



Minutes

Monday, November 21, 2022

11:30 a.m.

Foxhole Conference Room, KSU Foundation Building, 1800 Kimball Ave.

1. MEETING OPENING

1.1. Meeting called to order at 11:30 by Maureen

1.2. Roll Call

Present: Megan Dougherty, Blake Druecker, Janette Gelroth, John Green, Sharolyn Jackson, Kate LaRosh, Mary Mertz, Liz Nelson, Maureen Olewnik, David Procter, Adrian Self

Absent: Lizz Daniels, Andrea DeJesus, Stephanie Smith, Michael Wilson

Staff: Shanika Rose (County Liaison), Vickie James (Coordinator)

Public: None

1.3. Agenda: Adrian moved to approve the agenda, David seconded. Motion passed unanimously

1.4. Minutes of October 17, 2022. Blake moved to approve the minutes; Mary seconded. Motion passed unanimously

1.5. Public Comments: None

2. REPORTS & UPDATES

2.1. Communication: Vickie reported that, as an FFC representative, she had recently sent a letter in support of the annual funding for the Flint Hills Area Transportation Agency. This Agency is a critical FFC partner and component in addressing the area's transportation needs, particularly of our low-income population, as we work toward supporting the health and wellness of our community.

2.2. Community Resource Map: Three more Blessing Boxes have been installed in our community, so it is necessary to update the Community Resource handout to reflect this. The current handout is already pretty crowded with information, so a major revision is being undertaken in which the map on the back side of the handout is being omitted. The revised handout will have food-related services provided on the front page and additional resources listed on the back page.

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Previously, the Blessing Boxes have been listed alphabetically on the handout, but it was suggested that listing them based on location might be more helpful. Following discussion, it was decided to list them according to the quadrant—northwest, northeast, southwest, or southeast—in which they are located within the city of Manhattan. An “other” category will list Blessing Boxes located in other parts of the county.

2.3. Current work activities

- 2.3.1.** The Education and Food Insecurity CATs are working towards reducing the SNAP Gap—families eligible for SNAP but who are not currently enrolled in the program. These groups may be looking for volunteers willing to be trained to assist people with filling out the forms needed to access the benefits. Tracking and reporting the number of people thus assisted could serve as a benchmark of the effectiveness of the activity.
- 2.3.2.** Blessing Boxes: No additional Blessing Boxes are currently planned for our area. It has been a while, however, since a food drive to collect items to be used in the Boxes has been done, so it might be appropriate to consider such an activity. David and Mike might be able to put together some information regarding Blessing Box usage as a measure of the effectiveness of the Boxes. It was noted that Flint Hills Breadbasket, in addition to being an underwriting sponsor for Blessing Boxes at two local schools, also has some supplies that can be picked up at their facility to be used to help restock other Blessing Boxes. It was not known, however, how many supplies they have available, so some limitations on the number of people requesting these supplies may be needed.
- 2.3.3.** The Flint Hills Food Recovery system is becoming an important and effective program in our area. Vickie provided numbers regarding instances in which items such as dairy products, vegetables, prepared foods, and bakery products have been recovered for various recipient groups (including Common Table and the Manhattan Afghan Resettlement Team [MART]). This program is having a huge impact, but it does require a lot of coordination. Kate has created numerous forms and plans that are being used to support the activity. Over 40 volunteers have signed up to make the runs, and a number of area groups are participating as donors. It was suggested that at some point when funds are available we purchase some disposable steam table pans that can be distributed to donors as a thank you for their participation

3. OLD BUSINESS

- 3.1.** Bylaws amendment: At our last meeting, it was noted that in order for us to do remote or electronic voting, city regulations require that we undergo annual training. At that time, we decided to consider at this meeting an amendment to

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our bylaws deleting the section regarding this voting technique. It was mentioned that a change is necessary since we have not been in compliance with the city requirements, and that if a critical vote is needed, we can call an emergency meeting to address it. The only requirement would be that the vote topic must be provided to members at least a week ahead of time. Blake moved that we remove the remote/electronic voting section from our bylaws, and Mary seconded the motion. The motion passed.

3.2. Budget needs

3.2.1. Greater Manhattan Community Foundation (GMCF): Vickie and members of the Administrative Council met with a representative of the GMCF to discuss the possibility of FFC partnering with their organization to facilitate fund raising and for financial affiliation. To have an account with GMCF, we need an initial commitment of at least \$1,000. Once that commitment is secured, we can apply to GMCF, and they will vote on approving us. The next meeting of GMCF when they could consider our application will be in December. GMCF has an annual fee of 1%, as well as a fee for each transaction withdrawing money from our account. A Council Treasurer would also be required (the Secretary may be asked to fill this position), and only 2 Council individuals would be allowed to access the account. Participation in GMCF's Grow Green matching fund raising program would be possible, but only if we have an Endowment Fund supported by businesses and/or individuals sponsoring us at a level of at least \$10,000. GMCF prefers to receive invoices from businesses for participating agency's financial transactions, but reimbursements to individuals can also be made. It was noted that we currently have some funding through the County, but that doing all our financial activities through the City or the County would be difficult. Funds obtained through grants would not be able to go into the GMCF account. Each group within FFC (e.g., Kitchen Restore, Blessing Boxes) would need to decide whether their current funds should be transferred over to the GMCF account. Liz moved and Kate seconded that we should work toward affiliation with GMCF. The motion passed.

3.2.2. Next steps: Blake, Liz, Mary, and Lizz have volunteered to be part of a fundraising committee, and Council co-chairs will also be involved. Vickie asked members of the Council to let her know if we are individually willing to contribute towards the \$1,000 minimum needed to set up a GMCF account, and outside funding could also be sought. Vickie estimates that an operating fund of about \$100,000 would meet our requirements; however, each group within FFC should estimate their financial needs to more accurately know what is required overall. Having these financial need projections will also be helpful as outside supporters and sponsors are sought.

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- 3.3.** Workplan: CAT groups need to address a variety of issues, including timelines, budgetary needs, people resources, outcomes/benchmarks of progress, and written plans. Once developed, these parameters should be added to the online FFC workplan. Having a more complete workplan will be helpful in seeking potential financial sponsors, and Vickie is willing to assist the groups in developing their information. It is also important that the workplan ties into the Master Food Plan so that it guides us in what actions/activities we undertake, and it provides continuity when current members leave the group and new members join. Frequency of updates (annual, quarterly, etc.) may depend upon which group (e.g., Kitchen Restore, Blessing Boxes) is doing the reporting. Blake asked how information added to the workplan might be tracked, since it would be helpful to know who has posted entries or made comments and what they have added. The workplan was opened on the screen, and the tracking abilities available within the program were indicated for the group.
- 3.4.** Social media, website: Lizz is looking into tracking the activity of our website. Social media tracking of the Master Food Plan progress would also be helpful in showing our Council's effectiveness to potential financial supporters and sponsors.

4. NEW BUSINESS

- 4.1.** Hybrid meeting option: Based on their opinion that having members physically present is important, the Administrative Council recommended that we eliminate the Zoom option for our meetings. Ron Fehr, our City representative, also supports this action. The meeting would continue to be recorded, but this recording would remain available for only a short time (approximately 6 months) to serve as a basis of review for Minute preparation or for later clarification of meeting details. Thus, meeting links and passwords will no longer be reported in the minutes or archived by the City.
- 4.2.** Dec/Jan/Feb meeting plans

 - 4.2.1.** January and February meetings have been a problem since their third Mondays generally coincide with MLK Day (Jan) or President's Day (Feb). In the past, we've met on the following Tuesday, since our meeting location at the Family and Child Resource Center was closed on the Monday holidays. Now that we're meeting at the Foxhole Conference Room, the Monday meeting dates for these months are more feasible. Blake moved that we keep the third Monday meeting dates for January and February, and Sharolyn seconded. The motion passed.
 - 4.2.2.** An adequate number of members indicated that they would likely be available for a December meeting on Monday, the 19th. Vickie suggested that we could use our gift certificate towards having some food provided by Piccalilli Farm available at that meeting, and Maureen said she would

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check with Alison to confirm that the date would work. Blake also indicated that he would be willing to provide some food (possibly hamburgers) for the group.

5. ADJOURNMENT

5.1. Updates and comments from members

- 5.1.1. A handout showing volunteer opportunities with FFC was distributed to the group.
- 5.1.2. Vickie announced that she is willing to continue coordinating the group until May, 2023, but then will retire from the position.
- 5.2. Our next meeting will be Monday, Dec. 19th, 11:30-1:00 pm at the KSU Foundation Building, 1800 Kimball Avenue, Foxhole Conference Room, with a Zoom option.
- 5.3. Meeting adjourned at 1:10 pm



In accordance with provisions of the Americans with Disabilities Act, every attempt will be made to accommodate the needs of persons with disabilities and provide them an equal opportunity to participate in and enjoy the benefits of our services, programs, and activities. Please contact the Health Department Administration Office (785-776-4779) for assistance.

Minutes approved unanimously 12/19/2022

Janette Gebroth

Council Secretary