

**DALLAS EMERGENCY FOOD CORPORATION
BOARD OF DIRECTORS MEETING
MINUTES
Friday, January 19, 2024**

MEETING FORMAT: In-person, WaFd office, 12:30 p.m.

Attendees: Debbie Cochrane, Eileen DiCicco, Marianne Moore, Eddie Nelson, Sheila Peirce, Kevin Wicker
Absent: Jason Thornton

The meeting was called to order at 12:43 p.m.

1) Consent Agenda Calendar

ACTION: Kevin moved and Debbie seconded a motion to approve the Dec. 17, 2023 minutes, December food distribution report, December treasurer's report, and to authorize the January payment of \$1,200 to Marion Polk Food Share for December deliveries. Motion carried unanimously.

OLD BUSINESS

2) Volunteer Appreciation Update

Eddie reported distribution of 48 Amazon gift cards to food bank volunteers

3) Oregon State Credit Union CD Update

Eddie completed funds transfers and the purchase of CD's at OSCU and WaFd as authorized in our December board meeting.

4) Grant Updates

- a. WaFd grant — Debbie reported that WaFd has approved a grant for the food bank. She will arrange a check presentation in February.
- b. Dallas Rotary — Eileen reported that Dallas Rotary has approved \$1850 grant for food purchase. She will check on the status of the award distribution.
- c. Dallas Community Foundation — Edde submitted a \$5K grant request for protein & personal product purchases, which is under DCF review.

5) Milk & Eggs update

Eddie reported that a procedure allowing families to receive eggs and milk once a month is currently in place.

NEW BUSINESS

6) MPFS January site inspection by Eric Luongo, Community Programs Coordinator

Eric completed a site inspection on Jan. 12. In all the inspection went well and he was impressed with our organization and how well run it is.

7) Volunteer Training

Eddie and Kevin are working with Eric Luongo to set up the annual Civil Rights & ServSafe training for our volunteers. February/March dates will be considered.

8) Additional signer to financial accounts

ACTION: Eddie Nelson moved and Debbie Cochrane seconded a motion to add Eileen DiCicco as a signer on Dallas Food Bank financial accounts. Current signers, who will remain as signers, include Sheila Peirce, Marianne Moore and Eddie Nelson. The motion carried unanimously.

9) Refrigerator purchases

- Kevin will order two new refrigerators for the Food Bank.
- Eddie will contact Oregon Food Bank to get more information about the Whirlpool Feel Good Fridge program.

10) United Way Good 360

No action was required. Eddie renewed our membership and said Jen Hatch has offered to help with shopping. We may shop up to 4 times monthly for food and personal items for our families.

11) Fundraising Team formation

No action was required. Eddie wants help with Food Bank fundraising efforts. Eileen volunteered to help. Sheila and Debbie offered to provide assistance as needed, but couldn't commit to being on a committee at this time. Marianne said she could help as needed as well.

12) Landlord changes

Eddie reported that Lois Whitaker passed away in December; daughter Julia Rose now manages the building. The building will be going up for sale.

13) Office Procedures

Eddie praised the work of volunteers Kathy LeaMaster and Sherrie Titus, who have created Excel spreadsheets to track volunteer hours and food intake.

14) Board Transparency Discussion

The board discussed how financial, service stats and board meeting information should be shared with the public. It was decided that our board meeting agendas and approved minutes, our monthly service stats reports, the volunteer application and the board member application will be shared on the Food Bank's website for easy public access. A link to Guidestar will also be provided on our website so that the public may see our annual 990 tax document. Eileen will work with our website administrator to get these changes made. Once in place, paper copies will not be posted.

15) Community Development Block Grant

Eddie will be moving forward to prepare our application for Community Development Block Grant funding.

Adjournment

The meeting was adjourned at 2:05 p.m.

NEXT MEETING: Feb. 16, 2024, 12:30 p.m., in-person at WaFd

Minutes respectfully submitted by Eileen DiCicco, board secretary. Approved by Board on Feb. 16, 2024.

