

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, June 9, 2020

8:00 am – 10:00 am

| Board Member | In Attendance | Unable to Attend |
|--------------------|---------------|------------------|
| Joe Thomas (Chair) | X | |
| Steve Hoyt | | X |
| Mary Pat Dolan | X | |
| Jessica Renner | X | |
| | | |
| <i>Ex-Officio</i> | | |
| Laura Opelt | X | |
| Natasha Thompson | X | |
| | | |
| <i>Staff</i> | | |
| Tim Currie | X | |
| Meghan Parsons | X | |
| Lynn Dates | X | |

1. Welcome & Call to Order

Joe Thomas called the meeting to order 8:02 am.

2. Opening Prayer

Mary Pat Dolan led the opening prayer.

3. Approval of the May 12, 2020 Minutes

*Mary Pat Dolan made a motion to approve the May minutes.
Jessica Renner seconded. None opposed. Minutes approved.*

4. Check-in

Committee members provided updates on their personal & professional lives.

5. COVID-19 Updates

Natasha, Tim, and Meghan reviewed their COVID-19 BOD Update presentation which focused on Operations, Fundraising, and Phase 2 planning.

Tim discussed current inventory including our current supplies of wholesale, TEFAP, and donated product noting that wholesale orders from April have not yet been received and that we've been notified of TEFAP funding through 2021. He pointed out that current TEFAP inventory is lower than normal. Tim reviewed Food Demand pointing out that some low points were because of four-day weeks and that the downward trend is likely due to Food Hubs closing, adding that CFD output is slightly down. Tim reviewed April COVID-related expenses noting that Food Hubs were unable to take perishable or frozen product, \$25K resulted from the Bezos grant spend down, and that some supply expenses are semi-annual. He emphasized that expenses will be between \$70K-\$80K going forward.

Meghan provided an update in fundraising pointing out that \$1.5M was COVID-inspired income and that we are now 24% over budget. With regards to upcoming Development activities she noted that the Harvester will be mailed by the end of June and, aiming to avoid a summer slump, there will be a phone-a-thon to encourage pledges. Meghan informed the group that there is another COVID-related grant opportunity through Feeding America who has \$93M to regrant.

Natasha covered all aspects of Phase 2 planning reminding the group that remote work will continue, that the final Food Hub will be in Corning on June 18, beginning June 26 the Warehouse will shut down for one week and staff lunches will end, that the NOEP (SNAP outreach) contract has ended because NYS is not executing contracts, that Volunteer shifts will begin on or around July 27, and CFDs will continue through the end of August, noting that we have good partnerships with colleges. Natasha went on to review Phase 2 expenses which include \$13K for facility upgrades and \$24K for technology/equipment upgrades noting that we are still working to finalize estimates.

6. SWOT Analysis Activity

SWOT by Executive Committee – with the assistance of Randi Quackenbush and Lyndsey Lyman the group split into two breakout groups for SWOT discussions to prepare for the Board of Director strategy session at the June 18 meeting.

Review staff SWOT – Natasha led the group through Staff SWOT results noting similarities with the Executive Committee’s results.

7. June BOD Meeting Agenda

Finalize questions for BOD Strategy Session – Together the group discussed how they see Board participation during the June meeting to develop an action plan. They discussed positive results from using PantryTrak and Call’Em All to communicate with clients about food availability. It was noted that 18% of clients responded to a survey about their CFD experience; 40 of whom would like to share their story. The group further discussed possible questions to guide future strategy work during the June BOD meeting.

8. Other Business – none

Minutes respectfully submitted by,

Lynn Dates
*Executive Assistant to
Natasha Thompson
President & CEO*