

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, May 14, 2019

8:00 AM – 10:00 AM

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome and Call to Order	Nancy Miller		5
2. Opening Prayer	Mary Pat Dolan		5
3. Approval of April 9, 2019 Minutes	Nancy Miller	Approve	5
4. Development & Community Engagement Update	Meghan Parsons	Update	10
5. Community Impact Department Update	Randi Quackenbush	Discuss	30
6. June BOD Strategy Session Agenda	Nancy Miller	Discuss/Approve	20
7. LEAD NY Presentation	Natasha Thompson	Discuss	20
8. Other Business	Nancy Miller	Discuss	10
• Corporate Authorization Resolution			
• June Exec Com phone call?			
9. Executive Session	Nancy Miller	Discuss	5

Next Meeting:

Tuesday, July 9, 2019

8:00AM – 10:00AM

Opening Prayer: Steve Hoyt

If you plan to join the meeting remotely, please inform Caroline Tolbert.

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, April 9, 2019

8:00a.m. – 10:00a.m.

Board Member	In Attendance	Unable to Attend
Nancy Miller (Chair)	X	
Steve Hoyt	X	
Joe Thomas (Zoom)	X	
Mary Pat Dolan	X	
<i>Ex-Officio</i>		
Tony Barbaro	X	
Natasha Thompson	X	
<i>Staff</i>		
Matt Griffin	X	
Time Currie	X	

1. Welcome & Call to Order

Nancy Miller called the meeting to order at 8:05AM

2. Opening Prayer

Natasha Thompson led the opening prayer.

3. Approval of the February 19, 2019 Minutes

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

4. Health & Nutrition Department Updates

Matt Griffin provided the committee members with an update on the recently established Health & Nutrition Department. He reviewed the new org chart & responsibilities, including PatryTrak. In addition to nutrition, the department will be focused on identifying partnership opportunities with health care providers since food is a social determinant of health.

5. PantryTrak 2019 Plan

Matt provided an update on PantryTrak. He explained that we haven't had any applications for the open Americorps position. We will be exploring other options for this role over the next few weeks.

6. Property Sale Conversation

Tim Currie updated the group on our neighbor's interest in purchasing a parcel of land behind our building that includes the back garage. He asked if we should pay to have the parcel appraised for \$1,800 before we make a decision about whether or not to sell. The committee members felt that we should get the appraisal done before moving forward.

7. CCDOR Update

Tim shared that our 2018 year-end financials have been adjusted to account for a miscalculation in PTO accruals from 2017. We added \$63K to the deficit for a total of \$95K. The group asked if there is now a process in place to ensure that this doesn't happen again in the future. Tony Barbaro shared that there is.

Tony discussed the succession plan for the Associate Diocesan Director (ADD) position upon his retirement on June 30. Laura Opelt, Executive Director of Catholic Charities of Steuben County will be taking on the role of ADD upon Tony's departure. The group suggested that we invite Laura to one of our next meetings before Tony leaves. Natasha agreed to follow up on this.

8. Other Business

Natasha shared our intention to submit a grant proposal to the Floyd Hooker Foundation which requires a BOD resolution.

Mary Pat Dolan made a motion to authorize the Food Bank to submit a grant to the Floyd Hooker Foundation which serves children who live in Tioga County, New York. Steve Hoyt seconded. All voted in favor. None opposed.

Steve Hoyt signed the Corporate Authorization Resolution. Joe Thomas is the only remaining signature needed.

Natasha shared that she will be on vacation for the first two weeks in June and asked if we should reschedule the June Exec Com mtg. The group thought we could handle June business at the May meeting but that we could schedule a phone call if needed.

9. Executive Session

No Executive Session was requested.

The meeting was adjourned at 9:45 AM

Minutes respectfully submitted by,

Natasha R. Thompson
President & CEO