



**Feeding South Dakota**  
**Board of Directors Meeting Minutes**  
**April 23 and 24, 2017**

Attendees: Ray, Max, Rich, Dick, Barb, Connie, Thomas, Steve, Tyler, Brian, Lesa, Matt, Chad

Absent: Julie, Randy, Pat and Erica

The meeting was called to order at 2:00 p.m. CST

**Welcome & Introductions**

**Invocation**

**Food Insecurity Activity**

**Consent Action Items**

Approval of the April 23 and 24, 2017 Agenda *M) Dick; S) Ray; Approved Unanimously*

Approval of the March 21<sup>st</sup>, 2017 Minutes. *M) Brian; S) Dick; Approved Unanimously*

**New Business**

**Board Chair Report**

Strategic Goals (Chad): the number of underserved counties as of the last reported quarter dropped from 16 to 14. Our food to encourage percentage is at 55 percent, compared to 70 percent goal. Food Distribution for the month of March totaled 1.3 million pounds.

FY18 board calendar was reviewed.

**Programs Committee**

Board Metrics Dashboard (C. Olson)

The goal of the board metrics dashboard is to read and react, visibly observe trends, align goals/priorities of Feeding America. Board asked for clarification on metric – cost per dollar raised (does the metric include salaries, marketing, etc.)?

12 food bank benchmark update was shared with the board. The board recommended that the programs committee review the benchmark update monthly. The programs committee will make recommendations to the operations staff (i.e. best practices from food bank peer groups). The board discussed whether or not it would be appropriate for the organization to create a produce plan, similar to food bank peers in Chicago.

Board received an update on board engagement survey, and employee retention survey. The board asked for the board engagement survey to be reviewed at a future meeting.

**Governance Committee Report (C. Halverson)**

Officer elections. *M) Ray; S) Dick; Approved Unanimously*

- Rich, Chair
- Lesa, Vice Chair
- Steve, Secretary
- Brian, Treasurer
- Max, Past Chair

Committee chair assignments

- Programs: Tyler
- Governance: Barb
- Finance: Thomas
- Public Relations & Marketing: Julie
- Executive: Rich

Election of new board members *M) Ray; S) Dick; Approved Unanimously*

- Jim Stavenger
- Greg Schmieding
- Anne Marie Feiock

Board education: Gail Thomas, Regional manager for the South Dakota Department of Social Services provided an overview of the programs and services that individuals can access through the department including the economic assistance programs, supplemental



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nutrition assistance program (usage depends on economic conditions, program has leveled off with only slight increases in recent years), temporary assistance for needy families (TANF), medical assistance programs, children health insurance program (CHIP), Medicaid (majority of funding in South Dakota is used to support nursing home care), weatherization and low income energy assistance. Statistic: one in eight individuals in South Dakota is enrolled in some type of assistance program.

Board Education: SD Beef Council presented on “the importance of dietary protein.” South Dakota Beef Council – made up of eight organization, three representatives of each serve on council board for a total of 24 directors.

Board education: “the future Feeding South Dakota board,” included a discussion around the following questions,

- What are the three most important things we want to accomplish in the next 2-3 years?
- Do we currently have the right people on the board to make those things happen?
- Other considerations: donor requirements, competitors, etc.?
- Is our current board size adequate?
- Board diversity.

The board determined that it would be appropriate for the governance committee to identify organizations where we want to develop a relationship, identify a board member. Our goal should be to identify board members with areas of expertise that would benefit the organization. The governance committee will review the board profile and make recommendations for greatest “areas of need.” The governance committee will also make recommendations to the board on whether or not ad hoc committees should be established to assist with organizational needs (i.e. human resources, operations, etc.). The governance committee will identify and review board expertise on an annual basis, identify missing needs and recommend board prospects accordingly.

**Organizational Update (M. Gassen)**

Matt reviewed the United Way applications that Feeding South Dakota plans to submit in Rapid City and Sioux Falls. The grant request will be to support the backpack program. The program has a shortfall of \$284,300 for Sioux Falls and \$110,000 for Rapid City. The board approved the application as recommended by staff. *M) Thomas; S) Connie; Approved Unanimously.*

Matt shared some information with the board related to food insecurity being addressed by faith based organizations – 30 percent. From April 2016 to April 2017, 360 agencies are members of the food bank, 43 percent are faith based. Twenty percent of total distribution is done by that 43 percent of faith based agencies that are members of the food bank. Staff will evaluate agencies and relationship with Feeding South Dakota – helping meet mission of our organization. The three agency requirements are - 501c3, provide food to people in need, majority (51 percent) of people who receive food are needy. The board recommended that this be an ongoing conversation. The board also requested an evaluation of food distributions taking place in native communities along with understanding what other organizations are also delivering food in the area.

Matt shared that Mary Corbine was hired for the Rapid City Food Security Manager role.

Matt is working on a TFAP contract for management and distribution across South Dakota.

Staff updates – The following employees left: Meredith Parrot (gift processor), David Marso (truck driver), Wayne VanderVorste (p/t route driver staying for 12 months) and Nick Oyen (development). The following employees joined: Jennifer Robertson (gift processor), Mary Corbine (RCCI), Deika Sorensen (pantry associate in RC) and Dan McGinnis (agency relations in Pierre).

Outgoing Board Member Reflection (Connie, Dick and Ray).

**Executive Committee (M. Sandlin)**

The executive committee met to review the CEO evaluation prepared by Matt. Made following recommendations: a) review and develop an action plan to address the employee engagement survey and feedback, b) provide insight into top priorities for organization, c) what assistance can the board provide to you to help you serve as CEO for the organization, d) develop a succession plan for the organization (who do you see as leading), e) understand time commitment to the organization, f) discuss salary.

**Finance Committee (R. Thompson)**

March Financial Highlights - net operating fund deficit of \$91,343 with revenue and support at \$364,211 while operating expenses were \$455,554. FYTD includes operating fund surplus of \$216,494, revenue and support at \$3,966,546 and operating expenses of \$3,750,052. March KPIs include: 1.3 million pounds distributed, .35 per pound, 2.2 months operating cash (goal: no less than two



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months), 88 days of board reserve (goal: six months reserve), 50 days of inventory, 55 percent foods to encourage, 14 underserved counties.

FY18 Budget. Reduce number of underserved counties to 5 or less by June 2018. Increase percentage of foods to encourage to 67 percent compared to FY16 end of 65 percent. Increase donated product by 500-thousand pounds. FY18 distribution budgeted at 14.5 million pounds. Operating revenue and support is expected to be at a six percent increase over FY17 forecast. Approved FY18 budget  
*M) Pat; S) Brian; Approved Unanimously.*

**Public Relations & Development Committee (K. DeGraff)**

Fund Development – continue to see an increase in donations FY over FY. Giving Tuesday campaign in 2016 raised \$42,595. In the process of developing an agriculture focus group with agriculture partners (increase support and understand the industry). Kerri distributed an updated fact sheet about hunger and Feeding South Dakota.

Moved for adjournment at 12:00 p.m. CST *M) Ray; S) Thomas; Approved Unanimously*