

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
February 27, 2019**

The February meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:00p.m. on February 27, 2019.

The following directors were in attendance: Judy Bornkessel, Dave Jansen, Nick Bergus, Katie Tsilosani, Allison Bates, EreK Sittig, Andrew Shalla, Tricia Coobs, Garrett Locke and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome, (Amanda Vincent and Bikere Ikova introduced themselves to the Board before leaving for the day.)

The following directors were not in attendance: Greg Dils, Edith Gonzales and Lori Meyers

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

Nick moved to approve the November 2018 Board meeting minutes. Seconded by Dave. Motion passed.

Members of the Board of Directors

New Board member introductions:

Garrett Locke and Tricia Coobs (to fill remaining 2-years, January 2019-December 2020) of two Board members who resigned in 2018)

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

Mentoring New Board Members- Each new Board member has been paired with a “veteran” Board member to facilitate communication, answer questions and build relationships among board members.

Beau & Garrett
Judy & Lori
Katie & Andrew

Dave & Allison
Nick & EreK
Greg & Tricia

Board Social – Board members and spouses or partners are invited to attend on March 24th, 5:00pm at Tin Roost. RSVP to Katie or Kaila.

Updating the Bylaws to contain provisions for weather cancellations. Beau will draft updates to be voted on at the March meeting.

Officer and Committee Reports

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

- Watch for Kaila’s newsletter, ***Rome Around the Pantry***, for Pantry and Board updates.
- **“Roll into Spring”** Toilet Paper Drive throughout March.
- Welcomed new Pantry Board members.

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

- Committee goal ownership
- Mentoring new board members
- Van Damages – considerable damage (\$5,700) to van from snow plow; Forever Green’s insurance will cover the damage. It is scheduled to be repaired the week of March 4.
- Endowment – 10% down in total but is following market accordingly.

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

North Liberty Community Pantry
Executive Financial Summary
December 31, 2018

	2018	2017	+/-	%
ASSETS				
Current Assets Checking/Savings				
1010 · Pantry Checking	164,237.93	184,703.30	-20,465.37	-12.46%
1020 · PayPal Account	3,670.90	882.80	2,788.10	
1030 · Gift Card / Cash Card Account	160.00	625.00	-465.00	
1040 · Petty Cash	200.00	200.00		
1190 · CFJC Endowment Fund	333,069.85	283,069.85	50,000.00	15.01%
1499 – Undeposited Funds	3,010.00	45,480.00	1,470.00	
Total Current Assets	504,348.68	473,960.95	30,387.73	6.03%

Balance Sheet Review

1. Pantry Checking - typically try to have a six-month cushion - \$135,000 - \$140,000 would be acceptable
2. Pantry Checking was down due to depositing \$50,000 in endowment account

Income Statement –

1. Income ahead of prior year by 13% and behind budget by @ 2%

Misc:

1. Need to clean up some entries – Grants and Depreciation
2. Fiscal Policies and Procedures completed
3. Get ready to do the financial review with Bergan KDV

The Board approved the 2018 End of the Year Financial Summary.

Executive Financial Summary
 January 31, 2018 - Cash Summary

	January 31, 2019	January 31, 2018	December 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	163,515.04	218,074.32	164,237.93
1020 · PayPal Account	3,670.90	650.39	3,670.90
1030 · Gift Card / Cash Card Account	160.00	160.00	160.00
1040 · Petty Cash	200.00	200.00	200.00
1190 · CFJC Endowment Fund	333,069.85	283,069.85	333,069.85
1499 – Undeposited Funds	2,255.00	4,087.00	2,809.98
Total Checking/Savings	501,420.79	502,414.56	504,348.68

1. Weather considered: cash position held up very well
2. Prior year received one donation for \$30,000 in January
3. Finishing up Fiscal Policies and Procedures - hope to bring something to board in March for vote.
4. We will begin putting together information for review starting next 30 days

Next meeting Monday, March 25th, 4:30pm

The Board approved the January Finance Report.

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

The Operations Committee met on 2/6/19 and would like to report the following:

- New Pantry signage is being implemented, because it is currently difficult to see
- We are adding an additional floater to the Thursday afternoon shift beginning in March
- HACAP sent out an update email and are waiving processing fees during the month to help pantries working to meet the increased need
 - Kaila will pull up numbers to see which shifts have highest volume of family visits in order to determine which shifts need more floaters on-shift
- A new training video is going to be made for new volunteers
- We talked about recruiting more volunteers to be trained in certain positions.
- There will be a role-playing in-service for pantry volunteers and Board members on 4/24/19, at 6pm. Following the training we will move to the Church for the regular business portion of our Board meeting.

The Volunteer Support Committee Report was given by Kaila:

- Volunteer role-playing in-service scheduled at the pantry for 4/24/19 at 6pm.
- January 16, 2019 – Volunteer Appreciation Dinner was held at the church.
- We currently have about 172 volunteers at the pantry.

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

Committee met on 1/17/2019:

- We finished up 2018 Fundraising with \$303,722, 2.25% below our aggressive \$310,675 budget for the year and up 13% over 2017.
- We reviewed and made minor changes to 2019 Fundraising/Marketing Budget setting a goal of \$318,200.
- 2019 Fundraising/Marketing Calendar (mark your calendars)
 - Tax letter – 1/25/19
 - Golf Tournament Sponsorship Letter – 2/25/19
 - Spring Appeal Mailing – 3/15/19
 - Turkey Trot Sponsorship Letter – 4/22/19
 - Golf Tournament – 5/3/19
 - TGIJ Saturation Postcard Mailing – 5/31/19
 - TGIJ – entire month of July 2019
 - Turkey Trot – 7/13/19
 - Stone Soup Supper Sponsorship Letter – 8/1/19
 - Back to School Bash – 8/16/19?
 - Taste & Tour Garden Event - 9/18/19?
 - Fall Appeal Mailing – 10/4/19
 - Stone Soup Supper – 10/27/19
- We sent out a Letter & Brochure summarizing 2019 sponsorship opportunities to businesses who have supported us in the past and those who may want to support us in the future.
- The annual tax letter went out the end of January. We have had some nice donations in February as a result.
- The Golf Tournament sponsorship letter went out last week. Dan's Overhead Doors is the Event Sponsor again this year and we have a few other sponsors already.

Fundraising/Marketing Committee meetings are moving to the 2nd Tuesday morning of each month, 7:30-8:30am. Our next meeting is Tuesday, March 12th, at 7:30am, at the Pantry.

The next Golf Tournament committee is meeting at noon on March 5th at Red's. Please join us.

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

Getting Into Gardening - Wednesday, March 13th, 5:30-7:00pm at the Pantry will cover garden planning and basics.

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

The United Methodist Church voted to adopt the Traditional Plan at their General Conference 2/24-26/19.

- We will keep an eye on any changes that may be made at FUMC.
- At this point this decision does not affect our "All are Welcome" position at our Pantry.
- Contact Kaila with any questions you may have.

Committee goals and accountability - Open discussion about a more iterative approach to goal setting and ownership at the committee level. Kaila and Beau will develop a process to assist committees in accomplishing their goals.

Old Business - none

New Business – none

Motion to adjourn tonight's meeting made by Nick; seconded by Katie. Motion passed.

Meeting adjourned at 8:30pm.

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, Aug 28, Sept 25, Oct 23,
Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
March 27, 2019**

The March meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:00p.m. on March 27, 2019.

The following directors were in attendance: Dave Jansen, Nick Bergus, Katie Tsilosani, Allison Bates, Erek Sittig, Tricia Coobs, Garrett Locke, Greg Dils, Edith Gonzales, Judy Bornkessel, Lori Meyers and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Andrew Shalla

Board members introduced themselves to each other.

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

Lori moved to approve the February 2019 Board meeting minutes. Seconded by Erek. Motion passed.

Officer and Committee Reports

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

Upcoming Pantry Events:

- United Way Celebration
 - Tuesday, April 2nd, from 4:30-6:00pm, University of Iowa Center for Advancement (1 West Park Road, Iowa City, IA)
 - RSVP by Friday, 3/29 to Trisha Smith at 319-338-7823
- Golf Tournament
 - Friday, May 3rd, Brown Deer Golf Course - 7:30am registration, 9:00am shotgun start
 - Teams, Sponsors and volunteer spots still open, ask Kaila or Judy for more info

Pantry Community Engagement:

- Getting into Gardening event held on March 13th. We had 30 attendees in the Pantry with a lot of new faces.
- Dunn Brother's Coffee "It's Your Lucky Day" event raised \$220.
- School of Social Work Brown Bag Series – Kaila and John (ED at Coralville Pantry) presented today to the community and students - "Hunger Does Not Discriminate: Overcoming Stigmas of Poverty & Food Insecurity."
- McDonalds events – Kaila will speak at ribbon cutting, Saturday, March 30th, donate a can and get a free Big Mac. Also, all April long \$.50 of each kiosk sale will come to Pantry.
- Eco Fest at NewBo in CR – The Pantry will provide a table with a Garden activity on 4/20/19.
- Kiwanis meetings will be hosted at the Pantry on the 2nd Monday of each month.

21-day Racial Equity Challenge

- Staff will be completing the 21-Day challenge of article, videos, and discussion about how to promote food justice and create good work within a racially equitable system.
- Information from this challenge will be shared throughout the month with all volunteers.
- <http://www.foodsolutionsne.org/get-involved/21-day-racial-equity-habit-building-challenge>

*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.

Please Log your hours for each committee meeting & board meeting

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

Pantry bylaws discussion – General Council decisions will be discussed within the First United Methodist Church and options considered.

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

North Liberty Community Pantry
Executive Financial Summary
February 28, 2019 - Cash Summary

	February 28, 2019	January 31 2019	February 28, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	\$150,517.21	163,515.04	\$202,812.11
1020 • PayPal Account	3,670.90	3,670.90	\$679.43
1030 • Gift Card / Cash Card Account	160.00	160.00	160.00
1040 • Petty Cash	200.00	200.00	200.00
1190 • CFJC Endowment Fund	333,069.85	333,069.85	\$283,069.85
1499 – Undeposited Funds	\$1,965.05	805.00	\$2,642.10
Total Checking/Savings	\$489,583.01	501,420.79	\$489,563.49

Notes:

1. February Income - up over 2018 and up over budget
2. YTD income - within 2% of budget
3. Maintenance costs high due to renewal of annual agreements with Bloomerang and Aplos, as expected.
4. All expenses were expected as budgeted.
5. We are ahead of budgeted income but behind prior year by approximately the amount of a large donation last year.
6. Final review of Fiscal Policies and Procedures including separation of responsibilities; will submit to Board in April.
7. Reviewing options for Pantry’s financial review and beginning to gather numbers.
8. Beginning to work with Kaila on a pantry analysis that will move us toward recommendations on endowment, fund raising and space utilization.

Next finance meeting April 15th 4:30 PM

The Board approved the February Finance Report.

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

The Operations Committee met on Wednesday, March 6, 2019 and have the following to report:

- First United Methodist Church update - Waiting for the church’s decision

PEAS Update: UI Dietetics Group – March 6th orientation, updates to come.

- Kaila and Amanda met with group of 6 UI Dietetics students earlier this month who are in graduate school and working on projects for Pantry. A second group of 6 will be scheduled later to participate. Projects include:
 1. Redoing produce labels (for example: labels for herbs, translating labels into French and Spanish, etc.)
 2. Working on magnets in shopping room (examples: updating heart-smart and whole grain labels)
 3. Nutrition education (particularly with diabetes and diabetes-friendly food options)
 - Idea: Specifying between type 1 and type 2 diabetes for upcoming groups of students, educating families what these different types of diabetes do and don’t mean for them, providing affordable diabetes-friendly food recipes, video with cooking demo

- Amanda will follow-up to see if this group can work on this
- Everyone will let Amanda and Kaila know if have other ideas
- Note: Diabetes chosen specifically because it is one of the most-mentioned conditions/disease mentioned in family surveys

Socks and Underwear Distribution – happening this week

Spring volunteer surveys – also happening this week

The Volunteer Support Committee Report – no report

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

Committee met on 3/12/2019:

- Roll into Spring Toilet Paper Drive throughout the month of March – a slip promoting the drive is being sent out with each Thank You-note and Lori Meyer offered to staple a slip to each customer receipt during the month at Great Western Bank.
- The Turkey Trot start/finish lines will move from the parking lot into the Blues & BBQ grounds. We'll do one poster promoting both events. Blues & BBQ will cover the printing and the Pantry will coordinate poster distribution. We Run will distribute Turkey Trot flyers at their Lucky Run event and we plan to get into CRANDIC's race bag on 4/28. We already have a couple of sponsors.
- We mailed a Brochure highlighting our fundraising events for 2019 to all potential sponsors and have had some good responses. For example: UICCU wants to be the \$3,000 Event sponsor for the Turkey Trot, a Stone Soup Supper sponsor at the \$750 level and a \$250 Tee sponsor for the Golf Tournament.
- Sponsorships are coming in for the Golf Tournament. We have the Event Sponsor, 1/2 Beverage Carts, all the Specialty Holes, and several Tee Sponsors. There are still opportunities for local businesses to be involved.
- Nick will work on a couple silent auction item ideas: Blues & BBQ basket, or a North Liberty combo basket that may include tours of facilities, Police Department ride along, Fire Department pizza party, Mayor for a Day, etc.

Fundraising/Marketing Committee meetings are the 2nd Tuesday morning of each month, 7:30-8:30am. The next meeting is 4/9 at the Pantry. **All are welcome!**

The next Golf Tournament committee meeting is at noon on April 2 at North Liberty Mosley's. Please join us.

- The Pantry's Annual Report will be mailed out to all constituents with the Spring Appeal next month.
- Kaila will speak to the North Liberty City Council on 4/9 at 6:30pm on the topic of funding.

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

The Garden Committee has met twice since the last Pantry Board meeting.

- Fruit trees are under attack by animals.
- Ready to beautify the garden ahead of Planting Party, April 25, 4:30-6:30pm.
- Container Gardening class on June 12th.
- Considering activity for up to 200 kids during garden events – suggestions made by Board members included:
 - Bubbles
 - Milkweed seed bombs
- Current Needs:
 - Volunteers for Garden Clean-up and Planting Party
 - 5-gallon buckets preferably with handles; ask McDonalds and area restaurants

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

Ministry Council work session scheduled for 7:00pm on April 2nd.

The Grant Committee Report – was given by Greg and included the following:

- Tricia joined the Grant Committee
- Currently seeking an additional committee member.

Old Business – Discussion of the United Methodist Church General Conference’s decision and how it may impact the First United Methodist Church of North Liberty and subsequently the Pantry. Currently the Pantry uses the Church’s 501C3. Garrett asked about the possibility of using an outside community organization’s 501C3. Kaila clarified that the Pantry pays for its own payroll and insurance running the money through the church. There are concerns about the community’s perception of the pantry as an outreach ministry of the Church given the UMC General Council’s decisions.

New Business – none

Motion to adjourn tonight’s meeting made by Dave; seconded by Allison. Motion passed.

Meeting adjourned at 7:55pm.

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, Aug 28, Sept 25, Oct 23,

Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
April 24, 2019**

The April meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 7:15p.m. on April 24, 2019.

The following directors were in attendance: Dave Jansen, Katie Tsilosani, Ereik Sittig, Tricia Coobs, Garrett Locke, Andrew Shalla, Judy Bornkessel, Lori Meyer and Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Nick Bergus, Allison Bates, Greg Dils, and Edith Gonzales

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

Katie moved to approve the March 2019 Board meeting minutes. Seconded by Lori. Motion passed.

Officer and Committee Reports

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

Thank you to the Board Members for participating in the Volunteer In-Service this evening.

United Way Kick-off Campaign - Wednesday, May 8th, 2019, from 7:00am, Big Grove, Iowa City

Golf Tournament

- Friday, May 3rd, Brown Deer Golf Course, Coralville, 7:30am registration, 9:00am shotgun start
- Sponsors and volunteer spots still open, ask Kaila or Judy for more info

Community Foundation North Liberty Fund:

- **Thursday, May 2, at 5:00pm at Tin Roost** for an informational meeting about the NL Fund.
- 5 complimentary tickets for the NLCP Board members (heavy hors d'oeuvres, wine and beer included) still available

Community Engagement:

- Planting Party – THIS Thursday, 4:30 – 6:30 pm Growing Together Garden
- McDonalds events –all April long \$.50 of each kiosk sale will come to Pantry
- HACAP Kaila & Bikere presenting to pantries about volunteer training processes
- Eco Fest in CR – Table with Garden activity on Saturday – 300 people
- Hosting Kiwanis meetings @ Pantry 2nd Monday each month

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

Currently targeting and reviewing certain sections of the Pantry bylaws that might inhibit our ability to exist, specifically, the termination clauses.

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

North Liberty Community Pantry
Executive Financial Summary
March 31, 2019 - Cash Summary

	March 31, 2019	February 28, 2019	March 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	\$149,692.01	\$150,517.21	\$191,160.45
1020 • PayPal Account	5,589.12	5,589.12	1,696.48
1030 • Gift Card / Cash Card Account	288.48	288.48	260.00
1040 • Petty Cash	200.00	200.00	200.00
1190 • CFJC Endowment Fund	333,069.85	333,069.85	\$283,069.85
1499 – Undeposited Funds	(\$553.33)	\$0.0	\$0.0
Total Checking/Savings	\$488,286.13	\$489,664.66	\$476,386.78

Notes:

Balance Sheet

1. March cash position- change @ \$1,000.
2. Current six-month cushion is \$138,000 - cash reserve is sufficient.

Income Statement

1. Jan-Mar income look good - Next two months critical for meeting first half year projections.
2. Operational Expenses 10% below budget and 7% below prior year
3. Service Expenses 10% below budget and 24% above prior year.

Other

1. 2019 Fiscal Policies & Procedures have been updated pending board approval at next month's meeting.
2. Reached out to accounting firms locally to see if we might get better rate. Based on the findings we will stay with Bergan.
3. Aaron Robertson contributed some interesting ideas on credit card giving that we look forward to sharing with marketing & fundraising.

Next finance meeting May 20th at 4:30 PM

The Board approved the March Finance Report.

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

The Operations Committee met on Wednesday, April 3, 2019 and has the following to report:

- Spring Socks and Underwear Distribution served 333 adults, 276 children, 178 families, distributing 3,537 clothing items (500+ more than last year)
- Getting into Gardening recap - 30+ people attended, Carmen and Maja presented from the Local Harvest CSA
- Spring Family Surveys Monday, May 6th – Saturday, May 11th
 - Reviewed questions to ask families
 - Use as opportunities to advertise new events
 - Potential suggestion: Is it possible to have families take the survey with them?
 - Consensus: Potentially, but in-person surveys are opportunity to get feedback from families, is more personal, offer changes to teach about services, hear if there's a need for a cultural preference for food

Upcoming Events at a Glance:

Women's Health Month in May!

- Have done a week-long event in years past
- This year would like to have a big event – potentially showing *Period. End of Sentence*.
- Need potential speaker: public health representative, women's health advocate

Volunteer In-Service: **Wednesday, April 24th, 12:30-2 PM and 5-6:30 PM**

New Volunteer Orientation: **Wednesday, May 15th, 6PM – 8PM**

Golf Tournament: **Friday, May 3rd**

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

The Volunteer In-Service was attended by 22 volunteers in the afternoon and 18 volunteers this evening.

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

Fundraising/Marketing Committee met on Tuesday, April 9th –

As of the end of March our 2019 Fundraising is about 18% ahead (without considering future sponsorship funds already received) of our year-to-date goal.

- As a result of the “Sponsorship Opportunities” mailing sent to all potential sponsors, we have received event sponsors for both the Turkey Trot and Stone Soup Supper, as well as other sponsorships for our events.
- As of 4/24, we Sold Out for the May 3rd Golf Tournament. Sponsorships still available:
 - 1 - \$1,500 Beverage Cart Sponsorship that includes a 4-person team registration!
 - 1 - \$500 Prize Flight Sponsorship
 - 2 - \$250 Tee Sponsorships

The Spring Appeal and Annual Report was printed and mailed by alphagraphics the week of 4/9.

“It's Your Lucky Day” benefit held at Dunn Brothers brought in \$220.

“Roll into Spring” toilet paper drive brought in 1500 rolls + monetary donations.

We have a commitment from MidwestOne to sponsor \$2,000 of the \$6,000 budgeted for the Back to School Event.

Kaila presented to the NL City Council at their 6:30pm meeting on April 9th. The City committed to funding of \$17,000 for 2019.

We will have a “feminine hygiene products” drive throughout May, Women's Health Month, and a screening of the award-winning documentary “*Period. End of Sentence*” scheduled for Wednesday, 5/29.

2019 Fundraising/Marketing Calendar (mark your calendars)

- 4/22/2019 - Turkey Trot Sponsorship Letter mailed out
- 4/28/2019 - Turkey Trot flyers in CRANDIC race bags
- 4/29/2019 – Assembling Silent Auction baskets for the Golf Tournament, help anytime between noon-6pm.
- 5/3/2019 - Golf Tournament – Even if you are not golfing swing by to check out the Silent Auction
- 5/8/2019 - United Way Kick-Off, Big Grove (Iowa City) 7am
- 5/14/2019 - Fundraising/Marketing Committee meeting, 7:30am
- 5/31/2019 - TGIJ Saturation Postcard Mailing. TGIJ – entire month of July 2019
- 7/13/2019 - Turkey Trot & Blues ‘n BBQ
- 8/1/2019 - Stone Soup Supper Sponsorship Letter
- 8/16/2019? - Back to School Bash
- 9/18/2019? - Taste & Tour Garden Event
- 10/4/2019 - Fall Appeal Mailing
- 10/27/2019 – Stone Soup Supper

Fundraising/Marketing Committee meetings are the 2nd Tuesday morning of each month, 7:30-8:30am. The next meeting is May 14th at the Pantry. **All are welcome!**

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

- Things are starting to grow (Asparagus, garlic, chives and rhubarb)
- Tori Herber starts as a garden intern May 8th
- The Navy laid compost and tilled on Tuesday
- Committee is considering adding Stepping Stones in the garden

Events:

4/25: Planting Party 4:30 – 6:30 (need volunteers, especially adults)

4/28: UI Spirit Squad and maybe Herky here – Hawkeye Day of Caring 9:30-11:30am

5/23: Container Gardening (need containers)

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

The UMC Judicial Committee is reviewing the Traditional Plan put forth by the General Conference this week. Ministry Council was postponed to next Tuesday, 4/30.

The Grant Committee Report – was given by Trisha and included the following:

- The Grant Committee no longer needs additional committee members.

Old Business – none

New Business – none

Motion to adjourn tonight's meeting made by Katie; seconded by Erek. Motion passed.

Meeting adjourned at 7:50pm.

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, Aug 28, Sept 25, Oct 23,
Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
May 22, 2019**

The May meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:05p.m. on May 22, 2019.

The following directors were in attendance: Katie Tsilosani, EreK Sittig, Garrett Locke, Andrew Shalla, Judy Bornkessel, Nick Bergus, Allison Bates, Beau Brown.

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Dave Jansen, Tricia Coobs, Lori Meyer, Greg Dils, Edith Gonzales

It was moved by Nick and seconded by Andrew to approve the meeting agenda. The motion carried.

Erek moved to approve the April 2019 Board meeting minutes. Seconded by Andrew. Motion passed.

Officer and Committee Reports

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

P.M.S. Event

- **Wednesday, May 29th**, 7:00pm-8:30 pm, North Liberty Community Center
- Movie Screening of Period. End of Sentence. Followed by discussion about access to women's health products, "luxury" tax on feminine Hygiene items, and story sharing from pantry families and volunteers.

Thanksgiving in July & Turkey Trot

- This July is a month-long food and fund drive, please get involved in any way possible to spread the word and help us raise money and food during the most difficult time for the Pantry.
- Sponsors and volunteer spots open and needed for Turkey Trot, ask Kaila or Judy for more info

Community Engagement:

- Container Gardening – THIS Thursday, 4:30 – 6:30 pm Growing Together Garden
- Women's Health Month – **Fund-Raise-Her**, product drive and Social Media campaign
- Park to Patio 5k – Reds Alehouse event- Proceeds benefit Pantry- June 8th 8am – Volunteers needed
- Strike Out Hunger – Baseball benefit night at Penn Meadow's field June 11th 5-8:30pm, tabling event
- Stepping Stones Event – Growing Together Garden – Tuesday, June 18th, 4:30-6:30pm – Volunteers needed
- The Chamber's First Friday Coffee Connection will be at the Pantry on Friday, June 7th, 7:30am (**open to everyone**)

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

Planting party - rained out.

- OPEN Volunteer times: T/Th from 4:30-6:30. Seeds planted and tomato/pepper starts are in raised beds.
- Still need to work on pollinator beds and sunflowers to be planted.

Tori Herber was introduced to the Garden Committee as the garden intern

Container Gardening @ the Pantry – Thursday 5/23 4:30-6:30

Container Gardening @ Summer Lunch & Fun – Wednesday 6/12

Stepping Stones Garden Event (decorate and pour concrete into pans) - Thursday 6/18 following next Garden Committee Meeting

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

- Link to Bylaws (changes tracked):
<https://drive.google.com/file/d/1jYwUFMTVqauQQIPsWEHTXyMuzctIHRcW/view>
- Bylaw review
 - Update language about church’s power to terminate organization vs. power to terminate relationship
 - Add in service and non-discrimination language to “purpose” section
 - Pantry has the right to self-dissolve through Board votes
 - Update chairs for signatures
 - We will continue to look at articles and make updates to things needed to change
 - Possibly add a section “Assets” to Article VIII to define ownership of assets in addition to the building & land.
 - Approval still needed by Ministry Council
- Erek looked at the Building Shared-Use Agreement and asked if NLFUMC technically did not own the church building, do they legally have right to enter into a shared-use agreement?

Next meeting: June 21st, 2019 - 8:00 am

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

North Liberty Community Pantry
Executive Financial Summary
April 30, 2019 - Cash Summary

	April 30, 2019	March 31, 2019	April 30, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	\$143,331.98	\$149,657.01	\$127,520.24
1020 • PayPal Account	7,127.37	5,622.75	3,227.21
1030 • Gift Card / Cash Card Account	288.48	288.48	260.00
1040 • Petty Cash	200.00	200.00	200.00
1190 • CFJC Endowment Fund	333,069.85	333,069.85	333,069.85
1499 – Undeposited Funds	6,571.28	(\$233.33)	12,560.11
Total Checking/Savings	\$490,588.96.	\$488,604.76	\$476,837.41

Balance Sheet

- Pantry checking - Operating Cushion maintained - cash difference is in undeposited funds

Income Statement – Highlights:

- Sales - Within @ \$600 budget - however missed month April by 15K
- Transportation - high this month \$540 van insurance
- Special events - Tumblers for Golf event - new account budget will be off this year.
- Service Expenses - Much lower than budgeted. Larger than anticipated food donations. It does fluctuate and May will be higher.

Net Income

About \$17,000 ahead of budget - May, June and July will be challenging months with fund raising activities critical.

Other Finance News

1. Audit is progressing with Bergan - 11 of 13 categories have been accepted
2. Fiscal Policies and Procedures wrapped up.
3. Kaila will explore Debit card for pantry
 - a. currently employees using own cards being reimbursed
 - b. precedent set by Creation Kids for this in church
4. Still pursuing ideas on securing credit card swipe for recurring gifts to pantry.

Next meeting - June 17th 4:30 PM

Erek asked what changed in the proposed revision of the **Fiscal Policies and Procedures Manual**. Other than the duties of individuals, employees and volunteers including the addition of a Bookkeeper, the manual remains essentially unchanged. Nick moved to approve the revised **Fiscal Policies and Procedures Manual**. Katie seconded the motion and the motion passed.

The Board approved the April Finance Report.

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

Back 2 School Bash, August 16th at Penn Meadows (in different area of park)

- We will now have access to concession stand, may offer families a free “drink ticket” to be used at the stand
- For this year, we’ll use less KCRG marketing in order to attract fewer families outside of our service area and require adults to bring kids with them

Training video update - We have shot video footage and recorded voice-overs for the video, and Jake is working on editing the video together.

Volunteer In-Service recap – discussion about re-evaluate any policies? Such as, increasing clothing limit, one-way policy, meat limits, produce cooler/refrigerator arrangement

Do we need a focus group this year? Potentially in the fall.

- Survey can be intimidating, and people could potentially be fearful to express critical feedback, so an independent group coming in could be very helpful – if our feedback is not good/reliable, it’s not good data anyway

Women’s Health Month Feminine Hygiene Drive – All May

“Period. End of Sentence” Screening Event: Wednesday, May 29th 7pm @ North Liberty Community Center

Spring Family Surveys: Monday, May 6th – Saturday, May 11th

Next Meeting: Wednesday, June 5th at 3:00-4:00pm

Additional Notes:

- Idea: Have Ikea tote bags for people to bring back with them
- We are looking at getting a new open produce cooler. We have a grant one that must be purchased by the end of June.
 - Issue: Noticed the cramped space in shopping room (especially with volunteers and staff) at last in-service
 - Possible Solutions:
 - Idea: rearranging shopping room to maximize space (possibilities include using extension cords for fridge/cooler/freezer plugins, condensing rows of food to showcase less quantity and more variety, etc.)

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

- New Volunteer Orientation held on Wednesday, May 15th, 6pm–8pm and 15 new volunteers participated.

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

- To date a pitiful response to the Spring Appeal – April Annual Report & response tool sent to 686 local households. We will send out a follow up Spring Appeal with the familiar response tool by end of May.
- Golf Tournament is coming in right at what was budgeted.
- Income is being generated with a “feminine hygiene products” drive throughout May, Women’s Health Month, and a screening of the award-winning documentary “Period. End of Sentence.” scheduled for 7pm 5/29 at the North Liberty Community Center.
- Turkey Trot scheduled for July 13 and has 13 runners signed up as of 5/14.
 - Committee is following up with potential sponsors. Event Sponsor UICCU will be officially known as Green State as of July 1st.
 - Water Station ran out of water
 - Since we are starting/ending in the Blues & BBQ area, we can no longer include dogs
- HyVee – Crosspark held “Feed the Need” event encouraging customers to round up to support the Pantry. They brought us a check for \$2,128.93.

2019 Fundraising/Marketing Calendar (mark your calendars)

- 5/29/2019 – Screening of “Period. End of Sentence.”
- By 5/31/2019 – additional Appeal letter & response tool
- 6/15/2019 - TGIJ Saturation Postcard Mailing.
- Entire month of July 2019 – ThanksGiving In July
- 7/4/2019 – representing the Pantry in the Coralville Fourth of July Parade
- 7/13/2019 - Turkey Trot
- 8/1/2019 - Stone Soup Supper Sponsorship Letter
- 8/16/2019? - Back to School Bash
- 9/18/2019? - Taste & Tour Garden Event
- 10/4/2019 - Fall Appeal Mailing
- 10/27/2019 – Stone Soup Supper

Fundraising/Marketing Committee meetings are the 2nd Tuesday morning of each month, 7:30-8:30am. The next meeting is June 11th at the Pantry. **All are welcome!**

The Church Relations Report – no report

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

- We expect \$25,000 from United Way this campaign year.
- We are again applying for grant from the Iowa Conference of United Methodist Church.

Old Business – none

New Business – none

Motion to adjourn tonight’s meeting made by Nick; seconded by Erek. Motion passed.

Meeting adjourned at 7:20pm.

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, Aug 28, Sept 25, Oct 23,
Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
June 26, 2019**

The May meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:05p.m. on June 26, 2019.

The following directors were in attendance: Erek Sittig, Garrett Locke, Judy Bornkessel, Nick Bergus, Allison Bates, Beau Brown, Dave Jansen, Tricia Coobs, Lori Meyer, Greg Dils,

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Katie Tsilosani, Andrew Shalla, Edith Gonzales

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

Nick moved to approve the May 2019 Board meeting minutes. Seconded by Garrett. Motion passed.

Officer and Committee Reports

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

Produce Cooler - We've purchased a new produce cooler using \$6,500 in grant funds. It should arrive in July.

Thanksgiving in July & Turkey Trot

- July is a month-long food and fund drive. Please get involved and spread the word.
- Sponsors and volunteer spots open and needed for Turkey Trot; ask Kaila or Judy for more info.

Community Engagement:

- Stepping Stones Event at the Growing Together Garden was Tuesday, June 18th
- Summer Lunch & Fun – 2 done, 3 more to host
- 4th of July Parade in Coralville – meet in the staging area near McGregor's on 2nd St.
- Domestic Violence Intervention Program & NLCP combination fundraiser in NL – Looking at dates in August
- Waiting on results from Veggie Rx Grant for \$50,000 to buy produce & produce handling equipment split with UIHC, Coralville Pantry and Local Foods
- KXIC – Every 3rd Thurs. if interested in going on Radio, let Kaila know

Please Log your hours for each committee meeting & board meeting

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

- Link to Bylaws (changes tracked):
<https://drive.google.com/file/d/1jYwUFMTVqauQQIPsWEHTXyMuzctIHrCw/view>
- Bylaw review
 - Update language about church's power to terminate organization vs. power to terminate relationship
 - We add a section "Assets" to Article VIII to define ownership of assets in addition to the building & land.
 - Erek asked if it would be appropriate to add language to give the Pantry the right to disassociated with the church. After some discussion, the Bylaws will go back to committee for further review.

Next meeting: Wednesday, July 17th, 2019 - 8:00 am

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

Discussion about the UMC Traditional Plan

- Judy reported on the Iowa Annual Conference disapproving of the Traditional Plan.
- Dave reported that Ministry Council supported the IAC disapproval of the Traditional Plan.

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

North Liberty Community Pantry

Executive Financial Summary

May 31, 2019 - Cash Summary

	May 31, 2019	April 30, 2019	May 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	\$148,609.11	\$143,257.78	\$136,575.25
1020 • PayPal Account	7,911.25	7,127.37	8,462.82
1030 • Gift Card / Cash Card Account	288.48	288.48	345.00
1040 • Petty Cash	200.00	200.00	200.00
1190 • CFJC Endowment Fund	333,069.85	333,069.85	333,069.85
1499 – Undeposited Funds	1,624.00	7,483.94	100.00
Total Checking/Savings	\$491,702.69	\$491,427.42	\$478,752.92

Balance Sheet

- Cash increased by \$5,000 over last month

Income Statement – Highlights:

- Income - 27% from budgeted month of May
- Income - 15% from May 2018
- Expenses look good across the board

Net Income

About \$17,000 ahead of budget - May, June and July will be challenging months with fund raising activities critical.

Other Finance News

- Audit submitted
- Still pursuing ideas on securing credit card swipe for recurring gifts to pantry.
- Bank Card established for Kaila for purchases with controls and limits
- Aaron Robertson - guest speaker for fund raising ideas - Lee Weber (Hawkeye Wrestling)
 - Donor Box - 350 monthly donating members - \$27,000 per month
 - Targeted Facebook/Geo Fencing

Next meeting - July 15th - 4:30 PM

The Board approved the May Finance Report.

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

Women’s Health Month update

- Met our \$2,000 fund-raise-her goal, received 70.6 pounds of donations
- P.M.S. event: about 30 attendees, people from different areas shared stories, State Representative Vicki Lensing reached out to Kaila about new bill to eliminate pink tax

Back 2 School Bash Update: Friday, August 16th at Penn Meadows Park (in different park area)

- General Update: We are using more targeted advertising for families specifically in our service area, Great Clips is providing haircuts, folks will need to identify enrolled schools, more pictures/multilingual signage.
- NLCP is providing school supplies but is not giving any monetary contribution this year.

Feeding America tool – reviewed Johnson county numbers

Reviewed visit numbers for busier days to make sure hours of operation/staffing are aligned with demand.

The Volunteer Support Committee Report – no report

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

- State of the Pantry YTD
 - Items to note: Golf outing came in over expectations!
 - City funds coming in August - \$17,000
 - Red's Pantry Benefit, "Park to Patio" - \$ \$4,162
 - United Way Allocation - \$25,000 (Same as last year)
 - Online donation pay-out lag
- Women's Health Month
 - Huge success! \$2,100 in the Bank, more coming from Facebook + in-kind donations
- Thanksgiving in July/Turkey Trot - still seeking sponsorships & runner/walker registrations
- Email Appeal
 - From the May 17th email blast raised \$660 as 34 people clicked on donation links, 2 set up recurring gifts. We will continue this momentum with a monthly Email on a specific topic.
 - Nick noted that subject line is key to increasing open rates. Something unique, catchy, but not click bate.
- Reviewed appeal letter. Will mail out early next week and seek volunteer help as needed.
- Partnerships
 - Veggie RX Grant – potential \$50,000 split with Coralville Pantry and UIHC
 - DVIP – summertime concert fundraiser idea, still gathering details
 - Strike Out Hunger – TONIGHT Penn Meadows Baseball diamonds raised \$500
 - Reds Park to Patio
 - Noted to not let staff get too involved and end up working hard on others' benefit events.
- 2019 Fundraising/Marketing Calendar (mark your calendars)
 - 7/4/19 – 4th of July Parade – TT/TGIJ handouts
 - 7/13/2019 - Turkey Trot 10k, 5k, 1 Mile
 - 8/1/2019 - Stone Soup Supper Sponsorship Letter
 - 8/16/2019 - Back to School Bash
 - 9/18/2019 - Taste & Tour Garden Event
 - 10/4/2019 - Fall Appeal Mailing
 - 10/27/2019 – Stone Soup Supper
 - 12/3/19 – Giving Tuesday

Fundraising/Marketing Committee meetings are the 2nd Tuesday morning of each month, 7:30-8:30am. The next meeting is July 9th at the Pantry. **All are welcome!**

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

Past Events:

- Container Gardening – 43 at the Pantry Event & 216 at the Summer Lunch & Fun
- Stepping into Summer – 30 Attendees made some awesome stepping stones; stop by to see their handiwork.

What's New:

- YES Program – Began Wednesday, 6/19. Two students working on various garden projects.
- Mower needs to be serviced (\$500 is budgeted for that)
- What's Growing – potatoes, okra, garlic (and scapes), tomatoes, peppers, onions, basil, cantaloupe, kohlrabi, broccoli, broccoli raab, kale, collards, rainbow chard, beets, radishes, mint, parsley, cilantro, chives, garlic chives, strawberries, raspberries. Irrigation still needed.

New Events: Volunteers are needed to keep the garden growing and to assist with Chef Demos

- Open Garden Volunteer Times: Every Tuesday/Thursday 4:30-6:30pm
- Chef Demos:
 - Thursday, July 11th – Big Grove
 - Thursday, July 18th – Pullman
 - Thursday, July 25th – Big Grove

The Grant Committee Report – was given by Greg and included the following:

- Will be receiving \$17,000 from City of North Liberty for items to distribute
- Received Delta Dental grant for toothbrush kits to distribute at Back to School
- Received South Slope grant for \$2,000 for protein purchases
- Partnering with UIHC Upstream Clinic and Coralville Pantry on the MidwestOne grant for the “VeggieRx” project
- Working on Community Foundation of Johnson County and UMC Unified grants

Old Business – none

New Business – none

Motion to adjourn the June meeting made by Ereka; seconded by Nick. Motion passed.

Meeting adjourned at 7:18pm.

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**, Aug 28, Sept 25, Oct 23,
Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
July 17, 2019**

The July meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:00p.m. on July 17, 2019.

The following directors were in attendance: Erek Sittig, Judy Bornkessel, Beau Brown, Dave Jansen, Tricia Coobs, Lori Meyer, Greg Dils, Andrew Shalla

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Katie Tsilosani, Garrett Locke, Nick Bergus, Allison Bates, and Edith Gonzales

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

Lori moved to approve the June 2019 Board meeting minutes. Seconded by Greg. Judy offered a correction to the June 2019 Board meeting minutes. The first sentence should read "The June meeting...". Motion passed approving minutes as amended.

Officer and Committee Reports

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

New Produce Cooler - We donated the old cooler to Coralville Pantry

Community Engagement:

- KXIC – Kaila will be on the air at 7:15am tomorrow.
- Hy-Vee Tabling – Sunday, July 21st, 11am-3pm - let Kaila know if you would like to help
- Hosting Mandela Washington Fellows from the U of I @ Growing Together Garden
- Back to School Bash – Aug. 16th 2-5pm new shoes, school supplies & backpacks donations needed & help needed during & times prior to the event: <https://www.signupgenius.com/go/70a044baaae2ea75-backtoschool1>
- Philanthro-Jam – Aug 11th 2-5pm – the band Home Brewed will play, Food Trucks and FUN!
- Taste & Tour – Sept. 18th
- Hosting Kiwanis meetings @ Pantry 2nd Monday each month

Thank you!

The following board members have been doing a great job of helping the cause lately, shout outs:

- Tricia – Hosting a neighborhood TGIJ food drive and walked in the 4th parade
- Garrett – Walking in the 4th parade
- Lori & Allison – doing awesome work pushing for TGIJ donations at your bank branches!
- Judy, Dave, Greg, Beau – Volunteering and/or running/walking in the Turkey Trot
- Nick – Giving the Pantry some extra exposure at Blues & BBQ
- Erek- Happy Anniversary, thanks for encouraging donations to the pantry in your honor!

Pantry Shift

*Please consider volunteering on shift this summer. Email me a date you may have open or I will email you all the on-shift days we have available. Or use the link below

<https://www.signupgenius.com/go/70a044baaae2ea75-schedule58>

Please Log your hours for each committee meeting & board meeting

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

- Link to Bylaws (changes tracked):
<https://drive.google.com/file/d/1jYwUFMTVqauQQIPsWEHTXyMuzctIHrCw/view>
 - Bylaw review – Beau will schedule meeting with Alecia, Richard, Kaila, Ereka & Nick
- Reviewed Strategic Plan relevant to Executive Committee’s Responsibilities
 - Discussed partnerships with area Pantries and how we might support them.
 - Committee chairs should add reviewing the Strategic Plan to their committee agendas.
- Kaila will be attending the “Closing the Hunger Gap” Conference in North Carolina in September.

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

North Liberty Community Pantry
Executive Financial Summary
June 30, 2019 - Cash Summary

	June 30, 2019	May 31, 2019	June 30, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	\$139,760.36	\$148,609.11	\$134,512.10
1020 • PayPal Account	8,655.87	7,911.25	8,476.34
1030 • Gift Card / Cash Card Account	288.48	288.48	253.48
1040 • Petty Cash	200.00	200.00	200.00
1190 • CFJC Endowment Fund	333,069.85	333,069.85	333,069.85
1499 – Undeposited Funds	5,582.90	1,624.00	20.00
Total Checking/Savings	\$487,557.46	\$491,702.69	\$476,531.77

Question was asked about Expense item #7550 “Consultative/Outsourcing” budget of \$7,050 for Jan-Jun. The Audit expense of about \$4,500 will come from this bucket.

Next meeting - August 19th - 4:30 PM

The Board approved the June Finance Report.

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

Reexamining Saturday hours

- Data Note: current timestamp data is rather inconsistent, since desk workers all enter check-in families at different times (some throughout, some at end of shift, etc.)
- Idea: Ask desk workers to add times to blue shopping slips as people check-in for one week to get a gauge of when people arrive

****Taking a closer look at consistency of data - controllables**

Fall Family Surveys – May be time to revamp

- Option: Scratch old survey, and only ask families 1-3 questions each month
 - Downside: Family surveys are helpful way to gain meaningful interactions with families and cool stories
 - Proposal: have families fill out paper (available in different languages) survey with 2-3 questions
 - Translating into different languages could also be something for bilingual volunteers, Mandela Fellows, or the Bilingual Project to help accomplish
 - Could add in a specific “Survey Volunteer” spot into the schedule or have as an intern project

Serving Taco Mac samples, hoping this will help move Meals of the Heartland items now entering NLCP from HACAP

Tabling @ Hy-Vee: Sunday, July 21st, 11am-3pm – we’ll be looking for donations at both HyVee entrances, also will be handing out donation lists of top 5 most needed items

DVIP/NLCP Fundraiser: August 11th, 2-5pm – **PhilanthroJam Benefit Concert**

The Volunteer Support Committee Report – no report

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

State of the Pantry YTD

- Golf Tournament came in a little over budget
- Turkey Trot on target to come in on budget
- Spring/Summer Mail appeal donations coming in at a steady pace. May make budget.

Thanksgiving in July Food Drive / Turkey Trot, July 13

- TGIJ Food Drive with NL bank & credit union branches & discussed how to get branches to engage their customers in the food drive
- Turkey Trot – discussed last minute details

Partnership with DVIP – benefit concert “Philanthro-Jam” with the group Home Brewed, Sunday, 8/11, 2-5pm, at Quail Ridge Park in North Liberty

- Focus on youth programming
- Recurring Gifts sign up

2019 Fundraising/Marketing Calendar (mark your calendars)

- 8/1/2019 - Stone Soup Supper Sponsorship Letter
- 8/11/2019 - benefit concert “Philanthro-Jam” partnering with DVIP
- 8/16/2019 - Back to School Bash
- 9/18/2019 - Taste & Tour Garden Event
- 10/4/2019 - Fall Appeal Mailing
- 10/27/2019 – Stone Soup Supper
- 11/1/2019 – Mail Sponsorship Opportunities to Potential Business Sponsors
- 12/3/19 – Giving Tuesday

Next Fundraising/Marketing Committee meeting is Tuesday, August 13, 7:30-8:30am

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

- Stepping stone event went well
- Mower and edger got a facelift
- YES Program kids have been great and are in their 4th week
- Harvesting garlic very soon
- Chef demos lined up for the next 2 Thursdays 5-6pm (Big Grove last week 7/11) Pullman and Big Grove
- More Garden volunteers needed during Open Volunteer times, Tuesdays & Thursdays, 4:30-6:30pm
- Summer Lunch & Fun was Monday 7/15 (PEAS team served taco mac) and again next Monday (we're partnering with Local Burrito and having a nacho bar)
 - Kids will be making "seed sticks" just not calling them rain sticks!
- We will have more Pop-Up Farmer's Markets; Wildwood farm has been bringing 200-800lbs of produce every Friday!

The Church Relations Report – no report

The Grant Committee Report – was given by Greg and included the following:

- Received \$500 from Johnson County Community Partnership to support a recipe library
- Submitted UMC Unified application
- Currently working on Community Foundation of Johnson County, Theisen's, EFSP, and American Family grants all due this month
- United Way application coming up soon for FY2021 (7/1/20 – 6/30/21)
- EFSP (Emergency Food & Shelter Program – FEMA) Kaila will be chairing their Board for the next year. Possible source for funding?

Old Business – none

New Business – none

Motion to adjourn made by Lori; seconded by Dave. Motion passed.

Meeting adjourned at 6:40pm.

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, **Aug 28**, Sept 25, Oct 23,

Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
August 28, 2019**

The August meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:04p.m. on August 28, 2019.

The following directors were in attendance: Judy Bornkessel, Beau Brown, Dave Jansen, Tricia Coobs, Lori Meyer, Greg Dils, Katie Tsilosani, Garret Locke, Nick Bergus, Allison Bates, and Edith Gonzales

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Erek Sittig, Andrew Shalla

It was moved by Nick and seconded by Allison to approve the meeting agenda. The motion carried.

Lori moved to approve the July 2019 Board meeting minutes. Seconded by Dave. Motion passed.

Officer and Committee Reports

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

Staffing update:

- Bikere's last day was on the 23rd
- Interviewed 7 candidates, offered job on Thursday the 22nd
- Emily Brumm will join staff as the Volunteer & Services Coordinator on Sept. 9th.
 - She comes to us from the Northeast Iowa Food Bank
 - ServSafe Managers Certified
 - experience training, leading, and coordinating volunteers, groups and AmeriCorps members.
 - Glowing references

Closing the Hunger Gap Conference:

- Kaila will be attending the CTHG conference in Raleigh, NC next week Tuesday-Thursday, 9/3-9/5.

Community Engagement:

- Back to School Bash – Served 557 students
- Philanthro-Jam – about 50 people attended
- ForeverGreen Fun Fair – Staff attended with activity and info for 1,500 people
- United Way Kick-off event – Kaila attended with activity Tuesday, 8/27.
- Taste & Tour – Sept. 18th at Pantry & Garden 5 – 7:30 pm, Please plan to attend!
 - Maggie's Wood Fired Pizza
 - Mission Bluegrass Band
 - Invite others
 - Volunteer on Sign Up Genius
- KXIC – Who wants to speak on the radio on September 19th?
- More details to come about the Veggie Rx Program, splitting \$50,000 with the Coralville Pantry
- Stone Soup Supper – Oct 27th South Slope Community Room – Pre-sale Tickets distributed for sale.

Pantry Shift

*Please consider volunteering on shift. Email Kaila a date you may have open or she will email you all the on-shift days we have available.

Please Log your hours for each committee meeting & board meeting

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

- Link to Bylaws (changes tracked):
<https://drive.google.com/file/d/1jYwUFMTVqauQQIPsWEHTXyMuzctIHCw/view>
 - Bylaw review – September 11th meeting with Pastor Alecia, several Ministry Council leaders and several members of the Pantry Board of Directors.
- Strategic Plan Review

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

North Liberty Community Pantry
Executive Financial Summary
July 31, 2019 - Cash Summary

	July 31, 2019	June 30, 2019	July 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 • Pantry Checking	\$151,734.23	\$145,528.98	\$125,361.89
1020 • PayPal Account	10,872.14	8,655.87	724.28
1030 • Gift Card / Cash Card Account	288.48	288.48	263.48
1040 • Petty Cash	200.00	200.00	200.00
1190 • CFJC Endowment Fund	333,069.85	333,069.85	333,069.85
1499 – Undeposited Funds	141.00	63.00	5,488.79
Total Checking/Savings	\$496,305.70	\$487,806.18	\$465,108.29

Notes

1. Good month – nice increase in cash balances
2. Income ahead of budget and improving vs. prior year
3. Net income ahead of last year and substantially ahead of budget.
4. All Audit questions have been responded to and await response by Bergan
5. We do expect greater expenses toward the end of the year; usually income is also greater then, as well.
6. We've had a much higher number of family visits over the summer due to the closure of Tiffin's pantry and the rent increase in Golfview's trailer park.

Next meeting – September 16th - 4:30 PM

The Board approved the July Finance Report.

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

- Back to School Bash was big success. 557 children served.
- Winter Coat Distribution, October 12th, will not be broadly advertised (last year ½ of families served were from Iowa City).
 - Fewer donations
 - Greater opportunity for grants
 - U of I Biliteracy program will volunteer to help.
 - Tiffin Pantry discussion
 1. 77 families visited NLCP in 2018; increased this year.
 2. We should seek fundraising in Tiffin since we are serving their population.
 3. The Tiffin pantry was closed this summer due to construction at the school.
 4. Their pantry is all-volunteer and underfunded by Tiffin UMC
 5. Coralville Pantry is also serving Tiffin residents.

The Volunteer Support Committee Report – no report as their meeting is next week.

Nick suggested that we need more structure at next year's Back to School Bash.

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

State of the Pantry YTD

- Turkey Trot came in a little over budget. TGII under budget, but better than 2018. TGII Food Drive 2020 – Keep the bank/credit union competition. Get other businesses to host food drives.
- Spring/Summer Mail appeal donations still coming in. May make budget.
- June and July were both over what was budgeted, making up for a sluggish April & May. Actual YTD is just a little over what we budgeted.

Jake brought up that **September is Hunger Awareness Month.**

- Statistically \$2 buys a single plate of food.
- Set up Facebook and/or Twitter fundraiser to purchase 500 plates of food (\$1,000)
- Approaching hair/nail salons, and ice cream shops in NL, Tiffin & Solon with a fundraising packet of \$2 orange plates and talking points about feeding those in need.

Taste and Tour – September 18, 4:30-6:30pm

- Flyers to Forever Green's Fun Fair
- Table for donations and to sign up for recurring gifts.
- United Iowa Financial is sponsoring the event for \$500.

Stone Soup Supper – October 27, 4:30-7:00pm

- 117 sponsorship letters went out last week, some mailed 9/5 about half were hand delivered.
- Committee is meeting 12:30 Thursday, 8/29 at Red's.

We are preparing for the **2020 Sponsorships Opportunities** letter.

- Will mail out in September.
- Nick composed an "awesome" letter to potential business sponsors for our 2020 fundraisers.
- Lori volunteered the staff at Great Western to prepare mailing.

2019 Fundraising/Marketing Calendar (mark your calendars)

- September – Hunger Awareness Month
- 9/18/2019 - Taste & Tour Garden Event
- 9/2019 – Mail 2020 Sponsorship Opportunities to Potential Business Sponsors
- 10/4/2019 - Fall Appeal Mailing
- 10/27/2019 – Stone Soup Supper
- 12/3/19 – Giving Tuesday

Next Fundraising/Marketing Committee meeting is Tuesday, September 10, 7:30-8:30am.

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

- Things are growing well in the garden!
- Bill from Forevergreen looked at the drip lines and will replace them with pvc pipe in the spring and we will use that opportunity to turn it into a class to show other how to do it.
- Tori (garden intern) had her last day.
- Salsa making class last Tuesday with chef Sean Towley from Big Grove, Solon
 - Participants made salsa verde, pico de gallo, and took home mini food processors.

Upcoming events:

- Taste and Tour is scheduled for Wednesday, September 18th from 5-730pm.
 - Maggie's Farm wood-fired pizza will be there with their mobile oven and we'll use garden produce as pizza toppings.
 - Mission Bluegrass Band is playing for the event and we will have kids activities and Pantry/garden tours.

The Church Relations Report – no report

The Grant Committee Report – was given by Greg and included the following:

- Submitted applications to Theisen's, Wells Fargo, and two to Community Foundation of Johnson County
- Upcoming applications due for United Way, Johnson County flex funding to replace our distribution freezer, and Matthew 25

Old Business – none

New Business – none

Motion to adjourn made by Dave; seconded by Nick. Motion passed.

Meeting adjourned at 7:02pm.

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, Aug 28, **Sept 25**, Oct 23,

Nov 27 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
September 25, 2019**

The September meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:05p.m. on September 25, 2019.

The following directors were in attendance: Beau Brown, Dave Jansen, Judy Bornkessel, Tricia Coobs, Lori Meyer, Greg Dils, Katie Tsilosani, Nick Bergus, Ereik Sittig, Andrew Shalla

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Allison Bates, Edith Gonzales, Garret Locke

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

Andrew moved to approve the August 2019 Board meeting minutes. Seconded by Dave. Motion passed.

Officer and Committee Reports

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

Staffing update:

- Emily Brumm (Emily Meirick after Saturday as she is getting married in Colorado) joined the staff as the Volunteer & Services Coordinator on Sept. 9th. She is getting to know the volunteers and the Pantry well.

Closing the Hunger Gap Conference - a few takeaways/tools:

- “Equity Filter” – 4 questions to be used across the organization when making important decisions to encourage more equitable thinking and outcomes.
- “5 Whys” – an activity used to address root causes of problems/issues
- “Triple Bottom Line” – 3 P’s of Grant Writing or project creation. Example: Veggie Rx
 - People – Social Justice
 - Planet – Environmental Impact
 - Profit – Economic Outcome

Labor Law:

- US Department of Labor has passed a Final Ruling on salary employees and overtime.
- As of yesterday, the new law states the minimum salary is \$35,568 for a full-year worker to be compensated without additional overtime pay.
 - Currently both full-time Coordinators are earning less than this amount
 - Overtime rule had been discussed in previous years, I believe the system of time-keeping in practice now should be effective in covering our employees from over-time pay issues. Kaila will continue to monitor staff hours and review the ruling. Open to more discussion about how to proceed.

Event Decision Making:

- Discussion about participating in/hosting outside events that may evolve into mission creep
 - Kaila recommends a template be created by the Board of Directors to prevent future involvement in events that may be mission creep or using Pantry resources not approved by committee or board.
 - Examples: Back to School Bash, Summer Lunch & Fun, Senior Dining etc.
 - Kaila recommends stepping away from Back to School Bash as a leader and seeks support in finding a new entity to take the lead. Perhaps approach area churches and the NL Betterment Committee.

Pantry Shift:

- We need of lots of help for two upcoming events
 - Saturday, October 12th, Coat Distribution 9am – 12pm, at Church
 - Sunday, October 27th, Stone Soup Supper, 4pm-7pm, at South Slope

- October Shifts not yet filled (If you haven't worked a shift yet, here is your chance!):
 - Tuesday, October 8th 2:45pm – 6:15 pm
 - Friday, October 11th (pick up donations from Library and drop off @ Pantry)
 - Friday, October 11th 2:00pm – 3:30pm help unload Table to Table
 - Saturday, October 12th, 10am – 12pm
 - Thursday, October 17th 2:45 – 6:15 pm
 - Saturday, October 26th 10am – 12pm

Thank you for attending to the Taste and Tour – About 300 attended this event and we grossed over \$1,200. The Board signed “thank you” cards for United Iowa Financial and Maggie’s Farm Wood Fired Pizza.

Please Log your hours for each committee meeting & board meeting

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

- Reviewed the Board member matrix - Edith & Beau are ending their 1st term and are up for re-election
- Reviewed bylaws after discussion with Alecia & SPRC
 - Discussion provided some clarification on “termination” and a few additional changes were made.
 - The Executive Committee moved to approve updated bylaws and the motion passed.
 - Final version will be sent to the Church Ministry Council and then presented to Ministry Council by Beau & Kaila. They will explain how the changes reflect the real relationship between Pantry/Church.
- Discussion about a salary increase for Amanda:
 - Executive Committee moved to provide a 6.9% increase (\$95.10 per pay period) for outstanding job performance and addition of Fiscal responsibilities. Motion passed.
 - Further the Executive Committee encouraged discussions about offering career path for employees and professional development – goal setting with staff to create growth opportunities.

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

North Liberty Community Pantry
Executive Financial Summary
August 31, 2019 - Cash Summary

	August 31, 2019	July 31, 2019	August 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	\$131,273.59	\$152,421.28	\$144,561.52
1020 · PayPal Account	11,419.62	10,872.14	753.32
1030 · Gift Card / Cash Card Account	288.48	288.48	263.48
1040 · Petty Cash	200.00	200.00	200.00
1190 · CFJC Endowment Fund	312,101.25	312,101.25	333,069.85
1499 – Undeposited Funds	1,135.00	141.00	0
Total Checking/Savings	\$456,417.94	\$476,024.15	\$478,848.17

Notes

1. August's Cash Balance suffered - income down @ \$20,000 (Net income vs budget – North Liberty's grant money came in August of 2018, but has come in September this year)
2. Endowment Changes vs 2018 - Total Endowment Fund value vs Beneficial Interest. (Our deposits \$280k plus increases/decreases in interest) @ \$21,000 in money donated with interest through the foundation
3. August Expense Accounts of Note:
 - a. 7540 - Professional - Kaila Conference
 - b. 7210 - Staffing - Garden Internship
 - c. 8580 Special Events - Turkey Trot T-Shirts
 - d. 8950 - Food-Retail - Large Wholesale Food – Milk and Wholesale Food

Other:

- Review is Complete - couple outstanding questions
- Committees should be preparing for next year's budget

Next meeting - October 21st at 4:30 PM

The Board approved the August Finance Report.

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

Family Surveys

- We are going to revamp/pare down survey, rather than simply ask 2-3 questions at a time from survey in its current format in the interest of gathering more accurate data responses.
- We also are looking at the possibility of tasking a 3rd party focus group to administer updated survey to minimize feedback bias.

Operations' Strategic Plan

- Many of the strategies for the goals outlined have target dates that have already come to pass.
- We plan to discuss where we are at with these and any changes that need to be made soon.

The Volunteer Support Committee Report – no report

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

August income was sluggish, but strong September income as of 9/22/19 has nearly made up the budget deficit.

Judy spoke to First United Methodist Church during services on Sunday, September 15th about Pantry events and ministries.

September is Hunger Awareness Month.

- Setting up Facebook and/or Twitter fundraiser events during September to purchase 500 plates of food (\$1,000)
- Lori and Judy approached hair/nail salons & ice cream shops to spread awareness.

Taste and Tour was September 18, 4:30-6:30pm and a big success.

- hand delivered invites to local business, emailed constituents a personal invitation
- United Iowa Financial sponsored the event for \$500.

Fall Appeal Mailing should go out the first week of October.

Stone Soup Supper – October 27, 4:30-7:00pm

- Stone Soup Supper sponsorships totaled just over \$6,000 as of 9/22/19. Our goal for this event is \$11,000.
- Need more silent auction items. Ideas?

The **2020 Sponsorships Opportunities** letter was mailed out to area businesses on September 10th. Thank you, Lori Meyer & the staff at Great Western Bank for folding & stuffing the mailing.

Giving Tuesday is December 3rd this year.

- Facebook Fundraiser – **Giving Tuesday**
- We will be seeking media coverage
- Matching Funds Pool - Pantry Board of Directors & area businesses

Advent Tree at FUMC – Personalized ornament tags will each represent a Pantry family. Church members can “adopt” family for several meals in December.

Next Fundraising/Marketing Committee meeting is Tuesday, October 8th, 7:30-8:30am.

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

- Meeting was busy with planning for the Taste & Tour that was the next day
 - Thank you to everyone that came out for the event
 - Maggie's Pizza (made 120+ pies) & volunteers added wonderful side dishes and activities.
 - The Mission Blue Grass Band was awesome, as usual.

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

Kaila, Beau, Dave, Judy, Nick and Erek met with Pastor Alecia and Richard Grugin, Staff-Parish Relations chair, on 9/11, about revisions to our bylaws. They expressed support of changes we have made.

The Grant Committee Report – was given by Greg and included the following:

- Received \$1500+ from Community Foundation of Johnson County for “A Hand Up For Children” grant. Declined for the other CFJC application for general distribution items.
- Submitted United Way, Johnson County Block Grant, and Matthew 25
- Working on Johnson County Flex Funds (items to distribute) and South Slope/Aureon (Technology upgrades)
- Only a few more to go before year-end

Old Business – none

New Business – The November/December Annual meeting date was discussed and set for December 18th at 6pm.

Motion to adjourn made by Dave; seconded by Katie. Motion passed.

Meeting adjourned at 8:00pm.

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, Aug 28, Sept 25, **Oct 23**,
Dec 18 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
October 23, 2019**

The October meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Vice-Chair, Katie Tsilosani, in North Liberty, Iowa, at 6:05p.m. on October 23, 2019.

The following directors were in attendance: Beau Brown, Dave Jansen, Judy Bornkessel, Tricia Coobs, Lori Meyer, Greg Dils, Katie Tsilosani, Ere Sittig, Andrew Shalla, Allison Bates, Garret Locke

The following guests were in attendance:

The following staff was in attendance: Kaila Rome, Emily Meirick

The following directors were not in attendance: Nick Bergus, Edith Gonzales

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

Lori moved to approve the September 2019 Board meeting minutes. Seconded by Ere. Motion passed.

Officer and Committee Reports

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

Staffing update:

- Kaila introduced Emily Meirick, our new Volunteer Coordinator. Emily invited Board members to attend the New Volunteers' Orientation, October 30th, 6-8pm.
- Kaila is working with staff to complete annual reviews
- Keep an eye out for Beau to send an Executive Director review shortly

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 (Dec 18th)

Stone Soup Supper

- **Sunday, October 27th, 2018** from 4-7pm, South Slope Community Room
- If you have not yet, please pay for ticket packets
- 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.

#GivingTuesday

- End of year giving push to encourage new and online donations
- **Tuesday, December 3rd**
- 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

Inside Out Reentry

- The City of North Liberty and the Inside Out Reentry Community is offering employers, decision-makers and policy leaders the opportunity to experience life — and its barriers — as an ex-offender on the path to re-establishing themselves as law-abiding, taxpaying citizens.
- The Returning Citizen Reentry Simulation
- Monday, Nov. 18 from 2 to 4 p.m. at the North Liberty Community Center (520 W. Cherry Street)
- Register Here: <https://www.eventbrite.com/e/returning-citizen-reentry-simulation-tickets-74353662807>

Johnson County Community Foundation's "Great Give Day"

- Wednesday, November 11th.
- The Foundation will match donations up to \$2,500 per organization given on that day.

Please Log your hours for each committee meeting & board meeting As we get close to the end of the year, please be sure you have logged your hours from each committee & board meeting. We use these hours for our financial review, grants reporting, and for our Appreciate Dinner. (Or send me a list of the dates and times so we can enter them manually)

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

- Review the Board member matrix
 - Edith & Beau are ending their 1st term, up for re-election
 - No other board members have expiring terms
- Review bylaws after discussion with Alecia & SPRC
 - Discussion provided some clarification on "termination" and we have support to update language in bylaws
 - Final version will be sent out to board for approval and was presented to Ministry Council
- Budget Review
- Executive Director Review – Kaila will send out template and Beau will create google form to send to Board & staff & volunteers

Next meeting: Friday, November 15, 2019 - 8:00 am

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

North Liberty Community Pantry
Executive Financial Summary
September 30, 2019 - Cash Summary

	September 30, 2019	August 31, 2019	September 30, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	\$146,215.41	\$131,138.88	\$124,967.80
1020 · PayPal Account	13,289.68	11,419.62	777.26
1030 · Gift Card / Cash Card Account	288.48	288.48	263.48
1040 · Petty Cash	200.00	200.00	200.00
1190 · CFJC Endowment Fund	312,101.25	312,101.25	333,069.85
1499 – Undeposited Funds	(\$210.33)	1,110.00	\$3,997.00
Total Checking/Savings	\$471,884.49	\$456,258.23	\$463,275.39

Notes

Much Better Month!!

1. Cash in Checking + \$14,000
2. Caught up budgeted income - down 6% to prior year
3. YTD Net Income ahead of last year

Other Finance News

Budget reviewed - money for wage adjustments pending reviews
Final budget at next meeting

Next Finance meeting - Monday, November 18, 2019 4:30 PM

The Board approved the September Finance Report.

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

- Reviewed current spending and worked on 2020 Budget.
- Pantry Family Survey will include mandatory questions from United Way.
- Will discuss “mission creep” events at next meeting.
- 275 individuals served at the 2019 coat distribution compared to the 417 (including 200 from Iowa City) being served in 2018. This year we promoted the event only within our immediate service area.

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

- Edith is stepping off the Volunteer Support Committee.
- Worked on the 2020 Budget.

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

State of the Pantry YTD – on budget as of September 30, 2019

Stone Soup Supper – October 27, 4:30-7:00pm, need more volunteers to assemble silent auction baskets all day Friday, October 25th.

The **2020 Sponsorships Opportunities** mailing went out the first week of October to all area businesses with the potential to sponsor Pantry events in 2020. Included in the mailing was a return tool for them to indicate their level of interest.

Worked on **2020 Fundraising/Marketing Budget** to submit to the Finance Committee.

2019 Fundraising/Marketing Calendar (mark your calendars)

- 10/27/2019 – Stone Soup Supper
- 12/3/19 – Giving Tuesday

Next Fundraising/Marketing Committee meeting is Tuesday, November 12th, 7:30-8:30am. All are welcome to attend!

The Grant Committee Report – was given by Greg and included the following:

- Submitted applications for Johnson County Flex Funds (food purchases) and South Slope / Aureon (technology upgrades)
- Received \$3000 from Theisen's
- Next meeting tomorrow, will start looking at new options available from Grant Station

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

- Worked on 2020 Budget.
- Last day for volunteering in the garden is October 31st. Spooky things will be happening!
- Planting Party will be in April

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

Updated Pantry By-Laws were presented to the Ministry Council for approval.

Old Business – none

New Business – Katie suggested developing a “Welcome to the Community” pantry packet for businesses new to the area.

Motion to adjourn made by Beau; seconded by Andrew. Motion passed.

Meeting adjourned at 6:45pm.

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, Aug 28, Sept 25, Oct 23,
Dec 18 (Nov/Dec joint)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
NORTH LIBERTY COMMUNITY PANTRY
December 18, 2019**

The Annual Meeting of the Board of Directors of the North Liberty Community Pantry was called to order by Chair, Beau Brown, in North Liberty, Iowa, at 6:07p.m. on December 18, 2019.

The following directors were in attendance: Beau Brown, Dave Jansen, Judy Bornkessel, Tricia Coobs, Lori Meyer, Greg Dils, Katie Tsilosani, Erik Sittig, Andrew Shalla, Allison Bates, Garret Locke, Nick Bergus

The following guests were in attendance:

The following staff was in attendance: Kaila Rome

The following directors were not in attendance: Edith Gonzales

Andrew moved to approve the meeting agenda. Kaila suggested adding the 2020 Budget to the meeting agenda. Andrew amended his motion. Nick seconded the amended motion. The motion carried as amended.

Katie moved to approve the October 2019 Board meeting minutes. Seconded by Nick. Motion passed.

Officer and Committee Reports

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

Giving Tuesday - Thank you to everyone for contributing to the year-end match and encouraging donations from our community

- There is a total of \$550 left to collect from the \$1,000 match, as some board members have already paid into the match.
- If you have not yet contributed to the match and are able to do so, please make a gift by the end of the year. Thank you!
- Here is a link to our new web-based giving system: <https://secure.givelively.org/donate/north-liberty-community-pantry>

Record Year - As of mid-December, we have reached three major milestones at the Pantry:

- 10,000+ visits so far this year (8.6% increase)
- 400,000+ lbs. of food and toiletries distributed (21% increase)
- 750 households served (5.7% increase)
- This growth may be due in part to rent increases at both Holiday Lodge and Ashley Court and the fact that the Tiffin Pantry had to close during the summer months due to construction at the school.

2020 marks NLCP's 35th Year Anniversary - brainstorm on an event/drive/message to help us celebrate this milestone for next year. Please see Judy/Kaila if you would like to help.

Insurance update

- Conversations among church employees have led to exploring group insurance plans for all employees. We decided it was not the right choice for us at this time
- We are however planning on contracting out HR/insurance management with a company called BASE to ensure we are compliant with our current offerings.
- This is an expense the Church has agreed to cover at no additional cost to NLCP

Year-End Thank You - Please take 5 (or more) thank you cards and names off the circulating list to thank our donors who have made sizable gifts and/or are recurring givers to NLCP.

Please Log your hours for each committee meeting & board meeting from 2019 - As we get close to the end of the year, please be sure you have logged your hours from each committee & board meeting. We use these hours for our financial review, grants reporting, and for our Appreciate Dinner. (Or send me a list of the dates and times so we can enter them manually.) Emily is looking into an online system for tracking volunteer hours.

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

- Bylaws – Beau reviewed a few changes. Nick moved to approve the revised bylaws. Dave 2nd the motion. Motion passed. Beau will forward the revised bylaws to the Church Ministry Council.
- Kaila conducted staff reviews and Kaila recommends a 3% wage increase for staff members for FY20
- Kaila presented the Board Matrix, noting that Edith declined 2nd term and Beau is the only board member up for renewal. It was suggested that we approach individuals to add to the Pantry’s Board of Directors. We could add as many as three more directors per our bylaws. The Slate of Officers for the Board was presented:
 Chair – Katie Tsilosani
 Vice Chair – Beau Brown
 Recorder – Judy Bornkessel
 Treasurer – Dave Jansen

Lori moved to approve Beau for a second 3-year term and to accept the Slate of Officers. Nick seconded. Motion carried.

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

North Liberty Community Pantry
 Executive Financial Summary
 October 31, 2019 - Cash Summary

	October 31, 2019	September 30,2019	October 31, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	\$143,292.29	\$146,215.41	\$141,399.95
1020 · PayPal Account	16,719.16	13,289.68	2,899.73
1030 · Gift Card / Cash Card Account	288.48	288.48	313.48
1040 · Petty Cash	200.00	200.00	200.00
1190 · CFJC Endowment Fund	312,101.25	312,101.25	333,069.85
1499 – Undeposited Funds	11,001.36	1,071.00	0
Total Checking/Savings	\$483,602.54	\$471,884.49	\$477,883.01

Executive Financial Summary
 November 30, 2019 - Cash Summary

	November 30, 2019	October 31, 2019	November 30, 2018
ASSETS			
Current Assets Checking/Savings			
1010 · Pantry Checking	\$174,542.16	\$143,165.29	\$140,209.35
1020 · PayPal Account	2,633.92	16,719.16	3,379.18
1030 · Gift Card / Cash Card Account	288.48	288.48	313.48
1040 · Petty Cash	200.00	200.00	200.00
1190 · CFJC Endowment Fund	312,101.25	312,101.25	333,069.85
1499 – Undeposited Funds	1,894.84	11,391.54	490.00
Total Checking/Savings	\$491,660.65	\$483,602.54	\$477,661.86

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

"State of the Pantry" YTD report – as of 12/9/2019 we were \$40,669.57 short of our fundraising goal (even though we brought in a little over \$25,500 in the first nine days of this month.) We are counting on an amazing December.

#Giving Tuesday update –

Total donations received

2019 - \$5,663 not including Geico's \$1,000 match and some Board members' matching gifts.

Total recurring givers

2019 – 13 people signed up for recurring monthly gifts (1 recurring giver increased)

Worked on 2020 Fundraising/Marketing Budget Update

2020 is the Pantry's 35th Anniversary Year. How do we celebrate?

35 additional recurring givers

Encourage \$35 donations during an Anniversary Drive.

"Non-Gala" Gala or an 80's Party

Big Goal – to increase giving from residents in the other communities we serve. We discussed approach the local governments of Solon, Tiffin, Oxford and Swisher for supplemental funding.

2020 Fundraising/Marketing Calendar

- 1/23/2020 - Tax letter
- 2/7/2020 - Golf Tournament Sponsorship Letter
- 3/11/2020 - Spring Appeal Mailing
- 5/4/2020 - Turkey Trot Sponsorship Letter
- 5/8/2020 - Golf Tournament
- 6/1/2020 - TGIJ Saturation Postcard Mailing
- TGIJ – entire month of July
- 7/11/2020 - Turkey Trot
- 8/21/2020 - Stone Soup Supper Sponsorship Letter
- Hunger Action Awareness Month – entire month of September
- 9/16/2020 - Taste & Tour Garden Event
- 10/5/2020 - Fall Appeal Mailing
- 10/25/2020 - Stone Soup Supper
- 10/28/2020 - Mail 2021 Sponsorship Opportunities to Potential Business Sponsors
- 12/1/2020 - #GivingTuesday

**Next Fundraising/Marketing Committee meeting is Tuesday, January 14th, 7:30-8:30am.
All are welcome to attend!**

The Garden Committee Report – nothing to report

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

Dave and Judy both served on an "Task Force" to compose a response to the 2019 UMC General Conference. Our position statement rejected their adoption of the doctrine known as "The Traditional Plan". The Ministry Council accepted our statement and it will go before the Church body for a vote on the afternoon of January 26, 2020.

The Grant Committee Report – was given by Greg and included the following:

- Received \$1500 from Aureon and South Slope to upgrade the check-in computer and wireless network
- Did not receive grants from Johnson County Flex Funds or Unified UMC Grant

Old Business – no additional Old Business

New Business –

- Closed session
- Beau recommended that the Board of Directors approve a 3% pay increase for Kaila for FY2020. Nick so moved and Andrew seconded the motion. Motion carried.

Motion to adjourn made by Nick; seconded by Erek. Motion passed.

Meeting adjourned at 7:58pm.

Respectfully submitted,

Judy Bornkessel, Recorder

2020 Board Meeting Schedule (4th Wednesday of every month except dates underlined below):

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