**Washington Food Coalition**

**Board Meeting Minutes**

**January 24th, 2020**

1. **Welcome and Introductions:**

**Present were**: Ken Trainor, Leon Brauner, Robert Coit, Kellie McNelly, Kris Van Gasken, Kevin Glackin-Coley, Jeff Mathias and Michelle Douglas

**On phone/computer:** Paige Collins, John Neill, Erik Larsen, Scott Kilpatrick, Tiane Shoemaker and Ahndrea Blue

**WSDA staff**: Kim Eads, James Scovel and Mallorie Shellmer

1. **Approval of Minutes from September 2019 meeting**

***Motion by Leon Brauner and seconded by Kevin Glackin-Coley. Minutes approved.***

1. **Treasurer’s Report - Michelle Douglas**

Michelle reported that she put together a Year to Date (June - December 2019) comparison to budget. Also distributed were September through December 2019 Profit and Loss Statements and Balance sheets. We continue to clean up the financial statements whether it is correcting unidentified transactions, correcting coding and reconciling last fiscal year’s books. Some highlights include a $10,000 donation from the Muckleshoot Tribe, a $1,000 end of year donation and conference expenses that came in under budget.

Ken reported that we need a Financial Review and our 990 completed for last fiscal year. Kris inquired if we need to have a review each year. Ken thought the review could be required by WSDA; Kim will double check on this. Jones and Associates, our accountants, charge $5,125 for the review and an additional $1,640 to prepare the 990. An extension was not filed for the 990 so we need to get this completed asap. We were fined by the IRS, but Trish was able to send a letter explaining the circumstance and asked for the fine to be removed.

Michelle Douglas informed the board that she will be resigning as the Treasurer.

Ken asked if the Board would approve sending Trish to an Oasis conference in Atlanta. The Exec. Committee approved of this idea. ***Ken moved, Kevin seconded, vote was unanimous that we should send Trish.*** The conference registration costs $699 but Trish was able to get a $200 discount and will stay at her brother in laws apartment to help reduce costs.

1. **Executive Director’s Report – Trish** (report attached)

Trish reviewed where we stand with Membership. Currently we have 277 members, at this time last year we had 265 members. Our updated system now splits by organizational entities and organizational members in our database; meaning organizational members are staff or programs that the lead agency paid membership for. All districts have paid, all distributors have also paid.

Trish informed the board that we have not received United HealthCare’s sponsorship payment but that should be settled shortly. (Check has come in.)

Trish is a little behind on the 2nd quarter newsletter; folks are asking for printed copies again, so she will have a few more copies printed this time to bring with her to coalition meetings. The newsletter should be out in the next couple of weeks. She is working on both another training and a survey to cover state deliverables; working on updates to the website and Facebook page; contract review with Katie is completed; moved storage unit closer/more accessible; attended a couple of trainings; attended AHNC Steering Committee meetings. Please see Executive Director report.

Question re: survey deliverable. Are there other things we’d like to know, that we could add to this upcoming survey? Kevin-perhaps ask who is doing summer meals? Kim said we could.

1. **Chair - Ken**

Ken shared that he has begun updating the Policies and Procedures Manual with help from the Executive Committee.

Ken reminded the board that at the June 2018 Strategic Planning meeting, folks signed up for committees or Teams, but no committee work has been done. He passed around a sign-up sheet for members to sign up, or rethink which committee they’d like to be on. Committees included:

* Sustainable Funding
* Facebook
* Membership Dues Review
* Newsletters/ Eblasts
* Website
* New logo development

Kellie M suggested that now is not a good time to be thinking about the new logo, with money so tight. The group agreed so that is off the table for now.

Ken said he’d send out the strategic planning meeting (June 2018) notes out to remind all about which committees they signed up for. Trish will send out the committee sign-up sheet to those not in attendance.

1. **WSDA/Food Assistance Advisory Committee - Jeff Mathias and Kim Eads**

The Food Advisory Committee met before the board meeting, Jeff shared that they discussed the Civil Rights Task Force, Mallory Shellmer, new staff member at the WSDA has new responsibilities, food procurement policy was discussed, and they touched on how to change EFAP procedures with regard to new ways of thinking about food-creating a new framework for food priorities.

**Kim Eads** (see handout):

Kim shared that Mallorie Shellmer is brand new to the WSDA and will be working as a regional rep in Leon’s area (Leon is from the Ocean Shores Food Bank). Her focus will be federal programs and regulations. CSFP budget has been finalized; TEFAP budget is set; TMP funding is set through calendar year 2020. Farm-to-pantry initiative is now called Farm-to-Food Bank. Contractors risk assessment is due soon. The EFAP Closeout Report from last year is now on website; Kim encouraged us to read it. Note: the number of seniors served has gone from 12.5% to 20%. County reports will be ready soon. Kris shared that Hispanic client numbers continue to decrease; she thinks because many are afraid to come due to recent immigration issues. CSFP: the WSDA is working on more resources for us, and the senior nutrition newsletter is one that has already been distributed.

**James Scovel/**Food Update: There is a ‘massive’ amount of food coming including fresh and frozen items. Chicken and pork, canned proteins, fresh milk, eggs, juice, pasta and cereal for each of the next 6 months. James encourage programs to move the food. No beans have been purchased for 2020 but James has some if your program wants any. List attached.

1. **Special Events/Conference Committee -Kris/Trish** (Attached report)

Kris review the highlights from the Conference Evaluation report that Trish prepared. Keynote speaker review was 4.9 out of 5, very positive! Nothing was rated under a 3.0. 2020 Conference is booked for Wenatchee 9/30-10/2. There was brief discussion on some of the recommendations that were proposed in the report including developing a refund policy developed. for those who must cancel after registering, or at last minute have to cancel. The food bank certification course was very popular, even though only 14 took the test. Some constructive criticism was that the food could have been better, and attendees requested more interactive sessions.

1. **Anti-Hunger Nutrition Coalition Legislative Agenda - Claire Lane** (see handout)

2/3/2020 is Hunger Action Day! Claire encouraged us to sign up asap!

This is now a combo-action-day with the Washington Chapter of Nutritionists and Dieticians.

This is a short session; new speaker (female for the first time); lots of newly elected members again; not worried about current programs being cut; Priorities this year are SNAP match, WIC Farmers Market Nutrition Program, Free/reduced lunch re-do, expanding the community eligibility provision, capacity for emergency food providers, Farm-to-food bank pilot expansion and food policy forum. Claire reviewed their agenda (attached) and points on the back of the page including their Anti-Poverty Priorities and their ongoing commitments.

1. **Advocacy Committee – Robert Coit and Kevin Glackin-Coley**

Kevin suggested that we, the WFC Board, prioritize three of agenda items from the AHNC Legislative agenda including the Snap Match, Infrastructure for Emergency Food Providers, and Farm-to-Food Bank---***Robert made motion, Kevin seconded, all in favor, none opposed.***

* **SNAP Match Program**: For 4 years, 68 health clinics, 90 farmers markets, and 233 grocery stores across Washington collaborated on an innovative USDA pilot grant that matches SNAP purchases with additional funds to buy fruits & vegetables. To sustain this program without interruption for 35,000 SNAP shoppers and patients, $1.3 million is needed until the next round of federal grants is available. These funds allow low-income people to continue to purchase healthy food, fight hunger, and improve their health.
* **Build the Infrastructure Capacity of Food Pantries & Food Banks** Provide grants to help emergency food organizations build capacity to respond to increasing needs for storage and distribution of perishable food. Trade policy and 2019’s food waste reduction bill (HB 1114) will continue to increase pressure on the already-stressed capacity of small-, medium- and large-scale food banks and food pantries to accept, store, and distribute fresh and perishable food. Grants will help purchase or build refrigeration, freezers, and chill storage, and expand trucking/distribution capacity.
* **Expand WSDA’s Farm to Food Pantry Initiative:** Grow the funds for this WSDA initiative that operates in 18 counties and ties healthy, local food for food pantries with support for small-scale farmers. This innovative project provides small amounts of funds to local food pantries to identify nutrition gaps in their donated produce and enables them to broker purchasing deals with local farmers to provide diverse, nutrient-dense produce to hungry people.

Ken asked for a volunteer for Treasurer of the Board, Ahndrea Blue, District 10 Primary rep, volunteered.

**Next WFC meeting:**

* April 17th in Ellensburg
* July 17th on Federal Way, Multi-Service Center
* September 30th in Wenatchee, part of annual conference.