

FOOD BANK OF THE SOUTHERN TIER
Agency Advisory Board
Meeting Minutes
June 14th, 2019

Committee Member	Agency	In Attendance	Unable to Attend
Jodylynn Mosher	C.C. Chemung/Samaritan Center		X
Mary Beth Prechtl	Blessed Sacrament		X
Jack Seman	CHOW/Broome Co Council of Churches		X
Mary Cermak	CHOW-St. Paul's Endicott		X
Kathy Greene	Addison Community Food Pantry	X	
Joanna Gleason	C.C. Steuben / Turning Point	X	
Beth Money	Loaves & Fishes		X
Bonnie Hand	TOI- Park Terrace Food Pantry	X	
Alycia Anthony	Tioga County Rural Ministry	X	
Anne Haus	Trumansburg Food Pantry		
Art Berkey	Caroline Food Pantry	X	
VACANT	Schuyler Rep		
Staff			
Amanda Palme		X	
Randi Quackenbush		X	
David Russell		X	
Matt Griffin			X
Shanté Tranchant			X
Sarah Keenan		X	
Caroline Tolbert		X	
Erica Miner			X

Agenda Item

Time (min)

1. **Welcome**

20

- Introductions and welcomes

Welcome to Joanna Gleason, first AAB meeting. She also runs the Mobile Food Pantry in Bath.

- Reflection

Amanda shared a reflection: "Watch carefully the magic that occurs, when you give a person just enough comfort, to be themselves." Atticus Finch

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

Bonnie motioned, Bonnie seconded approving the March 2019 AAB minutes.

2. **Review & Updates**

50

- Coalition Meetings report back

Art has cookbooks that he would like to share with the other counties. Has 2 complimentary copies for each counties. Additional copies can also be purchased for \$5 each. Bonnie shared that they had also done a cookbook a few years back and gave them out around Christmas. Cookbooks have recipes using pantry items.

Steuben Coalition will be having a nar-can training at their next meeting in July. This could also be done at individual agencies. TCRM has a staff member trained but hasn't needed to use it. Hospitals, police, and health care providers can offer the training. FBST is also thinking about having MFP drivers trained.

Caroline Food Pantry is planning volunteer get-together / BBQ next month.

- Warehouse Operations/Food Acquisition

Warehouse asks for return of boxes, especially waxed produce boxes. If you do not want produce, let the driver know.

Caroline Tolbert is our new Food Sourcing Coordinator and is transitioning from her previous role as the administrative assistant. She is now in charge of food drives and meeting with food donors, in addition to acquisition. She previously ran the food pantry at the Salvation Army in Elmira. She has a survey for agencies to see what staple items should be added to the menu. Caroline's contact info is caroline.tolbert@foodbankst.org

- PantryTrak

FBST is hiring a Services Insight Coordinator, a full-time permanent position to help role. Have had 4 launches in Steuben with MFPs.

- Health & Nutrition

No updates.

- Community Impact – summer food

Summer meals will begin in all six counties. There are flyers for all counties available. Meal times and dates vary by location. Every county also has a Facebook page with the flyer that can be shared by agencies.

- Business Services – PDP

PDP – Partner-driven pounds is donated product distributed by agencies. For FBST to accurately report all donated product, agencies need to report donation pounds every month. Reporting has been sporadic for many agencies. FBST is trying to do a better job of tracking donations. If an agency receives a donation from Walmart, FBST needs to know as they are a Feeding America “blue donor.” There will be more trainings on this. Agencies can also get a scale from FBST. Wegmans is also donating more product. Weis is also a good donor.

- Communications – partner calendar, website

There is now a calendar on the Partner Zone that will have agency events, trainings, coalition meetings, community events, etc.

<https://www.foodbankst.org/partner-portal/> - click on events. Agencies can also send events that should be promoted on calendar.

3. Discussion & Decisions

45

- Agency Celebration debrief – feedback, ideas for 2020

Venue and food were good. Liked the bingo / networking. Liked PantryTrak demos to play around with. Good vendors. Movie was good, many saw it for the first time. TCRM discussed the theme at their staff meeting. It is a big topic. If it just changes the way we think about people, it is worth it. “What’s wrong with you?” → “What happened to you?”

FBST is planning a larger summit, most likely in fall of 2020. Open to MFP, schools, and other partners.

Suggestions: Panel of / for legislators, community government. How to educate local government, how can they be a resource for pantries?

Theme: Total community awareness (Anne Haus.)

Alternate / switch up set-up, including breakout sessions.

A conversation on the need to engage and educate village and town boards ensued. They can offer moral or financial support. Town of Caroline does support their pantry. Many pantries are housed in town / village spaces or in community centers.

- HPNAP Budget Year – food grant, OS/CE

NYS is switching HPNAP contract back to previous cycle – from Nov-Oct back to July to June. Thus, there will be an extension of the current contract through June 30, 2020. HPNAP allocated food grants will be extended in two parts, without reapplying. Agencies will get 2 months of funding for November and December and then another 6 month allotment through June 2020. The group thought the end September would be a good time to get the 2 month allocation.

Operation Support (covers rent, utilities): FBST will extend previous awards with an 8 month pro-rated award. Applications will be open for July 2020-June 2021. So for agencies who received OS funds, they will be getting more without having to apply.

Capital Equipment: There will not be an application. Instead there will be an emergency fund for emerging issues / needs for essentials like refrigerator, sink, freezer, etc. FBST will have an abbreviated form for agencies to apply to get us until we are back on cycle.

4. Other Business/Adjourn

5

Art shared that Tompkins County SPCA helps support his pantry with pet food but sometimes they do run out. Pet food is a common request. FBST had been approved by Jazzy's Place which would help supply pet food and products. There is a dog food plant in Addison and Waverly.

If agencies do have pet food, it is considered a chemical and needs to be stored away from food, but also away from chemicals as it can get contaminated.

Meeting was adjourned at 12:44. Motion to adjourn by Kathy, seconded by Bonnie.

Our next meeting is September 13th, 2019 11 am – 1 pm

<i>Follow Up Items</i>	<i>Person Responsible</i>	<i>Due Date</i>

The meeting was adjourned at 1:06pm.

Minutes respectfully submitted by Randi Quackenbush.

DRAFT