

**FOOD BANK OF THE SOUTHERN TIER
AD HOC FACILITIES COMMITTEE MEETING
January 27, 2023
11:00-12:30 PM**

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1) Welcome	Mary Pat Dolan		2
2) Approve October 7, 2022 Minutes	Mary Pat Dolan	Approve	2
3) Review Facilities Project Spreadsheet & Progress <ul style="list-style-type: none">• Project timeline• Budgeting considerations• Starters & Stoppers	Dave Patterson	Discuss	40
4) Furniture Project Update	Natasha Thompson	Discuss	15
5) Communication to BOD	Mary Pat Dolan	Discuss	10
6) Other Business <ul style="list-style-type: none">• Next meeting date/meeting frequency	Mary Pat Dolan		5

Next Meeting

???

RSVP to Kate Paterson at kate.paterson@foodbankst.org

Food Bank of the Southern Tier

Facilities Committee Meeting

October 7, 2022

11:00-12:30 PM

Member Name	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark		X
Brian Kenney		X
Kimberly O'Connor		
Joe Thomas	X	
Travis Virgadamo	X	
<i>Ex-Officio</i>		
Natasha Thompson	X	
<i>Staff</i>		
Dave Patterson	X	
Erica Loomis	X	
Jennifer Bertron	X	

1. **Welcome** – Mary Pat Dolan called the meeting to order at 11:03 am.

2. **Approval of August 19, 2022, Meeting Minutes**

Mary Pat Dolan made a motion to approve the August minutes.

Joe Thomas seconded. All were in favor. None opposed.

3. **BOD Reaction & Next Steps**

Mary Pat shared that there was a lack of enthusiasm for going forward with a facilities project of this scale at this time. Raising this amount of money for a building is difficult and would require a benefactor or a very compelling case for how it would be critical to mission / staff's ability to carry out the mission.

Board members will take a tour of the building at the next Board Meeting (November or December). Questions to pose: Do you feel 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.

Before going back to Holt or another design firm, have a budget and priorities. Consider reaching out to local office furniture businesses to see what donations or discounted products are available.

4. **SLT Updates**

Natasha shared that there is concern that \$4 million feels like too much for what we need. Majority of new hires are interested in hybrid work option and - to remain competitive - need to offer that. Also learning that the best way to integrate organizational culture is working together off site in the community, not necessarily in the building. Currently have examples of renting space from agencies in Schuylers and Broome Counties for positions that are specific to those counties. This is successfully giving us a presence in those counties without needing to own or rent a building.

Interested in looking at how to leverage existing warehouse office space and repack area. Possibilities reconfiguring or replacing furniture to make spaces more workable – less need for big desks, returns and cabinets for people who are hybrid. Also acknowledge that expansion may be needed eventually. There is concern about doing anything next year given uncertainty around economy and diocese bankruptcy.

Want to keep in mind that staff will be different in 5 years and a different generation in the next 10. Need to plan for the future and not be building for the past. Also acknowledge that some employees won't be able to work remotely due to space and internet issues and waiting to see if remote work is here to stay.

5. **Design Charrette: Pros & Cons**

Natasha shared that a fundraising consultant suggested working with finance to get a target number and hosting a design charrette with partners – staff, agency partners, volunteers, donors - to talk through vision for space and get feedback. This does assume the possibilities of conference room expansion, demo kitchen & onsite food pantry.

Experts in group shared that the pros of this approach include: getting feedback and ideas that haven't come up & offers ownership in the process. Cons include: making sure there aren't more people than needed and realizing that people can feel like their ideas were ignored if they are not used. A design profession with strong workplace strategy needs to facilitate to keep things focused and ensure participants understand what things are off the table or out of scope (ex-moving bathrooms). Using charrettes incrementally can help identify what priorities different groups have.

6. **Other Business**

Mary Pat discussed putting this committee on hiatus while the Food Bank does more work. Board may be onsite November 17th 4:30-6:30 to take a tour before the Board Meeting. Ad hoc committee representatives are willing to be available to answer questions that arise from that – possibly in person or by zoom.

7. **Next Steps –**

- **Kimberly will share local office furniture contacts and firms with a strong workplace strategy**
- **Mary Pat will update Dan Kazmark**
- **Natasha will confirm Board meeting plan for 11/17 and role of ad hoc committee members**

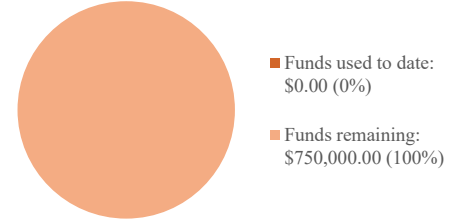
8. **Wrap-up/Adjourn – 11:45**

Minutes respectfully submitted by
Jennifer Bertron, Community Impact Manager



FINANCIAL STATUS

Budgeted Amount	\$750,000
Total allotted funds	\$750,000
Funds used to date	\$0
Funds remaining	\$750,000



Item	Lead on Project	Original Budget Amt.	Spent to date
Furniture	Erica	\$0.00	\$0.00
HVAC	Dave	\$0.00	\$0.00
Lighting	Dave	\$53,350.00	\$0.00
Flooring	Erica	\$0.00	\$0.00
Technology	Erica	\$0.00	\$0.00
Surfaces	Dave	\$0.00	\$0.00
Miscellaneous	Natasha/Dave/Erica	\$0.00	\$0.00

Targeted Completion Date

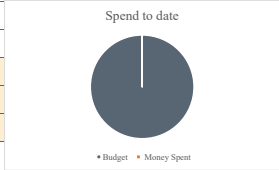
Dec-23

Potential replacement of all furniture in building to maximize space and utilization to include technology.

PROJECT INFORMATION

Project name	Furniture
Project Lead	Erica Loomis
Project description/Notes/Expenses	Erica/ Natasha have been working with Sedgwick on furniture from existing building.
Contractor/Vendor	Sedgwick
Insurance if applicable	
Contact name	
Website	
Phone	
Address	

Total allotted funds	\$100,000
Funds used to date	\$0
Funds remaining	\$100,000



Notes.

LIST OF EXPENSES



Furniture	FUNDS USED TO DATE	FUNDS REMAINING
\$100,000.00	\$0.00	\$100,000.00

Priority

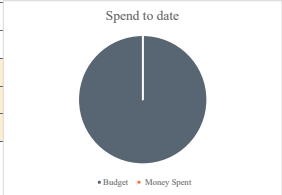
Item	Targeted Completion Date	
Desks		\$0.00
Cabinets		\$0.00
Hoteling		\$0.00
Seating		\$0.00
Chairs		\$0.00
Desk Lighting		\$0.00
Installation and Power		\$0.00
Phone/Internet installation		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total		\$0.00



PROJECT INFORMATION **SCOPE/NEED HERE**

Project name	Surfaces - general construction, paint, soundproofing	
Project Lead	Dave	David.Patterson@foodbankst.org
Project description/Notes/Expenses		
Contractor/Vendor		
Insurance if applicable		
Contact name		
Website		
Phone		
Address		

Total allotted funds	\$100,000
Funds used to date	\$0
Funds remaining	\$100,000



Notes:

LIST OF EXPENSES

Surfaces	FUNDS USED TO DATE	FUNDS REMAINING
\$100,000.00	\$0.00	\$100,000.00

Priority	Item	Targeted Completion Date	0
	Baffling		\$0.00
	Paint		\$0.00
	Trim		\$0.00
	Dirt Walls?		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total			\$0.00