetings Second Thursdays 3:00-4:00 PM

Katie suggested the Garden Committee look into having a table at the **Children's Museum** for their "**Week of the Young Child**" event on April 14th. Contact Deb Duncade.

*The **Church Relations Report** was given by Judy and included the following:*

- Except for Pastor Alecia, construction has required us to move out of the church building until May.

Old Business – Kyra and Sean suggested a couple of dates for the Board Social. It was decided to meet at Red's Alehouse, April 12th from 6-8pm for appetizers. Bring significant others.

New Business - none

Motion to adjourn tonight's meeting made by Sue; seconded by Beau. Motion passed. Meeting adjourned at 7:30pm.

Respectfully submitted,
Judy Bornkessel, Recorder

2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):
Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, Sept 26, Oct 24, Nov 28 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
April 25, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00 p.m. on April 25, 2018.

The following directors were in attendance: Nick Bergus, Judy Bornkessel, Sue Nelson, Katie Tsilosani, Kyra Corbett, Matt Swift, Brad Kunkel, Sarah Goettsch, Dave Jansen

The following guests were in attendance:

The following staff was in attendance: Kaila Rome, Ilsa DeWald

The following directors were not in attendance: Edith Gonzales, Beau Brown, Sean Pearl, Greg Dills, Dawn Lyons

It was moved by Sue and seconded by Kyra **to approve the meeting agenda**. The motion carried.

Judy pointed out that the first sentence of the March minutes should have read March 28 instead of February 28.

Sarah moved **to approve the February 2018 board meeting minutes as corrected**. Seconded by Sue and the motion passed.

Ilsa DeWald, Garden & Operations Coordinator - Food Justice is Social Justice presentation beginning with a "Personal Values" activity. Interesting questions asked: Who has the power to decide what food is available? Who owns the food? Sue suggested writing a grant or make a direct ask for funds for the specific purpose of hosting a "community forum" to address social justice within our community where topics might include SNAP requirements, mental illness, health system... Concern was raised the we be careful not to stretch ourselves too thin and fail to meet our own mission statement: North Liberty Community Pantry exists to engage our community in feeding and clothing our neighbors.

Officer and Committee Reports

The Executive Director Report was given by Kaila and included the following:

Events

- Golf Tournament is coming up Friday, May 4th. Biggest event of the year, volunteer opportunities available as well as Tee sponsorship spots are still open.

The Executive Committee was given by Nick and included the following:

Executive Committee met on April 20, 2018

Background checks

- Discussion about policy on who can volunteer who cannot
- Volunteer Background Check Form: Language should explain that we encourage volunteers to not self-select out due to background
- Volunteer Handbook: Language should Volunteer Support Committee and Executive director weigh case by case and makes final decision

Board Succession

- Looking at who is coming off board at the end of 2018
- Divide up folks coming off first term and approach members to stay on board for another term
- Plan to recruit 3 new board members for 2019 (including representation of families we serve)

Next meeting: May 18, 2018 - 8:00 am

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
March 31, 2018
Cash Summary

	Mar 31, 2018	Mar 31, 2017	Feb 28, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	191,308.29	123,913.55	202,959.95
1020 · PayPal Account	30.56	1,493.66	30.56
1030 · Gift Card / Cash Card Account	160.00	221.00	126.00
1040 · Petty Cash	200.00	200.00	200.00
1050 · Church Account	0.00	3,299.09	0.00
1190 · CFJC Endowment Fund	243,402.58	243,402.58	243,402.58
1240 – Operations Grants Receivable	0.00	10,157.49	0.00
1499 – Undeposited Funds	195.00	428.82	2,747.10
Total Checking/Savings	435,296.43	383,115.19	449,466.19

Summary

1. Presently six-month operating reserve would be @ \$120,000.
2. Kaila will transfer \$50,000 this month to endowment.
3. Endowment Balance still pending audit outcome. Information in final stages of being put together for submission.
4. Donations for first 3 months is up 49% over prior year or + 23K
5. **Net Income is up 12,000 for first 3 months. CiviCore - (6,000) and T-shirts (2600) part of reason profit not higher to last year.**
6. Donations to Budget are up 56%
7. Expenses are 85% of budget

Scheduling a meeting with CFJC Endowment Fund manager to learn more about our endowment fund - how it is managed, our rights and obligations. Meeting is tentatively scheduled in May.
Next meeting - May 14th, 4:30PM

The Board voted to approve the March Finance Report.

Operations Committee Report was given by Sue/Kaila and included the following:

- Women's Health Week May 13-19 Feminine Hygiene Products Drive.

The **Volunteer Support Committee** – none

The Fundraising/Marketing Report was given by Judy and included the following:

Staff is working on the Pantry 2017 Annual Report and newsletter that will include "save the dates" for our 2018 key fundraisers, events and a **Spring Campaign** donor card.

Golf Tournament is scheduled for May 4, 2018.

- Sponsorships are still available for the Driving Range (\$500, Limit one) and seven Tee Sponsorships (\$200).
- We are collecting Silent Auction items and putting baskets together at Purple Bloom School this Friday, April 27, at 1pm.

Turkey Trot – scheduled for July 14

- GetMeRegistered is live.
- 3,000 Turkey Trot post cards are being put into CRANDIC runners bags for the Run CRANDIC on Sunday, April 29th.

The Garden Committee Report – no Report

Kaila reminded us that the **Planting Party Planning**, Thursday, April 26th 4:30 PM-6:30 PM.

Container Gardening Class Planning is Thursday, May 24th, 4:30-6:30pm & Tues. June 5th Noon-1:00 pm and we still need more 5-gallon buckets.

Next Meeting: Thursday, May 10th at 3 PM

The Church Relations Report – no report.

Old Business – none

New Business - none

Motion to adjourn tonight's meeting made by Brad; seconded by Kyra. Motion passed. Meeting adjourned at 7:45pm.

Respectfully submitted,
Judy Bornkessel, Recorder

**2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):
Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, Sept 26, Oct 24, Nov 28 (Nov/Dec joint)**

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
May 23, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:08 p.m. on May 23, 2018.

The following directors were in attendance: Nick Bergus, Judy Bornkessel, Katie Tsilosani, Kyra Corbett, Matt Swift, Dave Jansen, Beau Brown, Greg Dills, Dawn Lyons

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Sue Nelson, Brad Kunkel, Sarah Goettsch, Sean Pearl, Edith Gonzales

It was moved by Kyra and seconded by Beau **to approve the meeting agenda**. The motion carried.

Kyra moved **to approve the April 2018 board meeting minutes**. Seconded by Dawn and the motion passed.

Resignation of Sarah Goettsch – Matt moved to accept the resignation of board member, Sarah Goettsch. Seconded by Beau. Motion carried.

Officer and Committee Reports

The Executive Director Report was given by Kaila and included the following:

Events

- Golf Tournament final numbers: Total raised = \$31,019 with a net income of \$22,852.
- Thanksgiving in July and Turkey Trot are up next; volunteers and runners are needed. We are planning for 300 runners to participate.

Kudos

- **Matt Swift** did an awesome job with the Golf Tournament and to **Jill Statler**, as well. Congratulations to Matt as he was awarded the Corridor Business Journal's "Entrepreneur of the Year"!
- **Beau, Dawn, Greg, Katie, Kyra, Sarah & Sue** for volunteering for day-of the Golf Tournament. You were all a HUGGE help in so many ways! (Thanks, also, to **Dave, Greg, Matt & Sean** for supporting the event by playing, sponsoring and/or donating to the event.)
- Judy, for her hard work on the silent auction
- Edith manned the Pantry's table at the NL Community Library's Volunteer Event promoting volunteer opportunities.
- Sue for collecting feminine hygiene items and donations for buying them.
- Beau attended the Chamber event and networked on behalf of the Pantry.
- Greg, for data clean up, import and support of the new database system.
- Nick and Sean for being very supportive during staff transitions.

Hiring – Application deadline for the new Garden and Special Events coordinator is Friday, May 25th. Please share this with qualified candidates you may know. We have 3 applicants, so far.

Pantry board members are invited to attend the Johnson County Community Partners Event, Wednesday, June 6, 4:30pm, at the health & Human Service building, 855 S. Dubuque St. We are receiving \$4,000.

The Executive Committee was given by Nick and included the following:

Executive Committee met on May 17, 2018

Board Succession

- Looking at who is coming off board at the end of 2018; Kyra said that she may be able to continue as a member the board.
- Continue to recruit from current volunteer group within the Pantry
- Plan to recruit 3 new board members for 2019 (including representation of families we serve)
- Make contacts and follow up by next meeting

Staffing

- Michaela Powell (former Garden intern) has been hired on a temporary, hourly basis until August 1st

Next meeting: June 22, 2018 - 8:00 am

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
March 31, 2018
Cash Summary

	April 30, 2018	April 30, 2017	Mar 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	191,308.29	145,832.43	191,308.29
1020 · PayPal Account	30.56	420.98	30.56
1030 · Gift Card / Cash Card Account	160.00	220.00	160.00
1040 · Petty Cash	200.00	200.00	200.00
1050 · Church Account	0.00	-1,593.64	0.00
1190 · CFJC Endowment Fund	293,402.58	243,402.58	243,402.58
1240 – Operations Grants Receivable	0.00	9,213.32	0.00
1499 – Undeposited Funds	14,882.11	10,167.18	195.00
Total Checking/Savings	436,343.33	407,882.85	435,296.43

Summary

1. Pantry checking exceeds six-month cushion.
2. Endowment check received and reflected in balance in Account 1190

Income Statement

1. Income up 7.63% for first four months over prior year and up 21.27% over budget
2. Operational expenses almost 10% under budget but 21% higher than prior year.

Drivers of higher Operational expenses:

- a. 7550 - Accounting outsourcing - 1st qtr - \$500
- b. 7700 Maintenance/Service - New desk software - \$7000; \$300/month hosting fee
- c. 8540 and 8570 - T-shirts

3. Service Expenses are 13.43% below budget and 34% above last year.

Drivers of higher Service Expenses

- a. 8920 Food-Retail - Judy - processing of 3 cows (1868) and Local Harvest CSA (3200) Milk (1500)

4. Net Income is \$27,000 ahead of budget for first four months and about \$11,000 behind last year through the first four months.

Other finance news:

Beginning to review and update Fiscal Policies and Procedures
Meeting with Executive Director Johnson County Community Foundation to discuss the endowment fund at next finance meeting

Next meeting - Monday - June 18th - 4:30 PM

The Board voted to approve the March Finance Report.

Operations Committee Report was given by Kaila and included the following:

We now have Family Record Sheets available in French.

Reviewed spring survey results 62 responses: (some notable numbers from the survey)

- 48% report they cook at home with fresh ingredients a few times each week
- 68% report trying recipe samples
- 32% made a recipe at home after having sampled it at the pantry
- 53% report taking seeds from the Seed Library last year
- 92% report that they knew they could bring back detergent bottles & plastic grocery bags for pantry use

Clothing allowance increased to 5 per person/month

Next meeting: Planning a North Liberty Back To School Distribution to be called "Back to School Bash" and will be held the Friday before school starts, 8/17. Working in partnership with the Unity Coalition, NL First United Methodist Church, Holy Trinity Lutheran Church, Grace Church and North Liberty schools.

The Volunteer Support Committee was given by Kaila and included the following:

We participated in the North Liberty Public Library Volunteer Event informing people about our services and how to become volunteers and we had about 6 persons signed up to get more information.

We will have New Volunteer Orientation on Monday June 4th from 5:30 to 7:30 PM.

The Fundraising/Marketing Report was given by Judy and included the following:

The May Fundraising/Marketing Committee meet on 5/17/2018. Kaila shared details of our "**State of the Pantry**" ytd income. We stand at 37% of our fundraising budget at 38% of the year to date.

May 5th Golf Tournament debriefing session – grossed \$31,019 with a net income of \$22,852. Discussed what went well and what needs improving. "Thank You" for participating notes were emailed to all golfers and handwritten "Thank You" notes will be sent to Sponsors and Silent Auction donors.

Turkey Trot (July 14) planning session –

- Sponsorship letter has been sent out and follow up calls are being made to potential sponsors. UICCU is the \$3,000 Event Sponsor and is donating water cups and runners' bags.
- Routes will be complicated by North Liberty road construction. Turkey Trot flyers are going out in other area running events and we have 33 runners have registered to date on GetMeRegistered.
- Volunteer Sign Up Genius is live.
- Refreshments - contact Costco for water and granola bars, McDonalds for apples and Fareway for bananas.
- Runner's Bags (UICCU) - T-shirts, Sunscreen, Raining Rose lip balm?

Discussed whether to have another fundraiser this year to help meet goals.

- Dawn Long suggested a **Farm to Table Dinner** event to be held either outside near the Pantry Garden
- Partner with Tin Roost – room & donated appetizers including a raffle or “wine pull”.

Next Fundraising/Marketing Committee meeting is scheduled for June 21, 2018 at 5:30pm.

*The **Garden Committee Report** was given by Kaila and included the following:*

Container Gardening Class Planning is Thursday, May 24th, 4:30-6:30pm & Tues. June 5th Noon-1:00 pm and we still need more 5-gallon buckets.

Thursdays, 4:30-6:30pm, Open Volunteer Time in the Garden.

Next Meeting: Thursday, June 21, at 3 PM

*The **Church Relations Report** was given by Judy and included the following:*

The education wing of the church is expected to be occupied by Monday, June 4.

Old Business – none

New Business – none

Motion to adjourn tonight’s meeting made by Beau; seconded by Greg. Motion passed. Meeting adjourned at 7:50pm.

Respectfully submitted,
Judy Bornkessel, Recorder

**2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):
Jan 24, Feb 28, Mar 28, Apr 25, May 23, **June 27**, July 18, Aug 22, Sept 26, Oct 24, Nov 28 (Nov/Dec joint)**

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
June 27, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00 p.m. on June 27, 2018.

The following directors were in attendance: Sean Pearl, Judy Bornkessel, Sue Nelson, Dave Jansen, Katie Tsilosani, Nick Bergus, Dawn Lyons, Brad Kunkel and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome, Amanda Vincent

The following directors were not in attendance: Kyra Corbett, Matt Swift, Edith Gonzales

It was moved by Brad and seconded by Sue to approve the meeting agenda. The motion carried.

Nick moved to approve the May 2018 board meeting minutes. Seconded by Dawn and the motion passed.

Nick introduced, **Amanda Vincent, our new Garden & Special Projects Coordinator.** Amanda told us about her background and each Board member introduced themselves.

Officer and Committee Reports

The Director's Report was given by Kaila and included the following:

Childcare Available for Board Meetings:

- For those of you interested in having Creation Kids staff are available to provide childcare at NLFUC for our Pantry Board meetings. Let Kaila know by the next board meeting date. The Pantry has money budgeted for this expense (\$20 plus \$3.00/child).
- Kaila reminded us that the next Board meeting is scheduled for July 18.
- She thanked Sean for laying the sod and for working to get it at a discount. She also thanked Dave for being the liaison with the church.

The Executive Committee Report was given by Nick and included the following:

- **Board Succession** - 3 people have been contacted; continue to recruit from current Pantry volunteers.
- **Strategic Plan** - Each committee will be addressing at their meetings in July.
- Next Executive Committee meeting: July 20, 2018 - 8:00 am

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
May 31, 2018 - Cash Summary

	May 31, 2018	May 31, 2017	April 30, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	136,723.09	167,037.33	127,668.08
1020 · PayPal Account	30.56	250.00	30.56
1030 · Gift Card / Cash Card Account	160.00	225.00	160.00
1040 · Petty Cash	200.00	200.00	200.00
1050 · Church Account	0.00	-1,266.18	0.00
1190 · CFJC Endowment Fund	293,402.58	243,402.58	293,402.58
1240 – Operations Grants Receivable	0.00	8,269.15	0.00
1499 – Undeposited Funds	8,462.00	11,070.00	14,882.11
Total Checking/Savings	438,978.23	429,187.88	436,343.33

Summary

1. Pantry checking exceeds six-month cushion.
2. Cash position improved by over \$9,000 in May
 1. Income 1.84% over prior year for first five months
 - a. Income - 13.75% over budget for first five months
 2. Operational expenses 8% under budget but 37% higher than prior year - Drivers of higher Operational expenses:
 - a. 7210 - Staffing - \$3600
 - b. 7550 - Accounting outsourcing - 1st qtr - \$500 + \$7200 Golf tournament coded differently
 - c. 7700 Maintenance/Service - New desk software - \$10000 plus \$300 per month support agreement
 - d. 8540 and 8570 - T-shirts - \$1500
 3. Service Expenses are 22.58% below budget and 336.78% above last year - Drivers of higher Service Expenses: 8920 Food-Retail - Judy - cow processing (1868) and Local Harvest CSA (3200) Milk (1500)
 4. Net Income - \$31,000 ahead of budget for first 5 months & about \$30,000 behind last year through May

Endowment Fund

- Total Fund Balance as of June 30, 2018 is \$362,540.71
- Funds eligible for withdrawal amount to 5% of the June 2017 balance or \$14,220/year. We need to develop a policy for when to draw on the endowment fund if needed.
- Met with Shirley of Community Foundation of Johnson County.
- Money not available for building projects without a CFJC board approval
- Charitable Giving Fund is an option to fulfill our needs if a capital expense should arise.
- Huge benefit for Endowment donors – 25% State of Iowa tax credit

Next Finance meeting: July 16th: 4:30 PM

The Board approved the May Finance Report.

Operations Committee Report was given by Sue and included the following:

- Reviewed sticker poll results for language preference and we now have French brochures.
- Reviewed support for Women's Health Week, both donated items and financial donations.
- Discussed changes to TEFAP forms that will need to be implemented on July 1 that include new income guidelines. We will need to train desk workers on how to present the new paperwork to reduce stress and ensure this doesn't become a barrier for families.
- Discussed the NL Back to School Distribution August 17 at Penn Meadows Park for an expected 550 children. Many (160) volunteers will be needed for both the day-before and the day-of. Sponsored by Unity Coalition because Servolution is only doing a Coralville not NL distribution.

The Volunteer Support Committee Report was given by Nick:

In lieu of the Volunteers' Potluck, the committee decided to set chairs up during the Blues & BBQ event. They will be handing out vouchers for refreshments.

The Fundraising/Marketing Report was given by Judy and included the following:

- **Thanksgiving in July community food drive** – Judy will drop off collection bins to each of the seven banks in North Liberty and will collect donations each Friday during July. Will ask Judy Bonnet to collect items July 27 and the final collection on August 1.
- **Turkey Trot, July 14** – Nearly \$8,000 in sponsorships have come and we have 150 runners already registered to date. What we desperately need are volunteers for Route Monitors and clean up. Judy Bonnet will be driving our newly wrapped Pantry van in the Coralville 4th of July parade. We are all invited to walk with the van and pass out candy and Turkey Trot flyers.
- **Stone Soup Supper, October 28** – Scott Steburg and Dawn Lyons will co-chair this event. The sponsorship letter is scheduled to be mailed out by August 15.

The next Fundraising/Marketing Committee meeting is scheduled for Thursday, July 5, at 5:30pm. All who are interested are welcome to attend.

The Garden Committee Report was given by Sean and included the following:

- The Garden Committee welcomes Amanda and are thrilled to have Michaela working with us.
- New Garden Open-Volunteer times: **Tuesdays and Thursdays, 4:30-6:30pm.**
- Container Gardening Classes included 56-ish planters at the Pantry event and 190-ish at Summer Lunch and Fun.
- No YES Program in NL this year. Kudos to Larry Lee for mowing the garden area, but we still need volunteers for mowing and/or weed whacking. Beau suggested reaching out to the Boy Scouts.
- Pop Up Produce Stands occur as necessary and one is scheduled at Summer Lunch and Fun, July 10

The Church Relations Report – no report

Old Business – none

New Business - none

Motion to adjourn tonight's meeting made by Beau; seconded by Sue. Motion passed. Meeting adjourned at 7pm.

Respectfully submitted,

Judy Bornkessel, Recorder

2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):
Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, **July 18**, Aug 22, Sept 26, Oct 24,
Nov 28 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
July 18, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:05 p.m. on July 18, 2018.

The following directors were in attendance: Judy Bornkessel, Sue Nelson, Dave Jansen, Nick Bergus, Dawn Lyons, Brad Kunkel, Matt Swift, Edith Gonzales, Greg Dils and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Kyra Corbett, Katie Tsilosani, Sean Pearl

It was moved by Sue and seconded by Dave to approve the meeting agenda. The motion carried.

Dawn moved to approve the June 2018 board meeting minutes. Seconded by Edith and the motion passed.

Officer and Committee Reports

The Director's Report was given by Kaila and included the following:

Events - Thanksgiving in July Turkey Trot update

- 255 registrants (vs. 170)
- 63 Volunteers
- 14 Monetary Sponsors (vs. 6)
- Total income: **\$15,590** (budgeted \$12,000)
- Total Net: **\$12,500** (budgeted \$8,600)

Staff Changes - Carley, Volunteer and Services Coordinator, will be leaving NLCP the 1st of September. She is moving to Michigan.

- All volunteers will be informed by email tomorrow morning.
- Job Posting will begin on Thursday and go through Friday, August 3rd.
- Hopeful for some overlap in training during the last week of August.

Upcoming Events

- Back to School Bash is coming up **Friday, August 17th, 2018**, 2-5pm, Penn Meadows Park. We are co-hosts/organizers and are looking for donations from the community to make up for the ended partnership
- Taste and Tour Open House will be on **Wednesday, September 19th, 2018** from 5-7pm. Looking for help giving tours and spreading the word. Using this as a community event to show off our programs, provide activities for kids and families, taste the harvest from the Growing Together Garden and raise some funds.

Please Log your hours for each committee meeting & board meeting

The Executive Committee – No Report

- Next Executive Committee meeting: July 20, 2018 - 8:00 am

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
June 30, 2018 - Cash Summary

	June 30, 2018	June 30, 2017	May 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	134,659.94	174,229.32	136,723.09
1020 • PayPal Account	30.56	254.61	30.56
1030 • Gift Card / Cash Card Account	160.00	225.00	160.00
1040 • Petty Cash	200.00	200.00	200.00
1050 • Church Account	0.00	327.50	0.00
1190 • CFJC Endowment Fund	293,402.58	243,402.58	293,402.58
1240 – Operations Grants Receivable	0.00	7,324.98	0.00
1499 – Undeposited Funds	7,972.00	616.67	8,462.00
Total Checking/Savings	436,425.08	426,580.66	438,978.23

Executive Summary

Balance Sheet -

1. Pantry checking exceeds six-month cushion.
2. Cash position decreased by @ \$2,000 from May

Income Statements -

1. YTD income is behind budget for first six months -4.2% and -3.8% behind prior year
2. Trending has been concerning - starting very strong
3. **To Budget Sales: March +56%, April +21%, May +13.8%, June -4.2% - possible actions discussed**
 - a. **Create list of past and present donors.**
 - b. **Thank You cards made from winning entry of children’s coloring contest sent out in November.**
 - c. **Invite donors to Stone Soup Supper.**
 - d. **Include all businesses in fundraising events’ sponsorship letters.**
4. YTD Operational expenses are 11% under budget
5. YTD Service expenses are 31% under budget

**As a result, we are currently \$20,000 ahead of budget with a net surplus of \$2,131.

* Grant Balances Provided - some adjustments being made.

* Finance working on rewrite of Fiscal Policies which will include recommendations on Endowment Fund

*No further news on Audit at this time

Next Finance meeting: August 20th: 4:30 PM

The Board approved the June Finance Report.

Operations Committee Report was given by Sue and included the following:

- Reviewed implementation of new TEFAP forms
- Discussed Back 2 School Bash, August 17th, 2:00 to 5:00. Expect to serve ~550 children.
- Reviewed and revised Strategic Plan. Revised Date/action: Conduct focus groups to provide feedback on needs

The Volunteer Support Committee Report was given by Edith:

- Had more volunteers at the Blues and BBQ event than we've had at previous summer picnic.
- Next Volunteers Training will be on August 29th in the early afternoon.
- No Meeting on August

The Fundraising/Marketing Report was given by Judy and included the following:

Kaila shared details of our fundraising income YTD. Overall, we stand at 46.6% of our fundraising budget at 52% of the year to date.

Turkey Trot, July 14. – see Director's report for details

Thanksgiving in July community food drive – Judy

- TGIJ Buckets were distributed to North Liberty banks and items are collected weekly during July.

Stone Soup Supper, October 28 – Dawn and Scott

- Will be at South Slope's Community Room.
- We decided to keep sponsorship levels the same and letters will be mailed by August 15.
- We will ask for more soup from each of the soup donors.
- Judy encouraged each committee member to invite someone to join the SSS planning committee.

The next Fundraising/Marketing Committee meeting is scheduled for Thursday, August 16, at 5:30pm.

The Garden Committee Report was given by Kaila and included the following:

Garden Open Volunteer times are Tuesdays and Thursdays from 4:30-6:30pm.

Mandela Washington Fellows Group *Friday, July 20th 9:00 am-11:00 am: harvest garlic*

Summer Lunch and Fun "*pop-up*" *produce stands as we have plenty of produce for children to taste & take home.*

Canning Class Wednesday, August 25th 6-8 PM?? – committee needs suggestions

The Church Relations Report – plan to be worshipping back in the church building by August 26.

Strategic Plan – Review: Kaila distributed updated copy

- Consider what we currently do well that we could do in a bigger way.
- What new things could we be doing that we are currently not doing?
- What new partnerships could be made with new businesses in our service area?
- Matt suggested that we focus on specifics to accomplish our goals.

Old Business – none

New Business - none

Motion to adjourn tonight's meeting made by Beau; seconded by Matt. Motion passed. Meeting adjourned at 7pm.

Respectfully submitted,

Judy Bornkessel, Recorder

2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):

Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, Sept 26, Oct 24,

Nov 28 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
August 22, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00 p.m. on August 22rd, 2018.

The following directors were in attendance: Dave Jansen, Nick Bergus, Matt Swift, Edith Gonzales, Greg Dils, Kyra Corbett, Sue Nelson and Beau Brown

The following guests were in attendance: Bikere Ikoba

The following staff were in attendance: Kaila Rome

The following directors were not in attendance: Judy Bornkessel, Dawn Lyons, Sean Pearl, and Katie Tsilosani

It was moved by Matt and seconded by Dave to approve the meeting agenda. The motion carried.

Kyra moved to approve the July 2018 board meeting minutes. Seconded by Beau and the motion passed.

Bikere Ikoba was present for the start of the meeting. We went around the room and described our roles and professions. After introductions, she left, and we continued with the meeting

Officer and Committee Reports

The Director's Report was given by Kaila and included the following:

Staff Changes

- Please welcome Bikere Ikoba to our staff as Volunteer and Services Coordinator. She begins on the 22nd and will have about 8 days of training with Carley.
- Carley will be leaving NLCP next

Events

- Back to School Bash Recap
 - 516 Students
 - 221 Families representing 1,094 individuals
 - ~100 Volunteers
 - Gave out 200 bags of groceries, over 500 pairs of shoes, every last backpack, all school supplies from the event, and about 2,800 pairs of socks and underwear
- TGIJ Recap
 - Total food and money collected added up to 10,000 lbs (down 6,000 lbs from last year, and \$1,400)

Upcoming Events

- Taste and Tour Open House will be on **Wednesday, September 19th, 2018** from 5- 7:30pm.
 - Looking for volunteers to give tours and spread the word
 - Share on Facebook and personal invite to someone new to NLCP
 - Opportunity to find new board members/volunteers/donors
 - Free Pizza from Maggie's Farm Wood-Fired Pizza, made with GTG ingredients
 - Live music and kids activities
 - This is a community event to show off our programs, taste the harvest from the Growing Together Garden and raise funds.
 - **Please plan to attend** and bring your family and friends!

Hunger Advocacy

- Kaila has a meeting set up to speak with Senators Joni Ernst, Chuck Grassley and staff on Wednesday, August 22nd
- Topics include discussing the final version of the Farm Bill, asking the senators stand firm on the Senate version with no cuts to SNAP and no change in work requirements.
- Along with other food pantry representatives, churches, food banks, and advocacy groups, we will be voicing our concerns and sharing our perspectives

Donor Contacts/Thank You

- Pass around the list and call or write 2 thank you notes to our recent and loyal donors.
- Use this opportunity to invite them to the upcoming Taste & Tour Event
- Script will be provided should they want any more information.

Please Log your hours for each committee meeting & board meeting

The Executive Committee – was given by Nick and included the following:

New Business

- Fundraising Task Force
 - Discussed bridging the gap between Finance concerns and fundraising goals
 - Begin process for fundraising committee to connect to the budget
 - Building on successes
 - Engaging more donors
 - Making up for shortfalls
- Board Succession
 - 3 People have been contacted – set deadline for contacting each person to come into the Pantry and tour, read over materials and receive Board Expectations
 - Alison Bates – Hills Bank
 - Andrew Shalla – Aflac, on operations committee (Kaila will connect)
 - Kyra not renewing
 - Katie Tsilosani – will Vice Chair next year
 - Eric Sitig
 - Still looking for Pantry volunteer and family member to join board
- Executive Director Review
 - Beau and Nick will get together to review
 - Kaila will send out ED job description for Executive committee to review

Next meeting: September 21, 2018 – 8:00am Submitted by Kaila Rome

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
July 31, 2018 - Cash Summary

	July 31, 2018	June 30, 2018	July 31, 2017
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	125,361.89	134,659.94	184,220.00
1020 · PayPal Account	.	30.56	754.18
1030 · Gift Card / Cash Card Account	160.00	160.00	125.00
1040 · Petty Cash	200.00	200.00	200.00
1050 · Church Account	0.00	0.00	655.00
1190 · CFJC Endowment Fund	333,069.85	293,402.58	243,402.58
1240 – Operations Grants Receivable	0.00	0.00	6,053.31
1499 – Undeposited Funds	4,108.79	7,972.00	-976.67
Total Checking/Savings	463,584.18	436,425.08	434,433.40

Balance Sheet

1. Cash in checking decreased \$9,300
2. We are right at our six month cushion at \$125,000

Income Statement

YTD income is behind budget for first six months -7.37% and -12.41% behind prior year

NOTE/Observation: LY income \$33K - 20K is one family donation – overall, we outperformed LY (\$16.5) but seems we are too dependent on a few large donors.

Trending information continues to be concerning -

To Budget Sales YTD: March +56%, April +21%, May +13.8%, June -4.2%, July -7.37%

YTD Operational expenses are 5% under budget

YTD Service expenses are 30% under budget

**As a result we are currently \$9,204 ahead of budget with a loss for the year for the first time of \$10,376.77

* The audit of the Pantry financial statements, December 31, 2017 and 2016 is complete and was approved by the Pantry Board.

* Finance still working on rewrite of Fiscal Policies which will include recommendations on Endowment Fund some job descriptions for bookkeeper and reconciler.

The board approved the finance report.

Operations Committee Report was given by Sue and included the following:

Sue discussed the plans for the Back to School Bash that was held on Friday, August 17.

The Volunteer Support Committee Report was given by Edith and included the following:

Nothing to report

The Fundraising/Marketing Report ** No report given **

The Garden Committee Report ** No report given **

The Church Relations Report ** No report given **

Old Business – none outside of above reports.

New Business – none outside of above reports.

Motion to adjourn tonight's meeting made by Beau; seconded by Matt. Motion passed. Meeting adjourned at 7pm.

Respectfully submitted,

Beau Brown – In lieu of Judy Bornkessel, Recorder

2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):

Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, **Sept 26**, Oct 24,
Nov 28 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
September 26, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:05 p.m. on September 26, 2018.

The following directors were in attendance: Judy Bornkessel, Sue Nelson, Dave Jansen, Nick Bergus, Dawn Lyons, Matt Swift, Edith Gonzales, Greg Dils, Katie Tsilosani, Sean Pearl and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Kyra Corbett, Brad Kunkel

It was moved by Sue and seconded by Judy to approve the meeting agenda. The motion carried.

Dawn moved to approve the August 2018 Board meeting minutes. Seconded by Beau. Corrections to the minutes as published included:

- 1) Sue Nelson was in attendance and Katie Tsilosani was not in attendance at the August 2018 Board meeting.
- 2) The audit of the Pantry financial statements, December 31, 2017 and 2016 is complete and was approved by the Pantry Board.
- 3) The Operations Committee Report was given by Sue and included a discussion of the Back to School Bash that was held on Friday, August 17.

Matt moved to accept these corrections to the August 2018 Board meeting minutes. Dave seconded the motion and it passed. The motion to approve the August 2018 Board meeting minutes as corrected passed.

Resignation – Brad Kunkel has submitted his resignation from the Pantry Board. He approached Lori Meyer suggesting that she consider serving on the Board in his stead. Lori is meeting with Kaila this week. Sean moved to accept the resignation of Brad Kunkel from the Pantry Board. Seconded by Beau. Motion passed.

Officer and Committee Reports

The Director's Report was given by Kaila and included the following:

Budgets

- All committees will begin the budgeting process in meetings. Kaila will prepare copies to each committee with previous year budget and current year spending.
- Deadline to turn into Finance Committee: October meeting

Event Recap

- Taste & Tour
 - ~115 Attendees
 - Thanks to Maggie's Pizza for Donating their oven, labor and food to the event and to the Bluegrass Band for their wonderful performance
 - ~6 Volunteers helped at the event (could use more for next year)
 - \$232 in donations at the event

Upcoming Events

- Stone Soup Supper
 - Sunday, October 28th, 2018 from 4:30-7:00pm, South Slope Community Room
 - Please plan on purchasing a packet of 5 tickets and sell or give to friends, family and neighbors or donate to the Pantry for families.

- #GivingTuesday
 - End of year giving push to encourage new and online donations
 - Tuesday, November 27th
 - Fundraising/Marketing is experimenting with a walk-in donation challenge on that day, please share on social media when marketing rolls out
 - The Fundraising/Marketing Committee is asking the Pantry Board to offer to match up to \$500 donated on #GivingTuesday.
- Coat Distribution is scheduled for the morning of October 13th.

Donor Contacts/Thank You

- Pass around the list and call or write 2 thank you notes to our recent and loyal donors.
- Use this opportunity to invite them to the upcoming Stone Soup Supper event

Many Pantry shifts are available in October and Kaila asked the Board members to consider volunteering for a shift, such as weighing or bagging groceries or stocking the shelves.

Please Log your hours for each committee meeting & board meeting

The Executive Committee – was given by Nick and included the following:

Discussed and connected with potential members of the board (names below), we talked about how we should stagger terms of what will be a large group. We will likely have two of the terms fill partial terms that were opened by resignation.

- Lori Meyer
- Tricia Coobs
- Alison Bates
- Erek Sittig
- Andrew Shalla
- Geri Green
- Garrett Locke (via Alicia)

We discussed recent meetings this the Clear Creek Amana (Tiffin) and Solon community pantries. They’re both open to strengthening these relationships. From discussion, one of the biggest needs for these pantries was succession planning within their organizations. Neither currently has staff, bylaws or board, and are dependent on the good will of others for space and resources. We’d like to consider what additional support we can offer to help strengthen these organizations.

Please complete your executive director evaluations. Comments are particularly helpful.

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
 Executive Financial Summary
 June 30, 2018 - Cash Summary

	August 31, 2018	July 31, 2018	August 31, 2017
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	144,561.52	125,361.89	171,011.74
1020 · PayPal Account	683.65		940.21
1030 · Gift Card / Cash Card Account	160.00	160.00	125.00
1040 · Petty Cash	200.00	200.00	200.00
1050 · Church Account	0.00	0.00	327.50
1190 · CFJC Endowment Fund	333,069.85	333,069.85	243,402.58
1240 – Operations Grants Receivable	0.00	0.00	5,436.64
1499 – Undeposited Funds	-1,310.00	4,108.79	19,534.00
Total Checking/Savings	477,365.02	463,584.18	440,977.67

Balance Sheet

1. Cash in checking increased \$19,200!
2. Safely above operating cushion

Income Statement

YTD income is ahead of budget for first eight months by 3.48% and -1.33% behind prior year

YTD Operational expenses are 4% under budget

YTD Service expenses are 22% under budget

**As a result, we are currently \$25,819 ahead of budget with a gain for the year of \$3,400.

* Finance still working on rewrite of Fiscal Policies which will include recommendations on Endowment Fund and some job descriptions

The Board approved the Financial Report

Operations Committee Report was given by Sue and included the following:

Reviewed the Back to School Bash from operational perspective; what went well and what needs more attention.

Discussed specifics to pantry operations to include reinforcing one-way traffic through the pantry for shoppers, responsibility for reinforcing pantry shopping guidelines, and stocking of items during shopping hours.

Reviewed procedures for the Coat Distribution, October 13, 9am-noon. Children must attend to receive a coat.

Reviewed questions for the Fall Survey and updated United Way questions.

Fall Survey scheduled for the week of October 15-29.

Bikere is conducting “huddles” with shift volunteers prior to start of shifts.

The Volunteer Support Committee Report was given by Edith:

There was nothing to report.

The Fundraising/Marketing Report was given by Judy and included the following:

The Fundraising/Marketing Committee met on Thursday, September 20, at 5:30pm.

Topics covered:

- State of the Pantry’s ytd fundraising efforts – as of September 20 (73% of the year) our fundraising income stands at 65% of the budgeted income for the year.
- The committee agreed to add a “Giving Tuesday” Appeal for the Tuesday after Cyber Monday (November 27). As a committee is asking the Pantry Board to commit to matching the first \$500.00 donated on that day.
- Stone Soup Supper planning update –
 - Ten local restaurants/caterers are each providing an increased quantity (7 gallons) of soup this year.
 - We will be asking church members and pantry volunteers to make deserts for the supper.
 - Mission Blue Grass Band is confirmed & has offered their services for a Silent Auction item, as well.
 - Posters are being distributed to local banks, businesses and churches.
 - We have had a few sponsorships come in so far. The committee is making calls to follow up on sponsorship letters and asking for Silent Auction items.
 - Volunteers are signing up on Sign Up Genius.
 - We are looking for new and exciting **Silent Auction ideas**.

Katie pointed out that taxes are going up on rental properties and landlords are passing those costs on to renters. As a result, she expects even more individuals will be needing the services of the Pantry.

Next Fundraising/Marketing Committee Meeting is scheduled for Thursday, October 18 at 5:30pm, in room 203 at the church. We are still seeking new committee members. Come check us out!

The Garden Committee Report was given by Sean and included the following:

Taste and Tour Event went great! Food was delicious! Maggie's Firewood Pizza in-kind donation valued at \$1,000.

Compost pile: needs turning and sorting. New sections added.

* Looking into providing a Composting Class

New committee members and volunteers are needed for harvesting on Tuesdays and Thursdays, 4:30-6:30pm.

Next Meeting: 10/11 @ 3:30pm

NCJH World Hunger Project Volunteers *Thursdays, 4-6 PM in October*

Garlic Planting Day *on a Thursday in October 4:00-6:00 PM, probably will coordinate with CSA drop.*

The Church Relations Report was given by Judy and included the following:

Dedication Sunday is scheduled for Sunday, October 21, at 2pm. Tours will be provided to the public.

Fundraising – Kaila passed around a list of recent Pantry donors. Each Board member selected two individuals and will write a Thank You note to them.

Nick asked us to email him with how we feel we might support the \$500 #GivingTuesday matching challenge.

Old Business – none

New Business - none

Motion to adjourn tonight's meeting made by Beau; seconded by Nick. Motion passed. Meeting adjourned at 7:10pm.

Respectfully submitted,

Judy Bornkessel, Recorder

2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):

Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, Sept 26, **Oct 24**,

Nov 28 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
October 24, 2018**

The regular monthly meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:05 p.m. on October 24, 2018.

The following directors were in attendance: Judy Bornkessel, Sue Nelson, Dave Jansen, Nick Bergus, Dawn Lyons, Matt Swift, Greg Dils, Katie Tsilosani, Sean Pearl, Kyra Corbett and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Edith Gonzales

It was moved by Sue and seconded by Dave to approve the meeting agenda. The motion carried.

Dawn moved to approve the September 2018 Board meeting minutes. Seconded by Matt. Corrections to the minutes as published - the Finance Committee report, should read "August 31, 2018 - Cash Summary". The motion to approve the September 2018 Board meeting minutes as corrected passed.

Officer and Committee Reports

The Director's Report was given by Kaila and included the following:

Staffing - Working on writing all staff reviews, one annual and two 90-day evaluations

Budget - Each committee has been working on budgets while meeting. Goal is to finalize all budget number requests for the final meeting of the year (Nov. 28th)

Upcoming Events

- Stone Soup Supper • Sunday, October 28th, 2018 from 4:30-7:00pm, South Slope Community Room
 - Please plan on paying for your packet of 5 tickets.
 - This event is primarily about community engagement. Please plan to attend even if for a few minutes, check-in for a name tag and interact with those who support our Pantry or receive support from the Pantry.
 - Invite your board member nominees
- #GivingTuesday
 - End of year giving push to encourage new and online donations
 - Tuesday, November 27th
 - Fundraising/Marketing is working on advertisement for Matching Gift amount with a walk-in donation challenge on that day, please share on social media when marketing rolls out.
- Donor Contacts/Thank You
 - Follow-up: Did everyone make a phone call or send a letter to their donors???
 - Will provide an end of year list at next meeting to thank donors with cards
- Pantry Shift
 - Please consider volunteering on shift by the end of the year.
 - Email me a date you may have open or I will email you all the on-shift days we have available.

Compost Class was held this afternoon from 4-5pm.

Please Log your hours for each committee meeting & board meeting

The Executive Committee – was given by Nick and included the following:

Executive Committee Meeting: October 19, 2018
Present: Nick B., Beau B., Judy BMK. Dave Jansen, Kaila R.,

Board Applicants (two filling terms ending Dec. 2020:

- Garrett Locke
- Tricia Coobs
- Lori Meyer
- Andrew Shalla
- Erek Sittig
- Allison Bates

FY19 Budget

- Discussion about allocating budget items
- Creating a new “Capital Expense” category under Board specific
 - More discussion will happen in Finance Committee Meeting

Giving Tuesday Match

- Match \$1,000 from Board
- Discussion about how to advertise the match coming from the board will go back to Fundraising/Marketing Committee

Partnership with Table to Table/Van – to pickup from the new Hy-Vee

- Kaila will meet with the Hy-Vee store manager
- Volunteer driver requirements, Tracking usage, mileage and gas
- Insurance and logistics plan

Nonprofit Management Course – Tuesday the 23rd, Developing and Implementing Your Organization’s Strategic Plan - \$70, Beau attended.

Next meeting: November 16, 2018 - 8:00 am

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
September 30, 2018 - Cash Summary

	September 30, 2018	August 31, 2018	September 30, 2017
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	124,967.80	144,561.52	176,350.28
1020 • PayPal Account	683.65	683.65	1,022.71
1030 • Gift Card / Cash Card Account	160.00	160.00	125.00
1040 • Petty Cash	200.00	200.00	200.00
1050 • Church Account	0.00	0.00	327.50
1190 • CFJC Endowment Fund	333,069.85	333,069.85	243,402.58
1240 – Operations Grants Receivable	0.00	0.00	4,492.47
1499 – Undeposited Funds	4,087.00	-1,310.00	4,016.67

Total Checking/Savings	463,168.30	477,365.02	429,609.71
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Balance Sheet Review

Change in Cash Position (-\$19,600) (about the same decrease as August's increase)

Income Statement Review

- Donations very similar to prior year - \$6770
- Donations significantly below budget (adjust budget going forward)
- Donations YTD within 1% of prior year
- Donations YTD are 3.72% behind budget
- Operational Expenses are 6.28% below budget
- Service Expenses are 17.71% below budget

Net Income Shows a Loss but less than the Projected loss through September 2018

Other Finance Details

- Finance met and reviewed details of budget with Kaila
- Continuing to refine Fiscal Policies and Procedures - Meetings with our outsourced accounting provider taking place this week.

Next meeting Monday, November 19, 4:30pm at the Pantry.

The Board approved the Finance Report.

Operations Committee Report was given by Sue and included the following:

- Discussed Fall Surveys and upcoming coat distribution.
- Reviewed and discussed budget to include increasing protein purchases toward a 3-meat limit, increase in wholesale order to 3X per year, purchasing reusable bags, discontinue buying shoes for Back 2School
- Continued discussion of one-way shopping and ways to assist volunteers in addressing
- Discussed Goodwill Voucher Policy to return to the 1 voucher per household/6 months so as to stay within \$4000 from Goodwill. Following up to see what percentage redeemed.
- 417 coats were distributed at last Saturday's Winter Coat Distribution.

The Volunteer Support Committee Report was given by Kaila:

Next Volunteer Orientation is Saturday, November 17, 12:30-2:30pm, at the Pantry.

The Fundraising/Marketing Report was given by Judy and included the following:

The committee met on October 18th.

- Stone Soup Supper is Sunday, October 28, from 4:30pm-7:00pm, at South Slope's Community Room. Ticket pre-sales have been stronger than ever before.
- September was a slow income month, but income for October is strong.
- The Fall Appeal went out October 1st and many checks have already come in from that mailing.
- We discussed #givingTuesday; the Pantry Board's Match pool will be \$1,000. Jake is working on our social media presence ahead of this event.
- We hashed out our Special Events Annual Budget for 2019 and the Marketing Committee Annual Budget. Both will be submitted to the Finance Committee for review.

See you Sunday at the Stone Soup Supper!

Next Fundraising/Marketing Committee Meeting is scheduled for Thursday, November 15, at 5:30-6:30pm, in Room 203 at the Church. We are seeking new committee members. Come check us out!

The Garden Committee Report was given by Sean and included the following:

Composting Class was held this afternoon, October 24. Those who attended learned a lot, including that you can compost your corncobs. They just take a while to decompose!

We worked on the 2019 Garden Committee Budget to submit to the Finance Committee.

The Church Relations Report was given by Judy & Dave and included the following:

- The Church had their Dedication of the expanded building on Sunday, October 21. It was well attended by the community.
- Kyra mentioned that there have been so many new faces at Church lately! It would be good to have Kaila come to speak to the congregation, since the Pantry may not be well known among our newcomers.
- Kaila reported that she worked with Michelle, the Creation Kids Director, to get word out about the Winter Coat Distribution.

Old Business – none

New Business - none

Board – Closed Session

The Pantry Board went into Closed Session to discuss Kaila's performance as Executive Director. After some discussion Matt moved to give Kaila a 3% raise. Kyra seconded the motion and the Board unanimously agreed.

Motion to adjourn tonight's meeting made by Kyra; seconded by Greg. Motion passed.

Meeting adjourned at 7:05pm.

Respectfully submitted,

Judy Bornkessel, Recorder

2018 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):

Jan 24, Feb 28, Mar 28, Apr 25, May 23, June 27, July 18, Aug 22, Sept 26, Oct 24,

Nov 28 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
November 28, 2018**

The annual meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Nick Bergus, in North Liberty, Iowa, at 6:00p.m. on November 28, 2018.

The following directors were in attendance: Judy Bornkessel, Sue Nelson, Dave Jansen, Nick Bergus, Dawn Lyons, Matt Swift, Greg Dils, Katie Tsilosani, Sean Pearl, Edith Gonzales and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Kyra Corbett

It was moved by Dawn and seconded by Edith to approve the meeting agenda. The motion carried.

Sue moved to approve the October 2018 Board meeting minutes. Seconded by Dave. The motion passed.

Members of the Board of Directors

Executive Committee recommendations for new Board members:

Garrett Locke and Tricia Coobs (to fill remaining 2-years, January 2019-December 2020) of two Board members who resigned this year)

Lori Meyer, Andrew Shalla, Allison Bates, and Ereik Sittig (to 3-year terms, January 2019-December 2021)

Matt moved to approve the new Board applicants as recommended by the Executive Committee. Beau seconded the motion. Motion carried.

Greg moved to approve a 2nd 3-year term (January 2019-December 2021) for Dave, Judy, and Katie. Seconded by Nick and the motion carried.

Slate of Officers – terms from January – December 2019

Chair: Beau Brown

Vice-chair: Katie Tsilosani

Treasurer: Dave Jansen

Secretary/Recorder: Judy Bornkessel

Sue moved to approve the slate of officers for January through December 2019. Seconded by Sean; motion carried.

Budget FY2019

Kaila presented and led a discussion of the proposed balanced budget for fiscal year 2019 that represented an overall 2.6% increase over our 2018 budget.

Sean moved to approve the proposed FY2019 budget. Matt seconded the motion; motion carried.

Officer and Committee Reports

The Director's Report was given by Kaila and included the following:

Giving Tuesday raised about \$4,000 (\$5,000 with the Board's Match.) Kaila thanked the Board for committing to match the first \$1,000 donated on Giving Tuesday.

The Executive Committee – was given by Nick and included the following:

The Executive Committee reviewed applicants for new Board members.

Kaila will contact new Board members after approval from Board.

Next year thoughts

- Look at what we should be looking to accomplish
- Review Strategic Plan and go over with new board members and committees
- Discuss a board social to meet new members and help welcome them January.

The Finance Report was given by Dave and included the following:

North Liberty Community Pantry
Executive Financial Summary
October 31, 2018 - Cash Summary

	October 31, 2018	September 30, 2018	October 31, 2017
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	141,399.95	124,967.80	177,715.94
1020 · PayPal Account	683.65	683.65	1,250.25
1030 · Gift Card / Cash Card Account	160.00	160.00	125.00
1040 · Petty Cash	200.00	200.00	200.00
1190 · CFJC Endowment Fund	333,069.85	333,069.85	243,402.58
1240 – Operations Grants Receivable	0.00	0.00	3,548.30
1499 – Undeposited Funds	2,255.00	4,087.00	2,809.98
Total Checking/Savings	477,768.45	463,168.30	429,052.05

Balance Sheet Review

Cash Position improved by \$16,400 – Good month.

Income Statement – All areas looked good – see statements.

Other Finance Details

- Worked with Kaila on budget.
- Continuing to work on Fiscal Policies and Procedures

Next meeting TBD.

The Board approved the Finance Report.

Operations Committee Report was given by Sue and included the following:

Reviewed the coat distribution – 417 coats given to neighbors in need.

Reviewed responses to the 2018 Fall Family Survey (62 Responses)

- 100% rated friendliness of volunteers and staff as “Good”
- 71% rated the amount of food as “good”
- 69% rated selection of food as “good”
- 56% said the pantry “always” helps me meet my food needs
- 80% said that they could only “sometimes” meet their food needs without the pantry
- 56% said food from the pantry helps them make healthy meals

Judy suggested that we pull helpful comments from the Family Surveys to publish in the Volunteer Newsletter.

The Volunteer Support Committee Report was given by Edith:

- Volunteer Orientation was held Saturday, November 17, for 15 new volunteers.
- January 16, 2019 – Volunteer Appreciation Dinner will be held at the church. More details to come.

The Fundraising/Marketing Report was given by Judy and included the following:

Judy's Ecumenical Women's Bible Study group decided to give their 2018 annual collection to the North Liberty Community Pantry in honor of Marty Rosenberg, a former member of the study group and past chair of the Pantry Board of Directors and the Pantry Building Committee.

As of Nov 20, we were at 82% of the Fundraising budget for the year. Generally, 18% comes in during December. If this holds true, we will finish the year right at what we budgeted for 2018.

#GivingTuesday was a success bringing in about \$5,000. We thanked the Board members for their donations to the matching pool.

Dave asked what the Stone Soup Supper raised. Judy reported that the total raised was about \$9,700.

Next meeting – TBD. We are seeking new committee members.

The Garden Committee Report – no report

The Church Relations Report – no report

Old Business

- Nick and Kaila recognized Matt, Sean, Dawn and Sue for their service on the NLCP Board of Directors and presented each with a plaque.
- Kaila thanked Nick for serving as Chair of the Board during 2018 and presented him with a certificate & gift card.

New Business - none

Motion to adjourn tonight's meeting made by Sue; seconded by Beau. Motion passed.

Meeting adjourned at 6:50pm.

Respectfully submitted,

Judy Bornkessel, Recorder

2019 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):

**Jan 23, Feb 27, Mar 27, Apr 24, May 22, June 26, July 17 or 24?, Aug 28, Sept 25, Oct 23,
Nov 27 (Nov/Dec joint)**