

**Sandy Mush Community Center
Community Meeting**

Agenda

Tuesday February 21, 2023

Call to order- President Amy Surrett (6:00pm)

Opening words and introductions- all (10 Minutes)

Minutes and Financial Reports 10 Minutes:

Minutes -Bruce Larson (5 Minutes)

Financial Reports - Bruce Larson (5 Minutes)

New Business: 20 Minutes

Golden Leaf Grant- Bruce Larson (10 Minutes)

Strategic Planning Workshop- Bruce Larson (10 Minutes)

Oral Reports and status Updates: 5 Minutes

TEFAP- Bruce Larson (5 Minutes)

Written Reports and Status Updates: 10 Minutes

Youth Report

Food Pantry

Events

Community Announcement and Public Comment: 15 Minutes

Adjournment - President (7:10)



STRATEGIC PLANNING PILOT PROJECT 2023

The NC Center for Nonprofits lists strategic planning as one of the top ten best practices for running effective nonprofit organizations. We see the value of a robust strategic plan and process, AND recognize that our member community centers are usually run entirely by volunteers. With this in mind, we are seeking that ideal combination of helpful and doable planning that truly assists your organization's focus, effectiveness, and impact. To assist your community with its planning and to find that ideal process, we are conducting a Strategic Planning Pilot Project.

We'd like to invite your community center to participate.

The Pilot will consist of a workshop, assistance with a community survey, an on-site strategic planning half-day session, and a follow up consultation. It will be free of charge.

To be successful, the Pilot will need 2 – 3 communities to participate who are committed to and excited about the process. We selected your community as a candidate because:

- You seem ready for a strategic planning process,
- have exhibited many best practices we'd love to support,
- have expressed interest in achieving the Redbud level in the WNC Honors Program,
- and are located in Buncombe County, one of our target areas for this year.

If this sounds appealing, please discuss the document below with your board and let us know by March 7th if you'd like to participate. We will need a commitment of at least three board members to attend the training and the strategic planning process.

Of course, if you have any questions, please let me know, and if that March 7th deadline presents a problem for your board to make a decision, please just give me a call at 828-252-4783.

Thank you for your ongoing excellence in serving your community!



STRATEGIC PLANNING PILOT PROJECT 2023

DESIRED OUTCOMES

1. IN-PERSON STRATEGIC PLANNING WORKSHOP IN BUNCOMBE COUNTY:
 - Communities understand the components and benefits of creating, implementing, tracking, and revising a strategic plan.
 - Communities understand any pre-work needed prior to the on-site planning event and feel empowered to complete it.
2. ON-SITE STRATEGIC PLANNING EVENT AT SANDY MUSH:
 - Communities create a draft strategic plan with involvement, contribution, and buy-in from their communities.
 - Communities gain greater clarity on the impact they want to have and what their priorities are.
 - Communities identify how to improve existing programs and move toward meeting unmet community needs in line with their mission and resources.
3. FOLLOW UP CONSULT:
 - Communities track implementation of their plans and update them as needed to provide ongoing benefit to their communities. WNCC meets with community leaders 6 months after the original plan is created to both provide and to hear feedback on how to improve the strategic planning process.
 - Everyone learns and collaborates towards continuous improvement for both organizations.

BASIC PROCESS

1. Board President sends WNCC an email confirmation of community's intent to participate in the Pilot by March 7th and a commitment that at least three board members will attend the 2-hour workshop and the half-day Strategic Planning Event. We kindly request that you copy all board members and indicate which will be attending the workshop and planning event. (Please see the timeline below).
2. Board officers invite committee chairs, volunteer coordinator/ paid staff (if any), other board members, and any key volunteers to attend the workshop, using the proposed dates of March 30th or April 3rd or 4th. At least 3 board members need to attend. Up to 15 people per community may attend.
3. Board sends WNCC a list of desired attendees for the workshop to susangarrett@wnccommunities.org. WNCC will send out a Doodle Poll to find the best date and time to accommodate attendees from all communities for the workshop.
4. WNCC will hold a pre-workshop, 30-minute phone call with the President of each club to gather some info on where their community center is with their planning to inform the workshop content, and to field any questions.
5. WNCC will conduct an in-person, 2-hour Strategic Planning Workshop held in Buncombe County (location TBD) in early April introducing components of a strategic plan and a template to all Pilot participants. We will also discuss the pre-work for the on-site strategic planning, which consists of a survey and compiling results. The workshop will be open to all communities in Buncombe County, not just ones participating in the Pilot. If your community would like to host the workshop, please let Susan know.
6. WNCC will work online via phone, Zoom, and/or email with a point person from each board to address any questions about the pre-work survey and tweak the on-site Strategic Planning Event agenda based on any specific needs for a total of up to 1 hour per community in April.
7. WNCC will work with the point person to set a date and discuss logistics for the on-site Strategic Planning Event as soon as the community sends confirmation that they will be a Pilot participant. Each community will need to provide a space at their community center (or elsewhere) for the event.
8. WNCC will facilitate an on-site Strategic Planning Event in May at each community. At least 3 board members must be present. Ideally, they are current officers and all committee leaders are also present, plus at least one volunteer from each committee. Up to 18 people may attend. The Strategic Planning Event will be 4 hours long.
9. If desired, WNCC will provide up to 2 hours of feedback or assistance via email or Zoom in May/June to help finalize your community's strategic plan.
10. Communities will participate in a feedback session with WNCC in 6 months wherein we will celebrate what has been accomplished, and they will revise their plans, and give and receive feedback with WNCC on how to improve the process. To be held in December 2023.

TIMELINE

- January 9, 2023. WNCC invites up to 3 communities to participate in the Pilot.
- By March 7. Community boards communicate whether they accept invitation to be a participant in the Pilot.
- March 7, 8, or 9. WNCC has a 30-minute call with the board President of each Pilot community.
- By March 16th. Board sends list of desired attendees to WNCC to find best date and time for the workshop using a Doodle Poll.
- March 30th, 31st, or April 4th - TBD based on Doodle Poll. Workshop on strategic planning. Held in Madison County in person. Location TBD.
- April. WNCC shares tips or template or Zoom training on how to do an effective survey – TBD.
- April. Communities conduct surveys and compile results as pre-work for the Strategic Planning Session.
- April – TBD. WNCC has a one-hour phone call with each community's point person (Board Officer) to plan logistics and review content for the Strategic Planning Session.
- May – TBD. On-site Strategic Planning Session – one at each community. ~Half day.
- June. WNCC available for 1 hour consultation via Zoom with each community to address any questions or concerns in finalizing your strategic plan.
- June 30. Final plan is due to count for Honors application.
- December 2023. Follow up consult with WNCC to track progress, celebrate accomplishments, see what needs to change, and to give and receive feedback on the strategic planning process.

We look forward to working with you to create a plan that will help your community get to the next level of mission-focus and planning, should you decide to participate!

What is TEFAP?

The Emergency Food Assistance Program (TEFAP) is a program that helps supplement the diets of low-income Americans, including seniors, by providing them with emergency food assistance at no cost. Through TEFAP, the U.S. Department of Agriculture (USDA) purchases a variety of nutritious, high-quality USDA Foods, and makes those foods available to State Distributing Agencies.

Public or private nonprofit organizations that provide nutrition assistance to low-income Americans through the distribution of food for home use may receive food as local agencies. Organizations that distribute food for home use must determine household eligibility by applying income standards set by the State.

The types of foods USDA purchases for TEFAP vary depending on the preferences of States and on agricultural market conditions. More than 120 nutritious, high-quality products are available. Products include: canned, frozen, dried, and fresh fruits and vegetables, eggs, meat, poultry, fish, nuts, milk and cheese, and whole-grain and enriched grain products including rice, cereal, and pasta.

The Emergency Food Assistance Program and SMCC

TEFAP is administered in Western North Carolina by MANNA. Jacob McIntosh is MANNA's TEFAP Coordinator. Members of the Food Pantry Team have been learning more about TEFAP and what it might mean for SMCC, most importantly the various community members that would benefit from having additional food made available to them. TEFAP food is provided at no cost to participating agencies such as SMCC.

TEFAP is involved. It requires a level of record keeping that is more comprehensive than the monthly Food Pantry. So the Food Pantry Team has been learning more about it. To date, that learning has entailed:

- A meeting with the Team on Friday, November 12, 2022 to obtain an overview of TEFAP.
- A two-hour training with Team members on Wednesday, January 11, 2023 to learn many of the particulars of running TEFAP.
- A 90-minute training with two Team members on Thursday, February 16, 2023 to learn about MANNA requirements and, incidentally, learning how TEFAP might be involved in meeting MANNA's requirements.

At this time, the Food Pantry Team has made no final decisions about participating in the TEFAP program, although there is clearly strong interest.

BC Community Recreation Grants 2023-24

Do you have a community recreation project that needs a financial jump-start? The application period is open now for Buncombe County Community Recreation Grants for projects taking place from July 2023-June 2024.

[Apply now through March 31.](#)

The grants are part of other countywide initiatives that help make Buncombe County a place where everyone from infants to retirees has the opportunity to be strong, healthy, and successful. The program is intended to help community nonprofits make immediate improvements and jump-start long-term progress that align with the [Buncombe 2025 Strategic Plan](#). Grants range in amounts from \$500-\$6,000, depending on the number of qualifying applicants.

Community Recreation Grant projects represent a primary goal of low-cost, inclusive wellness and therapeutic opportunities that are accessible to all residents regardless of cultural, physical, cognitive, or socioeconomic background. An important avenue for maintaining peoples' physical and mental wellbeing are parks, open spaces, greenways, and trails – and the recreational opportunities that take place within them. When combined with the ability to deliver healthier, happier, equitable communities, parks and recreation's powerful economic impact highlights the fact that these offerings are not merely a 'nice-to-have' luxury government service. Instead, public recreation is an essential core service that transforms our cities, towns, and counties into vibrant and prosperous communities for all.

More information

Eligible entities include Buncombe County nonprofits focused on providing equitable access to recreational, fitness, cultural, and wellness activities to the public at no- or low-cost. These funds are intended to be a leveraging tool that promote partnerships between the County and area nonprofits and are not a donation, funding stream, or sponsorship opportunity. Programs applying for funding should align with the Buncombe 2025 plan's focus areas, as well as embody the spirit of Buncombe County Parks & Recreation mission: Connect Communities. Preserve Culture. Change Lives.

Past winning projects have included creative placemaking, increasing safe connections to a wider range of play and wellness activities for underserved residents, supporting access to experiences that preserve regional and international cultures, improvements to public athletic fields and fitness courses, expanding environmental education, building food security through community gardens, and establishing multigenerational outdoor spaces for neighbors to connect with each other and foster community pride.

Application, guidelines, and a list of 2023 recipients are [available online](#). Grant Contact: Adam Zinke, Adam.Zinke@buncombecounty.org.

The grant application deadline is Friday, March 31, 2023, at 5 p.m. Late applications will not be accepted.