

**FOOD BANK OF THE SOUTHERN TIER**  
**Agency Advisory Board**  
**Meeting Minutes**  
**December 13<sup>th</sup>, 2019**

<b>Committee Member</b>	<b>Agency</b>	<b>In Attendance</b>	<b>Unable to Attend</b>
Mary Beth Prechtl	Blessed Sacrament		<b>X</b>
Jack Seman / Les	CHOW/Broome Co Council of Churches		<b>X</b>
Mary Cermak	CHOW-St. Paul's Endicott	<b>X</b>	
Kathy Greene	Addison Community Food Pantry	<b>X</b>	
Joanna Gleason	C.C. Steuben / Turning Point	<b>X</b>	
Beth Mooney	Loaves & Fishes	<b>X</b>	
Bonnie Hand	TOI- Park Terrace Food Pantry	<b>X</b>	
Alycia Anthony	Tioga County Rural Ministry	<b>X</b>	
Anne Haus	Trumansburg Food Pantry		<b>X</b>
Art Berkey	Caroline Food Pantry	<b>X</b>	
Jessamine Stone	Groton Food Providers	<b>X</b>	
VACANT	Schuyler Rep - 2		
VACANT	Chemung Rep - 1		
<b>Staff</b>			
Amanda Palme		<b>X</b>	
Randi Quackenbush		<b>X</b>	
Kathryn Miller		<b>X</b>	
Matt Griffin		<b>X</b>	
Caroline Tolbert		<b>X</b>	
Jennifer Bertron		<b>X</b>	

**Agenda Item**

**Time (min)**

**1. Welcome**

**15**

- Introductions and welcomes

Happy birthday to Kathy Greene! Happy belated 30<sup>th</sup> to Alycia Anthony!

Welcome to Beth Mooney, new AAB member representing Loaves & Fishes in Steuben County. This is her first meeting. Welcome to Jessamine Stone from Groton Food Providers who is taking Anne Haus's place as a Tompkins County representative, also her first meeting. Also welcomed Kathryn Miller, new Service Insights Coordinator with FBST, focusing on PantryTrak.

Attendees shared one thing they are grateful for in 2019, and what we are looking forward to in 2020.

- Working Agreements Review
- Review & approval of June meeting minutes

*Bonnie motioned, Kathy seconded to approve with June meeting minutes with Beth Mooney's name spelled correctly.*

## 2. Review & Updates

30

- Coalition Meetings and Peer Groups report back

Tioga – question about increase in price of milk. Discussed how to increase awareness of pantries with local officials. Veterans Day events. Discussed asking Nancy Eckstrom to present on summer food and lunch box program.

Tompkins - Caroline is hosting January Peas Peer group. Also discussed asking coalition to expand group beyond pantries. Strong sense from Tompkins Coalition to remain focused on pantries.

Broome – discussion around increase and face of homelessness, increase in community meal attendance. How is this captured in PantryTrak. Also discussed merging coalition and Task Force and getting more people involved. Attendance at coalition is decreasing while the need is increasing. Huge opportunities to connect services to meals and pantries, but need to have people interested in creating these connections.

Steuben – NARCAN training, discussion / debate for need for low blood sugar training and other medical issues. Different groups have been presenting to coalition: ProAction presented on their programs, RSVP is coming in January. Discussed opening up coalitions to invite MFP partners. New chair Joanna Gleason, Nichcole Harris (NOEP) is new secretary.

- Agency Feedback

Discussion around plastic bag ban. TCRM is looking into purchasing bags. Feeding New York State is looking into purchasing lots of bags for network across the state. Some people are looking at upcycling reusable bags. Pantry in Broome has 99% compliance with people bringing their own bags after one year of encouragement. Raising awareness is key. Caroline received donated bags and is encouraging clients to bring them. Caroline is also debating using funds to purchase pet food. Joanna shared that if you receive SSI, you can get \$27 / month towards pet food for their service animal. Available from county DSS.

Groton Reverse Advent Calendar: [https://www.ithaca.com/news/groton/reverse-advent-food-calendar-helps-feed-local-families/article\\_c9f392ac-16c4-11ea-8096-2352ea5fa0ef.html](https://www.ithaca.com/news/groton/reverse-advent-food-calendar-helps-feed-local-families/article_c9f392ac-16c4-11ea-8096-2352ea5fa0ef.html)

Groton Food Providers also has local building trade students building shelving and bins for the pantry.

- Warehouse Operations/Food Acquisition

Snow days impact 2 days of delivery – the cancelled day and the orders for the next day. If we are closed, FBST will need to cancel / reschedule your order. If you have a pick-up for the day AFTER a snow day, please contact us before coming for a pick-up. Warehouse is short staffed while also sending out record amounts of food.

Food acquisition – Caroline shared Q1 TEFAP projected loads (subject to change). 2019 TEFAP has been record amounts. Q1 will include fluid milk, fresh fruit, meat other than pork (!) including chicken. FBST still has entitlement funds beyond the TEFAP bonus product. HPNAP funds will also supplement these products, pending what happens with TEFAP. In addition to this, FBST receives produce loads from MARC (Mid Atlantic Regional Coop) in Philadelphia. New items will be added to menu as well, including cereal. Caroline has been working with Health & Nutrition to identify healthy alternatives, such as lower sodium, to current items. Also looking at more household / personal care items if there is a need, which would be on wholesale menu.

- PantryTrak

Kathryn Miller provided updates on MFP PantryTrak – all regular MFPs are on, as well as 16 pantries. In 2020, CHOW will come onboard, bringing on 25 agencies. Kathryn plans on working on 3 pantries per month in 2020 which will be 75% of pantries. Kathryn will be working with Jen Bertron on data analysis. Q1 is booked with onboardings, looking for others who may be interested in Q2 to begin PantryTrak. Pantries also requested key tags. Some pantries have existing databases that might not want to use PantryTrak. Kathryn is part of a national cohort looking at service insights. Discussion around how pantries can acquire computers – cannot use HPNAP funds.

- Health & Nutrition

Nutrition Resource Manager position is currently vacant. Matt Griffin is filling in on food safety trainings. Reach out to Matt if you have any needs / questions.

JSY recipe cards are coming out. Group shared that they get ordered quickly and they cannot get cards. Also planning on adding nutrition ranking system information to cards.

- Community Impact
- Business Services

- Communications

Maria provided an update – Selfless Elf 5K on 12/7 had over 1400 runners and raised funds for over 200,000 meals. Cheers for Change at liquor store cash registers allows round up for purchases as a fundraiser. Feeding America is sending a storytelling team to document stories of hunger in our region in February. Check Out Hunger begins in January and February. Veggie shirts are available in select sizes in 4 designs for \$15. Email [maria.strinni@foodbankst.org](mailto:maria.strinni@foodbankst.org) to order a shirt.

### 3. Discussion & Decisions

70

- NASS – Needs Assessment and Satisfaction Survey

Jen Bertron provided an overview of her role in cohesive evaluation. HPNAP has NASS. Jen is working to institutionalize feedback / evaluations. Jen shared a matrix for Member Agencies and Program Partners – a capacity/needs assessment which would be shared via Survey Monkey 2-3 weeks before a site visit of a site visit, as well as a satisfaction survey which would be an annual anonymous survey; and clients/families looking at demographics, satisfaction, impact, and needs assessment. FBST will share actual questions with AAB as they are developed. Also hoping to incorporate more of the client demographic questions into PantryTrak.

There is interest from the group, especially for the client survey portion. Many agencies are already doing client surveys. Mary recommended to start it simply with simple surveys so partners become more comfortable with this process. Start with those who are willing to test the model.

Could also do the Capacity / Needs Assessment for partners on non-site visit year. AAB members will share their client current surveys. Groton also surveys other groups like school leadership, faith groups, etc.

- AAB By-Laws- Review proposed changes and vote

Ad -hoc Committee met in October to review current by-laws. Art is comfortable with the revisions.

Amendment: Section f: Identify months – March, June, September, December.

Name for AAB – Partner Advisory Committee will be discussed at March meeting.

*Kathy motioned made a motion, Joanna seconded to approve the by-laws with amendments.*

- Future of coalitions – increase stakeholder participation

Randi shared that Broome County is exploring a merger between the Child Hunger Task Force and Hunger Coalition and expanding their group. A survey found interest in this between both groups. Tom Lewis from Food and Health Network will co-lead these efforts.

- 2020 Coalition and AAB meetings calendar

Group decided to keep the 2020 dates and meeting months as is.

- OS-CE Review Committee nominations

Matt shared that the OS-CE is in need of Committee members for the 2020 year. Some current members can remain. Matt shared a nomination form. It's a great learning opportunity.

**4. Other Business/Adjourn**

**5**

**Our next meeting is scheduled for March 13<sup>th</sup>, 2019 11 am – 1 pm**

**Handouts:** *June Meeting Minutes*

<i>Follow Up Items</i>	<i>Person Responsible</i>	<i>Due Date</i>
Art to share Peas Peer group date	Art	
AAB members to share any client surveys that they use	AAB members	
Share NASS questions with AAB	Jen Bertron	When ready
Send names for potential OS-CE Committee members to Matt	Everyone	
Ask Sarah K to share Steuben MFP contacts with Joanna to invite to coalition	Randi & Sarah	
Contact Maria to order a t-shirt <a href="mailto:Maria.strinni@foodbankst.org">Maria.strinni@foodbankst.org</a>	Everyone	
Discuss name of Committee at March meeting	Everyone	3/13/20