



Board of Directors Manual

April 2012

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I. The Board

A. Board Duties

a) General Duties of all Board Members:

Minimum three year commitment

Attend board meetings

Monitor performance of executive director

-yearly formal performance appraisal

Approve salary scales and job descriptions for staff members hired by the executive director

Approve personnel policies for the organization

Approve budget for the organization

Approve spending reports

Participate in fundraising activities

Approve short and long-range plans for organization

Monitor the effectiveness of programs

Select new board members

Be aware of all of the organization's activities

Monitor performance of board

-yearly formal performance appraisal

Approximate Time Commitment:

4 hours per month

2 hours attending board meetings

2 hours preparing for meetings, or attending trainings, committee meetings, or events

b) Roles of Board Members:

Chair

Attend board meetings

Schedule board meetings and set the agenda

Provide leadership to the board of directors

Secretary of Board

Attend board meetings

Keep notes at board meetings and type up, mail to board members

Treasurer

Attend board meetings

Produce monthly and yearly financial summaries for board members

Ex Officio Board members

An ex officio member is a member of a board who is part of it by virtue of holding another office. LFC's executive director is an ex officio board member.

B. Board Sub-Committees

- a) Special Events/Fundraising (Chair: Bethany Bender)
- b) Investment Committee (Chair: Sam Jones)

C. 2012 Board of Directors (Membership/Office Terms)

Emma Duer, President (Oct 2009/Oct 2011)
1437 Ash Street
Iowa City, IA 52240
emma.duer@gmail.com
319-541-7670

Anne Funk (Dec 2011)
1320 Muscatine Ave
Iowa City, IA 52240
awright@gmail.com
503-341-0689

Dana Foster, Secretary (Oct 2009/Oct 2011)
1951 Delta Ave.
West Branch, IA 52358
dana@scattergood.org
319-330-0084

Bethany Bender (Dec 2011)
1226 Rochester Ave.
Iowa City, IA 52245
byabender@gmail.com
319-471-1196

Sam Jones, Treasurer (Oct 2011/Oct 2011)
1732 5th Ave. SE
Cedar Rapids, IA 52403
sej@shuttleworthlaw.com
319-899-2425

Laura Dowd (Ex-Officio, ongoing)
502 Kimball Road
Iowa City, IA 52245
localfoodsconnection@yahoo.com
319-338-2010

D. Evaluation

The board should evaluate their performance and that of the director periodically. See Appendix B for sample evaluation forms.

II. Historical References of Local Foods Connection

A. History of Local Foods Connection

During the summer of 1999, the idea for Local Foods Connection (LFC) was developed by activist Laura Dowd and farmers Susan Jutz and Simone Delaty. Their goal was to increase the diversity of people aware of, and enjoying the food grown on, local, sustainable small farms. Susan and Simone operated Community Supported Agriculture (CSA) farms, a model in which a community of individuals pledge support to a farming operation where the growers and consumers share the risks and benefits of food production. CSAs usually consist of a system of weekly delivery or pick-up of vegetables and fruit, in a produce box, and can include bread, flowers, eggs and meat. Farmers benefit from CSAs because members usually pay for all the food in advance of the growing season. Members benefit because they can build a friendship with their farmer and learn more about how their food is grown.

In order for CSA farmers to survive financially, they are often forced to price membership, called a 'share,' out of the range of the low-income. Membership is often a privilege of the wealthy. The three recognized this gap in

access to the local food movement. During the first few years, Jutz and Delaty raised funds by asking their CSA members to ‘adopt’ a low-income family and donate money towards their enrollment.

As the popularity of their work increased within the Iowa City community, Dowd decided to create a tax-exempt nonprofit organization in order to solicit funds from a larger audience, to use these additional funds to purchase shares from more CSA farms (in addition to Jutz’s and Delaty’s) and to enroll even more clients.

By building relationships with local social service agencies and asking case workers to refer families who they thought would be successful in the program, Dowd became aware of the demographics of the low-income in her community and the types of services available to them. Current partners include: The ARC of Southeast Iowa; the Domestic Violence Intervention Program; Elder Services; the Free Medical Clinic; the Family Resource Centers of three elementary schools; Head Start; and the North Liberty Food Pantry. Dowd educates these partner agencies about CSAs and the local food movement. So pleased with the program, several case workers requested that their whole agency be enrolled in LFC as a client.

As the client population grew, Dowd discovered that a small percentage of participating families and individuals stopped picking up their shares and dropped out of the program. When asked why, these people said that they were familiar with neither most of the produce items typically grown in Iowa nor how to prepare them for eating. Dowd decided that cost is only one of many obstacles facing the low-income in accessing local food. In response, she designed the outline of the Learn & Earn Activity Program (LEAP) to provide clients with knowledge of and excitement for local food, as well as inspiration for preparing healthy meals.

B. Articles of Incorporation

RESTATED ARTICLES OF INCORPORATION OF ADOPT-A-FAMILY, INC.

To the Secretary of State, State of Iowa:

I, the undersigned, acting as the sole Director of a corporation under the Iowa Nonprofit Corporation Act under Chapter 504A.29 of the Iowa Code, adopt the following Restated Articles of Incorporation for Adopt-A-Family:

ARTICLE I - Name, Registered Agent and Office

The name of the corporation is Adopt-A-Family, Inc. The corporation is a non-profit partner to Local Harvest, CSA. The corporation's agent is Laura Dowd, whose current address is: Laura Dowd, 517 Grandview Court, Iowa City, IA 52246.

ARTICLE II - Corporate Existence

The existence of this corporation began on November 15, 2000, as shown on the first Certificate of Incorporation issued by the Secretary of State, State of Iowa. The corporation has perpetual existence.

ARTICLE III - Purpose

The corporation is organized exclusively for charitable, literary, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the United States Internal Revenue Code (or any corresponding section of any future Internal Revenue Code). The corporation shall have and exercise all powers necessary or convenient to effect any or all of the purposes for which it is organized. These purposes include but are not limited to providing fresh, locally grown produce to families and individuals who otherwise could not afford the cost or have the means to obtain these goods, and providing education about small family farming and methods to use and prepare fresh produce to these individuals.

ARTICLE IV - Limitations

The corporation shall not engage in any activities that are not in furtherance of its purposes as enumerated in these articles, except as an insubstantial part of its activities. The corporation is not organized for pecuniary profit. No part of the net earnings of the corporation shall be used for the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this article. No substantial part of the activities of the corporation shall be the carrying on of political propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of the articles, the corporation shall not carry on other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Internal Revenue Code), or by a corporation, contributions to which are

deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding section of any future Internal Revenue Code).

ARTICLE V - Members and Directors

The corporation shall have no voting members. The management of the corporation shall be at all times under the direction of a Board of Directors, whose operations in governing the corporation shall be defined by statute and by the corporation's by-laws. No Director shall have any right, title, or interest in any property of the corporation.

A Director may be removed at any time for cause by a vote of the majority of the entire board at any special meeting of the board called for that purpose. The special meeting must be preceded by written notice of the proposed action, given to all members of the Board at least one week prior to the special meeting. Such notice shall state that the purpose of the meeting is the removal of one or more Directors named in the notice, and only those Directors so named may be removed at the meeting.

The corporation shall begin with a sole Director. The number of Directors may be changed by the Board of Directors upon the adoption of, and amendments to, the corporation's bylaws.

ARTICLE VI - Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying and discharging or making adequate provision for all of the liabilities and obligations of the corporation, dispose of all of the assets of the organization to another charitable organization, decided upon by the existing Board of Directors. The recipient organization shall be an organization operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, or any corresponding provision of any future Internal Revenue Code. If the Board of Directors cannot agree on a recipient of the assets, they shall be given to the Domestic Violence Intervention Project of Iowa City, Iowa.

ARTICLE VII - Powers

The corporation shall have all of the powers given to it by the State of Iowa; provided, however, only those powers shall be exercised that are in furtherance of the tax exempt purposes of the corporation and as may be exercised by an organization exempt under Section 501(c)(3) of the Internal Revenue Code (or any corresponding section of any future code).

ARTICLE VIII - Indemnification

The corporation may indemnify any Director, officer, employee, agent, member or volunteer, or any other person serving or volunteering at the corporation's request, against any expenses or liability paid or incurred by such person in connection with any threatened, pending or completed action, suit or proceeding. Indemnification may apply whether the action be civil, criminal, administrative, or investigative, and whether formal or informal to which such person was a party, notwithstanding the conduct of such person, and notwithstanding that such person may have been wholly successful, on the merits or otherwise, in the defense of such action, suit, or proceeding. The corporation is not obliged to grant indemnification to any person. The granting of any indemnification to any person shall not oblige the corporation to provide indemnification to any other person, or to that same person on any other occasion. For purposes of this article, the term "liability"

includes any judgment, penalty, fine, or excise tax, and any amounts paid in settlement in connection with any action, suit, or proceeding.

ARTICLE IX - Amendments

These Articles of Incorporation may be amended at any time by a majority vote of the Directors in office.

ARTICLE X - Incorporator

The incorporator of this corporation is: Laura Dowd, 517 Grandview Ct, Iowa City, IA 52246.

Signed _____
Laura Dowd, Director

Dated _____.

C. Bylaws

BYLAWS OF LOCAL FOODS CONNECTION, INC.

ARTICLE I – NAME AND PURPOSE

Section 1.1: Name. The name of the organization shall be Local Foods Connection.

Section 1.2: Purpose. Local Foods Connection, Inc. (hereinafter the "Corporation") shall have the power to engage in and do any lawful act concerning any and all lawful purposes for which corporations may be organized under the provisions of the Iowa Nonprofit Corporation Act; provided however that the limitations described in the Section XI of these Bylaws will apply.

Section 1.3: Mission: The Corporation's mission is to make available to disadvantaged members of the greater Iowa City area the opportunity to enjoy locally made healthful food, to become part of a local, environmentally aware community, and to learn how best to prepare fresh food for the most health benefits.

Section 1.4: Vision: The Corporation's vision is a local sustainable food system that is accessible to everyone.

Section 1.5: Definitions.

We define the disadvantaged, generally, as families and individuals facing barriers such as financial constraints, age, physical disability, or lack of educational opportunities. We work with individuals and families who are committed to improving their lives and to overcoming the obstacles presented by their disadvantages.

We define healthy food as produce, meat, bread, eggs; homemade bread and jellies; home canned and dried produce and fruits and similar homemade products, focusing on very fresh, flavorful, nutrient-rich, non-genetically engineered foodstuffs not available from other food relief organizations such as Crisis Center or Table to Table.

We purchase products from small, family-owned Iowan farmers and producers who use sustainable agriculture practices including organic or near organic methods for growing and producing their food items. We purchase products from farmers who do not operate confinement sheds and do not use antibiotics and steroids as a standard procedure, but instead who raise their animals in a humane manner giving the animals access to fresh air, sunlight, and pace in which to move around.

ARTICLE II – OFFICES

Section 2.1: Principal Office. The principal office of the Corporation in the State of Iowa shall be located in the city of Iowa City, Iowa, County of Johnson County. The current address is 502 Kimball Road, Iowa City, IA 52245

Section 2.2: Registered Office and Registered Agent. The Corporation shall have and continuously maintain in the State of Iowa a registered office, and a registered agent whose office is identical with such registered office, as required by the Iowa Nonprofit Corporation Act. The registered office may be, but need not be, the same as its principal office in the State of Iowa. The registered office or the registered agent at such registered office, or both, may be changed from time to time by the Board of Directors by compliance with the applicable provisions of the Iowa Nonprofit Corporation Act.

Section 2.3: Other Offices. The Corporation may have such other offices, either within or without the State of Iowa, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

ARTICLE III – ACTIVITIES

Section 3.1: Activities. Local Foods Connection activities focus on accomplishing our mission (as stated in Article I), and include:

- enrolling clients in a community supported agriculture group, the benefits of which include:

- a season's (approx. 20 weeks) worth of produce grown in a sustainable manner, one box of vegetables per week

- an open invitation to visit and tour the farms on which the produce is grown

- a newsletter

- purchasing other goods as our funds permit, including a free-range, organic turkey for Thanksgiving.

As our resources and staff increase, we plan to:

- provide kitchen utensils and appliances and show our clients how to use them.

- provide a cookbook for clients

- provide cooking classes for clients.

Section 3.2: Growth. The activities of Local Foods Connection can adapt and progress in response to the growth of the Board of Directors, staff, volunteers and financial resources.

Section 3.3: Choosing Families for Enrollment. Local Foods Connection will work with social service organizations and religious organizations to identify families for enrollment in its program.

ARTICLE IV – MEETINGS & NOMINATIONS

Section 4.1: Board Meetings. The board shall meet monthly for a minimum of ten times a year, at an agreed upon time and place. Other meetings may be held as needed with ten days' notice.

Section 4.2: Special Meetings. Special meetings may be called by the Chair and as agreed upon by the board.

Section 4.3: Nominations. Nominations for Board positions shall be sought on an ongoing basis in order to establish and maintain an appropriate number of members. Applications for new memberships may be voted on by the current membership at any board meeting. Member terms are considered to begin in April or October, whichever month is closer to the date of approval.

ARTICLE V – BOARD OF DIRECTORS

Section 5.1: Board Role, Size, Compensation. The Board is responsible for evaluating the success of the organization in completing its mission. The Board shall have up to fifteen members and not fewer than one member.

Section 5.2: New Board Members. New members will be sought from the general public, by means of word of mouth or formal advertising. Individuals considering board membership shall be interviewed by a member of the board before their application can be reviewed for a vote.

Section 5.3: Terms. All Board members shall serve three year terms, but are eligible to serve additional terms concurrently. All officers shall serve one year terms, with the possibility of serving additional terms in a given office after a minimum of one year out of that office.

Section 5.4: Quorum. A quorum must be attended by at least two-thirds of the Board members before business can be transacted or motions made or passed.

Section 5.5: Officers and Duties. There shall be three officers of the Board consisting of a Chair, Secretary and Treasurer. The following basic outline of their duties:

5.5(A) The Chair shall prepare the agenda for board meetings; be available to all officers, staff and volunteers for discussion of problems and ideas; make the final decision on all expenditures of funds; and give assignments to officers, staff members and volunteers.

5.5(B) The Secretary shall be responsible for taking minutes at all board meetings, and assuring that the organization's records are maintained.

5.5(C) The Treasurer shall make a financial report to the Board both on a quarterly basis and assist with the preparation of annual budgets and financial reports

Section 5.6: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Chair. Open discussion of resignation at board meetings is an option for the person resigning. Board members are expected to attend 75% of scheduled meetings, either in person or by phone. A Board member shall be reprimanded and may be dropped from the Board for absences in excess of this guideline.

Section 5.7: Other Responsibilities. Until the organization has a full board and staff, officers will be responsible for helping carrying out our mission, which will involve performing duties left undone by a vacant position. The Chair will discuss possible assignments with each new board member.

Section 5.8: Agents and Employees. The Board of Directors may appoint such agents and employees as it may deem necessary, each of whom shall hold office during the pleasure of the Board, and shall have such authority, perform such duties, and receive such reasonable compensation, if any, as the Board may determine. No agent or employee need be a Director of the Corporation. The Board may define the title, terms of office, authority, and duties of any agents or employees.

ARTICLE VI – COMMITTEES

Section 6.1: Committees of Directors. The Board of Directors, by resolution adopted by a majority of the entire Board of Directors, may designate and appoint one or more committees. No Committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the Bylaws; amending the Articles of Incorporation; adopting a plan of merger or consolidation with another corporation or association or adopting a plan for the distribution of assets of the Corporation.

ARTICLE VII – CONTRACTS, LOANS, CHECKS, DEPOSITS AND FUNDS

Section 7.1: Contracts. The Chair may authorize any officer or officers, agent or agents or the Corporation, in addition to the officers so authorized by the Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 7.2: Loans. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by the Chair. Such authority may be general or confined to specific instances.

Section 7.3: Checks, Drafts, etc. All checks, drafts or orders for the payment of money notes or such other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by the Chair.

Section 7.4: Deposits. Funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks or other depositories as the Chair may select.

Section 7.5: Gifts. The Chair may accept on behalf of the Corporation any contribution, gift, bequest or devise consistent with the objectives of the Corporation.

Section 7.6: Loans to Chair, Directors and Officers. The Corporation shall make no loans to the Chair, Directors or officers of the Corporation. Any Director or Officer who assents to or participates in the making of any such loan shall be liable to the Corporation for the amount of such loan until the repayment thereof.

ARTICLE VIII – BOOK AND RECORDS

Section 8.1: Books and Records Maintained. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote.

ARTICLE IX - FISCAL YEAR

Article 9.1: Fiscal Year. The fiscal years of the Corporation shall begin on January 1 of each year and shall end on December 31 of each year.

ARTICLE X – AMENDMENTS

Section 10.1: Amendment of Bylaws. These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors.

ARTICLE XI – LIMITATIONS

Local Foods Connection shall not engage in any activities that are not in furtherance of its purposes as enumerated in these Bylaws, except as an insubstantial part of its activities. The corporation is irrevocably organized, and shall be operated exclusively for, educational, charitable, religious, and scientific purposes. No part of the net earnings of the corporation shall be used for the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the corporation shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this article. No substantial part of the activities of the corporation shall be carrying on of political propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of the Articles or Bylaws, Local Foods Connection shall not carry on activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Internal Revenue Code), or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding section of any future Internal Revenue Code).

These Bylaws were approved by Laura Dowd, sole Director, on _____

Signed _____

III. Policies Pertaining to the Board

A. Communications Policy

Local Foods Connection Communication Policy Adopted July 17, 2011

Meetings

Regular meetings of the Board of Directors and its committees shall follow a modified version of Robert's Rules of Order, as determined by the board:

1. Scheduling of meetings shall follow a regular and predictable pattern (currently 4th Saturday at 9am). In the event that a meeting time must be changed, at least two week's notice will be given.
2. Order of Business shall include a reading of the past minutes, office and committee reports, special orders, unfinished and new business, and announcements. Meetings shall last no more than 2 hours, unless another time frame has been previously agreed upon.
3. Communication by members may include calling to order, moving motions, seconding motions, debating motions, and voting on motions. Members shall obtain the floor by addressing the Chair, and directing all comments and debate to her.
4. Debate on a motion will be allowed only after the motion in question has been stated by the Chair. The mover is always allowed to speak first. If a motion does not receive a second, it is dead. Motions may be tabled for debate at a future meeting if so moved.
5. Voting on a motion will take place once there is no more debate. Voting will take place by voice, although any member may move for an exact count on a given vote. In order to vote, a quorum of $\frac{2}{3}$ of the members must be present, not including any ex-officio members (currently 4 out of 6). Any dissenting voices may ask to have their view noted in the minutes. For a motion to pass there must be a simple majority in favor. Voting by e-mail is allowed in the case of a motion that cannot be tabled for the next scheduled meeting.

Communication Between Meetings

In order to maximize the productivity of the board, there must be effective and efficient communication among members between meetings. Board members should therefore adhere to the following expectations:

1. All members are expected to stay up to date on the happenings of the organization. E-mails sent as notices, updates, or "FYI", should be read in a timely manner (i.e., before the next scheduled meeting). Each member should reply to the sender (not 'reply all') with notification that they have read the information.
2. Matters that need attention before the next scheduled board meeting will be handled by the Executive Director and Chair. In the event of the need for an emergency meeting of the board of directors to address such a matter, at least one week's notice will be given.
3. In the event that a matter needs the attention of the members before the next meeting (e.g., the rescheduling of a meeting), members are expected to respond within one week, either by phone or e-mail. When response is required within this timeframe, it will be clearly stated in the communication.
4. Materials related to preparation for an upcoming meeting (agendas, reminders, requests, etc.) will be sent by e-mail at least 10 days in advance of the meeting date.

B. Conflict of Interest Policy

Local Foods Connection Conflict of Interest Policy for Officers, Directors and Staff Members

No member of the Local Foods Connection Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the Local Foods Connection. Each individual shall disclose to the Local Foods Connection any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the Local Foods Connection's Board of Directors or Staff shall refrain from obtaining any list of Local Foods Connection clients for personal or private solicitation purposes at any time during the term of their affiliation.

In addition to my service for Local Foods Connection, at this time I am a Board member or an employee of the following organizations:

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

This is to certify that I, except with regard to carrying out my duties as an officer, director or staff member of the Local Foods Connection or as described below, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Local Foods Connection which has resulted or could result in personal benefit to me.

A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Local Foods Connection.

Any exceptions to 1 or 2 above are stated on the back with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Local Foods Connection.

Signature: _____ Date _____

Printed name: _____

Source: This form was adapted from the sample Conflict of Interest policy developed by the Nonprofit Financial Center in Chicago, IL. For additional help on risk management issues, contact the Nonprofit Risk Management Center, (202) 785-3891 or www.nonprofitrisk.org.

C. Confidentiality Agreement

Local Foods Connection Confidentiality Agreement

It is the policy of the LFC to hold confidential all communications, observations, and information made by, between, or about current and former LFC clients. In addition, all conversations between employees, board members, work-study students, interns, and volunteers about LFC clients are to be regarded as confidential. All LFC employees, board members, work-study students, interns, and volunteers are subject to this policy. Confidential information may only be shared with the explicit written permission of the current or former client involved.

Former and current clients' personal information contained in agency records is protected by law. Sharing confidential information without the explicit written permission of the involved individual may result in sanctions against LFC.

Furthermore, the address of the office is not to be publicly disseminated. Information concerning staff members and volunteers, such as work hours, availability, etc. is also confidential. Personal information regarding LFC employees, board members, work-study students, interns, and volunteers is confidential. This includes, but is not limited to, home addresses, phone numbers, and private contact information.

Prior to revealing confidential information requested by a court, an attorney, or an agency, LFC employees, board members, work-study students, interns, and volunteers should consult with her/his immediate supervisor, the Executive Director, and, if necessary, with legal counsel.

I, _____, agree to follow the Local Food Connection's policy of confidentiality.

Signature

Date

LFC Representative

Local Foods Connection
Iowa City, Iowa
www.localfoodsconnection.org

(Board needs to develop an official policy. Feb 2011)

Name: _____

Address: _____

Phone: _____

E-mail: _____

Non-Mileage Expenses to be Considered for Reimbursement:

Date:	Reason/Purpose:	Amount:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Subtotal:	\$

Date:	Purpose of Travel:	Miles Driven:	Amount:
		x \$0.14	\$
		x \$0.14	\$
		x \$0.14	\$
		x \$0.14	\$
		x \$0.14	\$
		x \$0.14	\$
		x \$0.14	\$
		Subtotal:	\$

Total Amount Requested: \$

Signature _____

Date _____

IV. Finance and Fundraising

- A. Financial Statements: see Appendix B
- B. Investment Policy: see Appendix C

V. Staff and Volunteers

A. 2012 Staff listing

Laura Dowd, Executive Director
Cassidy Bell, Family Support Specialist
Amanda Murphy, Accountant

B. Volunteers

Interns: Three UI public health students interns are evaluating and strengthening LFC's client education program. An additional intern, studying urban & regional planning, is developing a positive relationship between city & county officials and our local foods movement.

Volunteers: Three regular office volunteers assist with a variety of projects such as publicity, fundraising and office management. Over 20 on-call volunteers assist with special events. Since August 2010, 124 additional volunteers worked for 343 hours as volunteer farm workers.

VI. Looking Ahead

A. Challenges and Opportunities in the Next Five Years

As a growing organization in the midst of a growing local food movement, LFC is facing new challenges and exciting opportunities in the coming years.

Challenges:

- A) To find sustainable staff funding: currently, LFC is almost entirely volunteer-run, including in the position of executive director.
- B) To tie into the national local food movement while remaining focused on this region: many other organizations are interested in learning more about LFC's work and unique expertise. LFC must balance the time and energy required to conduct its local work with its desire to share knowledge & experiences with other organizations.
- C) The dependence on the success of local, sustainable farms: LFC strives to support only those farms that use sustainable methods to produce food. The economy, weather conditions, work-force availability, the cost of land and other factors influence the growth and decline of the local food movement.

Opportunities:

- A) To incorporate into programming new developments in the area's local food movement: with the growing popularity of local foods come new businesses and potential partnerships that can benefit LFC and its clients.
- B) To continue to manage demands from and opportunities provided by the University of Iowa: LFC has seen increasing ranks of volunteers and interest in collaborations from UI groups, students and professors.

Current Planning Efforts:

A) To respond to the increase in demand for services: client enrollment, community support, and general interest in LFC is at an all-time high. Current plans to increase public outreach involve hiring an Outreach Coordinator who will work with current client agencies to explore ways agencies can become more self-sufficient in connecting clients with food, and engage new agencies by providing them with educational support about accessing fresh foods. With this position, LFC hopes to increase its presence in the community while managing demands on programming.

Appendices:

A. Evaluation

B. Current and Recent Financial Statements

C. Investment Policy

D. Iowa Nonprofit Principles & Practices

--- See insert