

# FOOD BANK OF THE SOUTHERN TIER

## EXECUTIVE COMMITTEE

Tuesday, June 9, 2020

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	Joe Thomas		2
2. Opening Prayer	Mary Pat Dolan		2
3. Approval of May 12, 2020 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. COVID-19 Updates	Natasha Thompson/ Meghan Parsons/ Tim Currie	Discuss	20
6. SWOT Analysis Activity	Natasha Thompson/ Randi Quackenbush/Lyndsey Lyman	Discuss	60
• SWOT by executive Committee			
• Review staff SWOT			
7. June BOD Meeting Agenda	Joe Thomas	Review/Approve	10
• Finalize questions for BOD Strategy Session			
8. Other Business	Joe Thomas	Discuss	5

#### Next Meeting:

**Tuesday, July 14, 2020**

**8:00AM – 10:00AM**

**Opening Prayer: Laura Opelt**

**\*\*Please RSVP to Lynn Dates: [lynn.dates@foodbankst.org](mailto:lynn.dates@foodbankst.org)\*\***

# Food Bank of the Southern Tier

## Executive Committee Meeting

Tuesday, May 12, 2020

8:00 am – 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>		
Laura Opelt	X	
Natasha Thompson	X	
<i>Staff</i>		
Tim Currie	X	
Meghan Parsons	X	
Lynn Dates	X	

### 1. Welcome & Call to Order

Joe Thomas called the meeting to order 8:01 am.

### 2. Opening Prayer

Steve Hoyt led the opening prayer.

### 3. Approval of the April 14, 2020 Minutes

*Steve Hoyt made a motion to approve the April minutes.  
Jessica Renner seconded. None opposed. Minutes approved.*

### 4. Check-in

Committee members provided updates on their personal & professional lives.

### 5. COVID-19 Updates

Natasha, Tim, and Meghan reviewed their COVID-19 BOD Update presentation which focused on Operations, Fundraising, Expenses, and Personnel.

Tim discussed current inventory including our current supplies of wholesale, TEFAP, and donated product noting that wholesale food is on order, delivery dates frequently change, and estimated how long current stock should last. He reviewed two new programs, USDA CFAP Program and Nourish New York Program, explaining the purpose of each and how much money the Federal government and State government have allotted to each. He pointed out that there is still twice as much demand as before the crisis however high-performing partner agencies are distributing food and doing good work in their communities further discussing demand, and lack of, in the service area. Tim said that we are clearer on increases to monthly expenses, that COVID-related operating expenses are between \$30k-\$35k, noting that we have developed a separate income statement to review income and expenses alongside the regular budget. Natasha share client stories and reviewed Client Demand, reporting a 53% increase to households served in April (56% in March).

Meghan provided an update in fundraising and noted that as of mid-May we are 2% over our 2020 yearly budget noting increases to workload. She reviewed the recent Mother's Day Campaign Match increases and said that we are off to a good start with new donors who have given \$100+. She explained that these donors are much more "sticky" and need proper stewardship. She shared quotes from staff regarding the increase in donors.

**6. COVID Phase 2 Planning**

Natasha shared her highlights for Phase 2 planning noting that the IT department facilitated an easy switch to working remotely and that we are allowing all employees who can work remotely to continue doing so. She said that restarting the Volunteer Program has been identified as a top priority, starting out with smaller shifts and revised safety and cleanliness protocol and reviewed possible upgrades to the Physical Plant. She explained that Community Impact is working on logistics for gradually reopening Mobile Food Pantries while continuing to facilitate Community Food Distribution sites and the Management Team has conducted an Operational Assessment to guide the Food Bank through multiple phases of reopening.

Natasha posed the question, “What will need look like?” Then discussed the current levels of unemployment in New York State noting that it’s hard to predict demand and the current data points don’t look good. She shared Feeding America’s State-Level Estimates using the model developed for Map the Meal Gap to identify three scenarios that factor levels of poverty and unemployment to determine the current percentage of food insecurity severity.

**7. May BOD Meeting Agenda**

The group agreed to the BOD meeting agenda which will include details of Phase 2 planning, glide path information, and demonstration of increased expenses.

**8. 2019 Audit**

Steve summarized the audit presentation noting that there was an end of year net surplus, TEFAP had a significant impact in overall support, and donations were up, adding that capital campaign reserves helped with the positive close. He reinforced the auditors’ comments that this was a clean audit resulting in a good report. Tim noted that audit comments reflected positively on the organization. The group discussed different points from the audit summary: Laura explained the reason for not applying for governmental Payroll Protection Program loans. Natasha pointed out that the Food Bank had not planned to lay off staff and thus would not have to reinstate staff which was a parameter of PPP loans. Laura provided clarification on strategic planning, discussing the Governor’s goal for non-profit accountability through EO #38, and how this is noted in the audit summary. Natasha recalled to the group that she had been invited by Jack Balinsky to lead Food Insecurity meetings with internal groups of Catholic Charities to share best practices and look toward the future. Laura also noted that some organizations have integrated saving money by having fewer CEOs.

**9. Follow-up Items - none**

**10. Other Business –** Meghan and Lynn left the meeting as the group went into Executive Session at 9:36 am.

Minutes respectfully submitted by,

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

## **Food Bank of the Southern Tier**

### **Phase 2 Planning- Employee SWOT Analysis**

Please answer the following questions with your team:

1. What have we learned about ourselves and our organization during the COVID-19 crisis?
  - a. What have we done well? (Strengths)
  
  
  
  
  
  
  
  
  
  
  - b. What could we have done better? (Weaknesses)
  
  
  
  
  
  
  
  
  
  
2. What should we look out for in the future (short term 6-12 months & long-term 12-18 months)?
  - a. What could help us serve the community better? (Opportunities)
  
  
  
  
  
  
  
  
  
  
  - b. What challenges could potentially impact our work? (Threats)

***Thank you!***

# FOOD BANK OF THE SOUTHERN TIER

## Board of Directors Meeting

June 18, 2020

4:00 PM - 6:00 PM

### AGENDA

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
1. Welcome & Call to Order	Joe Thomas		2
2. Opening Prayer	John Bayne		3
3. Approval of Minutes – May 21, 2020	Joe Thomas	Approve	5
4. COVID-19 Update	Natasha Thompson	Discuss	20
5. Strategy Conversation		Activity	
a. SWOT Analysis Presentation	Natasha Thompson		10
b. Break-out Session set-up	Natasha Thompson		40
1. What 2 or 3 lessons from our recent experience should we incorporate into our work going forward?			
2. What 2 or 3 opportunities should we focus on over the next 6-12 months?			
3. What 2 or 3 threats should we work to mitigate over the next 6-12 months?			
c. Reports and group discussion	Joe Thomas		20
6. Next Steps & Wrap-up	Joe Thomas		10

#### Next Meeting:

September 17, 2020

4:00 PM-6:00 PM

Opening Prayer: Alison Wolfe

**\*\*Please RSVP to Lynn Dates: [lynn.dates@foodbankst.org](mailto:lynn.dates@foodbankst.org)\*\***