

BOARD REPORT – BEFORE YOU CHOOSE TO SERVE ON A COMMUNITY BOARD OF DIRECTORS OR DURING NON-PROFIT AGENCY TRANSITIONS

April 19, 2018

Presented by Samantha Kirstein  
Community Development Director  
Fairbanks Community Food Bank

**Check off the things you agree with:**

- We take pride in our mission and accomplishments  
 We are integrated into our supporting community(s)  
 We give all people the opportunity to give (donate) and to give back  
 We have happy and satisfied volunteers  
 We are not judgmental  
 We help avoid \_\_\_\_\_ in our area  
 We promote more healthy \_\_\_\_\_ in our local homes  
 We educate people in \_\_\_\_\_ issues  
 We meet a need in our community  
 Our local people trust us, we have integrity in all that we do

**Sustainability**

- We are sustainable in our \_\_\_\_\_ operations (every program sustains itself)  
 We recycle \_\_\_\_\_  
 We work toward wellness in our staff and volunteers

**List five words which describe us:**

- 1.
- 2.
- 3.
- 4.
- 5.

**As BOARD OF DIRECTORS we have access to all the below and review annually:**

I have a copy of the By-Laws of this corporation and they are reviewed by board and attorney at least once a year.

I have a copy of the insurances which cover this corporation or I know where to find them, and they are reviewed annually by the board of directors.

In particular, I have confirmed that we have a paid up Board and Officers insurance plan

I review the grants of this organization at least once a year

The board of directors uses a board composition sheet when choosing new members

New board members receive an orientation, including program review of the organization, and board members who are already serving continue to have annual orientations at the annual meeting.

\_\_\_\_\_ Board reviews the annual goals and objectives of the organization as part of the programs review

\_\_\_\_\_ Key staff members and board members attend at least one training opportunity annually and report the “aha” moments to the whole board within one month of the training

\_\_\_\_\_ An Independent Audit and the management letter is conducted every year, and presented by the **auditor** to the board of directors. Any finding are corrected immediately. Top priority!

\_\_\_\_\_ Pre-audit is done by the board of directors before the annual audit begins (see form included)

\_\_\_\_\_ IRS 990 is current and available at all times for anyone to see

\_\_\_\_\_ Comparison Budget is reviewed monthly by finance committee and at least quarterly by whole board of directors

\_\_\_\_\_ Strategic Plan is reviewed annually

\_\_\_\_\_ Minutes of corporation are presented (in person, on board website or email within two weeks of the last meeting)

\_\_\_\_\_ Board attendance records are kept and reviewed at least once a year

\_\_\_\_\_ Board meeting annual schedule and minimum list of topics are approved at least once a year (see form attached)

\_\_\_\_\_ Contracts and leases with others in the community are presented at least once a year to board of directors for their approval

\_\_\_\_\_ list of credit cards and charge accounts is presented at least once a year to board of directors for their approval

\_\_\_\_\_ list of who has keys to the organization is presented at least once a year

\_\_\_\_\_ current Organization chart (personnel) is presented at each annual meeting

**Sam’s specific strategic questions:**

\_\_\_\_\_ Why did this non-profit begin? What was the issue the founders were trying to improve? (Sam’s story)

\_\_\_\_\_ Does the space you currently have continue to be adequate for the programs which have evolved since the beginning?

\_\_\_\_\_ Do you have parking and other logistics issues which can be fixed?

\_\_\_\_\_ Do you have land to expand if you desire to do that?

\_\_\_\_\_ Are the management systems within your current building safe and efficient?

\_\_\_\_\_ What is the purpose, donor requirements and current use of grant funded or donor funded equipment (do you have creative mission drift?)

\_\_\_\_\_ Are your volunteers being appreciated and scheduled carefully and given work that is relevant to both the organization and the volunteer? Are all members of our community welcome or are there some volunteer opportunities which have restrictions, such as HIPPA?

\_\_\_\_\_ Do you have space for your administrators which is sound proof and has great tools, such as computers? (does inadequate space cause paranoia when only half a story is heard, and also silo-ing when staff are told the conversations are none of their business, especially if they are the ones doing part of the work on a project)

\_\_\_\_\_ What is the reality of the future in funding and program growth? Is everyone knowledgeable about and on board with the strategic plan?

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**Other issues which management should present and report to board of directors regularly:**

\_\_\_\_\_ Networking of staff, do they have great communication tools and know how to use them, and have a desire to use them? (text and email and good computers and phones?)

\_\_\_\_\_ Do staff have a safety culture and regular safety meetings? Do they feel that every one of their concerns/comments is valid and gets a response they agree with? Do they have a safety incentive? Do they have a chart posted where it shows how many days since last accident? Do they have regularly scheduled safety trainings (how to use an air horn and fire extinguisher and how to lift boxes)

\_\_\_\_\_ Are staff getting too narrowly focused (silo-ed) in their view of their work?

\_\_\_\_\_ Are interns, MAAST workers and DVR folks given work which is relevant to them and their needs and something they see as valuable in this worksite. Do they have job descriptions? What agreements do you have with the grantor for each of these people? Who monitors/complies with those agreements with the grantor?

\_\_\_\_\_ Do you need an HR person who is also the volunteer manager?

\_\_\_\_\_ Does the Organization chart make sense, is it reviewed regularly?

**What is the message you are trying to convey to  
our community?**

**HUNGER HURTS OR GOOD HAPPENS?**

	<b>Fairbanks Community Food Bank</b>	<b>Food Bank of Alaska</b>	<b>Kenai Peninsula Food Bank</b>	<b>Mat Su Food Bank</b>
<b>Mission</b>	We collect local surplus food and give it to local people who need it	No Alaskan should go hungry, we need to recover food that would be wasted otherwise, and we share what we have.	We feed people because no one deserves to be hungry	Help us feed the MatSu
<b>Vision</b>	We do not want any household in Interior Alaska to go to bed hungry	A hunger free Alaska	The Kenai Peninsula Food Bank Inc. Will provide nourishing food to those who require assistance, and will promote public awareness of hunger issues.	Hunger is a real problem for thousands of people in the MatSu Valley, and together we can stop it.
<b>Budget</b>	\$1,200,000	\$3,600,000	\$650,000	500,000
<b>Staff</b>	15 (both f/t and p/t)	32	11	4

<b>Supported by Food Bank of Alaska</b>	no	yes	no	no
<b>Population of area served (borough)</b>	100,605	297,483	58,617	104,166
<b>Cost of food at home for 2 people 19-50 years old</b>	\$115.30/week	\$125.54	\$131.40	\$118.78

*Adopted*

**ANNUAL BOARD MEETING SCHEDULE**

**MAIN AGENDA ITEMS**

(other items will be added to this agenda)

2010-2011

(Unless otherwise noted, all meetings are from 5:15 to 7:00 pm at the Food Bank Warehouse)

<b>Monthly Date (Third Wednesday on most months)</b>	<b>Agenda Items to be discussed</b>
November 17, 2010 <i>Robert gone</i>	Second Harvest, TEFAP, CSFP, Operations Manual and ByLaws, Program Review, Board self-evaluation, approve audit
December 15, 2010	FEMA grant, any other business left over from Annual meeting
January 19, 2011	Insurance review, investment report, ED evaluation
February 16, 2011	United Way, Borough HSS, Annual fund raising plan, evaluate AlphaDog
March 16, 2011	Space & vehicle use, tool evaluation, government foods evaluation

**UNITED WAY OF THE TANANA VALLEY  
2010 FINANCIAL CHECKLIST**

1. Who are the current check signers?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How often do check signers change? \_\_\_\_\_
3. How many signatures are required on the check? \_\_\_\_\_
4. Where are blank checks stored? \_\_\_\_\_
5. Are blank checks ever signed (such as before the payee or amount are entered)? \_\_\_\_\_ If so, give an example of the circumstance. \_\_\_\_\_  
\_\_\_\_\_
6. Is supporting documentation attached to checks for review by the signers? \_\_\_\_\_
7. For reimbursed expenses, are original receipts always obtained? \_\_\_\_\_
8. Are checks ever made payable to cash or bearer? \_\_\_\_\_ If so, under what circumstances?  
\_\_\_\_\_
9. Do loans to employees or board members ever occur? \_\_\_\_\_ If so, under what circumstances?  
\_\_\_\_\_
10. Who opens the bank statements? \_\_\_\_\_
11. Who prepares the bank reconciliation? \_\_\_\_\_
12. Is the bank reconciliation reviewed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_  
How often? \_\_\_\_\_
13. What procedures are in place to ensure that payroll taxes are paid timely and payroll tax returns are filed when due? \_\_\_\_\_  
List the dates your returns were filed \_\_\_\_\_
14. What procedures are in place to ensure that other withholdings, such as retirement and cafeteria plan withholdings are remitted in a timely manner? \_\_\_\_\_  
How often do you submit these withholdings? \_\_\_\_\_
15. Is there a comparison of actual to budgeted expenses by the board and are significant variances documented? \_\_\_\_\_ How often? \_\_\_\_\_

I certify that the information provided in this document is true and correct.

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Executive Director)

\_\_\_\_\_  
(Date)







Board of Directors

Chief Executive Officer  
Anne Weaver

CFO  
Foraker Shared Services

Community Development Director  
Samantha Kirstein

Facility & Safety Manager  
Philip Weaver

Accountant  
Charlene Hendricks

Drivers  
Lead Driver:  
Gene Humphrey

Front Office  
Assistant Manager  
Julie Smith

Front Office Manager  
Wendy Carpenter

Warehouse Hospitality Manager  
Joe Cumming

Warehouse Operations Manager  
Matt Redmon

USDA Manager  
Pam DeMeritt

Volunteers  
19,000 in  
FY2017

Program Labor,  
Cook

Facility Labor,  
Janitorial

USDA  
Volunteers

# Fairbanks Community Food Bank

**Kenai Peninsula Food Bank  
Programs Report  
March 2017**

**INCOMING FOOD**

<b>POUNDS IN</b>			
<u>2,160</u>	USDA TEFAP (commodities)		
<u>10,162</u>	CSFP		
<u>990</u>	Food purchased locally		
	Food Bank of Alaska		
<u>44,849</u>	Store Donations		
<u>6,442</u>	Business Donations		
<u>1,031</u>	Individual Donations		
<u>171</u>	Churches & Organizations		
<u>244</u>	KPBSD	Others:	<u>415</u>
<u>343</u>	Food Drives		
	Fish/Salmon	<u>0</u>	
<u>66,392</u>	<b>TOTAL POUNDS</b>		

**OUTGOING FOOD**

<b>POUNDS OUT</b>			
<u>7,103</u>	TEFAP (commodities)		
<u>16,936</u>	Direct Service		
<u>21,820</u>	Agencies		
<u>7,739</u>	Giveaway		
<u>1,722</u>	Soup Kitchen		
<u>6,378</u>	Farmer		
<u>1,048</u>	Musher	<u>7,426</u>	
<u>806</u>	Cardboard		
<u>1,480</u>	Recycled Items		
<u>528</u>	Food/Trash		
<u>867</u>	Trash	<u>3,681</u>	
<u>10,586</u>	Alaska CSFP		
<u>77,013</u>	<b>TOTAL POUNDS</b>		

<i>last</i>				
<i>month</i>	<b>WAREHOUSE</b>			
6	<u>6</u>	#Volunteers/Office		
23	<u>20.00</u>	Total Hours:		
209	<u>164</u>	#Comm Svc & Volunteers		
307	<u>217.75</u>	Total Hours		
0	<u>528</u>	Food Trash		
642	<u>1,480</u>	Recycled Trash		
885	<u>867</u>	Trash		
29,454	<u>32,927</u>	Pounds Out		

<i>last</i>				
<i>month</i>	<b>FIREWEED DINER</b>			
1,321	<u>1,512</u>	# of Bowls Served		
1,206	<u>1,431</u>	Adults:		
115	<u>81</u>	Children:		
61	<u>77</u>	# of Volunteers		
184.00	<u>221.25</u>	Total Hours		
\$ 167.00	<u>\$ 147.00</u>	Donations		
1,471	<u>1,722</u>	Pounds Out		

<i>last</i>									
<i>month</i>	<b>TEFAP</b>			<i>last</i>	<i>last</i>	<b>DIRECT SERVICE</b>		<i>last</i>	
				<i>month</i>	<i>month</i>	(Emergency Food Boxes)		<i>month</i>	
1,225	<u>1,360</u>	Adults	Vets: <u>56</u>	64	1,236	<u>1368</u>	Adults	64	Vets: <u>56</u>
511	<u>560</u>	Children	Disabled: <u>342</u>	307	523	<u>567</u>	Children	307	Disabled: <u>342</u>
1,736	<u>1,920</u>	Total People	Both: <u>0</u>	0	1,759	<u>1,935</u>	Total People		
716	<u>806</u>	Total Households			720	<u>810</u>	Total Families		
7,946	<u>7,103</u>	Pounds Out/Cardboard:	<u>806</u>	716	16,737	<u>16,936</u>	Pounds Out		
268	<u>303</u>	Seniors			268	<u>303</u>	Seniors		

<i>last month</i>	<b>AGENCY FOOD PROGRAMS</b>	<i>(not all agencies reported)</i>
3,426	<u>2,358</u>	Adults
2,176	<u>1,122</u>	Children
5,602	<u>3,480</u>	Total People
1,120	<u>1,074</u>	Total Boxes (Families)
5,708	<u>3,061</u>	Meals Served
22,763	<u>21,820</u>	Pounds Out

<i>last month</i>				<b>Breakdown Outgoing</b>	
570	Disabled:	<u>601</u>		Meat	<u>2,854</u>
341	Vets	<u>209</u>		Turkey	<u>83</u>
0	Both	<u>0</u>		Produce	<u>3,396</u>
1,092	Seniors	<u>559</u>		Dairy	<u>2,611</u>
				Donated	<u>12,876</u>

<i>last</i>				
<i>month</i>	<b>Alaska CSFP</b>			
325	<u>335</u>	Seniors		
325	<u>335</u>	Total # of Boxes	<u>10,586</u>	Pounds Out

<i>last month</i>	<u>9750</u>
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