

## EXECUTIVE COMMITTEE

Tuesday, February 6, 2024

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  | Mary Pat Dolan     |                  | 2           |
| 2. Opening Prayer/Poem/Positivity   | Joe Thomas         |                  | 2           |
| 3. Approval of Minutes <ul style="list-style-type: none"><li>• November 7, 2023</li></ul> | Mary Pat Dolan     | Approve          | 1           |
| 4. Check-in   | Mary Pat Dolan     | Discuss          | 10          |
| 5. FBST Updates   | Mark Bordeau       | Discuss          | 15          |
| 6. Capital Project Update/COO Updates   | Dave Patterson     | Discuss          | 15          |
| 7. February BOD Meeting Agenda  | Mark Bordeau       | Review & Approve | 15          |
| 8. Other Business   | Mary Pat Dolan     | Discuss          | 10          |
| 9. CCDOR Update   | Karen Dehais       | Discuss          | 10          |

### Next Meeting:

Tuesday, March 5, 2024

8:00 am – 10:00 am

Opening Prayer/Poem/Positivity: Kathy Rasmussen

RSVP to Kate Paterson at [kate.paterson@foodbankst.org](mailto:kate.paterson@foodbankst.org)

**Executive Committee Meeting**  
 Tuesday, November 7, 2023  
 8:00 am–10:00 am (via Zoom)



| <b>Board Member</b>      | <b>In Attendance</b> | <b>Unable to Attend</b> |
|--------------------------|----------------------|-------------------------|
| Mary Pat Dolan (Chair)   | <b>X</b>             |                         |
| Steve Hoyt (Vice Chair)  |                      | <b>X</b>                |
| Shannon Matteson         | <b>X</b>             |                         |
| Joe Thomas               | <b>X</b>             |                         |
| Erin Summerlee           | <b>X</b>             |                         |
| John Bayne               |                      | <b>X</b>                |
|                          |                      |                         |
| <i><b>Ex-Officio</b></i> |                      |                         |
| Mark Bordeau             | <b>X</b>             |                         |
| Karen Dehais             | <b>X</b>             |                         |
|                          |                      |                         |
| <i><b>Staff</b></i>      |                      |                         |
| Kate Paterson            | <b>X</b>             |                         |
|                          |                      |                         |
| <i><b>Guest</b></i>      |                      |                         |
| Kathy Rasmussen          | <b>9:02 am</b>       |                         |

- 1. Call to order 8:06 am.** There were no conflicts of interest.
- 2. Opening Prayer/Poem/Positivity:** Shannon Matteson offered a poem.
- 3. Approval of October 3, 2023 Minutes**

*Shannon Matteson made a motion to approve the October 2023 minutes. Joe Thomas seconded. None opposed. Minutes approved.*

**4. November BOD Meeting Agenda**

The draft November full board meeting agenda was reviewed and approved.

**5. Q3 Updates**

Mark Bordeau reviewed the Q3 dashboards. The need is expanding every quarter. Work is being done with CHOW to improve reporting. Requests are growing by record amounts each month. Some pantries have already used their allotments. The largest meal gap is still in Broome County but that data is 2 years old.

**6. CEO Report**

An overview of the 2024 Budget was presented. SLT has worked hard on the budget. The original budget had close to a \$400K deficit. After meeting with Shannon Matteson, the deficit was reduced to \$250K. One new position in the budget was taken out and now must secure funding first. The turkey and ham budgets were halved. The budget deficit is now at \$100K. Will also request a \$700K emergency food fund. This fund would be used if the State budget and/or appropriations are late. We will set up trigger points so they will not need to go to the Board to request funds. Capital and SIF budgets will remain below the line. The total budget amount is \$20.7M.

Mark presented the proposed BOD slate of officers of Kathy Rasmussen as President, Fred Van Sickle as Vice President, Shannon Matteson as Treasurer, and Erin Summerlee as Secretary. Alison Wolfe would be the FBST representative on the Diocese Board. Two new Board members, Amanda Smith-Socarlis and Krista Niles-Updyke, will be up for approval. We would like to recruit more board members. Mark met with three people in Broome County, but all were too busy to come on the Board at this time. Alison has filled out the necessary paperwork at CCDOR and the process is moving along.

Mark reported on the success of Leader of the Pack and the meet and greets that he has participated in.

The Food Bank has hired JER Consulting to conduct a Compensation Study of the Food Bank. The Senior Leadership Team is meeting with them tomorrow to talk about expectations for the study. They will review how we evaluate/create jobs, evaluate all jobs, review market pricing throughout the region, and finally recommend salary ranges. A report is expected to be completed around mid-February.

Mark recommended an end-of-year bonus of \$750 for staff members who have been with the Food Bank for a full year, \$500 for a half-year, and \$250 for all others. Mark also recommends that SLT members get a one-time \$1000 stipend for all the work they did during the CEO transition. The Food Bank has the funds to do it. The normal bonus is in the annual budget. This would be a one-time stipend. Mark can email the bonus total to Shannon. Everyone agrees it was reasonable.

Finance Office has had a void since Tim Currie left. Mark proposes elevating the open Business Manager position to have that person report directly to Mark. Mark recommended the job title of Controller. Last week, Mark, Karen and the CCDOR CFO met to discuss this potential change. This new position will get the Food Bank ready for when fundraising levels off by doing more forecasting to manage resources.

Committee membership was discussed. Is there a process for picking committee members in our By-laws? Mary Pat, Mark and Kate will meet to discuss this. The 2024 committee and board meeting schedule was discussed. Kathy Rasmussen will be consulted.

**7. CCDOR Update**

Karen Dehais gave an update on the Strategic Alignment work. Work continues with agencies and the CCDOR Board. Mission Impact areas are Meeting Basic Needs, Promoting Health and Wellness, Advancing Economic Opportunities, and Advocating for Justice. Operational Impacts areas were listed. Gratitude was expressed to all who answered the Board survey. CCDOR is still looking to hire an HR position. There are no developments regarding the settlement.

The meeting was adjourned at 9:09 am. Next meeting TBD.

| Action Items  | Responsible        | Due Date |
|---|--------------------|----------|
| Bonus amounts sent to Shannon Matteson  | Mark               | Asap     |
| Send job description and draft org chart of proposed Finance position to Exec Committee | Mark/Kate          | Asap     |
| Review Committee member nomination process  | Mary Pat/Mark/Kate | Asap     |

*Minutes respectfully submitted,  
Kate Paterson, Executive Assistant to the President/CEO*