## 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)	<ul> <li>Review Facilities Project Spreadsheet &amp; Progress</li> <li>Project timeline</li> <li>Budgeting considerations</li> <li>Starters &amp; Stoppers</li> </ul>	Dave Patterson	Discuss	40
4)	Furniture Project Update	Natasha Thompson	Discuss	15
5)	Communication to BOD	Mary Pat Dolan	Discuss	10
6)	Other Business • 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	<b>Unable to Attend</b>
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark		X
Brian Kenney		X
Kimberly O'Connor		
Joe Thomas	X	
Travis Virgadamo	X	
Ex-Officio		
Natasha Thompson	X	
Staff		
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 Schuyler 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 17<sup>th</sup> 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



## **Facilities Project**



## **FINANCIAL STATUS**

Budgeted Amount	\$750,000	
Total allotted funds	\$750,000	■ Funds used to date: \$0.00 (0%)
Funds used to date	\$0	Funds remaining:
Funds remaining	\$750,000	\$750,000.00 (100%)

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

food bank of the Southern The	Facilities Project	
PROJECT INFORMATION		Potential replacement of all furniture in building to maximize space and utilization to include technology.
Project name	Furniture	
Project Lead	Erica Loomis	
Project description/Notes/Expenses	Erica/ Natasha have been wor	king with Segdwick on furniture from existing building.
Contractor/Vendor	Sedgwick	
nsurance if applicable		
Contact name		
Website		
Phone		
Address		
		Spend to date
Total allotted funds	\$100,000	

\$100,000

Funds used to date
Funds remaining

# LIST OF EXPENSES

	Furniture \$100,000.00	FUNDS USED TO DATE \$0.00	FUNDS REMAINING \$100,000.00			
rity	Item	Targeted Completion Date	0			
	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			



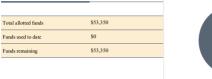
PROJECT INFORMATION		Improve air flow in west wing/ reduce humidity
Project name	HVAC	
Project Lead	Dave	David.Patterson@foodbankst.org
Project description/Notes/I	Expenses	
Contractor/Vendor		
Insurance if applicable		
Contact name		
Website		
Phone		
Address		
		Spend to date
Total allotted funds	\$0	
Funds used to date	\$0	
Funds remaining	\$0	Budget    Money Spent

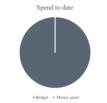
Notes

LIST	OF EXPENSES		
HVAC \$0.00	FUNDS USED TO DATE \$0.00	FUNDS RE \$0.00	MAINING
Item	Targeted Completion Date	0	
			\$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
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total			\$0.00



PROJECT INFORMATION		Replace existing lighting utilizing LED. Includes Warehouse spaces as well.
Project name	Lighting Upgrades	
Project Lead	Dave	David.Patterson@foodbankst.org
Project description/Notes/Expenses		
Contractor/Vendor	Lauper Electric	
Insurance if applicable		
Contact name	Kevin Lauper	
Website		
Phone	607.731.6781	
Address	155 Drive A, Elmira NY 149	05
		Count to date





# FROM: Lauper Electric, LLC – Attr. Kevin Lauper 155 Drive A Elmira BY 14905 697-731-6781 PROPOSAL SUBMITTED TO: Name: The Food Bank of the Southern Tier

Project LED lighting upgrade

Food Bank to purchase lighting directly from Booth Electric supply in Elmira Quoted price \$31,500 tax exempt

Labor cost \$17,000

Budget 10% extra material cost for fixture count error, no labor added

Use of The Food Bank scissor lift

Storage of materials at your facility during the project

3-4 week lead time on materials once ordered

Total cost \$48,500

NYSEG rebate approximately \$20,000

# LIST OF EXPENSES

 Lighting
 FUNDS USED TO DATE
 FUNDS REMAINING

 \$52,000.00
 \$0.00
 \$52,000.00

Targeted Completion Date  0
\$31,500.00
\$17,000.00
\$4,850.00
\$0.00
-\$20,000.00
\$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
\$0.00
\$33,350.00

Notes



PROJECT INFORMATION		SCOPE/NEED HERE
Project name	Flooring	
Project Lead	Erica	Erica.Loomis@foodbankst.org
Project description/Notes/Exp	penses	
Contractor/Vendor	Interface	
Insurance if applicable		
Contact name		
Website		
Phone		
Address		
		Spend to date
Total allotted funds	\$0	
Funds used to date	\$0	
Funds remaining	\$0	* Budget total * Money Spent

NT . . . .

LIST	OF EXPENSES		
Flooring \$0.00	FUNDS USED TO DATE \$0.00	FUNDS REI \$0.00	MAINING
Item	Targeted Completion Date	0	
Flooring			\$0.00
Take out flooring			\$0.00
Strip flooring glue			\$0.00
Sand floor			\$0.00
Prep floor			\$0.00
Floor installation			\$0.00
Floor caulking			\$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

# Facilities Project

PROJECT INFORMATION		SCOPE/NEED HERE	
Project name	Technology		
Project Lead	Erica	Erica.Loomis@foodbankst.org	
Project description/Notes/Expenses			
Contractor/Vendor			
Insurance if applicable			
Contact name			
Website			
Phone			
Address			
		Spend to date	
Total allotted funds	\$0		
Funds used to date	\$0		
Funds remaining	\$0		
		Budget total     Money Spent	



#### ESTIMATE

# Relocating Voice and Security Equipment Food Bank of the Southern Tier 388 Upper Oakwood Ave, Elmira, NY 14903 Contact: Erica Loomis

Estimate to remove the existing Nimbus, ATA, monitoring equipment for gas machines, sound machine and security equipment from the server room and install it on the 2<sup>nd</sup> floor mezzanine on the other side of the wall.

Misc. – Cable and splice cans

Estimated Total.... \$2,150.00 plus tax, if applicable

Actual price based on time and material used.

Estimated price valid for thirty (30) days from proposal date.

Labor warranted for one (1) year.

Signed acceptance and 50% down payment must be received by CPE for work to commence. Remaining balance due upon completion. Ordered items are subject to a restock fee.

commence. Retinations:

restock fee.

Date: \_\_\_\_\_\_ Acceptance: \_\_\_\_\_\_

Tide: \_\_\_\_\_\_ Job Total \$\_\_\_\_\_ Plus Tax, if Applicable

Thank you for calling CPE InterLink. Should you have any questions or need further information, please do not hesitate to contact our office.

357 East Fifth St, Elmira NY 14901-2233 T 607.734.7988 F 607.737.0994

	LIST	OF EXPENSES		
	Technology \$0.00	FUNDS USED TO DATE \$0.00	FUNDS REMAINING \$0.00	
ty	Item	Targeted Completion Date	0	
	Smart Boards		\$0.00	
	CPE server relocation	3/31/2023	\$2,150.00	
			\$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	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			#0.00	



PROJECT INFORMATION	DJECT 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			
		Spend to date	
Total allotted funds	\$100,000		

\$100,000

Notes:

Funds used to date
Funds remaining

# LIST OF EXPENSES

 Surfaces
 FUNDS USED TO DATE
 FUNDS REMAINING

 \$100,000.00
 \$0.00
 \$100,000.00

Item	Targeted Completion Date  0
Baffling	\$0.0
Paint	\$0.0
Trim	\$0.0
Dirtt Walls?	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
	\$0.0
Total	\$0.0