

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

Tuesday, November 8, 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	Karen Dehais		2
3. Approval of October 11, 2022 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. CCDOR Update	Karen Dehais	Update	15
6. November BOD Mtg Agenda	Joe Thomas	Approve	10
7. Facilities Committee Update Dave Patterson	Mary Pat Dolan/Natasha Thompson	Discuss	20
8. Q3 Update	Natasha Thompson	Discuss	15
9. Draft 2023 Meeting Schedule	Natasha Thompson	Discuss	5
10. Other Business	Joe Thomas	Discuss	5

**Next Meeting:**

**Wednesday, December 7, 2022**

**8:00AM – 10:00AM**

**Opening Prayer/Poem/Positivity: Natasha Thompson**

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

# Food Bank of the Southern Tier

## Executive Committee Meeting

Tuesday, October 11, 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	

- Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:03 am
- Opening Prayer/Poem/Positivity** – Jessica Renner led with an opening poem.
- Approval of September 7, 2022, Minutes**  
*Steven Hoyt made a motion to approve the September minutes.  
Mary Pat Dolan seconded. None opposed. Minutes approved.*
- Check-in** – All attendees provided updates on their personal & professional lives.
- Facilities Committee Update** – Mary Pat shared that extreme caution was the consensus at the September Board meeting. A case still needs to be made to connect a build of the size suggested to the Food Bank’s mission. Natasha shared that SLT has similar concerns about a \$3-4 million project. The Facilities Committee has been updated. Their suggestion is to have the Board tour the space and pose 3 questions: Do you feel the work environment needs to be improved for team? Do you feel we need space for team to grow? If yes on either, what are we willing to commit monetarily to achieve? Then prioritize steps to accomplish this based on an acceptable budget. Need to tell the story of what the SIF projects are accomplishing through stories and data.

Based on Board poll, the next meeting will be in person at the Food Bank on November 17<sup>th</sup> along with the holiday staff mixer. Natasha suggested focusing on Facilities Project and 2023 Budget Approval with anything else by consent agenda. A draft agenda will be reviewed ahead of that meeting, but initial plan for the facilities portion:

- Tour admin space and show the limitations of space – HVAC / soundproofing / furniture – and some vision for what priorities are to improve.
- Have Peter Dugo from Facilities Committee talk about experience at Arnot, as well as other Committee members to answer questions.
- Ask 3 questions from above and see if there is consensus.

## 6. CEO Report

**BOD & Committee Volunteer Day debrief** - First time in person since covid. Well attended by current board, committee members and a couple of alum. Went well and anticipate doing it annually. Good time getting to know staff and other members while getting work done. Are looking to schedule some more in person board meetings, but committees will stay by zoom.

**Community Impact / Health & Nutrition Restructure** - Pre-covid, combined Agency Services with Education & Advocacy, then added Service Insights, now moving Health & Nutrition. Randi Quackenbush is now VP of Community Impact, with Matt Griffin reporting to Randi – instead of Natasha - starting in January. Some additional shifts coming in Community Impact..

**Service Insights SIF** - Received \$125,000 from Feeding America. It is now fully funded and it will be rolled off the SIF budget for 2023. \$300,000 will now be added to reserves. Other Food Bank’s are starting to be questioned about

these reserves and Food Bank should be prepared for how to address this.

**Budget 2023** - Preliminary budget is in place. Health care costs have gone up. Budget is currently a \$300,000 deficit and NRT will be reviewing each proposed budget with Directors while Erica Loomis is on vacation

**2023 BOD Slate** - Two excellent candidates on deck to fill the two open positions.

**7. Action Items**

- Confirm new November 17<sup>th</sup> date with Board Members and Facilities Committee Members
- Draft November Agenda, including what to send ahead of time to ensure Board is prepared for conversation

**8. Executive Session** – None requested

The meeting adjourned at 8:55

*Jessica Renner made a motion to adjourn.  
Steven Hoyt seconded. None opposed.*

Minutes respectfully submitted by,  
Jennifer Bertron, Community Impact Manager

**FOOD BANK OF THE SOUTHERN TIER**  
**BOARD OF DIRECTORS**  
 Thursday, November 17, 2022  
 4:30-6:00 PM  
**AGENDA**

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
1. Food Bank Facility Tour	Natasha Thompson/Dave Patterson/ Erica Loomis	Activity	30
2. Welcome and Call to Order	Joe Thomas		2
3. Opening Prayer/Poem/Positivity	Erin Summerlee		2
4. Mission Moment	Karen Dehais		2
5. Approval of September 15, 2022 Minutes	Joe Thomas	Approve	2
6. Facility Project Discussion	Mary Pat Dolan/Natasha Thompson Dave Patterson	Discussion	25
7. 2023 Budget	Steve Hoyt	Approve	10
8. BOD Giving	John Bayne	Update	5
9. Consent Agenda		Approve	5
a. Finance	Steve Hoyt/Erica Loomis		
• Q3 Adjustments			
b. Development	John Bayne/Meghan Parsons		
• Q3 Fundraising Report			
c. Nominating & Corporate Governance	Fred Van Sickle		
• BOD Recruitment Update			
d. Strategy Committee	Erin Summerlee		
• (Need to confirm)			
e. COO Report	Dave Patterson		

f. CEO Report

Natasha Thompson

10. CCDOR Update (need to confirm)	Karen Dehais	Update	10
11. Executive Session	Joe Thomas	Discuss	5

**Next Meeting (TENTATIVE):**  
**Thursday, December 15, 2022**  
**4:00-6:00 PM**  
**Opening Prayer: Kathy Rasmussen**  
**Mission Moment: Jessica Renner**



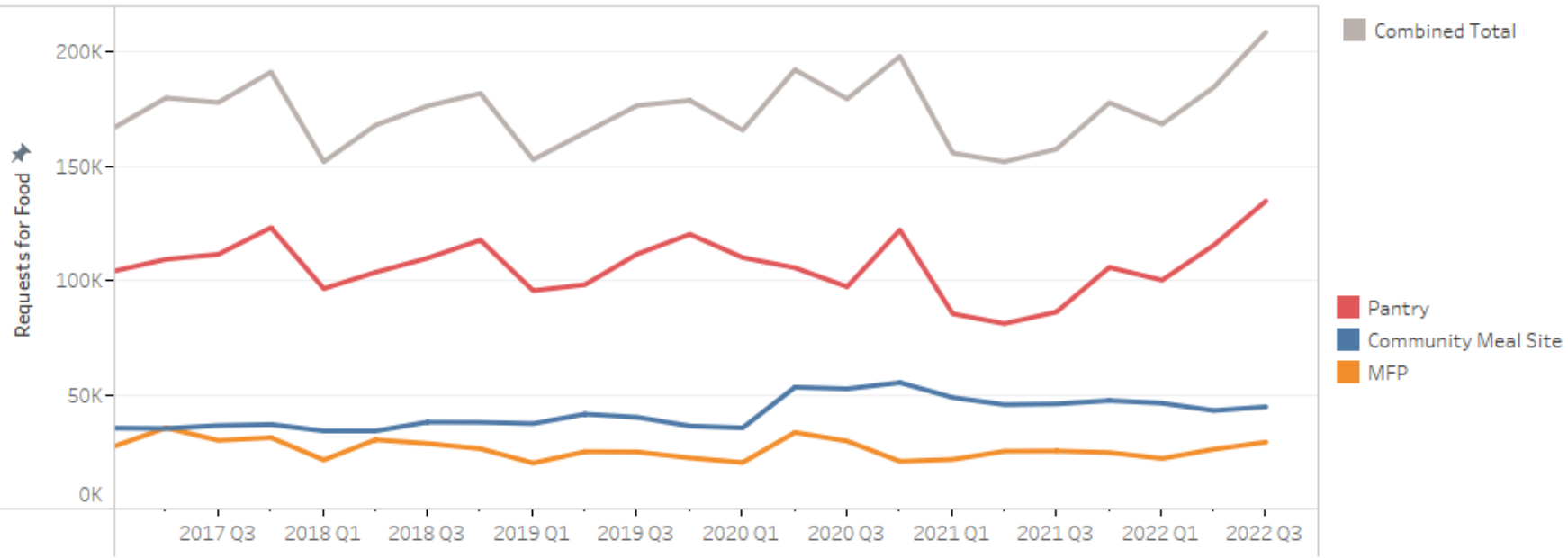
# Q3 Operational Update

November 8, 2022

# CLIENT DEMAND

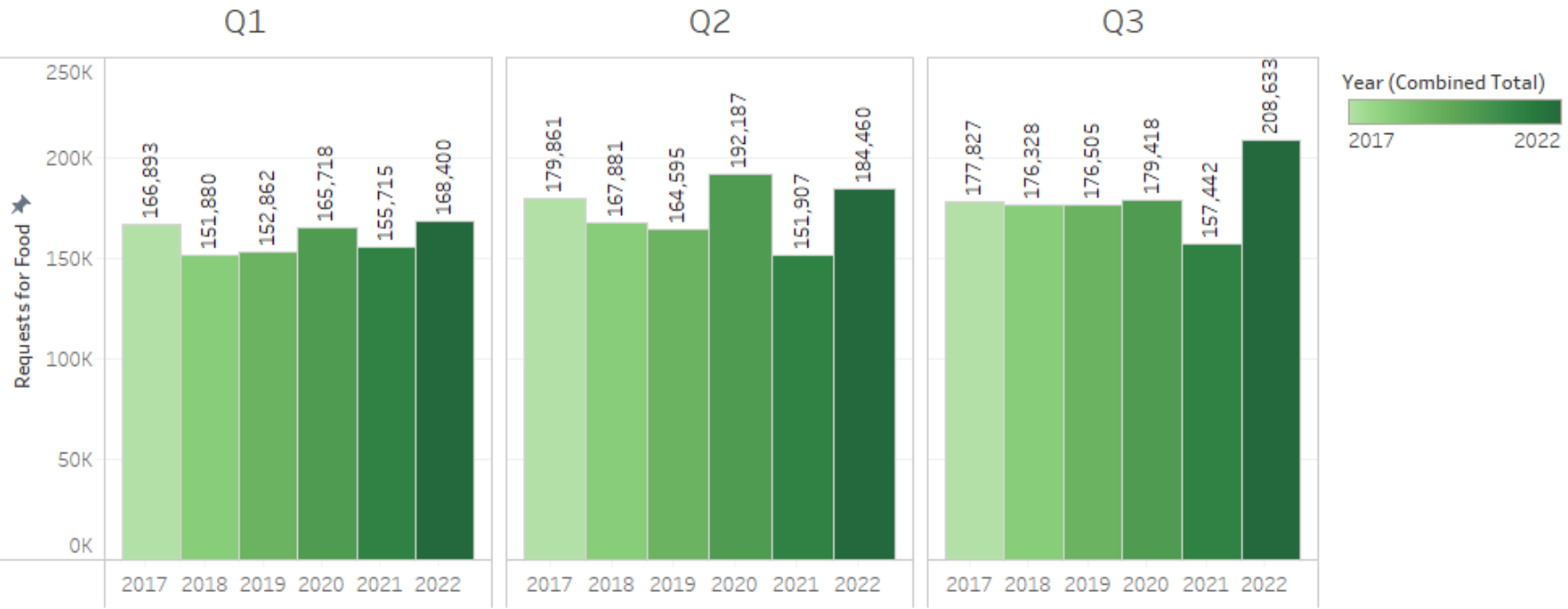


# Requests for Food: Pantry, MFP, Community Meal Sites



## Looking at Q3 2022 requests for food, we saw:

- 33% increase compared to Q3 2021
- 18% increase compared to Q3 2019 (pre-covid)



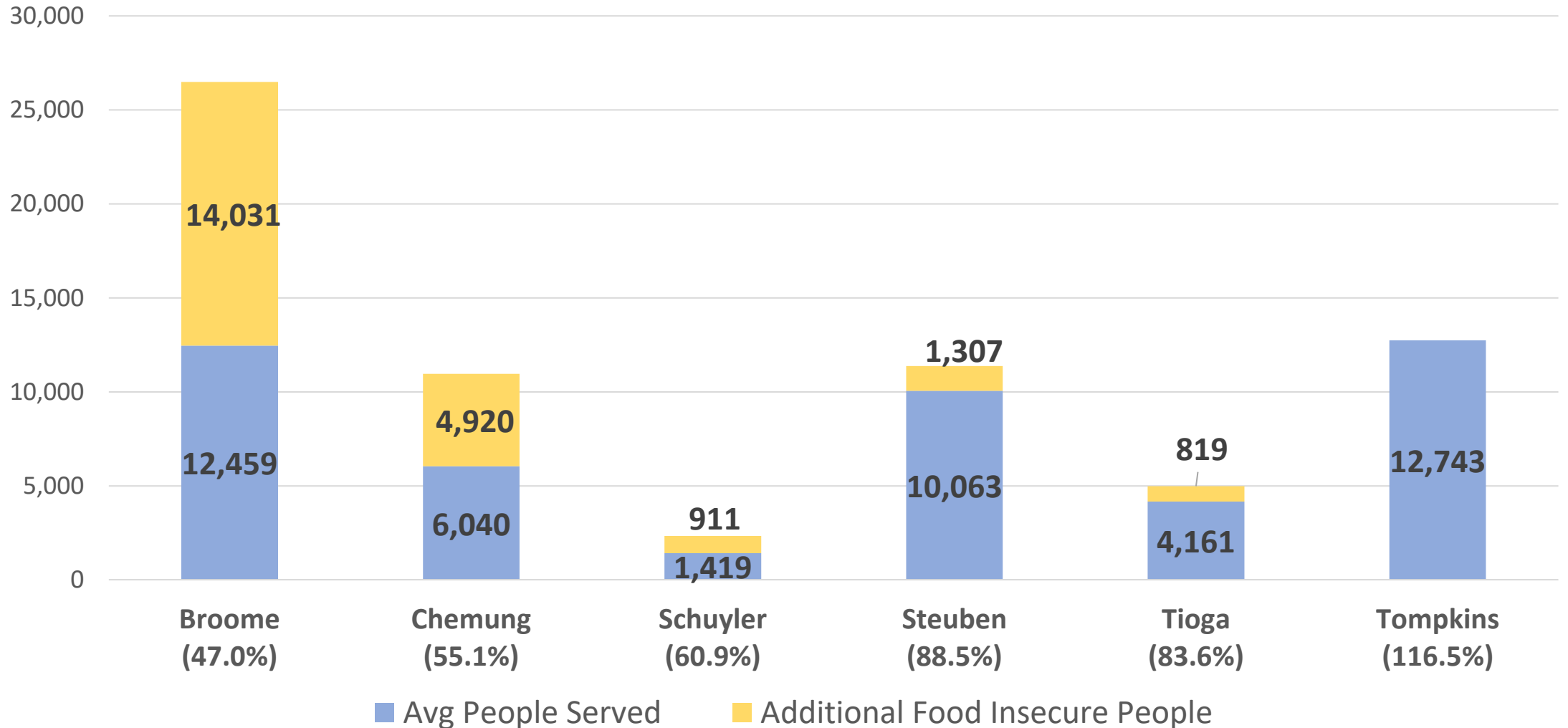
## Looking at Year-to-Date requests for food, we saw:

- 21% increase compared to 2021
- 14% increase compared to 2019 (pre-covid)



# Need Fulfillment

## October 2021-September 2022

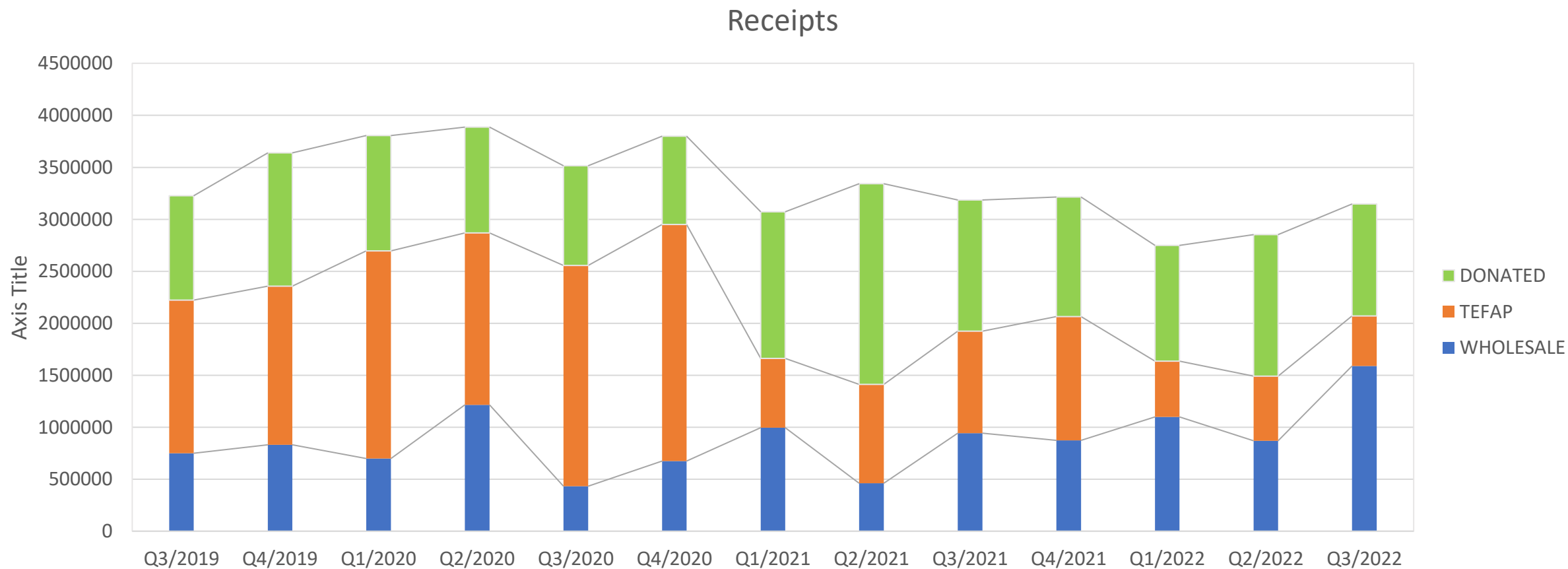


Additional Food Insecure People based on most recent (2020) Feeding America estimate

# DISTRIBUTION



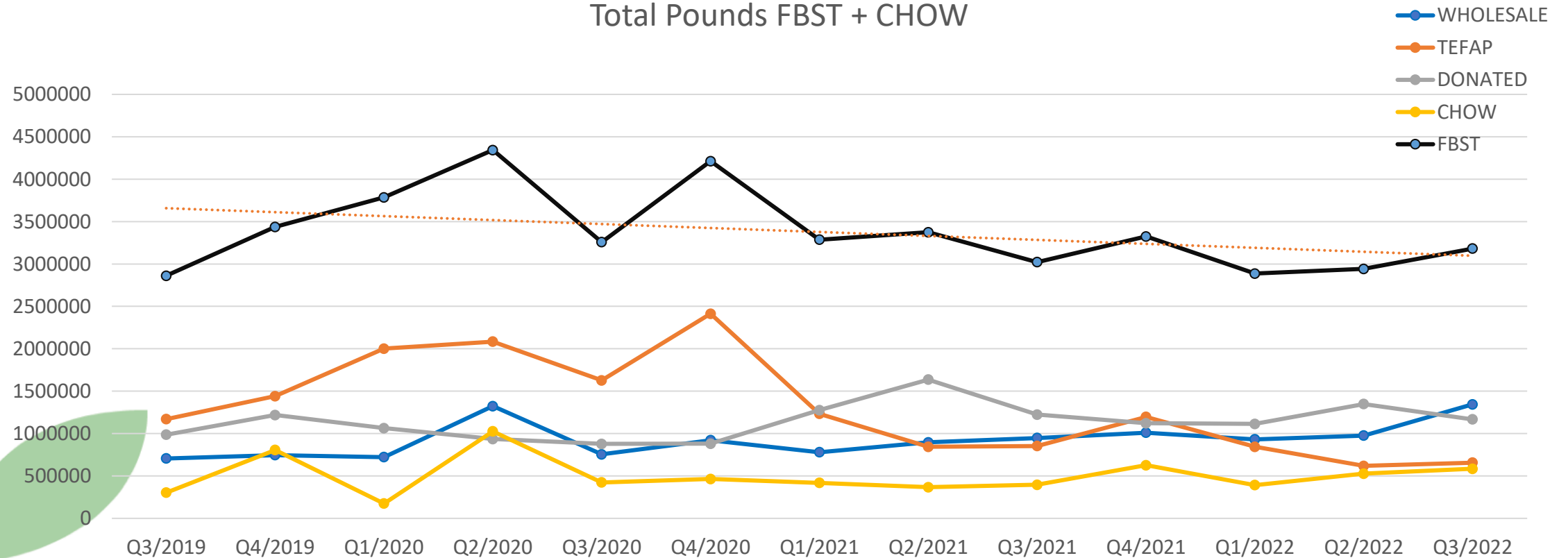
# Receipts by Category



-Increase in Wholesale related to LA/HPNAP prep  
 - Decrease again in TEFAP. Q4 Inbound Strong.

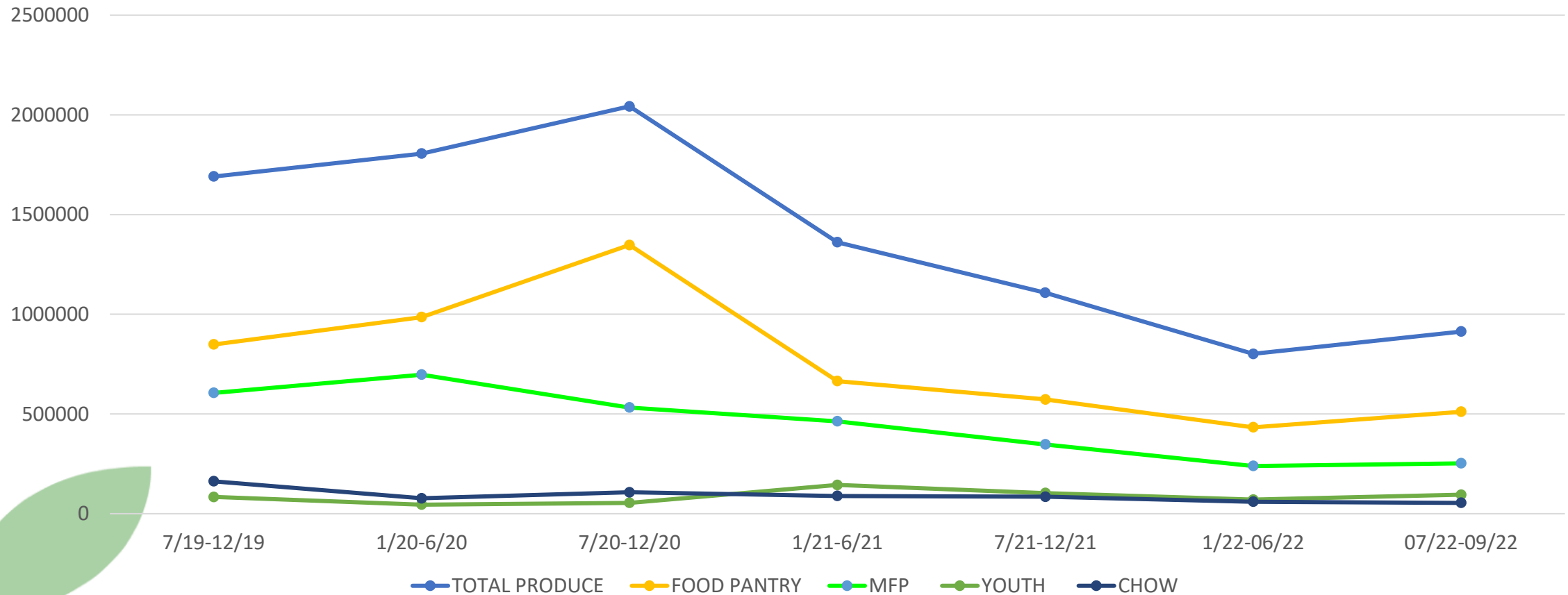
# Total Pounds Distributed

Total Pounds FBST + CHOW



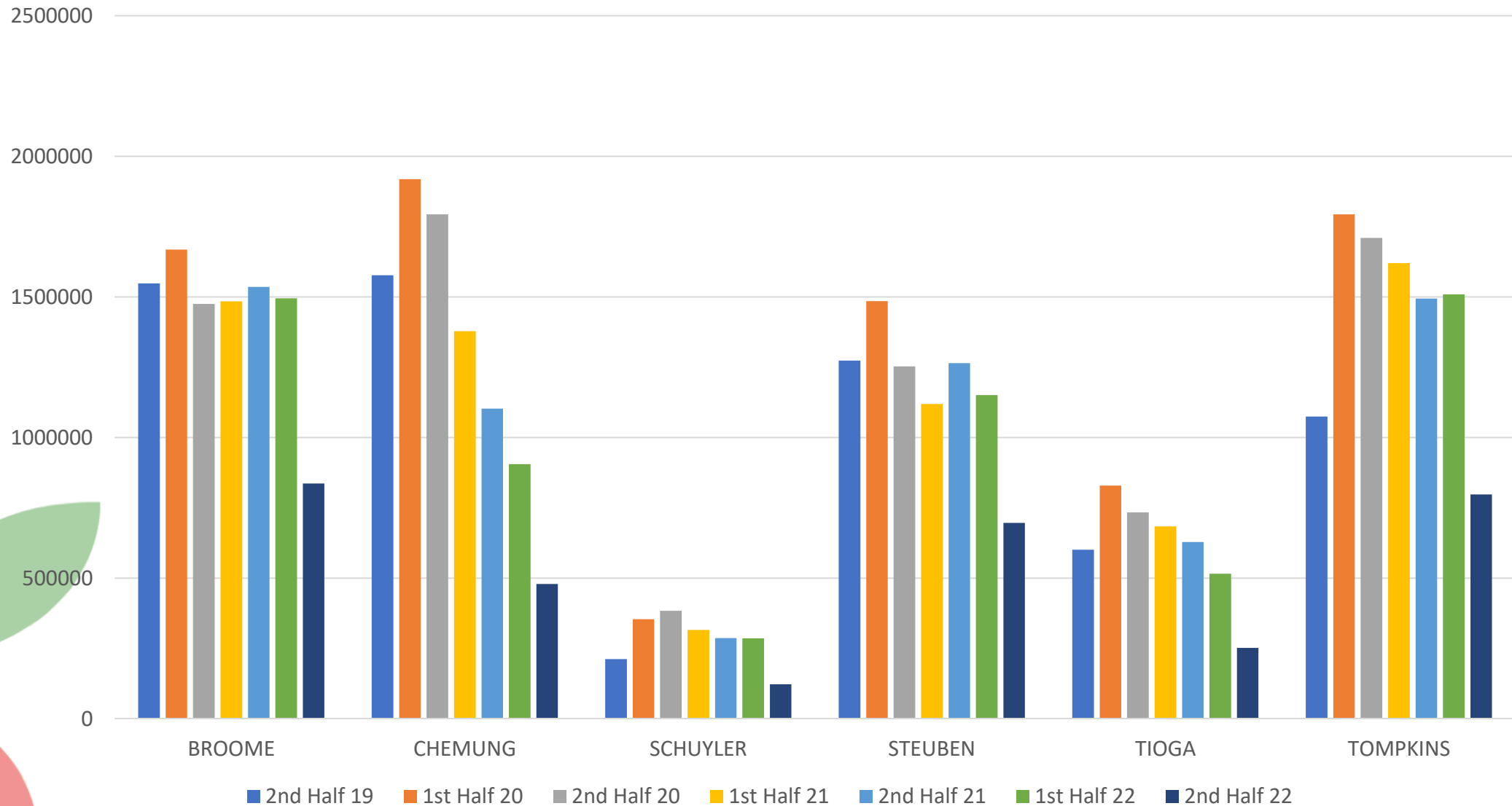
- 161% increase in Wholesale in September
- (86K) vs. prior year in total pounds – closed 700K deficit since July.

# Produce Distribution by Agency Type:



- 226,000 above prior year in produce receipting/distribution
- Very good year in Kids Farmers Market
- Utilizing Feeding America resources for quality and mix.

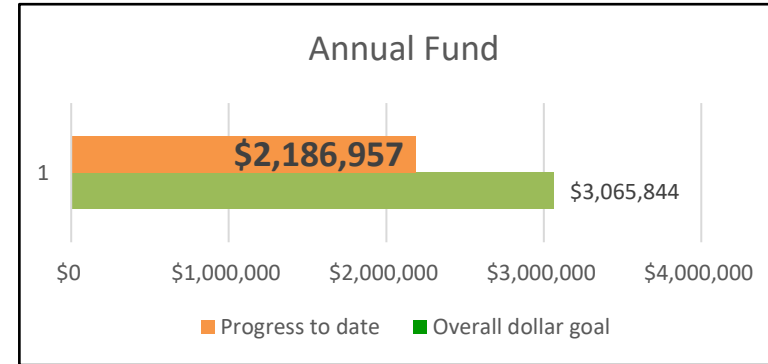
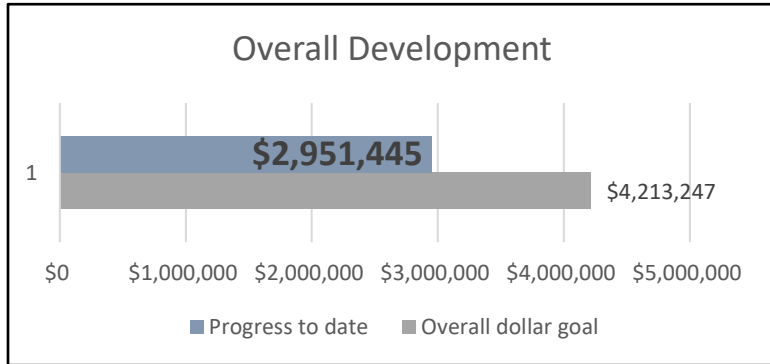
## YOY Distribution by County



# DEVELOPMENT & COMMUNITY ENGAGEMENT



# Dollars as of 10.1.2022



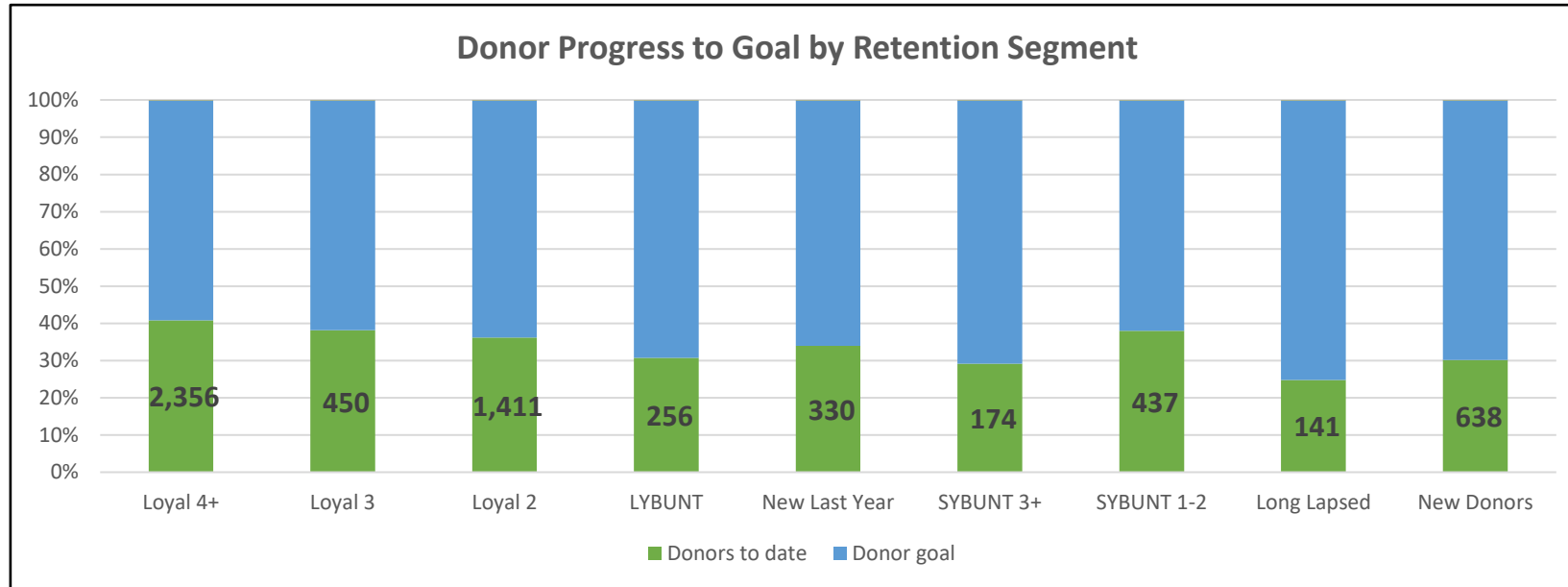
Planned Solicitations Progress			
	FY 22 Planned Asks	FY 22 Goal	New gifts and commitments to date
Katherine Strawser	21	\$196,000	\$0
Mary Jane Bray	111	\$609,200	\$283,511
Natasha Thompson	1	\$150,000	\$130,000

	Number of Actions with Donors
Natasha Thompson	23
Meghan Parsons	42
Mary Jane Bray	864
Katherine Strawser	293

Level	2022 Goals		2022 YTD 10.1.22		
	# Donors	Total Giving	# Donors	Average Gift	Total Giving
\$100,000+	1	\$100,000	1	\$219,652	\$219,652
\$75,000+	0	\$0	0	\$0	\$0
\$50,000+	2	\$104,167	3	\$54,133	\$162,400
\$25,000+	7	\$215,269	6	\$33,281	\$199,685
\$12,000+	9	\$146,007	6	\$15,734	\$94,405
\$5,000+	75	\$515,832	32	\$7,144	\$228,598
\$2,500+	90	\$275,891	56	\$3,158	\$176,832
\$1,000+	400	\$515,474	210	\$1,344	\$282,323
\$500+	525	\$281,195	358	\$657	\$235,107
\$250+	650	\$189,550	587	\$334	\$196,203
\$100+	3,600	\$432,675	1,925	\$143	\$274,650
50+	3,000	\$160,708	1,302	\$60	\$77,695
\$35+	850	\$31,659	331	\$39	\$12,767
\$25+	2,665	\$69,139	695	\$26	\$17,965
\$.01+	2,000	\$28,279	590	\$15	\$8,676
<b>Total</b>	<b>13,874</b>	<b>\$3,065,844</b>	<b>6,102</b>	<b>\$358</b>	<b>\$2,186,958</b>



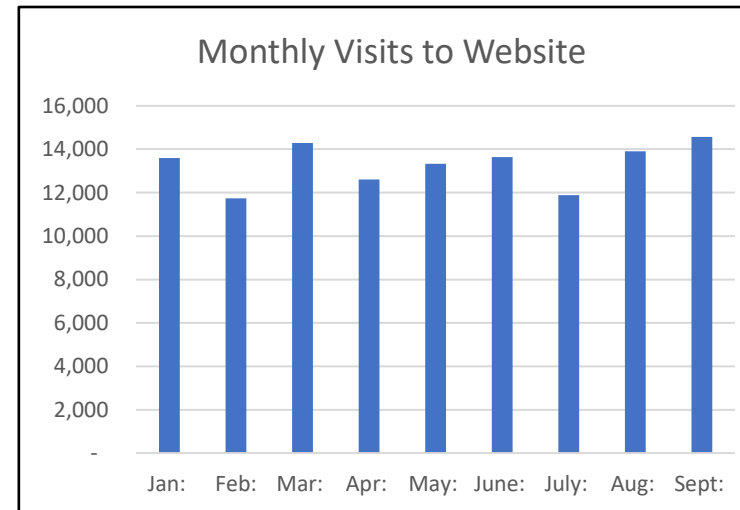
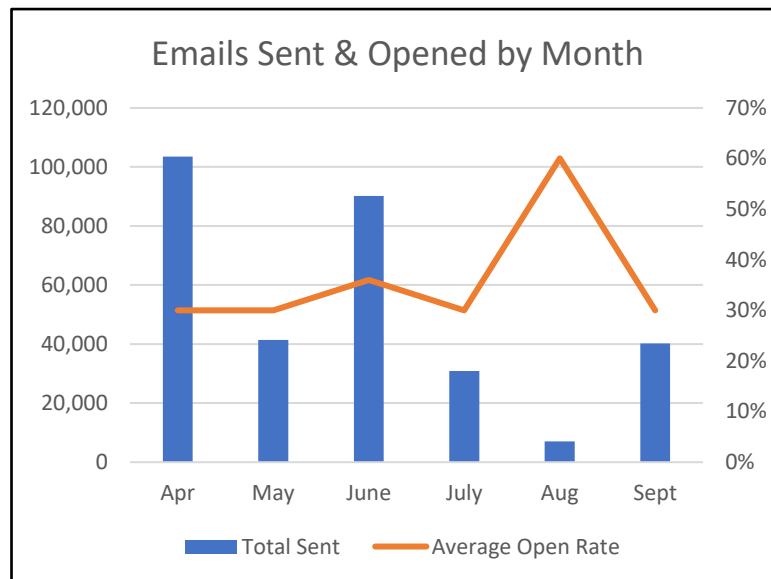
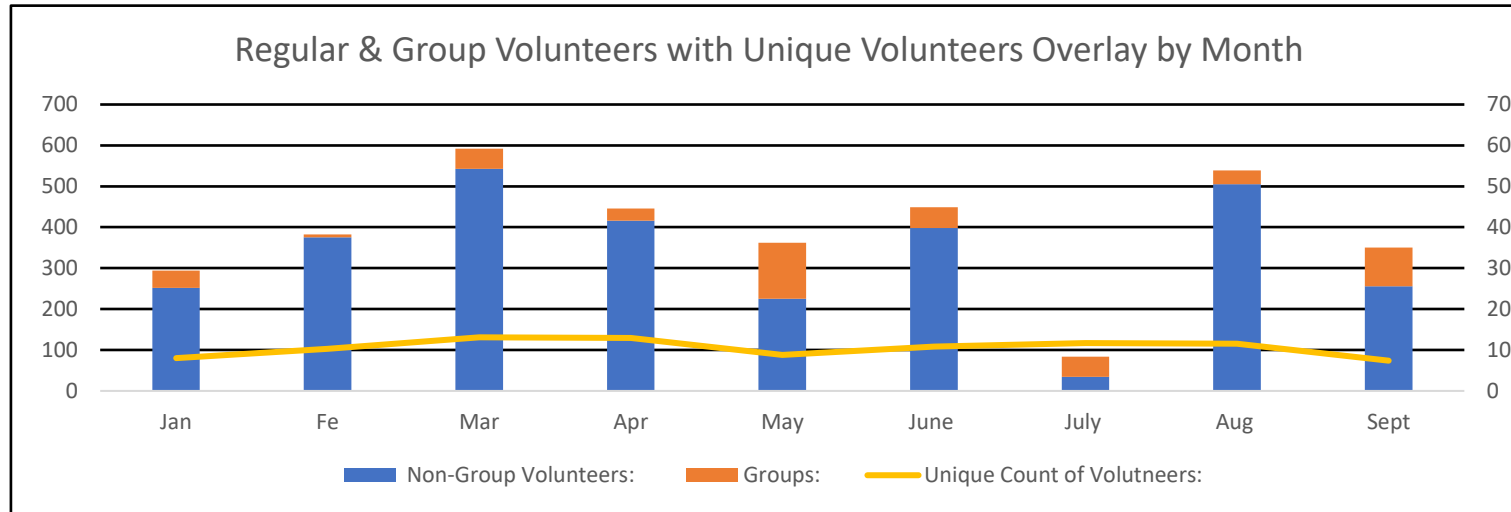
# Donors as of 10.1.2022



Board & Non-Board Committee Giving	Goal	YTD
Board Giving:	TBD	\$42,892
Board Participation:	100%	56%
Committee Member Giving:	TBD	\$41,725
Committee Member Participation:	TBD	25%

Volunteer Giving
# Volunteers: 1,121
\$ Given: \$56,972
# Given: 60
% Given: 5.4%

# Engagement as of 10.1.2022



**FOOD BANK OF THE SOUTHERN TIER**  
**Board of Directors**  
**2023 Meeting Schedule**

COMMITTEE	MEETING DATE	MEETING TIME	Comments/Questions
<b>General Board</b>  (3 <sup>rd</sup> Thursday)	February 16	4:00 p.m. – 6:00 p.m.	
	May 18	4:00 p.m. – 6:00 p.m.	
	June 15	4:00 p.m. – 6:00 p.m.	
	September 21	4:00 p.m. – 6:00 p.m.	
	November 16	4:00 p.m. – 6:00 p.m.	Do we keep November or got back to December?
<b>Executive Committee</b>  (2 <sup>nd</sup> Tuesday)	January 10	8:00 a.m. – 10:00 a.m.	
	February 14	8:00 a.m. – 10:00 a.m.	Same week as BOD
	March 14	8:00 a.m. – 10:00 a.m.	
	April 11	8:00 a.m. – 10:00 a.m.	
	May 9	8:00 a.m. – 10:00 a.m.	Same day as Finance
	June 13	8:00 a.m. – 10:00 a.m.	Same week as BOD
	July 11	8:00 a.m. – 10:00 a.m.	
	August 8	8:00 a.m. – 10:00 a.m.	
	September 12	8:00 a.m. – 10:00 a.m.	Same week as BOD
	October 10	8:00 a.m. – 10:00 a.m.	
	November 14	8:00 a.m. – 10:00 a.m.	Same week as BOD
December 12	8:00 a.m. – 10:00 a.m.		
<b>Finance Committee</b>  (2 <sup>nd</sup> Tuesday)	February 14	4:30 p.m. – 6:00 p.m.	
	May 9	4:00 p.m. – 6:00 p.m.	Same day as Exec
	August 8	4:30 p.m. – 6:00 p.m.	Move Sept Fin Com to August for Q2 adjustments & start of budget process?
	November 14	4:00 p.m. – 6:00 p.m.	Move to October or add October mtg for budget discussion?
	December 12	4:30 p.m. – 6:00 p.m.	If we add October meeting, can we eliminate December?
<b>Nominating &amp; Corporate Governance Committee</b>  (1 <sup>st</sup> Thursday)	February 2	8:30 a.m. – 9:30 a.m.	
	April 6	8:30 a.m. – 9:30 a.m.	
	June 1	8:30 a.m. – 9:30 a.m.	
	August 3	8:30 a.m. – 9:30 a.m.	
	October 5	8:30 a.m. – 9:30 a.m.	
	December 7	8:30 a.m. – 9:30 a.m.	
<b>Development Committee</b>	February 3	8:30a.m. – 10:00a.m.	
	May 5	8:30a.m. – 10:00a.m.	

Last updated: October 31, 2022

**Commented [JB1]:** Moved to Nov 17<sup>th</sup> in 2022, should it shift to Nov in 2023? 3<sup>rd</sup> Thur would be Nov 16. Ex Com is same week, Nov 14 & fin Com is 1<sup>st</sup> Tu Nov 7

**Commented [NT2R1]:** Yes, let's go with November instead of December

**Commented [JB3]:** This is same week as Board meeting. Does that matter?

**Commented [NT4]:** conflict with finance

**Commented [JB5]:** Same week as board, could do 1<sup>st</sup> Tu 6/6 if preferred

**Commented [NT6]:** conflict with finance

**Commented [JB7]:** If Board moves to 3<sup>rd</sup> Th in Nov, should this be week prior?

**Commented [NT8R7]:** Fin Com should actually move to the second Tuesday of each month

**Commented [JB9R7]:** [@Natasha Thompson](#) Changed Fin Com to 2<sup>nd</sup> Tu and moved Sep to Aug. Does Ex Com and Fin Com both meet on 2<sup>nd</sup> Tu where there's overlap or does Ex Com get rescheduled?

**Commented [NT10]:** Spoke to Erica and it might be better to move Sept Fin Com to August in 2023

**Commented [JB11R10]:** Done

**Commented [NT12]:** October?

**Commented [JB13]:** I followed the same pattern as 2022 – Feb & May are first Fri of month. Aug & Oct are last Fri.

**Commented [NT14R13]:** Dev Com meetings are really driven by John Bayne's schedule but it does seem like Fridays work well for him. I can ask his admin

**Commented [JB15R13]:** Sounds good.

**FOOD BANK OF THE SOUTHERN TIER**  
**Board of Directors**  
**2023 Meeting Schedule**

<i>COMMITTEE</i>	<i>MEETING DATE</i>	<i>MEETING TIME</i>	<i>Comments/Questions</i>
	August 25	8:30a.m. – 10:00a.m.	
	October 27	8:30a.m. – 10:00a.m.	
<b>Strategy Committee (Ad hoc)</b>	TBD		
<b>Facilities Committee (Ad hoc)</b>	TBD		