

**FOOD BANK OF THE SOUTHERN TIER
AD HOC FACILITIES COMMITTEE MEETING
October 7, 2022 11:00-12:30 PM**

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1) Welcome	Mary Pat Dolan		2
2) Approve August 19, 2022 Minutes	Mary Pat Dolan	Approve	2
3) BOD Reaction & Next Steps	Mary Pat Dolan	Discuss	30
4) SLT Updates	Natasha Thompson	Discuss	30
5) Design Charrette: Pros & Cons	Natasha Thompson	Discuss	15
6) Other Business	Mary Pat Dolan		5

Next Meeting

Thursday, November 17, 2022

4:30-6:00?

RSVP to Jen Bertron at jennifer.bertron@foodbankst.org

Food Bank of the Southern Tier

Facilities Committee Meeting

August 19, 2022

11:00-12:30 PM

Member Name	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark	X	
Brian Kenney	X	
Kimberly O'Connor	X	
Joe Thomas	X	
Travis Virgadamo	X	
<i>Ex-Officio</i>		
Natasha Thompson	X	
<i>Staff</i>		
Meghan Parsons	X	
Dave Patterson	X	
Erica Loomis	X	
Lynn Dates	X	

- Welcome** – Mary Pat Dolan called the meeting to order at 10 am,
- Check-in** - All attendees provided updates on their personal & professional lives.
- Follow Up Items:**
 - Option 7 ROM-** Dan reviewed the latest ROM on Option 7 and noted that it did not include furnishings or any work in the back office.
 - Executive Committee Comments-** Mary Pat shared that the Executive Committee is positive about the process but there are some concerns about moving too quickly. We do need better messaging about the need for this project for fundraising purposes.
- Presentation: Aggregate Data, Summary, & Visuals Staff Projections** – Dave reviewed our progress to date on the project, including updated staff projections and utilization rates. He also reviewed next steps for the SLT.
- Collaborative – Thoughts Comments & Concerns** – Should we include an on-site food pantry? This is something that has come up a few times over the years. Should we build out the conference room in the back-office area. Hoteling staff will need private space for Zoom calls. The new design provides that.
- Two Paths Forward**
 - Working within fiscal constraints-** What is the case for support? What is our course of action if the BOD does not approve?
 - What does the future look like (5-10 years)-** The SLT is in the process of formalizing our hybrid work policy which will impact the design. What are the needs of hybrid workers? What kinds of requirement will we need to put in place e.g. Cornell's policy that anyone who supervises 2 or more people must be in the office 3 days per week. We will also need to provide rationale for staffing increases and ensure any additions will allow us to serve more people in need.
- Next Steps** –
 - Present to Executive Committee on 9/7**
 - Present to BOD on 9/16-** We will need to make a strong case for the space.
 - Review Assignments** – Natasha & Dave will update the presentation for the BOD meeting.
 - Schedule Next Meeting-** October 7, 2022 from 11:00-12:30

8. Wrap-up/Adjourn – 10:03 am

Minutes respectfully submitted by
Natasha Thompson, President & CEO