

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, March 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	Mary Pat Dolan		2
2. Opening Prayer/Poem/Positivity	Mary Pat Dolan		2
3. Approval of February 7, 2023 Minutes	Mary Pat Dolan	Approve	1
4. Check-in	Mary Pat Dolan	Discuss	10
5. Year End Dashboards	Natasha Thompson/Meghan Parsons/ Dave Patterson	Discuss	15
6. CEO Transition Update <ul style="list-style-type: none">• Welcome Andy Fagan, Executive Administrator• Review Scope of Work	Mary Pat Dolan/Natasha Thompson	Discuss	10
7. CEO Search Process Update	Mary Pat Dolan	Discuss	10
8. Other Business	Mary Pat Dolan	Discuss	5

Next Meeting:

Tuesday, April 4, 2023

8:00AM – 10:00AM

Opening Prayer/Poem/Positivity: Shannon Matteson

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

Food Bank of the Southern Tier
Executive Committee Meeting
Tuesday, February 7, 2023 8 – 10:00 am (via Zoom)

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 called the meeting to order at 8:02 am.

2. Opening Prayer/Poem/Positivity: Steve Hoyt spoke of his friend’s resilience and positivity.

3. Approval of minutes

*Karen Dehais made a motion to approve the December 2022 minutes.
Steve Hoyt seconded. None opposed. Minutes approved.*

*Mary Pat Dolan made a motion to approve the January 2023 minutes.
Steve Hoyt seconded. None opposed. Minutes approved.*

4. Check in: Lots of traveling going on.

5. CEO Transition Update

The Committee’s February packet contains a scope of work document put together by Natasha. It includes critical projects with timelines. The plan is to make the offer to Andy Fagan to be an Executive Consultant to the Food Bank’s Senior Leadership Team with a start date of March 6th. Matt Griffin will represent the Food Bank to Catholic Charities. It was noted that no one on the SLT wanted to do the Interim CEO job. The SLT members are looking forward to managing their teams through the transition. Andy was one of the first people Natasha met when starting at the Food Bank. He has some good ties with many FBST staffmembers. Karen thanked Joe and Mary Pat for the hard work they have already done since Natasha’s announcement.

6. February BOD Meeting Agenda

Natasha reviewed the Board of Directors February 16th meeting agenda. The first part of the meeting is standard annual meeting agenda items. Joe will do the Mission Moment and wants to make sure that the responsibility for the Mission Moment is rotated through the Board. Karen will update the document that outlines the relationship between FB and Catholic Charities. Karen offered to attend the Board Orientation meeting to outline this relationship. The February BOD meeting will be via Zoom, with in-person meetings in June and November. Kate will send out a separate email with fillable PDFs of Board compliance documents. Mary Pat and Kate will need to be in touch about who has done it. The new Board member orientation will happen on Feb 14th. Board Chair attendance at this meeting is required but will also open it up to other board members.

7. CEO 2022 Performance Report

Joe felt uncomfortable asking people to fill out the evaluation surveys without knowing of Natasha’s plan. Only one member of the SLT and six Board members filled out their surveys. Joe will share the comments with Mary Pat and Karen, as would have happened in a normal process. He will also share the comments with Natasha as they may be helpful. All agreed that a formal CEO Evaluation meeting with Natasha wasn’t necessary.

8. Other Business

CCDOR Update

Karen reported on two new Catholic Charities initiatives to review their financial and HR procedures. They have brought in consultants in both areas. In finance, they are working to strengthen internal controls. They want to deliver better and more on time and to be a stronger resource. Karen views IT, HR and finance to be the backbone of their services and they are trying to strengthen the backbone.

Mary Pat made a motion to enter Executive Session. Steve Hoyt seconded. None opposed. Minutes approved.

The Executive Session began at 8:36 am.

Mary Pat Dolan made a motion to come out of Executive Session. Steve Hoyt seconded. None opposed. Minutes approved.

The Executive Session was ended at 8:46 am. Meeting was adjourned.

Action Items	Responsible	Due Date
Reminder to K. Dehais to update Catholic Charities info for Orientation	Natasha	asap
Rotation of names to do Mission Moments at Board meetings	Natasha & Kate	Feb 15th
BOD Orientation invite to Karen Dehais	Natasha/Kate	
Pdf-fillable compliance documents sent to Board	Kate	
Tracking of compliance documents’ return to FBST	Kate/Mary Pat	

Minutes respectfully submitted,

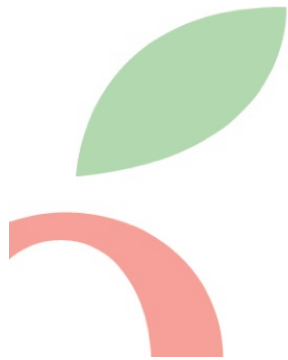
Kate Paterson
Executive Assistant to the President



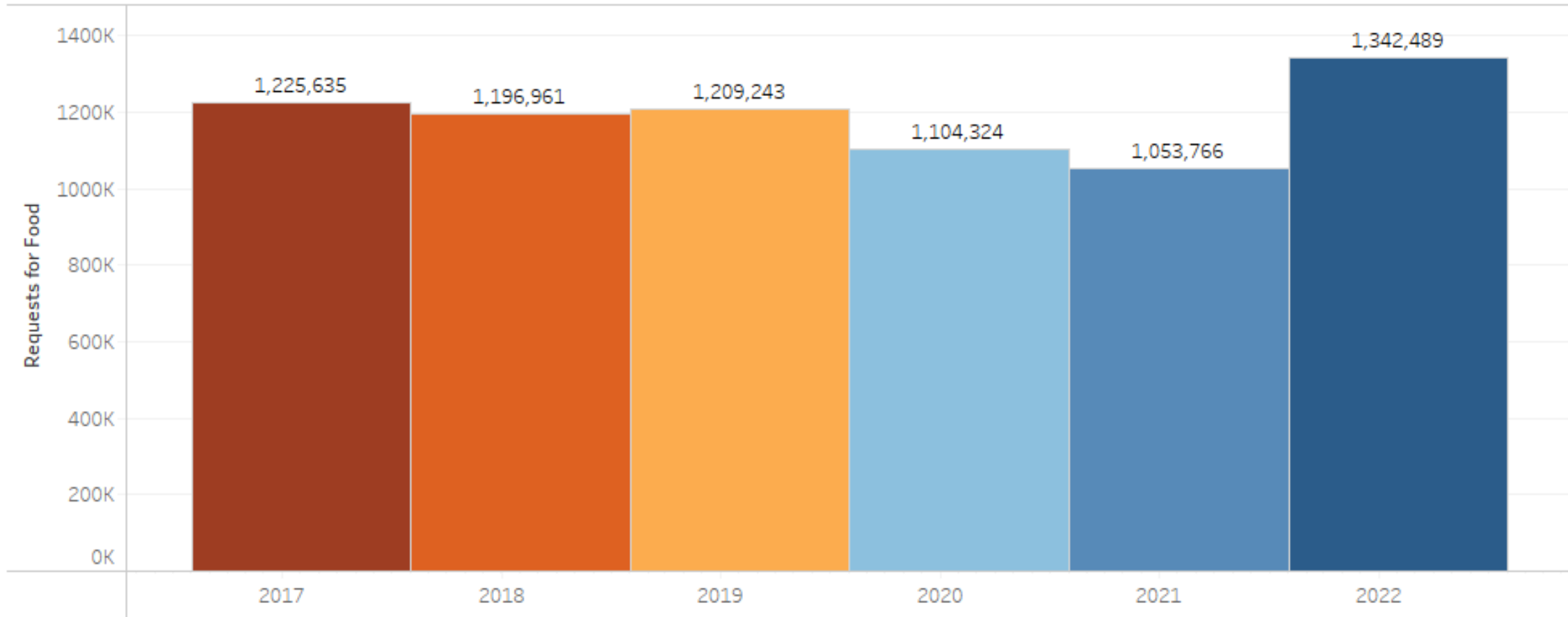
2022 Year-End Operational Update

March 7, 2023

CLIENT DEMAND



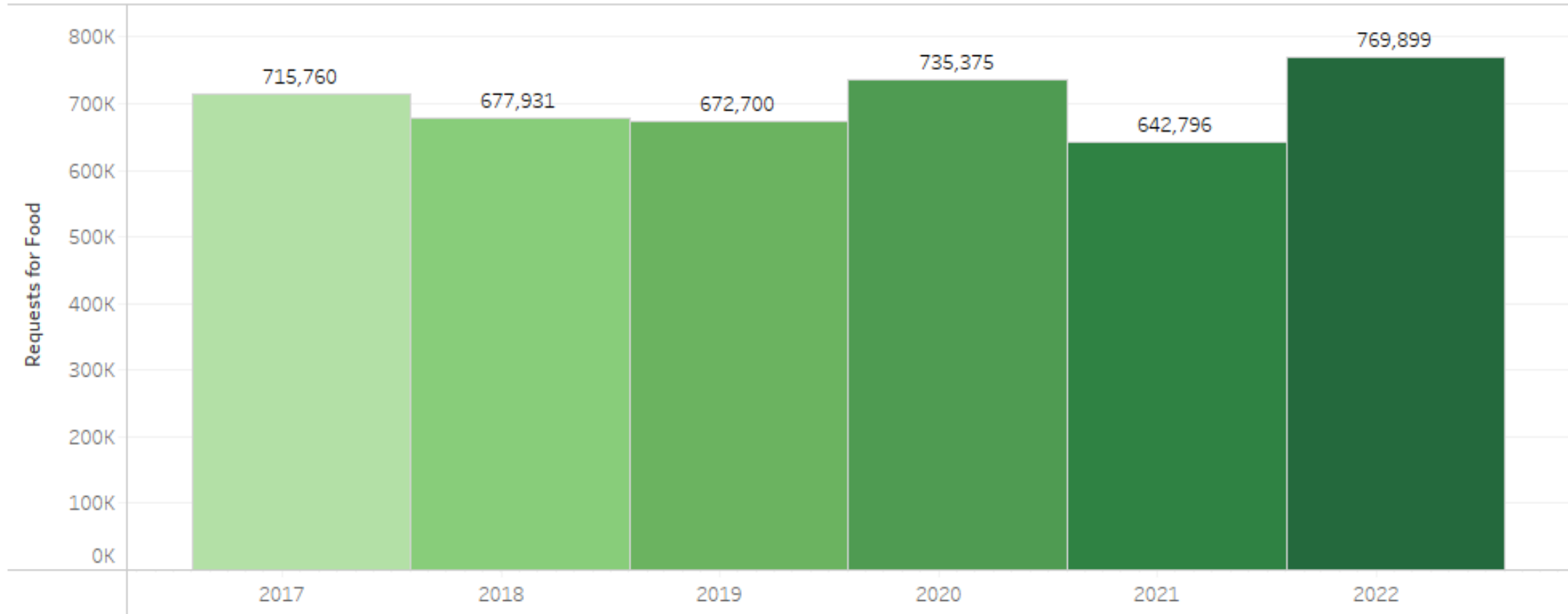
Requests for Food: All Programs & Partners (By Year)



Looking at total 2022 requests for food, we saw:

- **27% increase** compared to 2021
- **11% increase** compared to 2019 (pre-covid)

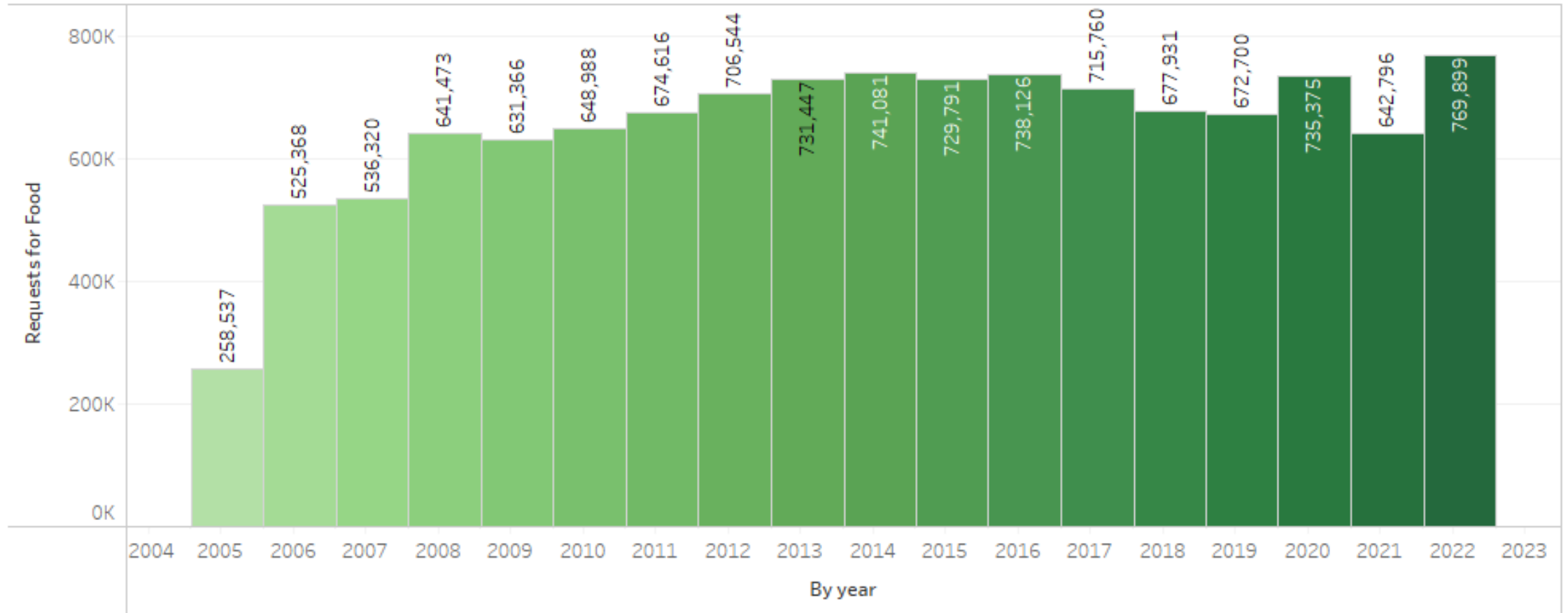
Requests for Food: Pantry, MFP, Community Meal Sites (By Year)



Looking at total 2022 requests for food*, we saw:

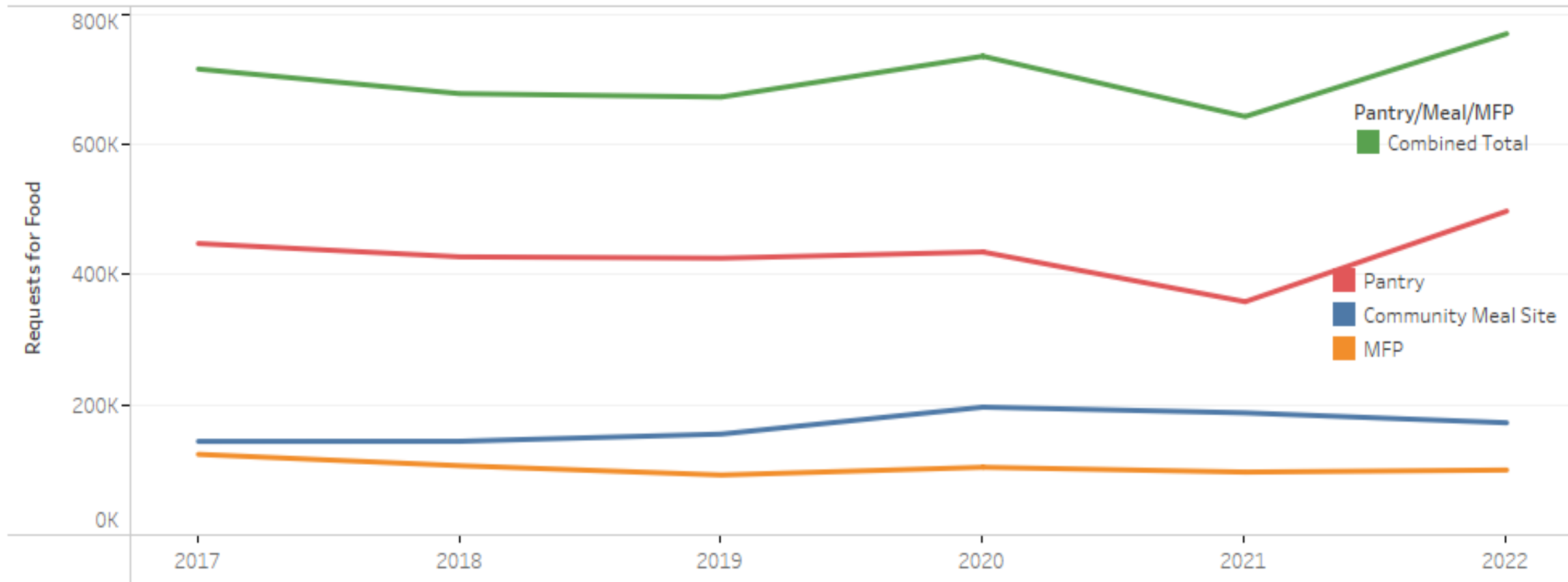
- **20% increase** compared to 2021
- **14% increase** compared to 2019 (pre-covid)

Requests for Food: Pantry, MFP, Community Meal Sites (By Year)

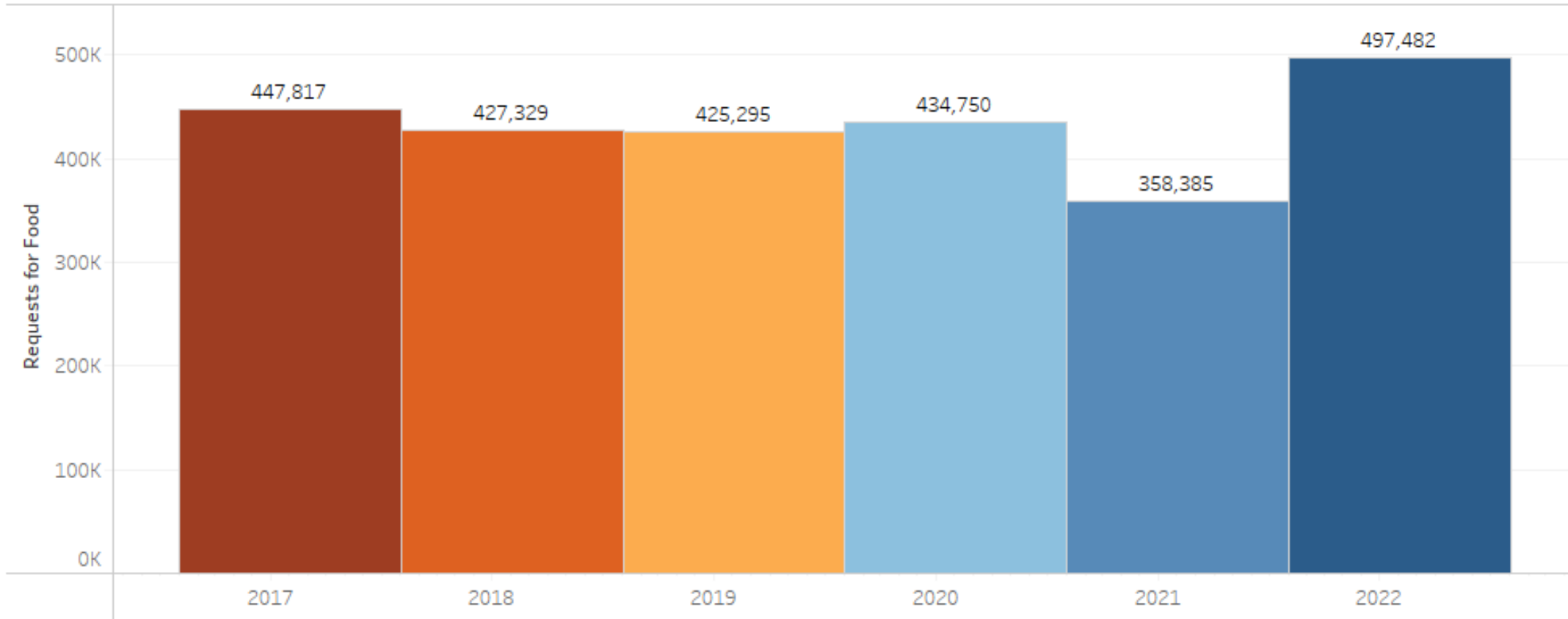


***2022 saw the highest number of requests for food based on all historical data available in P2 (2005-2022).**

Requests for Food: Pantry, MFP, Community Meal Sites (By Year)



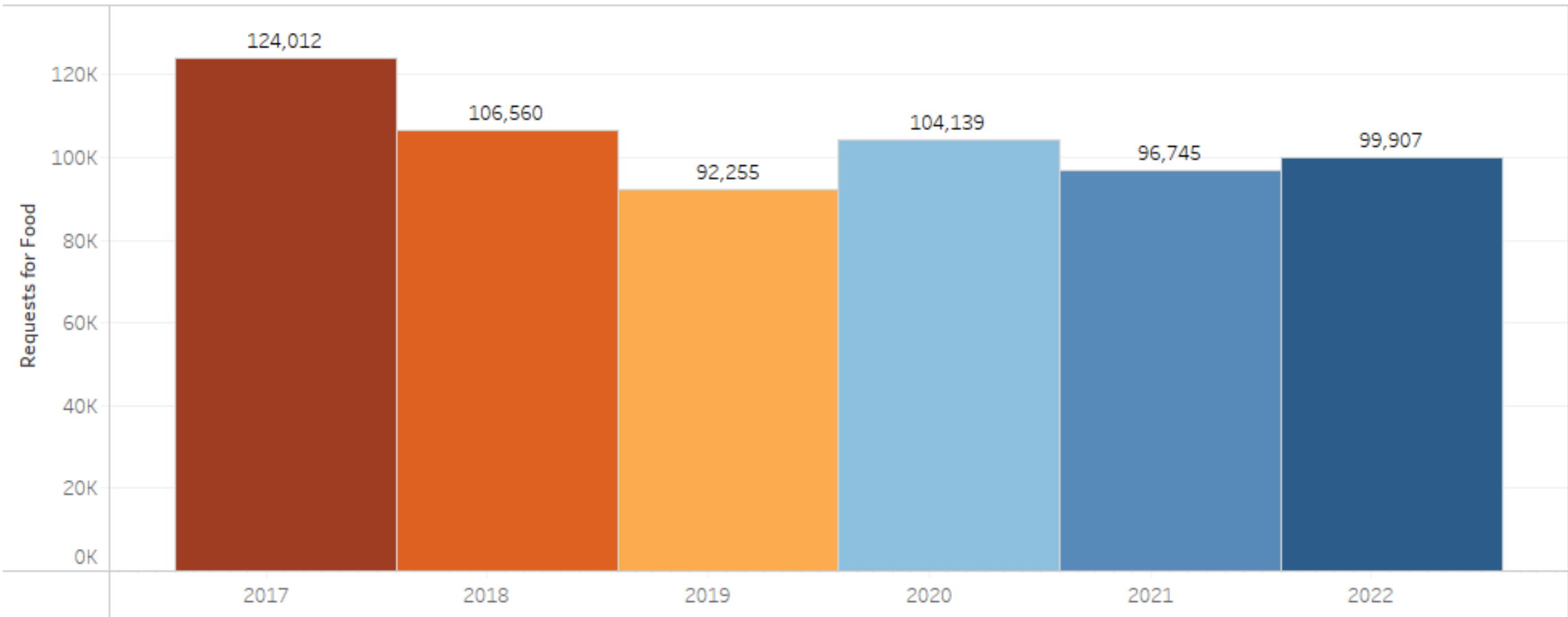
Requests for Food: Pantry (By Year)



Looking at total 2022 requests for food, we saw:

- **39% increase** compared to 2021
- **17% increase** compared to 2019 (pre-covid)

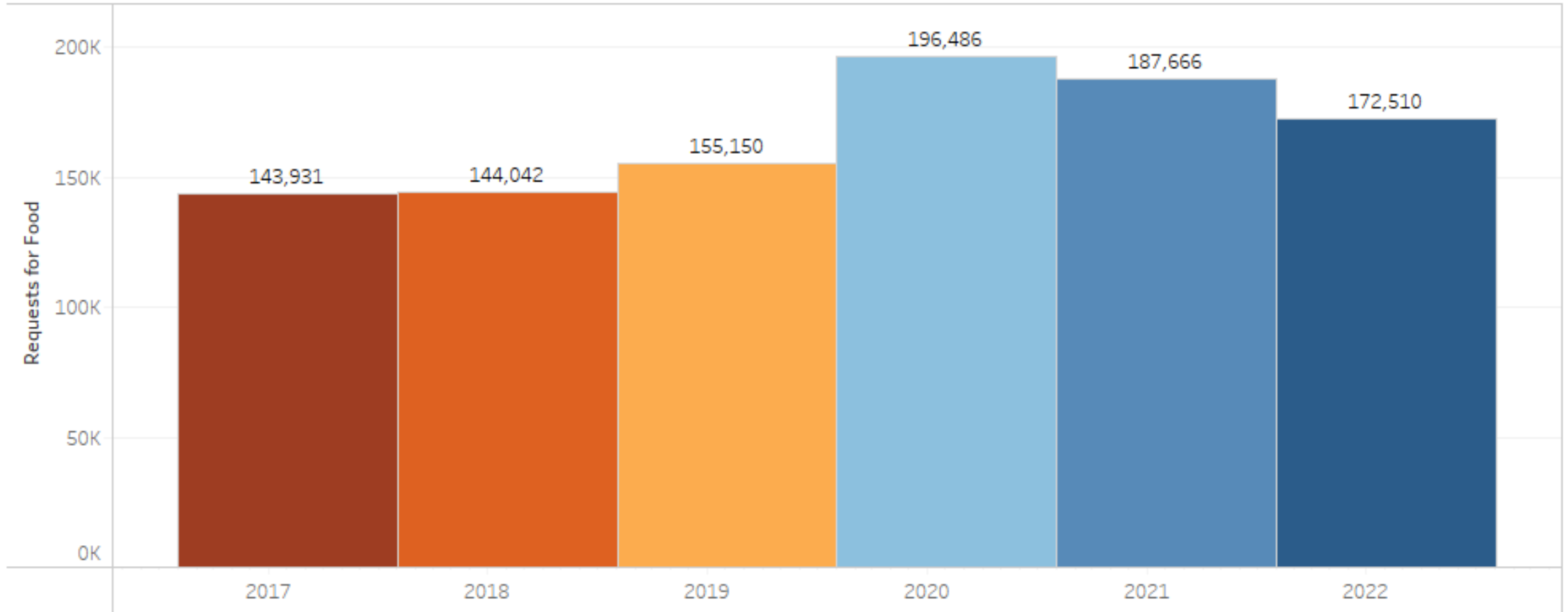
Requests for Food: Mobile Food Pantry (By Year)



Looking at total 2022 requests for food, we saw:

- **3% increase** compared to 2021
- **8% increase** compared to 2019 (pre-covid)

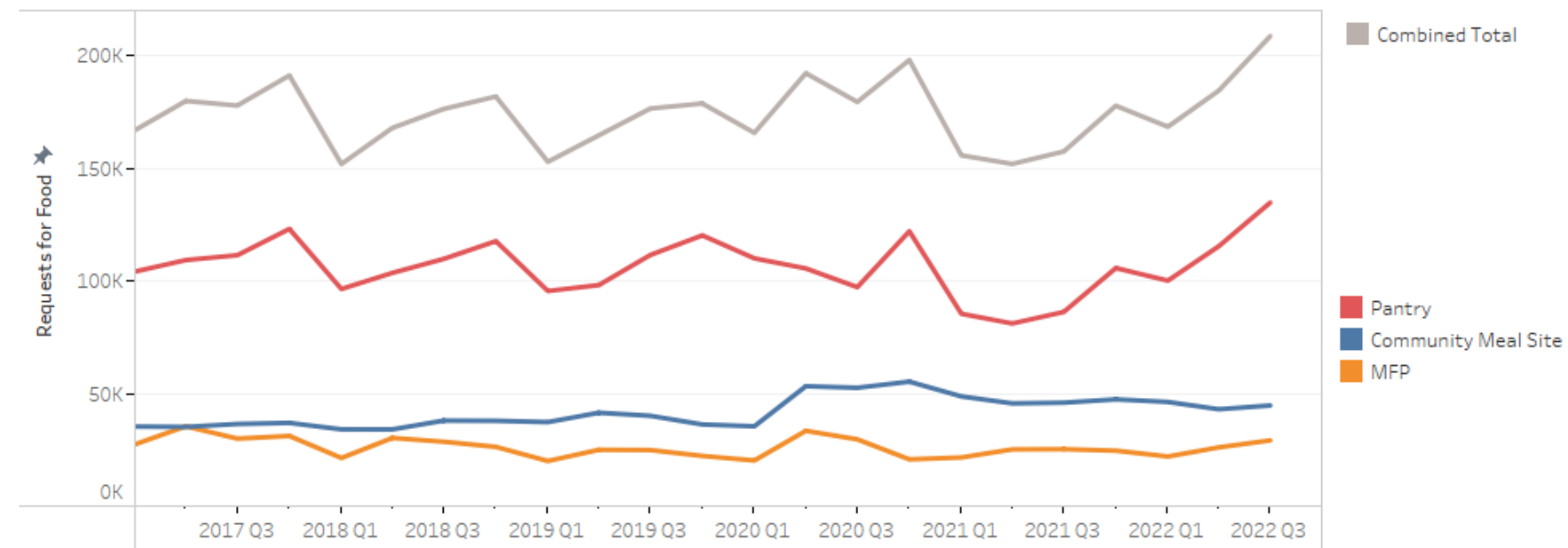
Requests for Food: Community Meal Sites (By year)



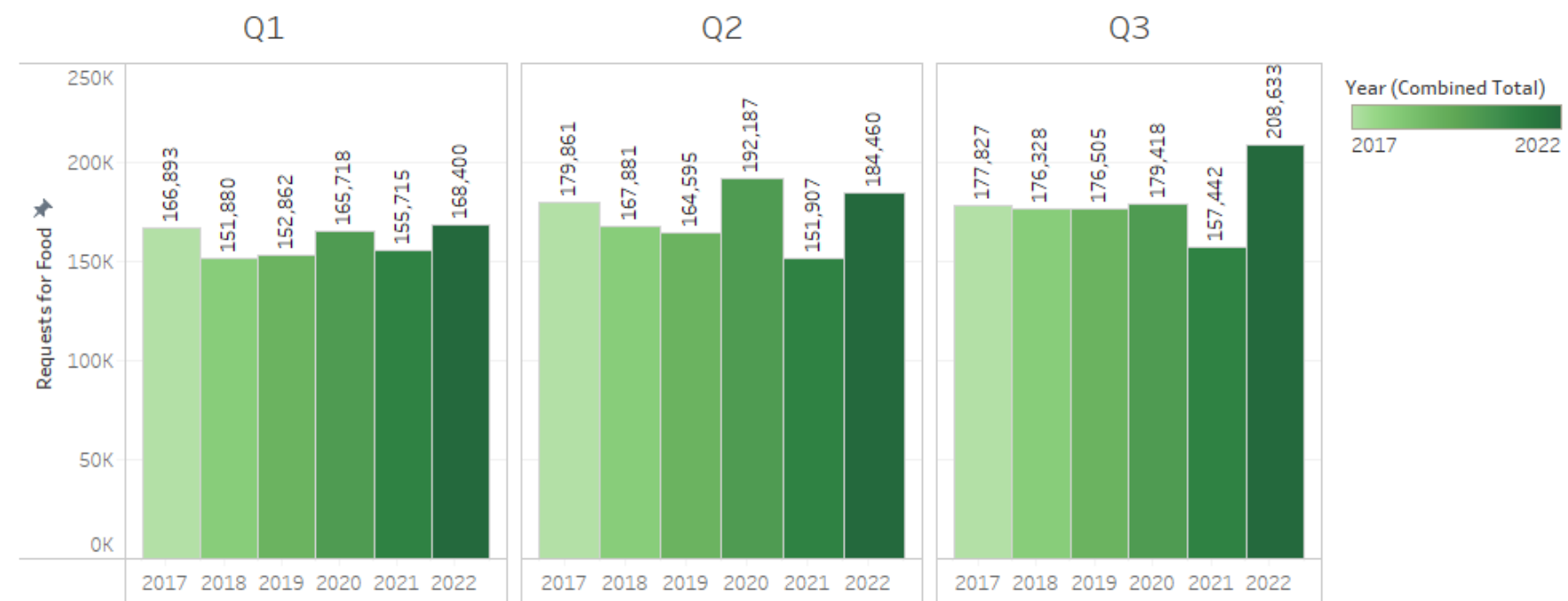
Looking at total 2022 requests for food, we saw:

- **8% decrease** compared to 2021
- **11% increase** compared to 2019 (pre-covid)

Requests for Food: Pantry, MFP, Community Meal Sites



- Looking at Q3 2022 requests for food, we saw:**
- 33% increase compared to Q3 2021
 - 18% increase compared to Q3 2019 (pre-covid)

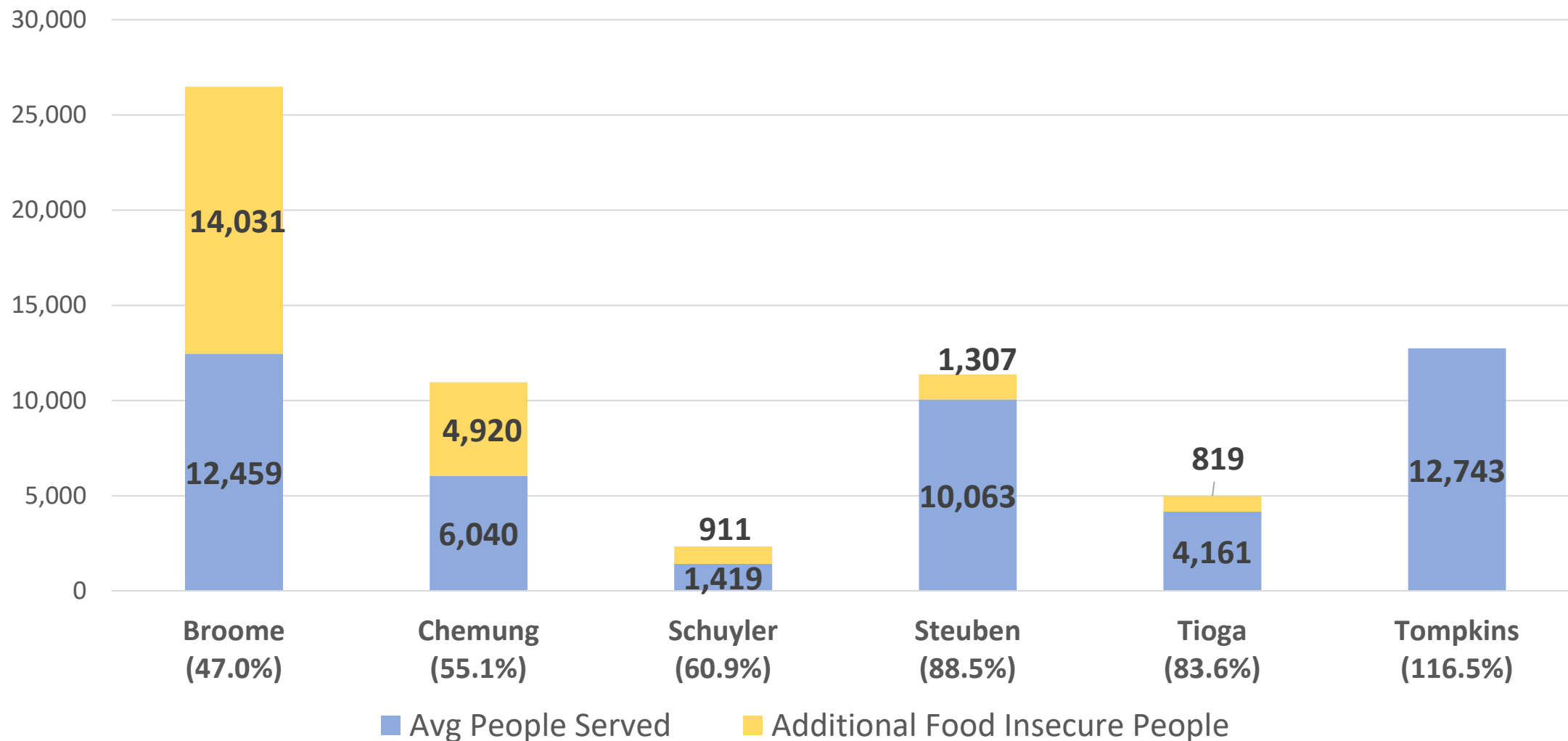


- Looking at Year-to-Date requests for food, we saw:**
- 21% increase compared to 2021
 - 14% increase compared to 2019 (pre-covid)



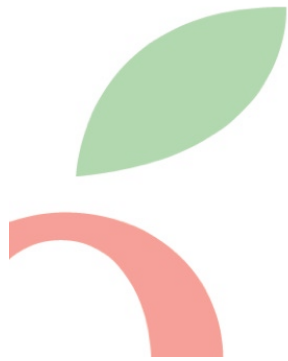
Need Fulfillment

October 2021-September 2022



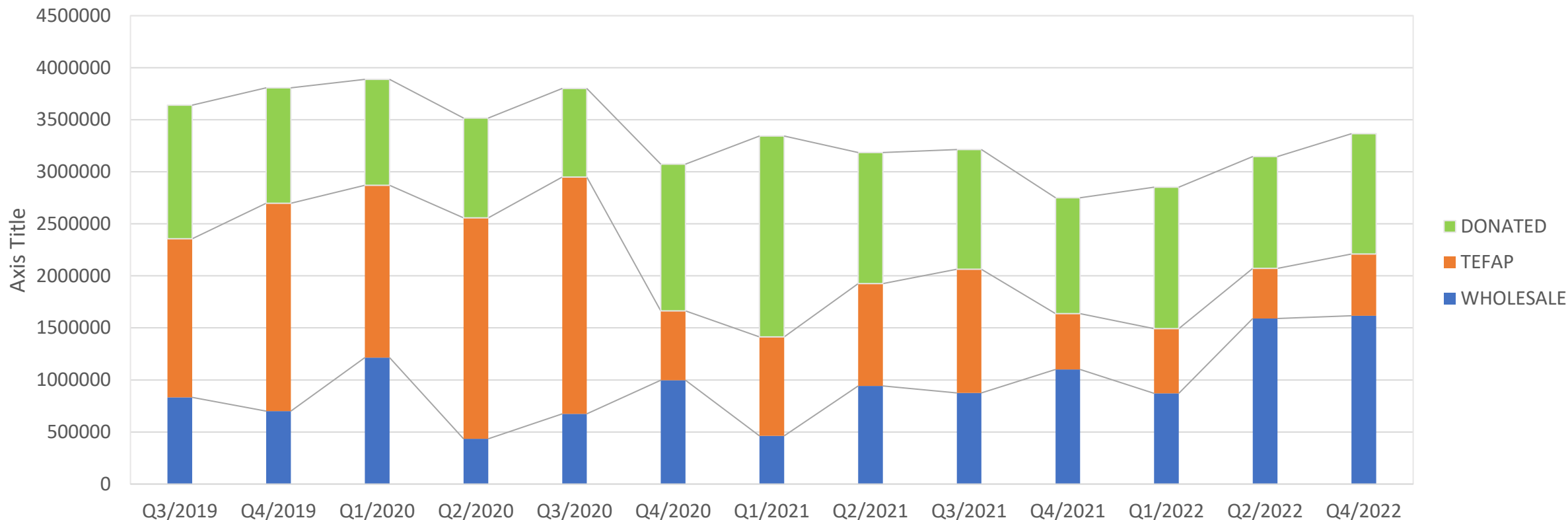
Additional Food Insecure People based on most recent (2020) Feeding America estimate

DISTRIBUTION



Receipts by Category

Receipts

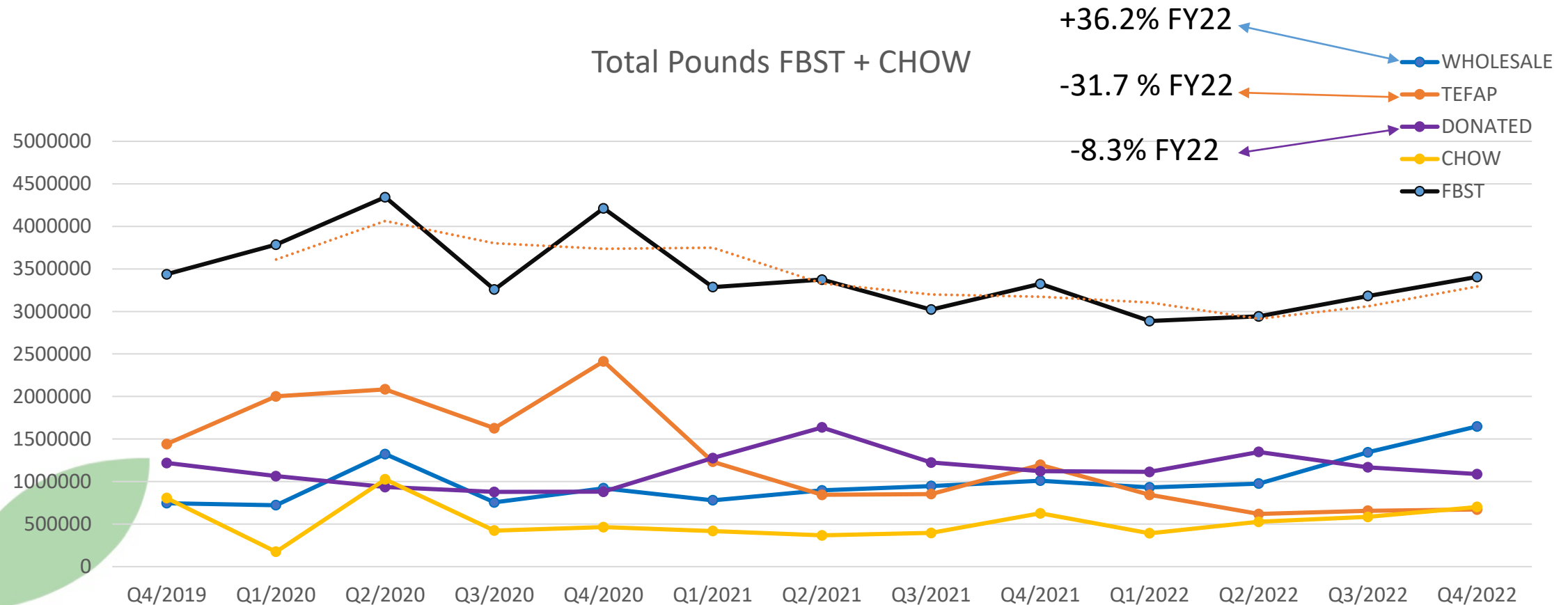


-Q4: Increase in all categories. Strong Quarter for product availability and sourcing.

- FY 2022 – Received 12,225,971 pounds.

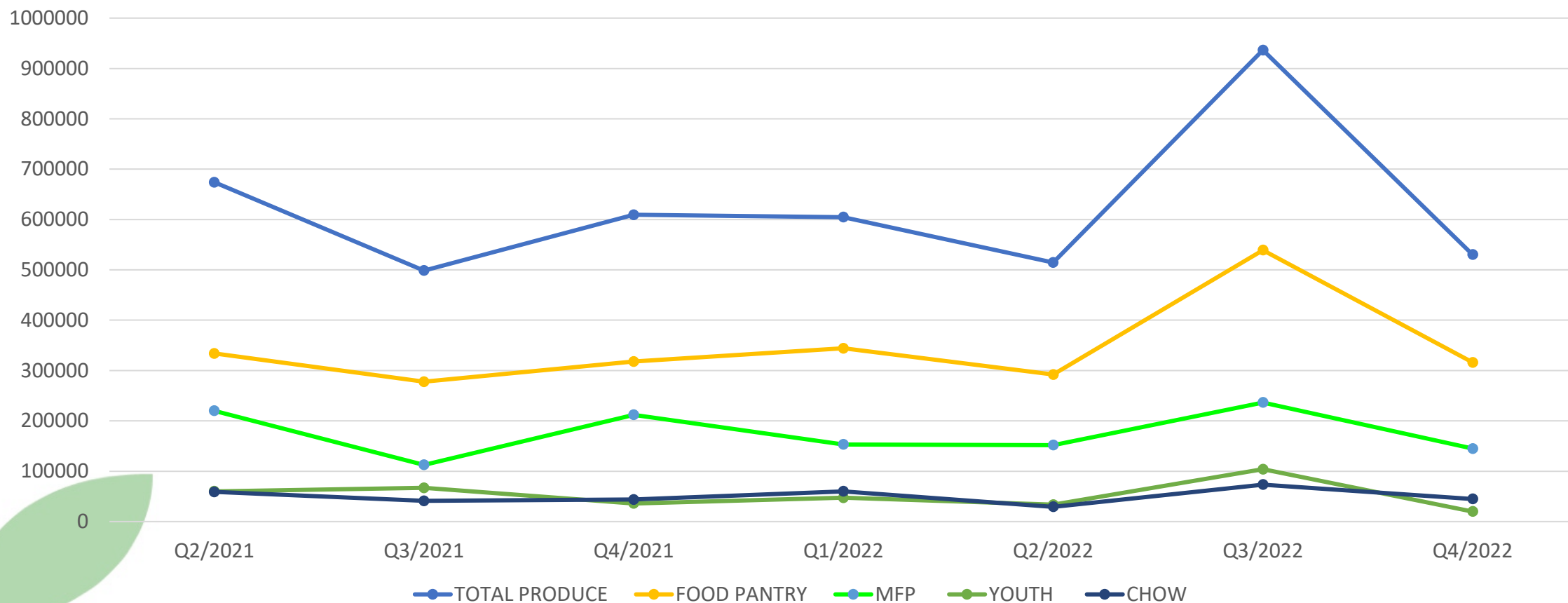
Total Pounds Distributed

Total Pounds FBST + CHOW



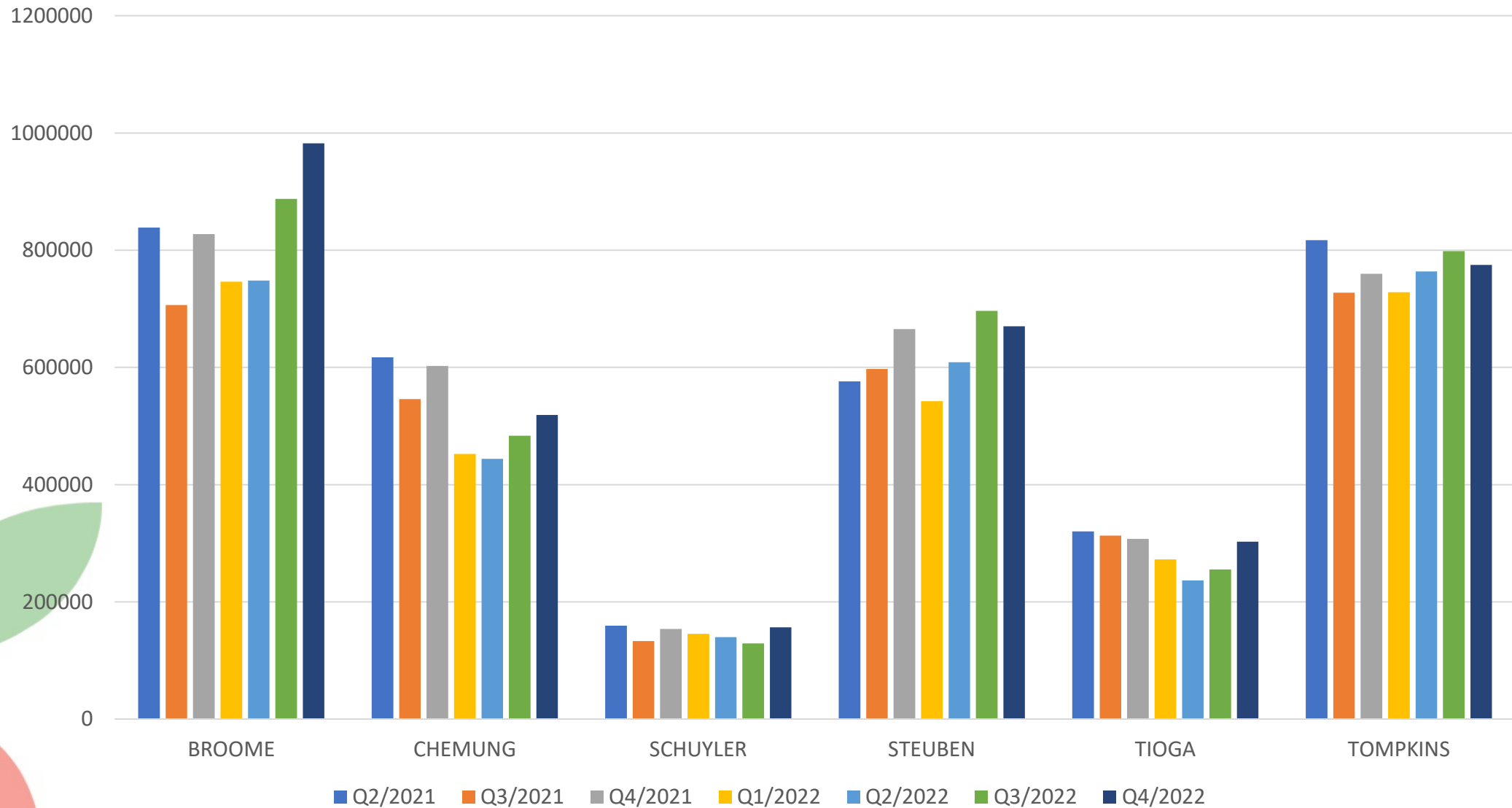
- 3.5 Million pounds distributed in Q4.
- Total Distribution FBST - 12,599,441 (-432,877/ 3.3% to prior)
- Total Distribution CHOW- 1,703,998
- Total combined distribution- 14,303,349

Produce Distribution by Agency Type:

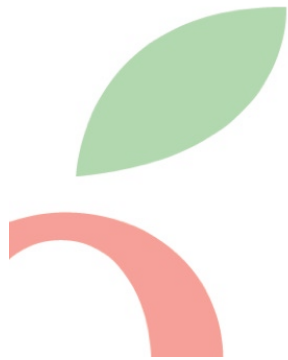


- Large decline from great growing season, following normal trend
- Q4 Remained strong overall vs prior year same quarter
- FBST finished 2022 with 2,585,951 pounds (+116,426/4.7%)

YOY Distribution by County

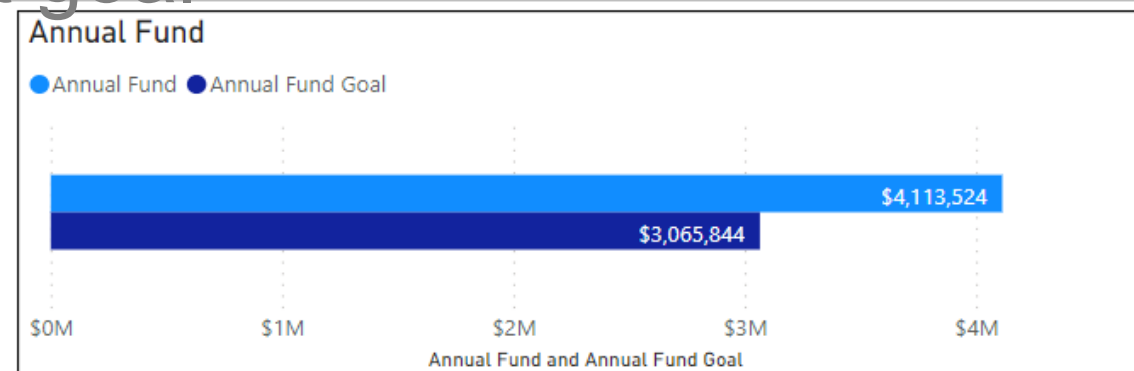
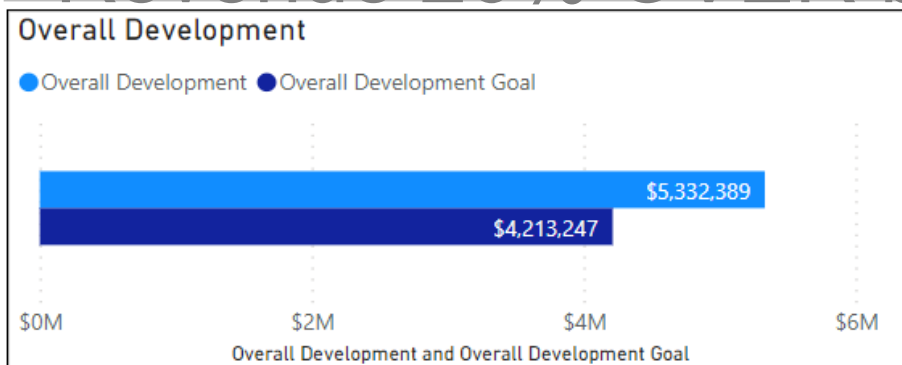


FUNDRAISING



Dollars

Revenue 26% OVER budget goal



Action Fundraiser	Total # of Actions	Move	Solicitation	Stewardship TY Call	Action	Visit Request
Meghan Parsons	52	0	1	8	43	0
Natasha R. Thompson	27	0	1	11	15	0
Katherine R. Strawser	414	1	22	14	354	4
Mary Jane Bray	2066	32	16	484	1,007	11
Total	2559	33	40	517	1,419	15

Year	2022				
	Gift Amount Range	FY # Donor Goal	FY Total Giving Goal	# Donors	Average Gift
\$100,000+	1	\$100,000	4	\$123,899	\$495,595
\$75,000+	0	\$0	4	\$44,614	\$178,454
\$50,000+	2	\$104,166.5	4	\$43,338	\$173,352
\$25,000+	7	\$215,268.66	8	\$29,225	\$233,800
\$12,000+	9	\$146,007.03	20	\$12,265	\$245,299
\$5,000+	75	\$515,831.79	71	\$6,535	\$463,991
\$2,500+	90	\$275,891.18	99	\$3,206	\$317,424
\$1,000+	400	\$515,474.21	494	\$1,316	\$650,213
\$500+	525	\$281,195.34	619	\$610	\$377,333
\$250+	650	\$189,549.9	1,144	\$318	\$364,243
\$100+	3600	\$432,675.12	3,173	\$135	\$429,851
\$50+	3000	\$160,707.82	2,107	\$59	\$123,410
\$35+	850	\$31,658.55	450	\$38	\$17,157
\$25+	2665	\$69,138.86	1,094	\$26	\$28,554
\$01+	2000	\$28,279.45	1,002	\$15	\$14,849
Total	13874	\$3,065,844.41	10,293	\$400	\$4,113,524

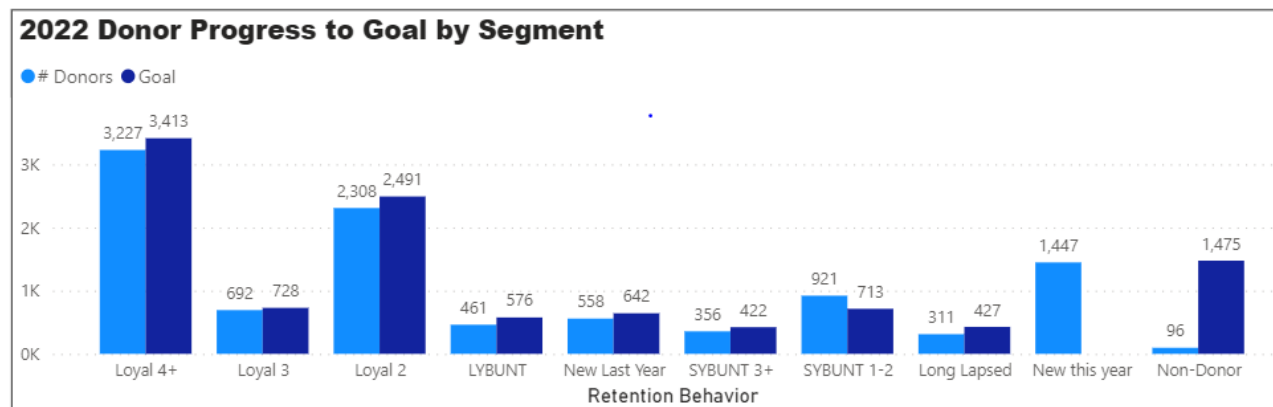
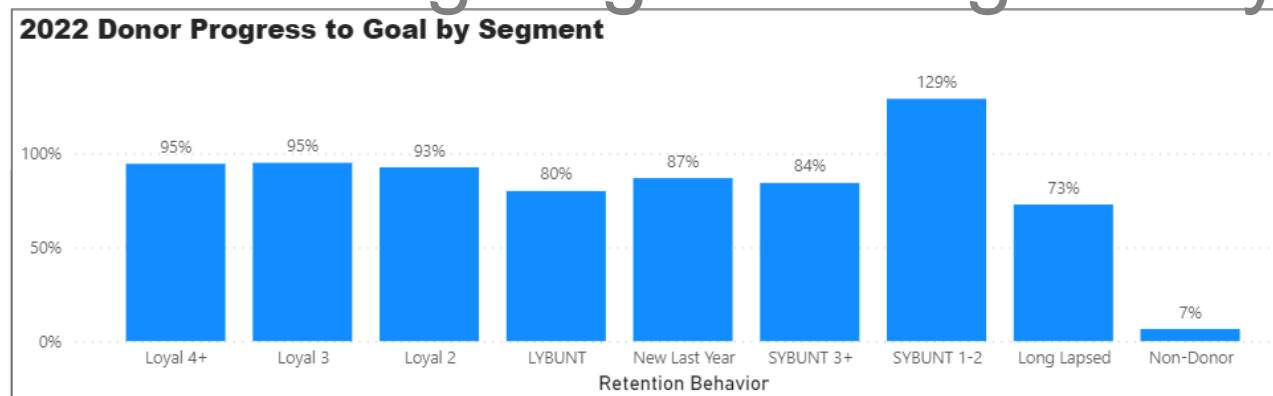
2022 Planned Solicitations Progress

Fundraiser Name	Number Planned Asks	FY Amt Expected	New gifts and commitments to date
Katherine R. Strawser	21	\$300,000	\$137,500
Mary Jane Bray	113	\$773,200	\$835,007.87
Natasha R. Thompson	1	\$150,000	\$130,000
Total	135	\$1,223,200	\$1,102,507.87



Donors

Donor retention/board giving missed goals by smidge*



Board/Non Board	Number Members	Participation Goal	Goal Amt	Giving Hard and Soft credit	% Amt to Goal	Number Donors	% Num Donors to Goal
Board	15	100%	\$50,000	\$51,606.74	103.2%	13	86.7%
Non-Board Committee	25	100%	\$25,000	\$46,236.5	184.9%	8	32.0%
Total	40		\$75,000	\$97,843.24	130.5%	21	52.5%

*Board/Committee amount goal is a placeholder and not actually agreed upon

**FOOD BANK OF THE SOUTHERN TIER
SCOPE OF WORK**

Contractor agrees to provide the following services (“Services”):

1. Serves as the Executive Administrator for the Food Bank on a part-time basis. (21 hrs/week)
2. Provides support and guidance to the Food Bank's Senior Leadership Team (SLT) and Executive Assistant in managing day-to-day operations while staying true to the organization’s mission, vision, and values.
3. Participates in weekly SLT meetings, bi-weekly one-on-one meetings with direct reports and weekly check-ins with the Executive Assistant. Approves timesheets and time off requests from direct reports.
4. Works in partnership with the Executive Assistant and Board Chairperson to effectively support all Board and Committee meetings.
5. Works with committee chairs and staff liaisons to develop meeting agendas, compiles supporting documents, and actively participates in all Board and Committee meetings.
6. Attends regular check-ins with the Board Chairperson or other members of the Executive Committee, as needed. Keeps the BOD Chairperson informed of any important issues or matters of concern.
7. Creates a stable and supportive environment for staff by being visible, approachable, and engaged.
8. Maintains positive organizational culture and employee morale during the transition period. This includes regular walk-about around the facility, active participation in monthly all staff meetings and other internal, staff-focused events/activities as needed.
9. Serves as the primary contact with various external stakeholders/contractors including Feeding NYS, Feeding America, NYS Dept of Health (HPNAP), Office of General Services (TEFAP). Represents the Food Bank at Feeding NYS BOD meetings as needed.
10. Assists BOD Chairperson with onboarding new CEO as needed.

The Services shall commence on **March 6, 2023**, and end upon the successful recruitment and seating of a permanent President & CEO, unless mutually agreed upon by the Contractor and the Food Bank Board.