

**FOOD BANK OF THE SOUTHERN TIER
EXECUTIVE COMMITTEE**

Tuesday, June 8, 2021

8:00 AM – 9:30 AM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer	Mary Pat Dolan		2
3. Approval of May 11, 2021 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. June Strategy Session Preparation	Natasha Thompson	Discuss/Decide	45
6. CEO Update	Natasha Thompson	Update	10
• Hiring Plan 2021			
• Advocacy Committee			
• Woman of Distinction Award			
• FANO CEO Visit			
7. Other Business	Joe Thomas	Discuss	5
• Reschedule July & August meetings			

Next Meeting:

???, 2021

8:00AM – 10:00AM

Opening Prayer: Steve Hoyt

RSVP to Lynn Dates lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, May 11, 2021

8:00 – 9:30 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>		
Jack Balinsky	X	
Natasha Thompson	X	
<i>Staff/Guest</i>		
Lynn Dates		X
John Batiste, Batiste Leadership	X	
Jeanette Batiste-Harrison, Batiste Leadership	X	

1. Welcome & Call to Order

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

2. Opening Prayer

Jack Balinsky led the opening prayer.

3. Approval of the April 13, 2021 Minutes

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

4. Check-in

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

5. Updated Organizational Values

Natasha introduced Jeanette and John with Batiste Leadership who are working with the Senior Leadership Team (SLT) on developing an Equity Lens. Jeanette and John shared their work which has resulted in updated Organizational Values and Behaviors. The group noted the quality of work. Natasha pointed out the challenges moving forward, noting that updates will be incorporated into performance evaluations and training about how to have conversations around this work, adding that front line supervisors will be provided training to model and discuss behaviors. Further discussion was had on individual values and behaviors.

6. Financial Update

Audit 2020 – Steve reviewed the highlights of the Audit Report that was presented by Jeff Paille at the Finance and Audit Committee meeting. He noted that it was a good report with a couple of adjustments and consistent with past audits, adding that the committee declined an executive session with Jeff Paille.

Net Asset Designation & Use Policy – Steve explained that this policy was discussed with Jeff Paille, and that Tim had done a great job creating the policy. Joe reinforced the diligence in producing this Policy by Steve, Tim and all sub-committee members. Natasha pointed out that other food banks are going through this same type of process.

*Mary Pat Dolan made a motion to approve Net Asset Designation & Use Policy.
Jessica Renner seconded. None opposed.
Net Asset Designation & Use Policy approved to go before the BOD.*

Strategic Investment Fund Update – Natasha explained the SIF RFP process, noting the review process will take place May 21, to determine which proposals will be recommended to the BOD for funding. She reflected on the process and positive cross-departmental conversations, adding that she will present review team decisions at the next Executive Committee meeting. The group discussion noted that providing positive feedback is important, and that unfunded proposals might present opportunities for mentorship or guidance by Executive Committee members. Natasha agreed, noting that there will be time for re-review of proposals that need additional information.

7. May Board Meeting Agenda – Natasha asked the group for their thoughts about the updated Organizational Values and Behaviors. The group noted that there could be a lot of feedback, potential interest in the process, curiosity about how to live this as a BOD Member and suggested that a staff member help reinforce this by giving departmental examples during the meeting. Jessica shared powerful information about the transformation at Excellus and suggested that Dave Patterson possibly present this at the BOD meeting. Joe noted allotting extra time for the Net Asset Designation and Use Policy and agreed to providing an update the work of the Foodnet MOW Alliance.

8. Follow-up Items

2021 Hiring Plan Update – Natasha shared the 2021 Hiring Plan with the group, reviewing Three Phases of hiring, position descriptions, total of new hires, total increases to the budget, positions that will be proposed through the SIF proposals, COO Transition updates, and positions yet to be determined. Additionally, she shared current and possible future org charts. Natasha asked for feedback and direction and the group noted the following: can't increase staffing by 25% by only stating need, but to present what new hires are going to do by providing metrics, showing current gaps contributing to need and telling those stories, and ultimately telling how existing and new clients will be effected; provide projections about how we will sustain this level of funding and then how it will be self-sustaining. Joe suggested that this is included in the CEO report for the May meeting and then present fully at the June BOD meeting. Jessica noted linking it back to the Needs Assessment along with metrics

9. Other Business - none

The meeting adjourned at 9:30am

Minutes respectfully submitted by,
Lynn Dates, *Executive Assistant to*
Natasha Thompson, *President & CEO*