

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, February 7, 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	Joe Thomas		2
2. Opening Prayer/Poem/Positivity	Steve Hoyt		2
3. Approval of Minutes <ul style="list-style-type: none">• December 7, 2022• January 10, 2023	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. CEO Transition Update	Joe Thomas/Natasha Thompson	Discuss	10
6. February BOD Meeting Agenda	Natasha Thompson	Review & Approve	15
7. CEO 2022 Performance Report	Joe Thomas	Discuss	15
8. Other Business <ul style="list-style-type: none">• CCDOR Update	Joe Thomas/Karen Dehais	Discuss	15

Next Meeting:

Tuesday, March 7, 2023

8:00AM – 10:00AM

Opening Prayer/Poem/Positivity: Mary Pat Dolan

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

Food Bank of the Southern Tier

Executive Committee Meeting

Wednesday, December 7, 2022 8 – 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>		
Karen Dehais		X
Natasha Thompson	X	
<i>Staff</i>		
Jennifer Bertron	X	
Dave Patterson	X	

1. **Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:01 am
2. **Opening Prayer/Poem/Positivity** – Natasha Thompson led with an opening poem.
3. **Approval of November 8, 2022 Minutes** -
*Steve Hoyt made a motion to approve the November minutes.
Joe Thomas seconded. None opposed. Minutes approved.*
4. **Check-in** – All attendees provided updates on their personal & professional lives.
5. **Debrief BOD / Staff Mixer & Nov BOD Mtg** – Staff / BOD mixer went well and should be an annual event. A lot was accomplished at the November meeting – facilities resolution, approved the 2023 budget
6. **Facilities Project Next Steps** – Board approved moving forward with Phase 1 of the updated Facilities Project with a budget not to exceed \$750,000. Goal is to maximize existing space for hybrid work. Mary Pat updated the Facilities Committee and they will reconvene in early January.

Dave shared project budgets that are being developed for furniture, HVAC, lighting, flooring, technology, and surfaces. A team lead will be assigned to each area. Line items will be given priority ratings and document will track spending to date. Dave is also incorporating a miscellaneous category for things like debris removal and unanticipated costs based on a suggestion from Peter Dugo (~10% of budget). Goal to get everything completed by December 2023. Lighting estimate is complete, furniture estimate is in process with Sedgwick and HVAC is also in process. Will get more input from Facilities Committee in January and the Food Bank Leadership Team will be included in next steps.

Discussed the importance of having each item ranked by priority to guide the work as estimates start coming in.

7. **Review & Approve 2023 BOD Meeting Schedule** – Discussed Board and Executive Committee meeting dates that have conflicts:
 - December Board Meeting: Natasha shared that moving the Board meeting (and BOD / Staff Mixer) to the week before Thanksgiving was a challenge. Group agreed on November 30. This is the same day as N&CG Committee meeting and Natasha will touch base with the Chair to reschedule.
 - January Executive Committee: Now that the standing meeting is the first Tuesday, this meeting will be on the first day back from break and may be the first day for Natasha's new Executive Assistant. Group agreed on January 10.
 - March Executive Committee: Steve has a conflict and is down for the opening prayer. Natasha will switch the opening prayer designation.
 - July Executive Committee: This falls on July 4 which is a holiday and Natasha will be on vacation the following week. Group agreed on July 5.

8. 2023 CEO Evaluation Process & Timeline – Joe shared that in 2022 there was 100% Board participation. Timeline:

- January 13: Natasha provides a CEO Performance report
- January 17: Executive Assistant will distribute survey link
- January 27: Executive Assistant will close survey link
- January 31: Executive Assistant will send survey results to Joe
- February 7: Discuss at Executive Committee meeting
- February 16: Discuss at BOD meeting

9. Other Business – Discussed in Executive Session

Meeting went into Executive Session at 8:38 am

10. Action Item Summary

- Natasha finalize Development Committee dates
- Natasha finalize new November date for N&CG
- Natasha switch March Ex Com opening prayer duty since Steve will be away
- Update 2023 Schedule with changes
- Once 2023 Meeting Schedule is finalized, send calendar invites & email schedule

Minutes respectfully submitted by,
Jennifer Bertron, Community Impact Manager

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, January 10, 2023 8 – 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>		
Karen Dehais		X
Natasha Thompson	X	
<i>Staff</i>		
Kate Paterson	X	

1. Welcome & Call to Order

Joe Thomas called the meeting to order at 8:06 am. Kate was welcomed.

2. Opening Prayer/Poem/Positivity

Joe Thomas shared a prayer.

3. Approval of December 7, 2022 Minutes

No quorum present, so December 7, 2022 Minutes were not approved.

4. Check-in

All attendees provided updates on their personal & professional lives.

5. CEO 2022 Performance Report

Natasha reviewed her performance report with the group. Natasha will send out updated work plan, and Joe will work to get 100% response to CEO Evaluation Survey. Surveys will be sent out Jan 17th to BOD and staff. Mary Pat will join the final evaluation discussion with Natasha. They will find a time for this final discussion. Joe will write to Karen recommending that Mary Pat join the meeting.

6. Advocacy and Community Engagement Updates

Natasha discussed some public policy priorities for 2023, which are still being finalized. The Healthy School Meals for All partnership is new, with work being done to encourage New York State to continue the Federal program to provide free breakfast and lunch for all students. She also reminded the Committee that the Farm Bill is also on the horizon. Martin Luther King, Jr. Day of Service is back this year, with a Food Bank open house on January 16th. It is a very popular event.

7. CCDOR Update

The meeting went into Executive Session at 8:38 am.

Action Item Summary

- Joe and Mary Pat will find a time for the evaluation discussion with Natasha
- Joe will write to Karen recommending Mary Pat join the evaluation discussion meeting
- Kate will load correct agenda into the Board Portal.

Minutes respectfully submitted,
Kate Paterson, Executive Assistant to the President/CEO

Food Bank of the Southern Tier
CEO Transition Plan

Effective: March 3, 2023 - June 30, 2023 or until a new CEO is on board.

Interim CEO:

Primary Executive Functions:

- BOD management
- Provide leadership to SLT
- Maintain organizational culture & employee morale by being visible, approachable, and engaged
- Represent the FBST at CCDOR ED meetings, CCDOR BOD meetings, & Feeding NYS BOD meetings
- Actively participate in monthly all staff meetings
- Communicate with various stakeholders as needed including staff, BOD, CCDOR & FNYS colleagues, contractors (FANO, HPNAP, & OGS)

Critical Projects/Issues:

- Review and approve 2022 Audit at the May BOD meeting
- Facilities project- work with Dave and Mary Pat as needed
- CCDOR Settlement Committee- Work with Exec Comm to select our representatives
- Help staff plan for Mark Lisi Celebration of Life and Natasha's celebration of service
- Work with staff, Mary Pat and Exec. Comm. To plan for June BOD strategy session
- Work with SLT and Mary Pat to plan for or postpone all staff retreat on April 28
- Plan for or reschedule CCUSA CliftonStrengths workshop with FBLT in June

Mentors & Resources:

- Kate Paterson, Executive Assistant (set up weekly meetings)
- Karen Dehais, CCDOR ED (introduce & set up monthly meetings)
- Mary Pat Dolan, BOD Chair (set up monthly meetings)
- Other Executive Committee members as needed

Communications & Documents Management:

- Create InterimCEO@foodbankst.org or similar email where all of Natasha's emails will be forwarded to during the transition period.

FOOD BANK OF THE SOUTHERN TIER

Board of Directors Meeting

February 16, 2023 4:00-6:00 PM

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
<u>Annual Meeting</u>			
1. Welcome & Call to Order	Joe Thomas		2
2. Prayer/Poem/Positivity	Connie Park		2
3. Mission Moment			2
4. Approval of Minutes – November 17, 2022	Joe Thomas	Approve	2
5. Election of Directors & Officers	Fred Van Sickle	Vote	2
6. Official Seating of New BOD Members <ul style="list-style-type: none">• Elizabeth Brando• Jamila Michener	Mary Pat Dolan	Remarks	2
7. Committee Appointments	Mary Pat Dolan	Announcement	2
8. Review BOD Member Expectations <ul style="list-style-type: none">• Mission & Vision	Mary Pat Dolan	Review	2
9. All BOD Member Introductions	Mary Pat Dolan	Remarks	10
<u>Regular Meeting</u>			
1. BOD Compliance Training	Robert Trusiak	Discuss	15
2. Committee Updates			
a. Ad-hoc Facilities Committee	Mary Pat Dolan	Discuss	5
b. Ad-hoc Strategy Committee	Erin Summerlee/	Discuss	5

	Randi Quackenbush		
c. Development Committee	John Bayne/ Meghan Parsons	Discuss	10
• 2022 Fundraising Report			
d. Finance Committee	Steve Hoyt/ Erica Loomis	Approve	10
• Year-end Financials			
e. N&CG Committee	Fred Van Sickle	Discuss	5
f. Executive Committee	Mary Pat Dolan	Approve	5
g. Diocesan BOD	Karen Dehais/Karl Krebs	Update	5
3. COO Report	Dave Patterson	Discuss	5
4. CEO Report	Natasha Thompson	Discuss	5
5. Executive Session	Mary Pat Dolan	Discuss	25
• CEO Evaluation			

Next Meeting:

May 18, 2023

4:00– 6:00 PM

Opening Prayer/Poem/Positivity: Karl Krebs

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