

**FOOD BANK OF THE SOUTHERN TIER**  
**EXECUTIVE COMMITTEE**  
Wednesday, December 7, 2022  
8:00 AM – 10:00 AM  
**AGENDA**

| <b>TOPIC</b>                                       | <b>FACILITATOR</b>                  | <b>ACTION</b> | <b>TIME</b> |
|--|-------------------------------------|---------------|-------------|
| 1. Welcome and Call to Order                       | Joe Thomas                          |               | 2           |
| 2. Opening Prayer/Poem/Positivity                  | Natasha Thompson                    |               | 2           |
| 3. Approval of November 8, 2022, Minutes           | Joe Thomas                          | Approve       | 1           |
| 4. Check-in  | Joe Thomas                          | Discuss       | 10          |
| 5. Debrief BOD/Staff Mixer & Nov BOD mtg           | Joe Thomas                          | Discuss       | 10          |
| 6. Facilities Project Next Steps<br>Dave Patterson | Natasha Thompson/<br>Dave Patterson | Discuss       | 20          |
| 7. Review & Approve 2023 BOD Mtg Schedule          | Natasha Thompson                    | Approve       | 10          |
| 8. 2023 CEO Evaluation Process & Timeline          | Joe Thomas                          | Approve       | 10          |
| 9. Other Business                                  | Joe Thomas                          | Discuss       | 5           |

**Next Meeting:**

**Tuesday, January 3, 2023**

**8:00AM – 10:00AM**

**Opening Prayer/Poem/Positivity: Joe Thomas**

**RSVP to Jen Bertron at [jennifer.bertron@foodbankst.org](mailto:jennifer.bertron@foodbankst.org)**

# Food Bank of the Southern Tier

## Executive Committee Meeting

Tuesday, November 8, 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             |                  |

- Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:02 am
- Opening Prayer/Poem/Positivity** – Karen Dehais led with an opening poem.
- Approval of October 11, 2022, Minutes**  
*Mary Pat Dolan made a motion to approve the October minutes.  
Steve Hoyt seconded. None opposed. Minutes approved.*
- Check-in** – All attendees provided updates on their personal & professional lives.
- November BOD Meeting Agenda** – Meeting priorities are bringing the full Board up to speed on facility discussion & approving the budget. Following the Board / Staff Holiday mixer, there will be a walk-through to observe current deficiencies of the office areas. Discussed that budget should come next in case facility discussion goes long. Natasha shared updates on the budget and it should be relatively simple to pass. John Bayne will also say a few words about Board giving and Karen Dehais will provide an update from Catholic Charities.

#### Action Items:

- Confirm what updates the Strategy Committee will provide as part of the November Consent Agenda
- Let Board Members know to keep December Board meeting on calendars in case it is needed.

- Facilities Committee Update** – Facility tour will be led by Dave, Erica and Natasha highlighting issues in a reasonable amount of detail. Natasha and Dave shared a draft presentation that will provide the context that was missing at the last Board meeting, an overview of the Facilities Committee's work & progress since the last Board Meeting related to a shift to a phased approach. The Board will have a discussion to answer: What are the pros & cons of investing in improving the working environment? Is it a worthwhile endeavor for our team to grow? If yes to either, how much are we willing to put toward either or both of those endeavors?

Discussed that there should be a range to respond to and the Committee agreed to \$750,000-1.25 million with the expectation that a more accurate number will be shared at the December meeting after quotes are received from vendors. The expectation is that this will lead to a resolution.

Mary Pat confirmed that Peter Dugo has the meeting on his calendar, but unsure if he will be in person or will need a zoom option to join. Karen Dehais shared that Catholic Charities will be raising funds to build a homeless shelter in Elmira in the next 1-3 years.

#### Action Items:

- Add details to presentation about amount of funds in reserve & examples of what we are doing to meet increased demand and success stories from School Food Centers.
- Confirm if Peter Dugo will be in person or remote. If remote, set up zoom option.

7. **Q3 Update** – Natasha shared an update on Q3 regarding increases in client demand, distribution data & development data. Discussion about the increase in requests for food that doesn't seem to be reflected in the distribution data. While early 2020 saw large increases in client demand due to covid, those eventually tapered off with the increases in government support. Food support from USDA was also very strong throughout 2020 and 2021. Currently, seeing less food than we did then, but more people requesting food as those government supports have sunset and people deal with high food costs / inflation. Dave Patterson confirmed that the warehouse is seeing increases and 78,000 pounds were being delivered that day, compared to the usual 40,000.

**Action Items:**

- Dave will review YOY Distribution by County to see how to best represent by quarter

8. **Draft 2023 Meeting Schedule** – Discussed 2023 schedule and decided the following:

- Move December Board Meeting to November permanently.
- Current members of the Executive Committee are willing to shift to 1<sup>st</sup> Tuesday now that Finance is 2<sup>nd</sup> Tuesday. In general, they are flexible on the day of the week also if that needs to shift. Natasha will check with Erin Summerlee who is coming on as Secretary and had shared that 2<sup>nd</sup> Tuesday is best.
- Finance Committee meetings in September and November may need to shift to August & October. Natasha and Steven will discuss.

**Action Items:**

- Natasha to discuss moving Executive Committee from 2<sup>nd</sup> to 1<sup>st</sup> Tuesday of each month with Erin Summerlee.
- Natasha and Steve to discuss moving September & November Finance Committee up a month.

9. **Action Item Summary**

- Natasha to confirm what updates Strategy Committee will provide as part of November Consent Agenda
- Let the Board know to keep December Board meeting on calendars in case it is needed.
- Add details to facilities presentation about amount of funds in reserve & examples of what we are doing to meet increased demand and success stories from School Food Centers.
- Confirm if Peter Dugo will be in person or remote for November meeting. If remote, set up zoom option.
- Dave will review YOY Distribution by County slide to see how to best represent by quarter
- Natasha to discuss moving Executive Committee from 2<sup>nd</sup> to 1<sup>st</sup> Tuesday of each month with Erin Summerlee.
- Natasha and Steve to discuss moving September & November Finance Committee up a month.

10. **Executive Session** – meeting went into Executive Session at 9:19

Minutes respectfully submitted by,  
Jennifer Bertron, Community Impact Manager

# FOOD BANK OF THE SOUTHERN TIER

## Board of Directors 2023 Meeting Schedule

| <i>COMMITTEE</i>   | <i>MEETING DATE</i> | <i>MEETING TIME</i>    | <i>Prayer/Poem/Positivity</i> |
|--|---------------------|------------------------|-------------------------------|
| <b>General Board</b><br>(3 <sup>rd</sup> Thursday)                                   | February 16         | 4:00 – 6:00 p.m.       | Connie Park                   |
|  | May 18              | 4:00 – 6:00 p.m.       | Karl Krebs                    |
|  | June 15             | 4:00 – 6:00 p.m.       | Fred Van Sickle               |
|  | September 21        | 4:00 – 6:00 p.m.       | Steve Hoyt                    |
|  | December 7          | 4:00 – 6:00 p.m.       | Mary Pat Dolan                |
| <b>Executive Committee</b><br>(1 <sup>st</sup> Tuesday)                              | January 3           | 8:00 a.m. – 10:00 a.m. | Joe Thomas                    |
|  | February 7          | 8:00 a.m. – 10:00 a.m. | Mary Pat Dolan                |
|  | March 7             | 8:00 a.m. – 10:00 a.m. | Steve Hoyt                    |
|  | April 4             | 8:00 a.m. – 10:00 a.m. | Shannon Matteson              |
|  | May 2               | 8:00 a.m. – 10:00 a.m. | Erin Summerlee                |
|  | June 6              | 8:00 a.m. – 10:00 a.m. | Karen Dehais                  |
|  | July 4              | 8:00 a.m. – 10:00 a.m. | Natasha Thompson              |
|  | August 1            | 8:00 a.m. – 10:00 a.m. | Joe Thomas                    |
|  | September 5         | 8:00 a.m. – 10:00 a.m. | Mary Pat Dolan                |
|  | October 3           | 8:00 a.m. – 10:00 a.m. | Steve Hoyt                    |
|  | November 7          | 8:00 a.m. – 10:00 a.m. | Shannon Matteson              |
|  | December 5          | 8:00 a.m. – 10:00 a.m. | Erin Summerlee                |
| <b>Finance Committee</b><br>(2 <sup>nd</sup> Tuesday)                                | February 14         | 4:30 p.m. – 6:00 p.m.  | Shannon Matteson              |
|  | May 9               | 4:00 p.m. – 6:00 p.m.  | Linda Bruckner                |
|  | August 8            | 4:30 p.m. – 6:00 p.m.  | Tricia Khan                   |
|  | November 14         | 4:00 p.m. – 6:00 p.m.  | Elizabeth Brando              |
|  | December 12         | 4:30 p.m. – 6:00 p.m.  | Dick Pirozzolo                |
| <b>Nominating &amp; Corporate Governance Committee</b><br>(1 <sup>st</sup> Thursday) | February 9          | 8:30 a.m. – 9:30 a.m.  | Mary Pat Dolan                |
|  | April 6             | 8:30 a.m. – 9:30 a.m.  | Marty Heysham                 |
|  | June 1              | 8:30 a.m. – 9:30 a.m.  | Alison Wolfe                  |
|  | August 3            | 8:30 a.m. – 9:30 a.m.  | Bill Powell                   |
|  | October 5           | 8:30 a.m. – 9:30 a.m.  | Maureen Ferrell               |
|  | November 30         | 8:30 a.m. – 9:30 a.m.  | Fred Van Sickle               |
| <b>Development Committee</b>   | January 27          | 8:30a.m. – 10:00a.m.   | John Bayne                    |
|  | May 5               | 8:30a.m. – 10:00a.m.   | Jamie Kaffenbarger            |
|  | August 25           | 8:30a.m. – 10:00a.m.   | Anis Fadul                    |
|  | October 27          | 8:30a.m. – 10:00a.m.   | Amanda Smith-Socaris          |
| <b>Strategy Committee (Ad hoc)</b>   | January 23          | 2:00 pm – 4:00 pm      | Erin Summerlee                |
|  | April 24            | 2:00 pm – 4:00 pm      | Kathy Rasmussen               |
|  | August 28           | 2:00 pm – 4:00 pm      | Andy Fagan                    |
|  | October 23          | 2:00 pm – 4:00 pm      | Jamila Michener               |

**FOOD BANK OF THE SOUTHERN TIER**

**Board of Directors**

**2023 Meeting Schedule**

| <i>COMMITTEE</i>                     | <i>MEETING DATE</i> | <i>MEETING TIME</i> | <i>Prayer/Poem/Positivity</i> |
|--------------------------------------|---------------------|---------------------|-------------------------------|
| <b>Facilities Committee (Ad hoc)</b> | TBD                 |                     |                               |
|                                      |                     |                     |                               |
|                                      |                     |                     |                               |

**FOOD BANK OF THE SOUTHERN TIER  
PROCESS FOR EVALUATION OF  
PRESIDENT & CEO'S 2022 PERFORMANCE**

- 1) By **January XX, 2023** Natasha distributes a President & CEO performance report for 2022 to the Executive Committee
- 2) By **January XX, 2023** Executive Assistant distributes a link to the CEO evaluation survey AND President & CEO performance report to BOD members & FBST staff who directly report to Natasha.
- 3) By **January XX, 2023** Executive Assistant will monitor those who have not responded and will send reminders and keep Board Chair abreast of the percentage of respondents.
- 4) By **January XX, 2023** the Survey will close by 4 pm
- 5) No later than **January XX, 2023** evaluation results, for both groups, will be sent directly to Board Chair as PDFs of the following, without identifying information:
  - a. BOD Comments
  - b. BOD Graphs
  - c. Staff Comments
  - d. Staff Graphs
- 6) By **February XX, 2023**, Board Chair will distribute, to the Executive Committee (including Karen Dehais), a summary of the evaluation for both the Board Members and Employees.
- 7) The Executive Committee will meet via Zoom on **February 7, 2023**, without Natasha, to review the evaluation and prepare a summary statement of performance for 2022 along with suggestions for any adjustments and future objectives.
- 8) Board Chair and Karen Dehais will meet with Natasha to communicate the summary of the evaluation after the Executive Committee meeting on **February 7, 2023**.
- 9) At the **February 16, 2023** Board meeting, during an Executive Session, the Executive Committee will report its summary of Natasha's 2022 performance along with any recommendations regarding compensation.
- 10) Any COLA or salary adjustments will be managed by Karen Owen, according to the direction set forth by Karen Owen and the Board of Directors.