

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, November 10, 2020

8:00 AM – 9:30 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 October 13, 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. 2021 Budget Update	Tim Currie/Steve Hoyt	Discuss	30
7. Follow-up Items: <ul style="list-style-type: none">• Food Bank/Foodnet Alliance update• Strategic plan update• CEO evaluation timelines	Natasha Thompson/Joe Thomas	Discuss	15
8. CDBG Funds Resolution	Natasha Thompson	Vote	5
9. Executive Session	Joe Thomas	Discuss	5

Next Meeting:

Tuesday, December 8, 2020

8:00AM – 10:00AM

Opening Prayer: Laura Opelt

RSVP to Lynn Dates Lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, October 13, 2020 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	
<i>Ex-Officio</i>		
Laura Opelt	X	
Natasha Thompson	X	
<i>Staff/Guest</i>		
Jeanette Batiste-Harrison	X	
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

Jessica Renner led the opening prayer.

3. Approval of the September 8, 2020 Minutes

Mary Pat Dolan made a motion to approve the September 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. Strategic Plan Update

Natasha introduced Jeanette Batiste-Harrison of Batiste Leadership, who is working on Strategic Planning with the Senior Leadership Team (SLT). Jeanette reviewed the work done on the strategic plan so far and asked for feedback on each of the priorities. The group discussed the priorities, noting which surprised them, what might be missing, and which excite them most. They felt that none of the priorities surprised them. Only BOD diversity was noted as missing. Several things excited them including equity woven throughout, the idea of engaging partners around a shared mission, breaking down silos, succession planning, and the emphasis on data.

6. COVID-19 Updates

Natasha, Tim, and Meghan reviewed their COVID-19 BOD update presentation which included Distribution, Client Demand, Development, and Phase 2 Updates.

Tim reviewed Distribution, noting that we have phased out CFDs, and MFPs are working well. He explained that some wholesale supply chains are “tight”, that the CARES Act and Trade Mitigation will not continue resulting in declining receipts and causing greater reliance on donated food which will adversely impact the 2021 budget.

Natasha reviewed Client Demand, pointing out that with 96% of pantries reporting, preliminary numbers show a 13% decrease over September 2019 after a 10% bump in August. Since March, Pantries & MFPS/CFDs have served 13% more households compared to 2019. She added that MFP/CDFs served 48% fewer households

compared to 2019 because of the transition from CFDs to MFPs: CFDs serve up to 500 households twice a week compared to 150 – 200 households served by daily MFPs. The current plan is to get smaller daily MFPs back on schedule.

Meghan provided an update on fundraising and pointed out that as of October 5, we've surpassed the total number of gifts received in 2019. She reviewed month-over-month increases, the success of Leader of the Pack as a virtual event and confirmed that we are "not letting off the gas".

Natasha provided Phase 2 planning updates, noting a two-week suspension of the Volunteer Program as COVID cases are rising in Chemung County, describing the plan to monitor rates to determine when to reopen further zeroing in on partner churches as interim locations for Backpack assembly. She explained that we have multiple methods of communication to notify clients of changes to distribution programs. Natasha added that with our goal to build up to 1-2 MFPs a day, obstacles still remain: identifying host sites with the capacity to safely manage drive through distribution; the number of trucks and staff required; and managing high volume client registration which may be quelled in the future with a temporary client registration administrator position.

Tim discussed reserve spending and posed questions regarding disaster relief and glide path budgets in 2021. He gave examples of reserve spending and deficit spending and provided a breakdown of potential excess reserves going into 2021. The group provided feedback, and Natasha confirmed that this would be discussed with the Finance Committee in November.

7. FBST/MOW Alliance Update

Natasha provided an update to the group. Lynn will send NDAs to the BOD and Executive Committee.

8. Personnel Update

Laura Opelt announced that she will be retiring at the end of the year, pointing out that a large part of her job is the CEO's performance review. Laura noted that she will send review materials and timeline to the Committee and cc Lynn. Laura added that she meets with Natasha monthly to talk about Diocesan topics and she is unsure at this time who will be interfacing.

9. Other Business

None noted.

10. Executive Session

None required.

Adjourn 9:41 am

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

Food Bank of the Southern Tier

	2021 Original	2020 Q3 Adjusted	Variance	% Change Orig vs. Q3
REVENUE				
FOOD DISTRIBUTION				
AGENCIES				
SHARED MAINTENANCE	\$164,777	\$131,227	\$33,550	26%
WHOLESALE FOOD	\$1,204,099	\$1,654,774	(\$450,675)	-27%
TEFAP FOOD	\$692,707	\$5,380,060	(\$4,687,353)	-87%
TOTAL AGENCY FOOD	\$2,061,583	\$7,166,061	(\$5,104,478)	-71%
MOBILE FOOD PANTRIES				
SHARED MAINTENANCE	\$314,650	\$50,698	\$263,952	521%
WHOLESALE FOOD	\$45,982	\$194,451	(\$148,469)	-76%
TEFAP FOOD	\$476,766	\$1,102,797	(\$626,031)	-57%
TOTAL MOBILE FOOD PANTRIES	\$837,398	\$1,347,946	(\$510,548)	-38%
YOUTH PROGRAMS				
SHARED MAINTENANCE	\$31,440	\$28,092	\$3,348	12%
WHOLESALE FOOD	\$25,000	\$90,723	(\$65,723)	-72%
TEFAP FOOD	\$36,225	\$67,750	(\$31,525)	-47%
TOTAL YOUTH PROGRAMS	\$92,665	\$186,565	(\$93,900)	-50%
TOTAL FOOD DISTRIBUTION	\$2,991,646	\$8,700,572	(\$5,708,926)	-66%
DONATED PRODUCT				
DONATED PRODUCT	\$5,883,376	\$5,372,836	\$510,540	10%
TOTAL DONATED PRODUCT	\$5,883,376	\$5,372,836	\$510,540	10%
GRANTS / PROGRAMS				
HPNAP GENERAL OPERATING				
OPERATIONS SUPPORT	\$158,413	\$171,018	(\$12,605)	-7%
OPERATIONS SUPPORT SEED GRANT	\$6,402	\$0	\$6,402	#DIV/0!
AGENCY SANITATION SUPPLIES	\$2,200	\$2,200	\$0	0%
TRANSPORTATION GRANT	\$23,750	\$19,750	\$4,000	20%
OPERATING INCOME (HPNAP)	\$251,155	\$283,864	(\$32,709)	-12%
OPERATING INCOME (HPNAP) COLA	\$0	\$0	\$0	#DIV/0!
OPERATING INCOME (JSY)	\$129,675	\$122,119	\$7,556	6%
TOTAL HPNAP OPERATING	\$571,595	\$598,951	(\$27,356)	-5%
OTHER GRANTS / PROGRAMS				
CHEMUNG COUNTY	\$30,000	\$30,000	\$0	0%
NOEP	\$65,000	\$63,135	\$1,865	3%
TEFAP ADMIN	\$155,217	\$445,429	(\$290,212)	-65%
VENISON PROGRAM	\$11,000	\$11,307	(\$307)	-3%
BACKPACK REIMBURSEMENT	\$0	\$0	\$0	#DIV/0!
TOTAL OTHER GRANTS / PGMS	\$261,217	\$549,871	(\$288,654)	-52%
TOTAL GRANTS / PROGRAMS	\$832,812	\$1,148,822	(\$316,010)	-28%
FUNDRAISING / DONATIONS				
CAUSE MARKETING	\$459,000	\$451,792	\$7,208	2%
SPECIAL EVENTS	\$130,000	\$100,000	\$30,000	30%
DIRECT MAIL	\$1,500,000	\$1,510,876	(\$10,876)	-1%
ONLINE GIVING	\$250,000	\$392,720	(\$142,720)	-36%
PERSONAL SOLICITATION	\$110,000	\$115,000	(\$5,000)	-4%
GENERAL DEVELOPMENT GRANTS	\$290,000	\$542,167	(\$252,167)	-47%
WHITE MAIL	\$500,000	\$894,875	(\$394,875)	-44%
ALL OTHER PRIVATE SUPPORT	\$170,000	\$196,006	(\$26,006)	-13%
TOTAL FUNDRAISING/DONATIONS	\$3,409,000	\$4,203,436	(\$794,436)	-19%

	2021 Original	2020 Q3 Adjusted	Variance	% Change Orig vs. Q3
OTHER INCOME				
OTHER INCOME	\$58,725	\$221,882	(\$163,157)	-74%
TOTAL OTHER INCOME	\$58,725	\$221,882	(\$163,157)	-74%
TOTAL REVENUE	\$13,175,559	\$19,647,548	(\$6,471,989)	-33%
EXPENSES				
PERSONNEL EXPENSES				
SALARIES	\$2,362,732	\$2,148,333	\$214,398	10%
FRINGE BENEFITS	\$670,200	\$536,867	\$133,333	25%
OTHER	\$14,700	\$13,750	\$950	7%
TOTAL PERSONNEL EXPENSES	\$3,047,632	\$2,698,950	\$348,681	13%
FOOD EXPENSE				
AGENCIES				
WHOLESALE FOOD	\$1,047,043	\$1,463,640	(\$416,597)	-28%
TEFAP FOOD	\$692,707	\$5,380,060	(\$4,687,353)	-87%
TOTAL AGENCIES	\$1,739,750	\$6,843,700	(\$5,103,950)	-75%
MOBILE FOOD PANTRIES				
MFP SHARED MAINTENANCE	\$58,051	\$5,000	\$53,051	1061%
WHOLESALE FOOD	\$64,984	\$192,063	(\$127,079)	-66%
TEFAP FOOD	\$476,766	\$1,102,797	(\$626,031)	-57%
TOTAL MOBILE FOOD PANTRIES	\$599,801	\$1,299,860	(\$700,059)	-54%
YOUTH PROGRAMS				
SHARED MAINTENANCE	\$31,440	\$27,092	\$4,348	16%
WHOLESALE FOOD	\$186,320	\$172,765	\$13,555	8%
TEFAP FOOD	\$36,245	\$67,750	(\$31,505)	-47%
TOTAL YOUTH PROGRAMS	\$254,005	\$267,607	(\$13,602)	-5%
TOTAL FOOD EXPENSE	\$2,593,556	\$8,411,167	(\$5,817,611)	-69%
OTHER FOOD EXPENSES				
OTHER FOOD/PROGRAM				
OTHER FOOD/PROGRAM	\$239,800	\$145,887	\$93,913	64%
TOTAL OTHER FOOD/PROGRAM	\$239,800	\$145,887	\$93,913	64%
PRODUCT ACQUISITION FREIGHT				
PRODUCT FREIGHT	\$100,490	\$38,198	\$62,292	163%
TOTAL PRODUCT FREIGHT	\$100,490	\$38,198	\$62,292	163%
TOTAL OTHER FOOD EXPENSES	\$340,290	\$184,085	\$156,205	85%
DONATED PRODUCT				
DONATED PRODUCT	\$5,883,376	\$5,372,836	\$510,540	10%
TOTAL DONATED PRODUCT	\$5,883,376	\$5,372,836	\$510,540	10%
WAREHOUSE / DISTRIBUTION				
VEHICLE	\$102,455	\$109,246	(\$6,791)	-6%
WAREHOUSE	\$37,170	\$38,500	(\$1,330)	-3%
PRODUCTION ROOM	\$11,750	\$12,000	(\$250)	-2%
TOTAL WAREHOUSE / DISTRIBUTION	\$151,375	\$159,746	(\$8,371)	-5%

	2021 Original	2020 Q3 Adjusted	Variance	% Change Orig vs. Q3
GENERAL OPERATIONS				
BUILDING	\$184,668	\$170,430	\$14,238	8%
GENERAL OFFICE	\$120,784	\$108,781	\$12,003	11%
TECHNOLOGY/SERVICES	\$93,834	\$87,339	\$6,495	7%
STAFF EXPENSES	\$43,461	\$22,266	\$21,195	95%
CONTRACT SERVICES	\$332,722	\$332,754	(\$32)	0%
TOTAL GENERAL OPERATIONS	\$775,469	\$721,570	\$53,899	7%
DEVELOPMENT/PR				
SPECIAL EVENTS	\$20,630	\$23,350	(\$2,720)	-12%
DIRECT MAIL	\$302,679	\$278,125	\$24,554	9%
GEN. DEVELOPMENT / PR EXPENSE	\$86,350	\$71,896	\$14,454	20%
TOTAL DEVELOPMENT/PR	\$409,659	\$373,371	\$36,288	10%
ADVOCACY & EDUCATION				
ADVOCACY & EDUCATION	\$11,000	\$2,000	\$9,000	450%
TOTAL ADVOCACY & EDUCATION	\$11,000	\$2,000	\$9,000	450%
AGENCY CAPACITY BUILDING				
OPERATION SUPPORT	\$167,015	\$173,218	(\$6,203)	-4%
TOTAL HPNAP OPERATION SUPPORT	\$167,015	\$173,218	(\$6,203)	-4%
TOTAL EXPENSES	\$13,379,371	\$18,096,943	(\$4,717,572)	-26%
NET BEFORE CAPITAL ALLOCATIONS	(\$203,813)	\$1,550,605	(\$1,754,417)	-113%
CAPITAL ALLOCATIONS				
TRUCK CAMPAIGN ALLOCATIONS	\$52,573	\$48,431	\$4,142	9%
GLIDEPATH ALLOCATIONS	\$96,346	\$0	\$96,346	
DISASTER RELIEF ALLOCATIONS	0	\$0	\$0	#DIV/0!
TOTAL CAPITAL ALLOCATIONS	\$148,919	\$48,431	\$100,488	207%
NET BEFORE CAPITAL EXPENSES	(\$54,894)	\$1,599,036	(\$1,653,929)	-103%
CAPITAL EXPENSES				
CAPITAL EQUIPMENT	\$0	\$0	\$0	#DIV/0!
EQUIPMENT/FURNITURE PURCHASES	\$0	\$0	\$0	#DIV/0!
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	#DIV/0!
TOTAL CAPITAL EXPENSES	\$0	\$0	\$0	#DIV/0!
NET BEFORE NON-OPERATING	(\$54,894)	\$1,599,036	(\$1,653,929)	-103%
NON-OPERATING ADJUSTMENTS				
ADVERTISING - OTHER	\$0	\$0	\$0	#DIV/0!
TOTAL NON-OPERATING ADJUSTMENTS	\$0	\$0	\$0	#DIV/0!
NET SPPLUS/DEFICT	(\$54,894)	\$1,599,036	(\$1,653,929)	-103%

Food Bank of the Southern Tier 2021 Budget Narrative and Highlights

The current 2021 budget projects a \$204k operating deficit and a \$55k overall deficit (vs. a projected 2020 surplus of \$1.6mil). Revenue is down 33% and expenses are down 26%, mostly from food which is down nearly 70%.

We were informed not to expect any TEFAP TM, nor are we projecting CARES or Nuourish NY

Fundraising is projected to increase by 11.4% from the original 2020 budget; however, it is down 19% compared to 2020 Q3 projected operating budget and down 44% compared to 2020 Q3 projected combined (Operating & DR) budget

We will not be able to rely on the TEFAP TM Admin funding we have seen in the past two years.

We are showing a 13% increase in Personnel. This includes providing employees with the standard COLA. We also have an 11.5% increase in health insurance and are looking to add back the receptionist and NRM positions. We are also adding a Client Registration Admin as part of our GlidePath spending.

Some of the factors that helped us reduce a much larger initial deficit were cuts to our Backpack spending (\$26k), Freight-in expenses (\$25k), and Staff Expenses (\$23k). We were able to add about \$40k to Interest Income based on moving cast to a short term bond fund.

We have included "Glidepath" expenses (see handout included in the committee package) and will support the expenses in the Capital Allocations line.

Business Insurance is up 12% and now includes Cyber Insurance. We were told the increase is primarily driven by the Excess Liability Insurance premium for all of CCDR, which increased ~157% this year. This is largely due to the market and insurance levels that insurers are underwriting and is not CCDOR specific.

INCOME

Agencies: Down 71%. TEFAP is expected to go back to normal levels, and Nourish NY ends in October 2020.

MFP's: Down 38% from reduced TEFAP and Nourish NY. MFP's are not down as much as Agencies because we suspended MFP's for 6 months in 2020.

Youth Programs: Putting \$25,000 in the Wholesale food line for the Tioga County Summer food program; however, it is down due to lower TEFAP receipts and less anticipated Summer Food activity.

Donated Product: Increase over 2020 due to the elimination of TEFAP TM.

HPNAP General Operating: Down 5% due to reverting to a June-July contract period

Other Grants/Programs: Down significantly 50% (\$263k), mostly related to TEFAP TM Admin funding

Fundraising/Donations: Up 11.4% as noted above

Other Income: Down significantly, mostly due to the sale of the garage in 2020. We project a significant increase in Interest Income based on moving cash to a short term bond fund.

EXPENSES

Personal Expenses: Up 13%. Salaries are up from COLA's, 11.5% increase in health insurance, and additional three positions (Receptionist, NRM and Client Registration Admin).

Agency Food: Down substantially mainly due to TEFAP and Nourish NY (see above).

MFP's: Down substantially mainly due to TEFAP and Nourish NY (see above).

Youth Programs: Expecting less TEFAP to support the backpack program, which will increase wholesale spending. Expenses include Tioga County Summer food efforts and Glide Path projections for School Food Parties.

Other Food/Program: Healthy Harvest is up significantly from the 2020 budget as we don't anticipate the tremendous support we received from TEFAP/CFAP this past year.

Product Acquisition Freight: Up from a highly reduced 2020 figure (TEFAP TM, COVID-funded programs, and free freight from FA purchases).

Donated Product: Showing about a 10% increase due to lack of TEFAP TM.

Warehouse/Distribution: Relatively flat. Expenses here have been relatively stable over the years.

General Operations: Up due to restoring in-office work expenses, Glidepath spending, and Business Insurance.

Development/PR: Direct Mail and Circle to Feed Hope expenses are up notably.

Advocacy & Education: Includes some of Glide Path projections

Agency Capacity Building: Small decrease from reverting to a June – July HPNAP contract period

Capital Allocations: Up \$100k and now includes GlidePath "funding."

Capital Expenses and other Non-Operating Adjustments: Nothing projected for 2021 at this time.

Food Bank of the Southern Tier - Disaster Relief

	2021 Original	2020 Q3 Adjusted	Variance	% Change Orig vs. Q3
REVENUE				
FOOD DISTRIBUTION				
COUNTY DR AGENCIES				
SHARED MAINTENANCE	\$0	\$54,427	(\$54,427)	-100%
WHOLESALE FOOD	\$0	\$356,472	(\$356,472)	-100%
TEFAP FOOD	\$0	\$1,850,000	(\$1,850,000)	-100%
TOTAL AGENCY FOOD	\$0	\$2,260,899	(\$2,260,899)	-100%
TOTAL FOOD DISTRIBUTION	\$0	\$2,260,899	(\$2,260,899)	-100%
GRANTS / PROGRAMS				
OTHER GRANTS / PROGRAMS				
TEFAP ADMIN	\$0	\$369,389	(\$369,389)	-100%
TOTAL OTHER GRANTS / PGMS	\$0	\$369,389	(\$369,389)	-100%
TOTAL GRANTS / PROGRAMS	\$0	\$369,389	(\$369,389)	-100%
FUNDRAISING / DONATIONS				
CAUSE MARKETING	\$0	\$7,984	(\$7,984)	-100%
SPECIAL EVENTS	\$0	\$0	\$0	#DIV/0!
DIRECT MAIL	\$0	\$0	\$0	#DIV/0!
ONLINE GIVING	\$0	\$376,707	(\$376,707)	-100%
PERSONAL SOLICITATION	\$0	\$35,800	(\$35,800)	-100%
GENERAL DEVELOPMENT GRANTS	\$0	\$1,048,964	(\$1,048,964)	-100%
WHITE MAIL	\$0	\$422,544	(\$422,544)	-100%
ALL OTHER PRIVATE SUPPORT	\$0	\$20,403	(\$20,403)	-100%
TOTAL FUNDRAISING/DONATIONS	\$0	\$1,912,402	(\$1,912,402)	-100%
OTHER INCOME				
OTHER INCOME	\$0	\$0	\$0	#DIV/0!
TOTAL OTHER INCOME	\$0	\$0	\$0	#DIV/0!
TOTAL REVENUE	\$0	\$4,542,690	(\$4,542,690)	-100%
EXPENSES				
PERSONNEL EXPENSES				
SALARIES	\$35,235	\$120,960	(\$85,725)	-71%
FRINGE BENEFITS	\$10,692	\$10,080	\$612	6%
OTHER	\$0	\$36,960	(\$36,960)	-100%
TOTAL PERSONNEL EXPENSES	\$45,927	\$168,000	(\$122,073)	-73%
FOOD EXPENSE				
COUNTY DR AGENCIES				
SHARED MAINTENANCE	\$0	\$2,000	(\$2,000)	-100%
WHOLESALE FOOD	\$0	\$325,683	(\$325,683)	-100%
TEFAP FOOD	\$0	\$1,850,000	(\$1,850,000)	-100%
TOTAL AGENCIES	\$0	\$2,177,683	(\$2,177,683)	-100%
TOTAL FOOD EXPENSE	\$0	\$2,177,683	(\$2,177,683)	-100%
OTHER FOOD EXPENSES				
OTHER FOOD/PROGRAM				
OTHER FOOD/PROGRAM	\$288,368	\$515,074	(\$226,706)	-44%
TOTAL OTHER FOOD/PROGRAM	\$288,368	\$515,074	(\$226,706)	-44%
PRODUCT ACQUISITION FREIGHT				

PRODUCT FREIGHT	\$0	\$2,115	(\$2,115)	-100%
TOTAL PRODUCT FREIGHT	\$0	\$2,115	(\$2,115)	-100%
TOTAL OTHER FOOD EXPENSES	\$288,368	\$517,189	(\$228,821)	-44%
WAREHOUSE / DISTRIBUTION				
VEHICLE	\$0	\$273,864	(\$273,864)	-100%
WAREHOUSE	\$0	\$56,587	(\$56,587)	-100%
PRODUCTION ROOM	\$9,500	\$21,150	(\$11,650)	-55%
TOTAL WAREHOUSE / DISTRIBUTION	\$9,500	\$351,601	(\$342,101)	-97%
GENERAL OPERATIONS				
BUILDING	\$10,000	\$20,595	(\$10,595)	-51%
GENERAL OFFICE	\$0	\$42,764	(\$42,764)	-100%
TECHNOLOGY/SERVICES	\$20,480	\$1,090	\$19,390	1779%
STAFF EXPENSES	\$0	\$14,300	(\$14,300)	-100%
CONTRACT SERVICES	\$0	\$71,224	(\$71,224)	-100%
TOTAL GENERAL OPERATIONS	\$30,480	\$149,973	(\$119,493)	-80%
DEVELOPMENT/PR				
SPECIAL EVENTS	\$0	\$7,000	(\$7,000)	-100%
DIRECT MAIL	\$0	\$13,862	(\$13,862)	-100%
GEN. DEVELOPMENT / PR EXPENSE	\$0	\$40,100	(\$40,100)	-100%
TOTAL DEVELOPMENT/PR	\$0	\$60,962	(\$60,962)	-100%
ADVOCACY & EDUCATION				
ADVOCACY & EDUCATION	\$0	\$0	\$0	#DIV/0!
TOTAL ADVOCACY & EDUCATION	\$0	\$0	\$0	#DIV/0!
AGENCY CAPACITY BUILDING				
OPERATION SUPPORT	\$0	\$19,546	(\$19,546)	-100%
TOTAL HPNAP OPERATION SUPPORT	\$0	\$19,546	(\$19,546)	-100%
TOTAL EXPENSES	\$374,275	\$3,444,954	(\$3,070,679)	-89%
NET BEFORE OPERATING ALLOCATIO	(\$374,275)	\$1,097,736	(\$1,472,011)	-134%
OPERATING ALLOCATIONS				
Operating Budget	\$0	\$0	\$0	#DIV/0!
TOTAL OPERATING ALLOCATIONS	\$0	\$0	\$0	#DIV/0!
NET BEFORE CAPITAL EXPENSES	(\$374,275)	\$1,097,736	(\$1,472,011)	-134%
CAPITAL EXPENSES				
CAPITAL EQUIPMENT	\$0	\$0	\$0	#DIV/0!
EQUIPMENT/FURNITURE PURCHASES	\$0	\$0	\$0	#DIV/0!
CAPITAL IMPROVEMENTS	\$0	\$17,000	(\$17,000)	#DIV/0!
TOTAL CAPITAL EXPENSES	\$0	\$17,000	(\$17,000)	#DIV/0!
NET SPPLUS/DEFICT	(\$374,275)	\$1,080,736	(\$1,455,011)	-135%

Food Bank of the Southern Tier 2021 DR Budget Narrative and Highlights

Most of the 2021 Disaster Relief budget can be considered “provisional” at this time. We are forecasting \$374k in deficit spending. There is no forecasted revenue, including any contractual food activity (i.e. Nourish NY). 77% of the forecasted expenditures are in the Other Program Food line. This includes provisions to make our HPNAP contract whole in the event of a 20% cut. We have also added \$60k for agency food grants in case there is continued COVID-driven need. We do plan to carry a disaster related warehouse driver for the year. Other expenses involve a continuing response to being in disaster mode.

INCOME

DR Agency Food: None

Grants/Programs: None

Fundraising: None

Other Income: None

EXPENSES

Personal Expenses: Forecast for one Warehouse Driver for the year.

DR Agency Food: None

Other Food/Program: \$228k to cover a 20% HPNAP cut. \$60k to cover additional Agency needs.

Product Acquisition Freight: None.

Warehouse/Distribution: Boxes for to pre-pack for emergency distribution.

General Operations: Janitorial and Call em All expenses.

Development/PR: None.

Advocacy & Education: None.

Agency Capacity Building: None.

Operating Allocations: None.

Capital Expenses and other Non-Operating Adjustments: None.

**FOOD BANK OF THE SOUTHERN TIER
PROCESS FOR EVALUATION OF
PRESIDENT & CEO'S 2020 PERFORMANCE**

- 1) By **January 15, 2021** Natasha distributes a President & CEO performance report for 2020 to BOD members
- 2) By **January 19, 2021** Lynn Dates distributes a link to the CEO evaluation survey to BOD members & FBST staff who directly report to Natasha.
 - a. Evaluation results, for both groups, will be sent directly to Joe Thomas.
 - b. Lynn will monitor those who have not responded and will send reminders and keep Joe abreast of the percentage of respondents.
- 3) By **February 1, 2021**, Joe will distribute, to the Executive Committee (including Jack), a summary of the evaluation for both the Board Members and Employees.
- 4) Executive Committee (including Jack) will connect via zoom/ in person &/or by conference call on **February 9, 2021**, without Natasha, to review the evaluation and prepare a summary statement of performance for 2020 along with suggestions for any adjustments and future objectives.
- 5) Joe Thomas and Jack Balinsky will meet with Natasha to communicate the summary of the evaluation after the Executive Committee meeting on **February 9, 2021**.
- 6) At the **February 19, 2021** Board meeting, the Executive Committee will report its summary of Natasha's 2020 performance along with any recommendations regarding compensation.
- 7) Any COLA or salary adjustments will be managed by Jack, according to the direction set forth by Jack and the Board.



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Food Bank of the Southern Tier
Board of Directors
November 10, 2020

Resolution #2 of 2020: Authorization to authorize the Food Bank to accept \$13,748 in CDBG funds from the City of Elmira.

Whereas, the Executive Committee of the Food Bank’s Board of Directors met at a regularly scheduled meeting on November 10, 2020; and

Whereas, a quorum of Directors was present at said meeting; and

Whereas, the City of Elmira invited the Food Bank to apply for CDBG funds to offset the costs associated with serving residents of Elmira; and

Whereas, the Food Bank’s Board of Directors approved submission of the CDBG proposal at their regular meeting on May 20, 2020;

Whereas, the Food Bank’s Executive Committee has the authority to “represent the Board and transact all regular business of the Food Bank if need be during the period between meetings of the full Board,” according to Article V, Section 3 of the Food Bank’s By-laws; now therefore be it

Resolved, that the Food Bank’s Executive Committee, acting on behalf of the Board, authorizes Natasha R. Thompson, President & CEO of the Food Bank, to accept \$13,748 in CDBG funds from the City of Elmira.

Adopted:

Moved:

Seconded:

Ayes:

Nays:

Abstentions:

A regional agency of Catholic Charities and a member of Feeding America

