

Community Action Services and Food Bank
Minutes of the Board Meeting of October 25, 2016

Present:	Kendall Crittenden	Public Representative
	Stella Welsh	Public Representative
	Tepoe Ka'aumoana	Representing Low-Income
	Jack Holmes	Private Representative
	Kye Miner	Private Representative
	Ali Crandall	Private Representative
	Kerry Newman	Private Representative
	Karrie Holden	Representing Low-Income
	Mayor Rick Moore	Public Representative
	Gary Garrett	Private Representative
	Myla Dutton	Staff, Executive Director
	LeeAnne Stanley	Staff, Associate Director/Finance Director
	Grace Oldroyd	Staff, Communications Director
	Casey Logan	Staff, VISTA, The Potluck Kitchen Coordinator

Excused: Kimberly Martinez, Melissa Graham, Anita Lewis, Karen Love-Burton

ISSUE/ITEM	ACTION	WHO
<p>Welcome, Introductions</p> <p><u>Items for Consent Agenda</u></p> <ul style="list-style-type: none"> <i>Minutes of the August 9, 2016 board meeting</i> <i>Report on grant awards and proposed grant applications</i> <p>Kendall Crittenden called the meeting to order at 4:42 pm.</p> <p>After some discussion Jack Holmes made a motion to approve the minutes of the August 9, 2016 meeting. Mayor Moore seconded the motion, and the motion carried unanimously. After a brief discussion Mayor Moore made a motion to approve the Grant Awards report. Stella Welsh seconded the motion, and the carried unanimously.</p>	Approved	Kendall Crittenden
<p>NEW BUSINESS</p> <p><i>Presentation of Fall season events and activities</i></p> <p>Grace Oldroyd reviewed a handout of the agency's Communications plan for the Fall. She shared information about how the Board Members could get involved in letting others know about the opportunities to serve and participate. During the presentation and discussion Kendall Crittenden said that he would be happy to lead the effort to hold a Poverty Simulation in Wasatch County. He will invite elected and public officials from throughout Wasatch and Summit Counties.</p> <p><i>Presentation about The Potluck – Commercial Kitchen</i></p> <p>Casey Logan shared some information and pictures about the newly remodeled commercial kitchen. She stated that there are currently two chefs using the kitchen and that several others have shown interest.</p>	<p>Information and Discussion</p> <p>Information and Discussion</p>	<p>Grace Oldroyd Communications Director</p> <p>Casey Logan</p>
<p>BOARD CALENDAR NEW BUSINESS</p> <p><i>Planning for 2017 Alignment Audit and Risk Assessment</i></p> <p>Myla Dutton reviewed the proposal from Civicus Consulting to complete the assessment. She also reviewed the process and timetable. The final report will be presented to the Executive Director and Leadership Team in February with a summary report being presented to the Board in the February Board meeting. Mayor Moore made a motion to move forward with the assessment by engaging Civicus Consulting. Kerry Newman seconded the motion, and the motion carried unanimously.</p> <p><i>Annual Review of Succession Plan</i> – Myla Dutton stated that as in 2015 Karen McCandless has been designated to step in to lead the agency if there were an emergency situation in which both she and LeeAnne were incapacitated. She also reported that the long term planning for her succession is proceeding well. She is carrying through on a thorough knowledge transfer plan as indicated in the succession plan adopted by the Board.</p>	<p>Approved</p> <p>Information</p>	<p>Myla Dutton</p> <p>Myla Dutton</p>

<p><i>Delay in Year End Outcomes Report</i> - Myla recommended that the Board Assignment Calendar be amended to state that the year-end Outcomes Report will be reported in the December Board meeting each year. More time is needed to ensure the accuracy of the data entry, etc. Jack Holmes made a motion to move the year end Outcomes Report be moved to December of each year. Kye Miner seconded the motion, and the motion carried unanimously.</p>	Approved	Myla Dutton
<p><i>Annual Board Member Contract</i> - Kendall Crittenden asked that each Board Member review and sign the Board Member Memorandum of Understanding. Myla Dutton will sign each form as well. The MOU states both the Board Member's and Executive Director's general responsibilities in terms of proper Board functioning.</p>	Discussion	Kendall Crittenden
<p>EXECUTIVE COMMITTEE REPORT 7/1/2016 – 9/30/2016 Financial Reports LeeAnne Stanley reviewed the various financial reports and Finance Director's narrative report. These reports included budget versus actual, balance sheet, and receivables. After some discussion and questions Stella Welsh made a motion to accept the financial reports. Karrie Holden seconded the motion, and the motion carried unanimously.</p>	Accepted	LeeAnne Stanley
<p><i>Program Finance Reports</i> Myla Dutton reviewed the primary program budgets including the funding still to be raised, the potential funding sources, and the funding raised to date. After some discussion Kye Miner made a motion to accept the program finance reports. Ali Crandall seconded the motion, and the motion carried unanimously.</p>	Accepted	Myla Dutton
<p><i>United Way Funding</i> Myla reported on that the President of United Way of Utah County, Bill Hulterstrom, is holding a special meeting with the United Way agency executive directors to discuss the changes United Way has seen in giving and to discuss options for collaborating between the agencies to increase giving.</p>	Discussion	Myla Dutton
<p><i>Public Representative</i> Kendall Crittenden reported that Mayor John Curtis of Provo City has presented Tara Riddle to represent him on the Board if the Board determines to elect Ms. Riddle to the Board. Kye Miner and Stella Welsh spoke highly of Tara's experience and value to the Board. Kye Miner made a motion to elect Tara Riddle to the Board as a Public Representative representing Mayor John Curtis. Jack Holmes seconded the motion, and the motion carried unanimously.</p>	Election of Public Representative	Kendall Crittenden
<p><i>Choice of Elevated Third as the Vendor to Develop the Website for Arrive Utah</i> Myla Dutton reported that the Executive Committee held a special meeting in which they approved the staff recommended vendor to develop the website for Arrive Utah. The funding is in the budget and comes from the Noorda Foundation grant. Jack Holmes mentioned that the Committee was very impressed by the very thorough bid process which was developed and implemented by the Arrive Utah team.</p>	Approved	Myla Dutton
<p><i>Food Valuing Policy</i> Myla Dutton reviewed the following policy which was adopted by the Executive Committee for submission to the full Board. This policy will simplify the valuing of the inventory of the donated food and USDA commodities for the annual audit and was recommended by the auditor. Policy for Valuing Donated Food and USDA Commodities On July 1st of each year the agency will ask the Utah Food Bank for the designated per pound value of food for both donated food and USDA commodities. This value will then be used for the agency's full fiscal year to value food. Stella Welsh made a motion to approve the policy. Gary Garrett seconded the motion, and the motion carried unanimously.</p>	Approved	Myla Dutton

