

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, April 4, 2023

8:00 AM – 9:30 AM

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome and Call to Order	Mary Pat Dolan		2
2. Opening Prayer/Poem/Positivity	Shannon Matteson		2
3. Approval of March 7, 2023 Minutes	Mary Pat Dolan	Approve	1
4. Check-in	Mary Pat Dolan	Discuss	10
5. Executive Administrator Update	Andy Fagan	Discuss	10
6. Facilities Update	Mary Pat Dolan	Discuss	10
7. CEO Onboarding Document Review	Mary Pat Dolan	Discuss	10
8. CEO Search Process Update	Mary Pat Dolan	Discuss	10
9. Other Business	Mary Pat Dolan	Discuss	5

Next Meeting:

Tuesday, May 2, 2023

8:00AM – 10:00AM

Opening Prayer/Poem/Positivity: Erin Summerlee

RSVP to Kate Paterson at kate.paterson@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting
Tuesday, March 7, 2023 8 – 10:00 am (via Zoom)

Board Member	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Steve Hoyt (Vice Chair)		X
Shannon Matteson	X	
Joe Thomas	X	
Erin Summerlee	X	
<i>Ex-Officio</i>		
Karen Dehais	X	
Natasha Thompson	X	
<i>Staff</i>		
Andy Fagan	X	
Meghan Parsons	X	
Dave Patterson	X	
Kate Paterson	X	

1. Welcome & Call to Order

Mary Pat Dolan called the meeting to order at 8:01 am.

2. Opening Prayer/Poem/Positivity: Mary Pat read the poem “The Path” by Ullie Kaye.

3. Approval of minutes

Joe Thomas made a motion to approve the February 2023 minutes. Mary Pat Dolan seconded. None opposed. Minutes approved.

4. Year End Dashboards

Natasha reviewed Client Demand Year End Dashboards. There was a 27% increase in client demand compared to 2021, and an 11% increase compared to 2019 (pre-Covid). This is the most demand since the Food Bank began recording amounts. Emergency food programs saw a 20% increase in 2022, and 2022 saw the highest number of requests for food based on all historical data. Large increases. Increase registration limits for some mobile food pantries. Community Meal Sites are going back to congregate model from take out. There are limits in some places to how many times a person can pick up food. Different food pantries have different requirements. However, there are no restrictions on how many times someone can go to a mobile food pantry.

Dave reviewed the Distribution Year End Dashboards. The Food Bank distributed 12.2 million of pounds of product in FY 2022. As food prices rise and supply chain issues persist, they aren't seeing the huge truckloads of product coming in. Produce distribution was great in 2022, with an increase of 4.7%. Kids Farmers Markets were up 89% over the previous year. Increase in cost/pound, but we had an increase in quality and good selection. Local farms are keeping prices stable. School food centers were up over 200% from the previous year.

Meghan presented the Fundraising Year End Dashboards. Development was 26% over their budget goal. Fundraising has been volatile. Overall Development was \$5.3M. Annual Fund ended the year at \$4.1M. The Annual Fund is very strong. Individual staff fundraising is now being tracked. Donor retention work is ongoing and overall strong. There were 1400 new donors brought in last year. Board and committee member giving has a new plan this year, with a commitment to give solicited by Q1.

5. CEO Search Process Update

Mary Pat reviewed the status of the search. Karen has volunteered to have Catholic Charities put together a simpler version of the application for websites that can't handle the larger file.

6. CEO Transition Update

Natasha reviewed the Scope of Work document. Andy will work 21 hours per week, with Monday through Thursday, 8-2 pm as his core hours. His role is to provide support to the Senior Leadership Team and to keep staff feeling supported during the transition. Staff retreat will go forward on April 28th to talk about change culture. Review of the CEO onboarding document should be at the next Executive Committee meeting. Erin asked if there is anything that Board members should be paying more close attention to in this transition time. Andy expressed that he is available to Board members with any questions/concerns.

Meeting was adjourned at 8:54 am.

Action Items	Responsible	Due Date
CEO Onboarding doc review included on next Exec Com meeting agenda	Andy/Kate	3/21/22

Minutes respectfully submitted,

Kate Paterson
Executive Assistant to the President

Any Fagan, Executive Administrator for Food Bank of the Southern Tier

Report (March 6th to 17th)

1. Support Senior Leadership Team (SLT) and Executive Assistant (Kate)
 - a. Attended SLT Meetings.
 - b. Met with/conversations with Erica, Randi, and Dave.
 - c. Conversations with Kate. Set up weekly meeting schedule.
 - d. Setup bi-weekly check ins with SLT direct reports (Meghan, Erica, Dave, and Randi).
 - e. Began learning how to access and use ASANA and TEAMS (workflow & communication platforms).
 - f. Met with Natasha to discuss role, review how to access key documents, discuss staffing, etc.
 - g. Setup access to staff calendars.
 - h. Gained access to payroll system. Reviewed and approved time.
 - i. Discussed how finances are handled with Erica and obtained personnel handbook.
2. Work in partnership with Exec. Assistant and Board Chairperson to support Board and Committees
 - a. Worked with Kate, Erica, and Lisa to get access, computer and e-mail setup, etc.
 - b. Attended Executive Committee Meeting.
 - c. Reviewed calendar of meetings.
 - d. Added meetings to Outlook Calendar.
 - e. Scheduled weekly meetings with Board Chair (Mary Pat).
 - f. Attended Facilities Committee Meeting.
3. Create a stable and supportive environment for staff being visible, approachable, and engaged.
 - a. Participated in full staff meeting.
 - b. Participated in Flex Time Discussion
 - c. Participated in Corning Inc. Leader of the Pack Fundraising event as well as after event review.
 - d. Walked around several times and spoke to all staff present, learning names and building rapport.
 - e. Sat in on EGG (Employee Group) and Safety meetings.
4. Serve as primary contact with external stakeholders
 - a. Introduced to key contacts (Feeding America, Feeding NYS, NYS Health Department, etc).
 - b. Met Dan Egan, CEO of Feeding NYS when he came to visit Natasha.
 - c. Attended Board meeting of Feeding NYS and met other members.

NRT’s CEO Onboarding Document
March 27, 2023

People/Partners

- Meet 1:1 with all BOD members
- Set up monthly meetings with Mary Pat Dolan, BOD Chair
- Set up monthly meetings with Karen Dehais, CCDOR
- Set up weekly 1:1 meetings with Kate Paterson, Executive Assistant
- Set up bi-weekly meetings with all direct reports
 - Meghan Parsons, CDO
 - Dave Patterson, COO
 - Erica Loomis, VP of Finance & Admin
 - Randi Quackenbush, VP of Community Impact
- Meet with Dave Egan, Executive Director of Feeding New York State
- Connect with all Feeding New York State food banks
 - Tara Ellis, FeedMore WNY in Buffalo
 - Julia Tedesco, Foodlink in Rochester
 - Karen Belcher, Food Bank of CNY in Syracuse
 - Molly Nicol, Regional Food Bank of NE NY in Albany
 - Karen Erren, Feeding Westchester
 - Leslie Gordon, Food Bank of NYC
 - Jilly Stephens, City Harvest in NYC
 - Paule Pachter, Long Island Cares
 - Randi Dresner, Island Harvest
- Schedule agenda planning meetings with all committee chairs
 - Executive Committee & BOD Meeting- Mary Pat Dolan
 - Nominating & Corporate Governance- Fred Van Sickle
 - Development Committee- John Bayne (include Meghan Parsons, CDO)
 - Finance Committee- Shannon Matteson (include Erica Loomis, VP A&F)
 - Strategy Committee- Erin Summerlee (include Randi Quackenbush, VP CI)
 - Facilities Committee- Mary Pat Dolan (include Dave Patterson)
- Connect with Lewis Clarke at Dept. of Health’s Hunger Prevention Nutrition Assistance Program (HPNAP)
- Connect with Nick Barber at Office of General Services (OGS) Director of Food Distribution Services/TEFAP
- Connect with all state & federal elected officials in our service area
- Connect with Mark Biewald at Feeding America
- Meet with CCDOR Leadership Staff
- Connect with Doreen McGee @ CCDOR

Critical Annual Tasks

2024 budgeting process	Aug 1
2024 budget approved by Finance Committee	Nov 14
2024 budget presented to full BOD for approval at November meeting	Nov 30
2024 slate of BOD officers & candidates approved by Nom Com in December	Dec 14
2024 slate of BOD officers & candidate approved by BOD in February	Feb 15, 2024

New BOD member orientation for 2024 candidates scheduled	Dec 15, 2023 – Feb 14, 2024
Fin Com meetings with Auditors to prepare for 2023 audit	Dec 12
Fin Com meets with Auditors to approve 2023 audit	May 14, 2024
Update or extend Strategic Plan (current one ends in 2023)	
Review FBST By-laws	
Facilitate biannual BOD assessment	Jan 2, 2024

Key Resources & Documents

Catholic Charities By-laws
 Feeding America contract
 Strategic Investment Funds (SIFs)
 Underserved Populations Report
 Strategic Priorities 2021-2023
 DEI Assessment
 Equity Lens
 FBST By-laws
 Feeding America's HungerNet
 Sweet Charity by Janet Poppendieck
 Dare to Lead by Brene Brown
 The Coaching Habit by Michael Bungay Stanier
 Catholic Charities by Jack Balinsky

Professional Development

Feeding America Fall Forum (usually held in September/October)
 Anti-Hunger Policy Conference (usually held in late Feb/early Mar in DC)
 Feeding America Annual Conference (usually held in April)
 CliftonStrengths Workshop with FBLT (Scott Hurd at CCUSA can facilitate this training with FBLT)
 LeadNY (<https://cals.cornell.edu/global-development/our-work/our-initiatives/leadny>)