

# FOOD BANK OF THE SOUTHERN TIER

## EXECUTIVE COMMITTEE

Tuesday, February 9, 2021

8:00 AM – 9:45 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	Steve Hoyt		2
3. Approval of January 12, 2021 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. Needs Assessment Presentation	Lisa Horn	Discuss	30
6. Follow-up Items	Natasha Thompson	Discuss	15
• Quarterly COVID Reports			
• Updated Org Charts			
• Foodnet MOW Alliance Update			
• COO Transition Update			
7. February BOD Meeting Agenda	Natasha Thompson	Review/Approve	15
8. Other Business	Joe Thomas	Discuss	5
9. Executive Session	Joe Thomas/Jack Balinsky	Discuss	20
• 2020 CEO Performance Report & Evaluation			

#### Next Meeting:

Tuesday, March 9, 2020

8:00AM – 10:00AM

Opening Prayer: Jessica Renner

RSVP to Lynn Dates [Lynn.dates@foodbankst.org](mailto:Lynn.dates@foodbankst.org)

# Food Bank of the Southern Tier

## Executive Committee Meeting

Tuesday, January 12, 2021 8:00 – 10:00 am

Board Member	In Attendance	Unable to Attend
Joe Thomas (Chair)	X	
Steve Hoyt	X	
Mary Pat Dolan	X	
Jessica Renner	X	
Erin Summerlee	X	
<i>Ex-Officio</i>		
Jack Balinsky	X	
Natasha Thompson	X	
<i>Staff/Guest</i>		
Tim Currie	X	
Meghan Parsons	X	
Lynn Dates	X	

### 1. Welcome & Call to Order

Joe Thomas called the meeting to order 8:00 am.

### 2. Opening Prayer

Mary Pat Dolan led the opening prayer.

### 3. Approval of the December 8, 2020 Minutes

*Mary Pat Dolan made a motion to approve the December minutes.  
Jessica Renner seconded. None opposed. Minutes approved.*

### 4. Check-in

Committee members went around the room and provided updates on their personal & professional lives.

### 5. COVID-19 Updates

Natasha, Tim and Meghan reviewed their COVID-19 BOD updates with the group.

Tim reviewed Distribution dashboards providing totals and updates for 2020, noting the following points: Total Cumulative Distribution 35% increase year-over-year (pending totals from CHOW); Partner Distribution spiked in November due to one agency distributing large quantities of CFAP boxes; SDA Receipts increase 63% year-over-year, noting that 2019 totals were already greater than normal; Donated Receipts continue to be strong and we will be ramping up donated product in 2021. Tim provided an overview of 2021 Disaster Relief Carryover Food, noting the following: \$753K USDA FFCRA, noting CARES Act extension; \$80K USDA TM, noting not expecting new trade mitigation product; \$259K Nourish NY that includes current inventory and pending receipts; \$28K DR Grants; USDA CFAP announced Round 5 (Jan-Apr 2021), Tim explained that these are 25 lb. produce and mixed dairy boxes that are good product and easy to distribute.

Meghan gave an update on Fundraising, noting that the year ended with \$7.8M in revenue, 38,484 gifts received, and achieving 27% over Q2 adjusted budget goal. She pointed out the significant increase in gifts given in December 2020, that totaled \$1.1M for the month, and she reviewed Methods of giving to demonstrate how the gifts are arriving.

Natasha reviewed Client Demand by sharing new graphs that provides detailed comparison data about services to the following: Household Requests for Food which now include seniors and schools; Pantry Requests: Individuals & Households; MFP/CFD Requests for Food: Individuals & Households; Meal Site Requests for Food; Senior MFP Requests for Food: Individuals & Households; and, School Program Requests for Food. Natasha highlighted information about Meal Site Requests for food, pointing out that this need has skyrocketed, further explaining that there are not a lot of Meal Sites in our area and now that these are run as take-out programs they might be more appealing to those in urban areas who may be transient or homeless. Additionally, Natasha clarified that School Program Requests for Food gives data on the number of children served and doesn't count the number of people in each household, adding that this could be quantified by households receiving more resources (pandemic EBT, SNAP increases), emphasizing that this is only anecdotal at this point.

- 6. Needs Assessment/GlidePath Update** – Natasha provided an update on the Needs Assessment conducted by Lisa Horn, pointing out that Lisa will attend the next Executive Committee meeting. Natasha went on to provide some data highlights from the Needs Assessment. She reflected on the following: We are serving 70% of all people; Families with children under the age of five are in need of services; We are serving 60% of the working poor and 90% of seniors; Lisa noted need in immigrant communities specifically in Broome County. Natasha explained that we have the resources and are in a good place to move forward with her recommendations. She confirmed that the Needs Assessment will be worked into the Glide Path.

Natasha reviewed the 2021 Hiring Plan pointing out progress to-date. The group discussed their thoughts and provided suggestions. Mary Pat Dolan requested an updated organizational chart. Natasha explained that as we work to understand the percentages of staff working in-house and remotely, we will use the Hot Desk concept, however, we are still exploring this.

- 7. Strategic Plan Update**

Natasha provided a Strategic Plan update, noting that there will be a couple more meetings before the work wraps up, and that after the Strategic Planning process we'll continue to work with Jeanette Batiste-Harrison on the Equity Lens. The group discussed their thoughts. Natasha shared that the focus is not on the WHAT being different but the HOW being different, adding that the goal is to be more deliberate in our work with regards to equity, relationships, skillsets, training all as greater focus, to elevate the entire team and how we work with community and agencies.

- 8. Food Bank/Foodnet Alliance Update** – Natasha provided information about Alliance next steps and timeline.

- 9. 2020 CEO Performance Report & Evaluation** – Joe Thomas reviewed the timeline with the group.

- 10. Personnel Update** – Tim announced his plan to retire as of January 1, 2022. The Committee congratulated Tim on his decision, expressing their gratitude and appreciation for him and the work he has done to shape the organization over the past eleven years. Natasha added, "We've been blessed to have Tim," and noted that we are putting together a transition timeline for the next 12 months while working with Dave Patterson and Erica Loomis who will shift duties.

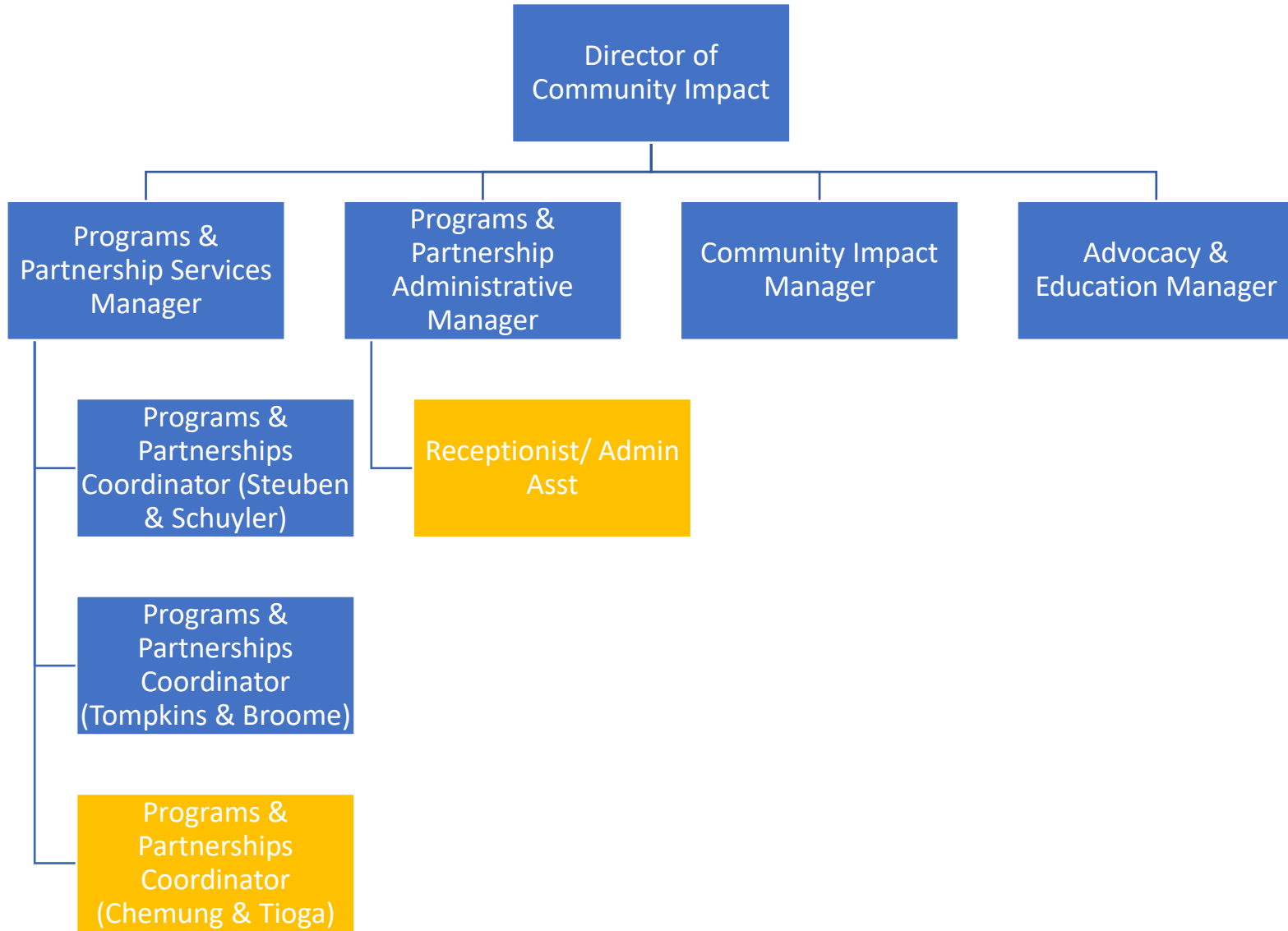
- 11. Other Business** - none

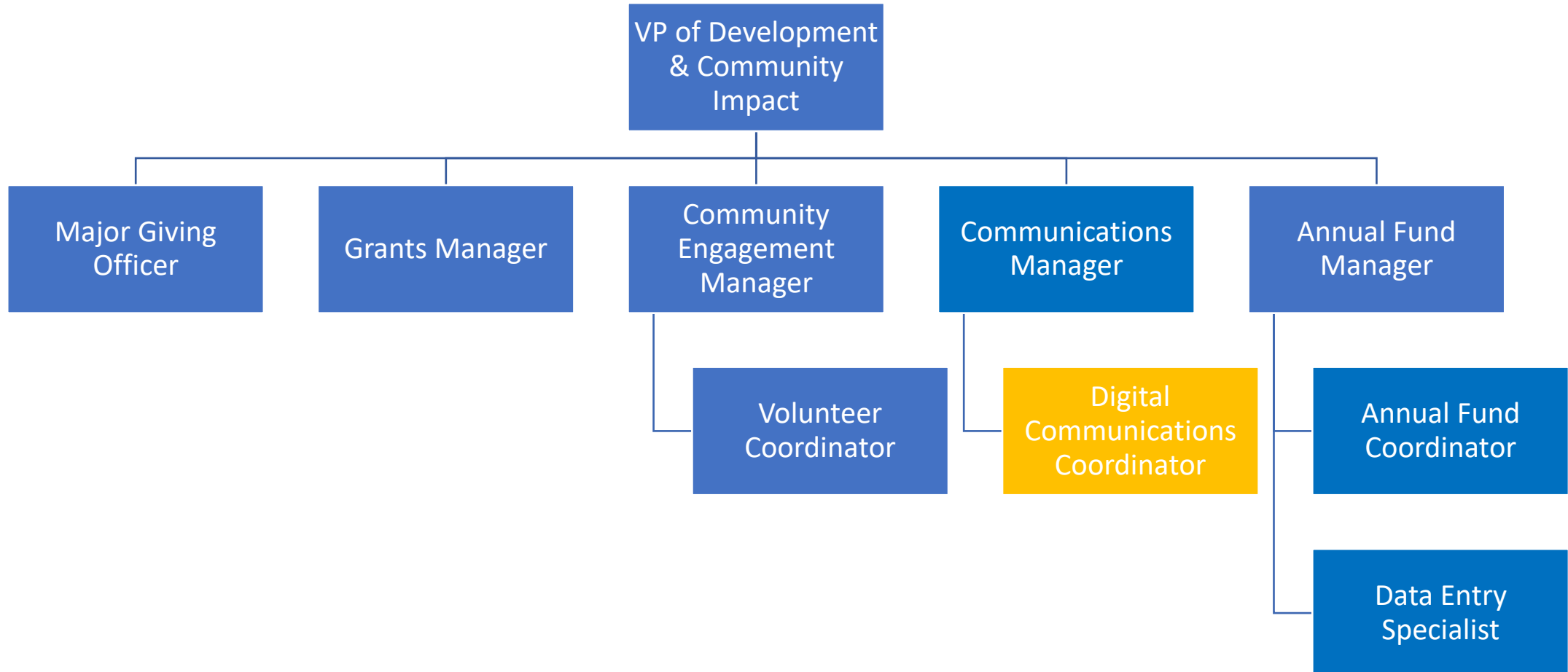
- 12. Executive Session** - none needed

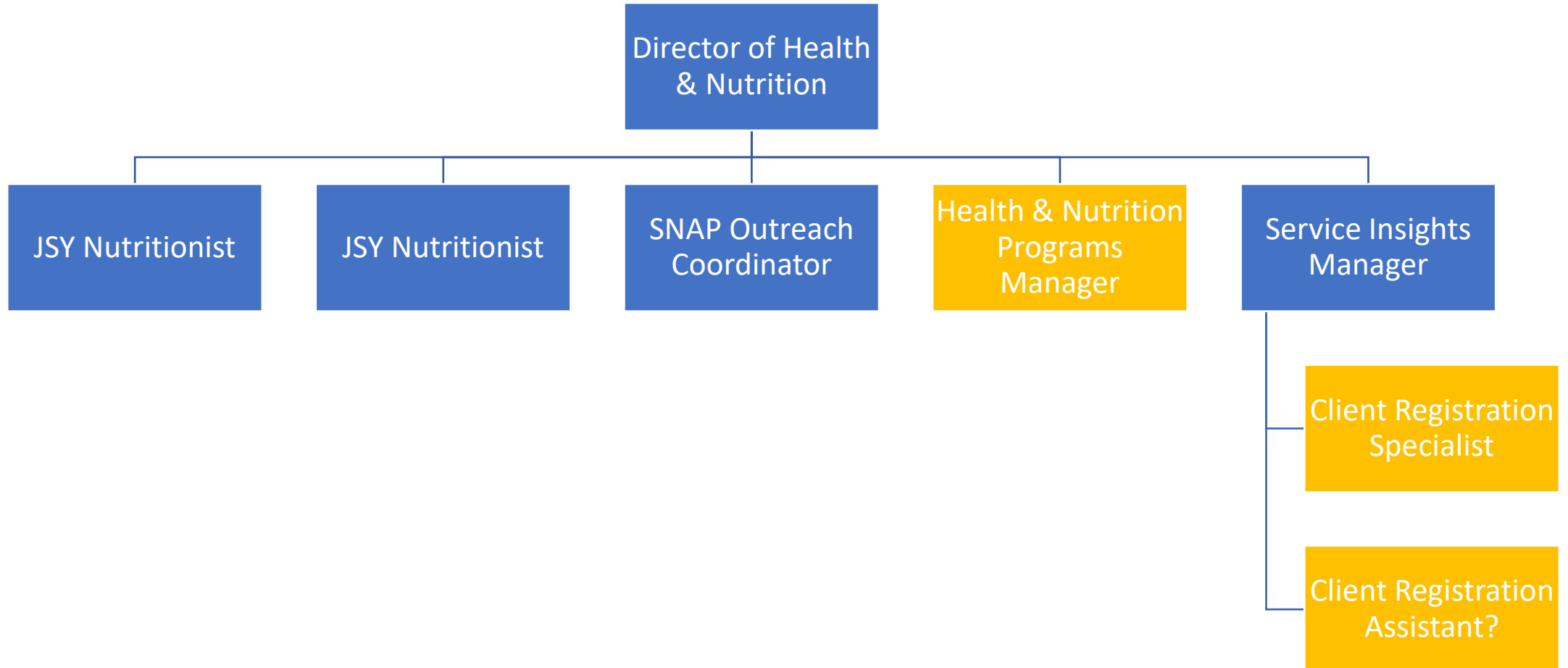
Adjourn 9:08 am

Minutes respectfully submitted by,

Lynn Dates, *Executive Assistant to  
Natasha Thompson, President & CEO*







## COO Transition Timeline – Dave

### January

1. Have Carol provide monthly Total Operations Income Statement to Dave. Review the sections he will be responsible for. Set up access/login to Financial Edge.
2. Transfer responsibility for all Produce spending and budget (HPNAP and FBST Healthy Harvest).
3. Transfer responsibility for Freight-in spending and budget.
4. Provide BackPack forecasting spreadsheet and review.
5. Transfer responsibility to oversee other “Program” spending/budgets/Primarius grants (Sr. MFP Wholesale, KFM’s, SFP’s, etc.).
6. Announce retirement at all staff meeting.

### February

1. Assume supervisory responsibility for FSM.
  - a. Wholesale ordering spreadsheet
  - b. HPNAP requirements and minimums
  - c. TEFAP ordering
  - d. BackPack product
  - e. School snack product
  - f. Choice system
  - g. All donor relationships (retail, other FB’s, FA “donated local’s”, local growers, etc.).
  - h. PDP tracking
  - i. Annual wholesale cost comparison
  - j. FSM goals spreadsheet
  - k. Work with FSM to schedule regular site visits
2. Transfer responsibility for Shared Maintenance budgets and donated product coming in.

### June

1. Start recruitment process for Warehouse Manager (job description, grading, posting, etc).

### July – August

1. Review and edit Logistics Manager job description.
2. Re-configure warehouse office suite. Locate FSM in new warehouse space.
3. Hire and train Warehouse Manager.

### September

1. Continue training Warehouse Manager
2. Attend September BOD meeting. Provide COO report.
3. Develop 2022 budget forecasts for FBST Programs (BackPack, HH/Produce, etc.).



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## October

1. Operating sections of the NAR.
2. Operations Dashboard.
3. Assume VOAD responsibilities.

## November

1. Transfer identified duties to Logistics Manager and train.

## December

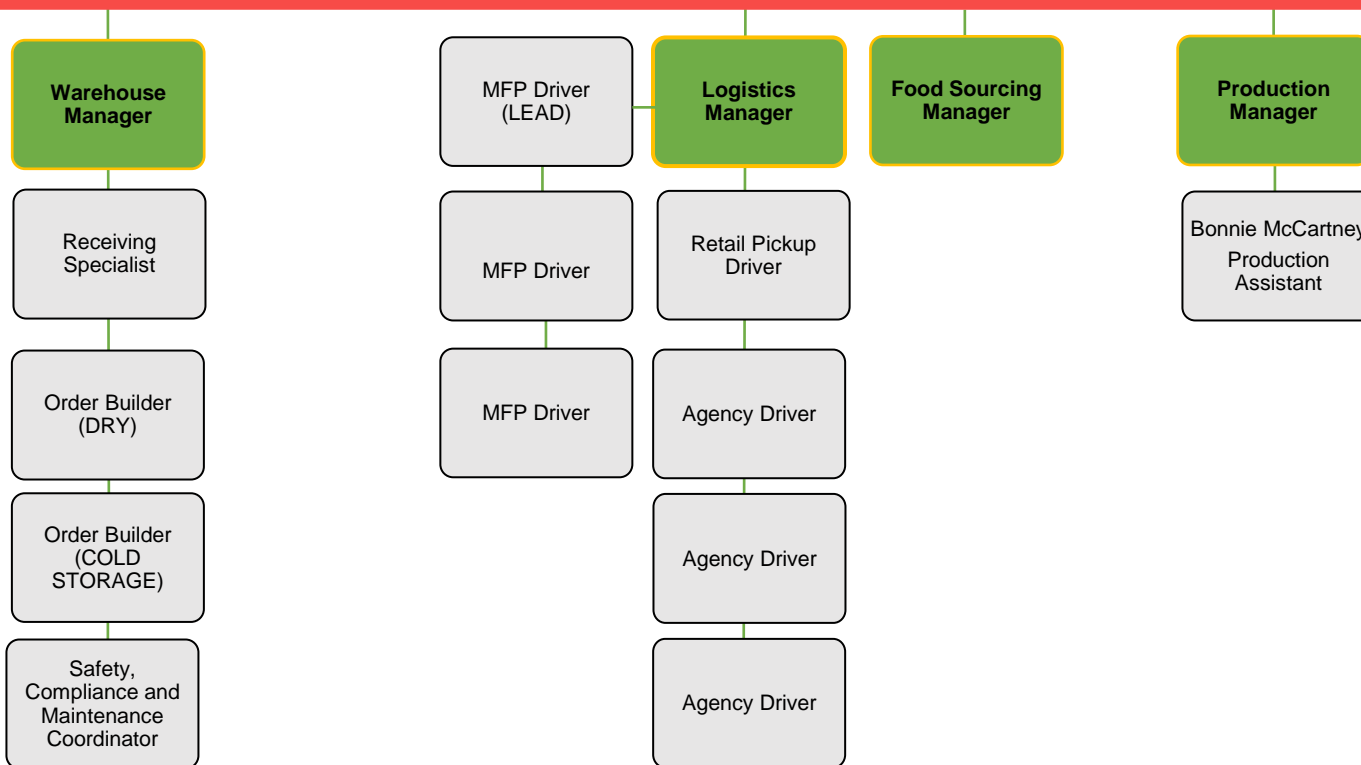
1. Attend December BOD meeting and provide COO report.





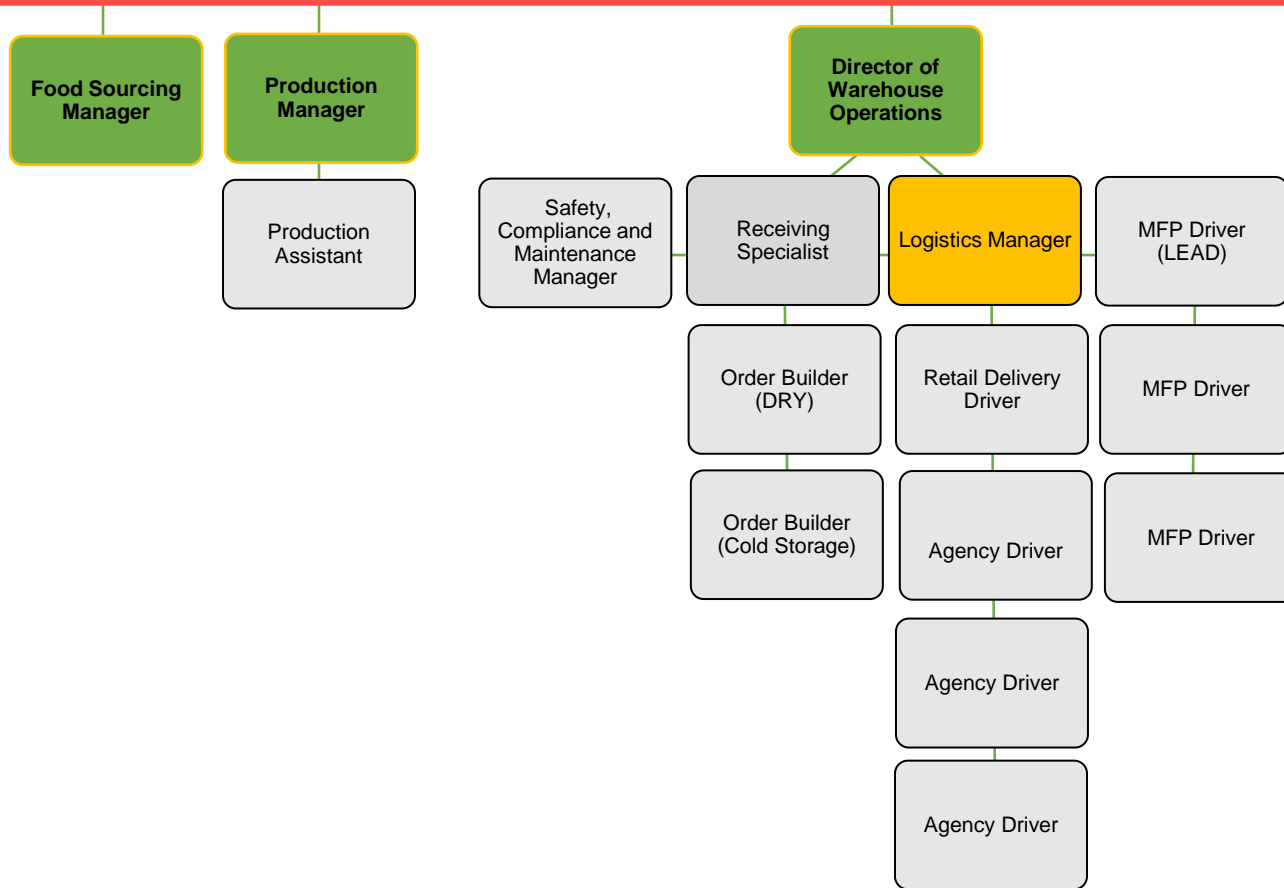
# Food Bank of the Southern Tier

## David Patterson Option 1 W/O MOW



# Food Bank of the Southern Tier

David Patterson  
Option 2 W/ MOW



## COO Transition Timeline – Erica

### Fall 2020

1. Raise invoice payment approval amount to unlimited.
2. Transfer responsibility for 2021 budget and quarterly adjustments.
3. Begin attending Finance Committee meetings, presenting 2021 budget/adjustments.

### January

1. Complete all year-end financial calculations/updates. This includes spreadsheet updates and Balance Sheet adjustments (where necessary):
  - a. Operating Reserves
  - b. Building Maintenance Fund
  - c. Vehicle Maintenance Fund
  - d. Truck Campaign allocations
  - e. GlidePath allocations
  - f. Program budgets for Danielle/Development (MFP, BackPack, etc.)
  - g. Percent personnel allocated to grants
  - h. Prepare presentation of FBST financials to incoming BOD members
  - i. 2<sup>nd</sup> half HPNAP Grant allocations (Primarius, FBST budget, LII's, etc.)
  - j. Current Health Care enrollment
2. Announce retirement at all staff meeting.

### February

1. FSM supervisory responsibility transfer to Warehouse Director.
2. Attend Feb Finance Committee meeting. Tim will present 2020 year-end numbers and other business (i.e. Operating Reserve policy, Vehicle Maintenance Fund, etc.).
3. Sign off on TEFAP admin Claim Form.
4. Co-present FBST financials to incoming BOD members.
5. Review/reconcile monthly Financial Edge statements in prep for finance review meetings and Finance Committee report-outs.
6. Assume point role for monthly financial review meetings with staff & CCDOR.
7. Take lead in all report-out to Finance Committee (monthly updates and in-person meetings). Start with the January financials which is usually prepared for Finance Committee in late February.

### May

1. Present Q1 financials, dashboards and Communis update to Finance Committee.
2. Attend May BOD meeting and “backup” Finance Committee Chair on presentation of financials and dashboards.

### June

1. Assume all grant management duties both in Primarius and with Grantor.
2. Start recruitment process for HR “assistant”.



## July

1. Attend Feeding America monthly CFO calls.
2. Manage Cash, ICS account and Communis investment.
3. Relocate Fuel Monitoring and White Noise equipment. Take responsibility for reporting monthly fuel usage to Carol.

## August

1. Hire and train HR assistant.
2. Take lead in managing all financials aspects of GlidePath spend down.
3. Prepare Q2 adjustments.

## September

1. Continue training HR assistant.
2. Begin 2022 budget process.
3. Present Q2 financials, dashboards and Communis update to Finance Committee.
4. Attend Sep BOD meeting and “backup” Finance Committee Chair on presentation of financials and dashboards.

## October

1. Financial sections of the NAR.
2. Finalize 2022 budget.
3. Prepare Q3 budget adjustments.

## November

1. Present Q3 financials, dashboards and Communis update to Finance Committee. Present 2022 budget.

## December

1. Attend Dec BOD meeting and “backup” Finance Committee Chair on presentation of financials and dashboards.



# FOOD BANK OF THE SOUTHERN TIER

## Board of Directors Meeting

February 18, 2021

4:00 PM - 6:00 PM

### AGENDA

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
<b><u>Annual Meeting</u></b>			
1. Welcome & Call to Order	Joe Thomas		2
2. Opening Prayer	Grace Park		2
3. Approval of Minutes - December 17, 2020	Joe Thomas	Approve	2
4. Election of Directors & Officers	Grace Park	Vote	2
5. Official Seating of New BOD Members <ul style="list-style-type: none"><li>• Fred VanSickle</li></ul>	Joe Thomas	Remarks	2
6. Committee Appointments	Joe Thomas	Announcement	2
7. Recognition of BOD Members Completing Service <ul style="list-style-type: none"><li>• Carin Rouleau</li><li>• Lorna Swaine Abdallah</li></ul>	Joe Thomas	Remarks	5
8. Review BOD Member Expectations <ul style="list-style-type: none"><li>• Mission &amp; Vision</li></ul>	Joe Thomas	Review	2
9. All BOD Member Introductions	Joe Thomas	Remarks	10

**Regular Meeting**

1. BOD Education: Regional Needs Assessment	Lisa Horn/Natasha Thompson	Discuss	30
2. Committee Updates			
a. Advocacy Committee	Erin Summerlee	Discuss	5
b. Finance Committee	Steve Hoyt	Approve	10
• Year-end financials			
c. Development Committee	John Bayne	Discuss	10
• 2020 Fundraising Report			
d. Diocesan BOD	Jack Balinsky/Carin Rouleau	Update	5
3. COO Report	Tim Currie	Discuss	5
4. CEO Report	Natasha Thompson	Discuss	5
5. Executive Session	Joe Thomas	Discuss	25
• CEO Evaluation			

**Next Meeting:**  
**May 20, 2021**  
**4:00 PM-6:00 PM**  
**Opening Prayer: Karl Krebs**

***\*\*If you plan to join remotely, please contact Lynn Dates at [lynn.dates@foodbankst.org](mailto:lynn.dates@foodbankst.org)\*\****