**WFC Board Meeting Minutes**

September 29, 2021

**In attendance**: Peny Archer, Chris Benson, Ahndrea Blue, Cecilia Chavez, Alan Hamilton, Jennifer Hardison, **Treasurer**, Chris Hatch, Bob Mark, Jeff Mathias, Kellie McNelly, Ariel Medeiros, **Secretary,** Tiane Shoemaker, Andra Smith, **Chair,** Ken Trainor, **Past Chair**, Trish Twomey, *staff*, and Kris Van Gasken

WSDA Staff: Kim Eads, Lindsey Robinson, and Mallorie Shellmer

Guest: Ebony Taylor-Walker-White, **Dietetic intern**

1. **Introductions:**

Andra Smith, Chair, read the mission of the Washington Food Coalition.

Executive Committee Meeting update: talked about the conference and the logistics/how to move forward.

She asked the board members to answer the following question: *How are you doing? Your staff and volunteers?*

District Updates:

District 1: Increase in COVID in area, down in staff and volunteers, client numbers have been down 50% but a surge is happening, reduced hours and days.

District 2: National Guard departed and there is a lack of local volunteers, Wenatchee food bank lost its lease and is trying to find a new place. Capacity grants are helping with upgrades for a lot of places.

District 3: Harvesting salmon out of the river, working with another hatchery. New ice machine to offer to clients. A new building is coming along, dealing day by day but hopeful for a spring opening.

District 4: Burn out and lack of volunteers, hoping to get more college student volunteers to help with the shortage.

District 5: Still drive-thru model, lack of volunteers with the rise in cases. Meals are take home instead of sitting down.

District 6: No representative

District 7: Out of five positions only one has been filled, volunteers are hit and miss with the older volunteers not coming out. Two pantries are closed, one is reevaluating if they can open again, and Dayton is set to reopen. Overall well, client numbers are steady but a possible uptick in the next couple of months.

District 8: Most are still outside distribution until there are more precautions for indoor. Client numbers are going back up. Overall doing good, losing volunteers made paid staff a must.

District 9: Short on volunteers, with some having to give up rescues because of lack of people. The number of clients is going up over the whole county.

District 10: All is well but there is a dip in the numbers, volunteers are trickling back in on small scale. Very busy with a lot of burnout, switched from a drive up because of lack of volunteer power.

District 11: People are getting tired; lack of volunteers is causing burnout. More clients than pre-pandemic as benefits are stopping.

District 12: Doing really well, measurements of a good day aren’t the same as now. It is no longer an “I survived but I adapted”.

District 13: No representative

District 14: The increase in COVID cases has caused a decrease in volunteers and changes in holiday distributions.

At-Large: Kris Van Gasken: Staff is good, volunteers are slow coming back with safety concerns. Older volunteers are still concerned about the Delta variant.

Andra introduced Ebony Taylor-Walker-White our dietetic intern.

Ken Trainor posted in chat about the AmeriCorps volunteer. This year the cost to the sponsoring organization is $1000 for the year. The application is closing soon, with no date given.

1. **Approval of Minutes:**

***Alan Hamilton motioned to approve the June minutes as presented. Chris Hatch seconded the motion, motion passed.***

1. **Treasurer’s Report** presented by Jennifer Hardison:

L&I wants a separate account for the SHIP grant, it was deposited in the wrong account so had to be transferred to the correct account which is why it showed up on the checking account statement.

**Highlights for June:**

On balance sheet - SHIP Grant $107,788.98, see above

5220 Printing/Copying - $964.56, Printing of revised Food Banking resource manual

5245 Insurance - $2,086.50, General liability, annual insurance payment

5250 Board/Staff Training- $499, reimbursement from Memberclicks from conference (2019) that was cancelled.

5350 Equipment - $2,332.10, new laptop, monitor, printer, speakers and cables

5440 Special decor, tickets and supplies - $1,948.46, Signage, tickets, name tags, labels, folders

8000 PPP loan forgiveness, $16,199.

**Highlights for July:**

On balance sheet - SHIP Grant $107,788.98

5225 - Postage -$176. renewal of PO Box

5245- Insurance $110. payment for D & O insurance

5430 - $2,300 down payment to Zeacon for developing the Virtual world

5450 - Prizes and Giveaways - for conference: glasses, food treats, pens, bags

**Highlights for August:**

P & L statement:

5420 Room/Conference Space - Deposit for Pybus Market for conference dinner, being reimbursed.

5350 Equipment – purchase of hand truck

***Motion to accept Treasurer’s Report by Cecilia Chavez. Ken Trainor seconded; motion passed.***

1. **Executive Director’s Report** presentedby Trish Twomey:

Highlights from Trish’s report include:

* 7 new or renewed members in the past quarter
* The conference has a virtual world but also zoom links
* Foodbank certification is on the website; five have completed course with exam.
* The fall newsletter went out on September 24, 2021
* Working on Nutrition policy for the coalition and food purchasing guide was updated.
* Conference in April will a day and a half, with a board meeting in the morning.
1. **Committee Work** by Andra Smith

Andra shared she and Trish have been talking about how to get the committees up and running so the Executive Committee will work to prioritize committees. Andra has a list of committees that includes Ad Hoc committees, identified at the 2018 Strategic Board retreat and our Standing Committees that are in our By-Laws. Can they be changed to meet what we need now? If we plan to change or add new Standing Committees, they need board approval.

At the Executive Committee, Robert Coit volunteered to oversee board development as part of the work of his role on the Executive Committee. Ken Trainor will be a membership and mentor to the new board members to help them get ready to be board members.

Future Executive Committee meetings will be open for people to sit in on to see how it works.

1. **Committee Reports**
	1. **WSDA/FAA Advisory update** by Kim Eads and Trish Twomey:

FAA - Please see the attached note from Michelle Douglas

WSDA - Kim: Funding from the federal government looks good for the upcoming year. Food Assistance Fresh Boxes are extended through 10/31 but not at the same capacity for nonrural or distressed counties. We Feed Washington Boxes are still in development with more information at the next contractor meeting. Trying to reduce client barriers to see who is being missed.

Lindsey: Flexible Funding Grant Committee is launching the Flexible Funding Grant program. $4 million in funding, the grant is open to all food organizations that are one year or older. The application will start today (9/29) until November 15th, application can be found at arg.wa.gov/grants. There are three different categories and three different grant sizes. Weekly virtual tech support and information. Farm to Food pantry is also opening applications in the next few weeks.

Harvest Against Hunger and the Washington State Department of Agriculture has developed a *2021 Washington State Hunger Relief Capacity Survey* to assess the current capacity and future needs of organizations providing hunger relief services in Washington State. Results and insights from this survey will help HAH and our partners to develop plans and identify additional resources to better support the work that groups, like yours, are doing to alleviate food insecurity in your community. Please respond to this survey by October 8, 2021!

https://rb.gy/6nd2nf

* 1. **Transition Committee** by Andra Smith

The Transition Team has not had another meeting since the initial meeting. Dan Lancaster stepped down as chair of the committee. The Executive Committee has talked about putting a hold on the transition portion of the committee until a better time with the pandemic picking back up. When more time and capacity open up relooking at the committee and having co-leads to help the transition go more smoothly. Andra is hoping to call a meeting of the group soon.

* 1. **Special Events/Conference Committee** by Kris Van Gasken:

The conference starts tomorrow (9/30) and it has been a challenge trying to figure out if there should be a conference and how to do it. There is a virtual world option that you can create an avatar and walk around or zoom links are available. Gift cards were collected to replace the district baskets and be an incentive for folks to complete evaluations.

Vendors will be available in the virtual world with materials uploaded and face-to-face options. The in-person dates in Wenatchee are April 25 and 26 with the board meeting being on April 25. Please let Trish and Kris know if these dates are a conflict, so a date can be finalized.

* 1. **Legislative Agenda Discussion** by Robert Coit:

Robert was unable to attend at the last minute. Do we want to make our own legislative agenda? A new chair will be needed, and more members as well.

***Chris Hatch motioned to end the meeting. Cecilia Chavez seconded; motion passed.*** The next meeting will be on January 26, 2022.

