

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Wednesday, September 7, 2022

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/Poem/Positivity	Mary Pat Dolan		2
3. Approval of August 2, 2022 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. Sabbatical Presentation	Natasha Thompson/Meghan Parsons	Discuss	30
6. Facilities Committee Update	Mary Pat Dolan/Natasha Thompson	Discuss	30
7. September BOD Meeting Agenda & Prep <ul style="list-style-type: none">• In person?	Joe Thomas/Natasha Thompson	Approve	15
8. Other Business <ul style="list-style-type: none">• BOD & Committee Volunteer Day Update	Joe Thomas	Discuss	5
9. Executive Session			

Next Meeting:

Tuesday, October 11, 2022

8:00AM – 10:00AM

Opening Prayer/Poem/Positivity: Jessica Renner

RSVP to Lynn Dates lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, August 2, 2022 8 – 10 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
Meghan Parsons, Acting CEO	X	
<i>Staff</i>		
Lynn Dates	X	

1. **Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:00 am
2. **Opening Prayer/Poem/Positivity** – Joe Thomas led with an opening poem.
3. **Approval of the May 31, 2022, Minutes**

Steve Hoyt made a motion to approve the May minutes.
Jessica Renner seconded. None opposed. Minutes approved.
4. **Check-in** – All attendees provided updates on their personal & professional lives.
5. **Debrief BOD Strategy Session** – Meghan reflected upon the June BOD Strategy Session acknowledging that the preparatory work done by Community Impact and the Strategy Committee to help the BOD understand Community Empowerment and its alignment with FBSTs mission, was well-received. She added that Jamila Michener introduced a “new language” that the BOD can now embrace as Community Empowerment work plays out and integrates clients into FBSTs work. Joe noted that the need for food continues to increase and as SIF projects play-out we will need to “stay in our lane” while recording outcomes and helping people.
6. **Strategy Committee Update** – Meghan reported that the SIF Kitchen Cabinet is working to create a formal structure for SIF project reporting. Joe confirmed that this *is* high-level research and SIF Kitchen Cabinet should work to create their *own* measurable goals over the next year. Meghan shared that Randi Quackenbush and BOD member Erin Summerlee held a SIF Kitchen Cabinet meeting where each SIF project lead created a video to share their process, learnings, and learning opportunities. Additionally, Meghan shared that Mary Jane Bray created SIF project impact reports for BOD and donors.
7. **Facilities Committee Update** – Mary Pat Dolan provided a Facilities Committee update outlining the most recent work of the committee that will drive internal decisions, which included revisiting the HOLT report, revisiting various build options, and staffing levels. The Facilities Committee agreed that we have come to a point that an expansion needs to take place to accommodate staff at minimum and maximum levels, that there should be a conference space to fit everyone, and smaller huddle spaces for smaller groups. She outlined tasks as well as a timeline that will facilitate a September update to the BOD. The discussion raised the topic of conducting a feasibility study for a capital campaign. Mary Pat added that Dan Kazmark will put together a Rough order of Magnitude (ROM) for the August 19, Committee meeting that will be reviewed and presented as a second-level update to the BOD in September. Joe noted that we need this space because we are growing. The group discussed the following, regarding the work of the Facilities Committee: We will be asking for more from donors and will need to create a case for giving and justification for adding more staff; Asking for more money could pose the question, what have you done with money I have already given; Before any Capital Campaign we’ll have to account for money already given; We are working with West Wind Consulting to plan and support Facilities growth along with quiet conversations to determine feasibility; There are a number of food bank colleagues that have created capital campaigns and we will check in with them.

- 8. Catholic Charities Update** – Joe gave an update of the CCDR bankruptcy proceedings, noting that the process is slow-moving.
- 9. Acting CEO Report** – Meghan provided a staffing update giving a status report on who has been hired and which departments are still interviewing. She shared other activities as follows: Attended a retirement party for Jack Balinsky; Awarded a NOEP contract for Chemung and Schuylar counties; Drafting remote work/ flex work policy for DEI work; Conducting first “ism” presentation as part of DEI work; Bankruptcy foot note approved by full BOD; Determining feasibility for bequest of property with owner lifetime rights; SIF KC one-year reports & Major donor six-month impact reports complete. Meghan reviewed highlights from her work as acting CEO, and then reviewed the work of the following departments: Operations, Community Impact, Health and Nutrition and 2022 cumulative giving.
- 10. Other Business** – no other business
- 11. Executive Session** – no executive session

The meeting adjourned at 9:27 am

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

FOOD BANK OF THE SOUTHERN TIER
BOARD OF DIRECTORS
 Thursday, September 15, 2022
 4:00-6:00 PM
AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer/Poem/Positivity	Fred Van Sickle		3
3. Mission Moment	Mary Pat Dolan		
4. Approval of May 19 & June 9, 2022 Minutes	Joe Thomas	Approve	5
5. BOD Education: Kitchen Stork & Order Ahead	Matt Griffin/Caitlin Price	Discuss	30
6. CEO Sabbatical Presentation	Natasha Thompson	Update	20
7. Committee Updates (we could have general committee updates as part of a consent agenda to allow more time for Facilities & CCDOR)			
a. Executive Committee	Joe Thomas		5
b. Finance	Steve Hoyt/Erica Loomis	Approve	5
• Q2 Adjustments			
• 2023 Budget Projections & Trends			
c. Development	John Bayne/Meghan Parsons	Update	5
• Q2 Fundraising Report			
d. Nominating & Corporate Governance	Fred Van Sickle	Update	5
• BOD Recruitment Update			
e. Strategy Committee	Erin Summerlee	Update	5
f. Facilities Committee	Mary Pat Dolan	Update	15
8. CCDOR	Karen Dehais	Update	10
9. Executive Session	Joe Thomas	Discuss	5

Next Meeting:

Thursday, December 15, 2022

4:00-6:00 PM

Opening Prayer: Erin Summerlee

Mission Moment: Karen Dehais