

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, January 10, 2023

8:00 AM – 9:00 AM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer/Poem/Positivity	Joe Thomas		2
3. Approval of December 7, 2022, Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. Welcome Kate Paterson, Executive Assistant	Joe Thomas	Discuss	5
6. CEO 2022 Performance Report	Natasha Thompson	Review	20
7. Advocacy & Community Engagement Updates <ul style="list-style-type: none">• 2023 Public Policy Priorities• MLK Jr Day of Service	Natasha Thompson	Discuss	10
8. CCDOR Update	Natasha Thompson	Discuss	10
9. Other Business	Joe Thomas	Discuss	5

Next Meeting:

Tuesday, February 7, 2023

8:00AM – 10:00AM

Opening Prayer/Poem/Positivity: Steve Hoyt

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

Food Bank of the Southern Tier

Executive Committee Meeting

Wednesday, December 7, 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	
Dave Patterson	X	

1. **Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:01 am
2. **Opening Prayer/Poem/Positivity** – Natasha Thompson led with an opening poem.
3. **Approval of November 8, 2022 Minutes** -
*Steve Hoyt made a motion to approve the November minutes.
Joe Thomas seconded. None opposed. Minutes approved.*
4. **Check-in** – All attendees provided updates on their personal & professional lives.
5. **Debrief BOD / Staff Mixer & Nov BOD Mtg** – Staff / BOD mixer went well and should be an annual event. A lot was accomplished at the November meeting – facilities resolution, approved the 2023 budget
6. **Facilities Project Next Steps** – Board approved moving forward with Phase 1 of the updated Facilities Project with a budget not to exceed \$750,000. Goal is to maximize existing space for hybrid work. Mary Pat updated the Facilities Committee and they will reconvene in early January.

Dave shared project budgets that are being developed for furniture, HVAC, lighting, flooring, technology, and surfaces. A team lead will be assigned to each area. Line items will be given priority ratings and document will track spending to date. Dave is also incorporating a miscellaneous category for things like debris removal and unanticipated costs based on a suggestion from Peter Dugo (~10% of budget). Goal to get everything completed by December 2023. Lighting estimate is complete, furniture estimate is in process with Sedgwick and HVAC is also in process. Will get more input from Facilities Committee in January and the Food Bank Leadership Team will be included in next steps.

Discussed the importance of having each item ranked by priority to guide the work as estimates start coming in.

7. **Review & Approve 2023 BOD Meeting Schedule** – Discussed Board and Executive Committee meeting dates that have conflicts:
 - December Board Meeting: Natasha shared that moving the Board meeting (and BOD / Staff Mixer) to the week before Thanksgiving was a challenge. Group agreed on November 30. This is the same day as N&CG Committee meeting and Natasha will touch base with the Chair to reschedule.
 - January Executive Committee: Now that the standing meeting is the first Tuesday, this meeting will be on the first day back from break and may be the first day for Natasha's new Executive Assistant. Group agreed on January 10.
 - March Executive Committee: Steve has a conflict and is down for the opening prayer. Natasha will switch the opening prayer designation.
 - July Executive Committee: This falls on July 4 which is a holiday and Natasha will be on vacation the following week. Group agreed on July 5.

8. 2023 CEO Evaluation Process & Timeline – Joe shared that in 2022 there was 100% Board participation. Timeline:

- January 13: Natasha provides a CEO Performance report
- January 17: Executive Assistant will distribute survey link
- January 27: Executive Assistant will close survey link
- January 31: Executive Assistant will send survey results to Joe
- February 7: Discuss at Executive Committee meeting
- February 16: Discuss at BOD meeting

9. Other Business – Discussed in Executive Session

Meeting went into Executive Session at 8:38 am

10. Action Item Summary

- Natasha finalize Development Committee dates
- Natasha finalize new November date for N&CG
- Natasha switch March Ex Com opening prayer duty since Steve will be away
- Update 2023 Schedule with changes
- Once 2023 Meeting Schedule is finalized, send calendar invites & email schedule

Minutes respectfully submitted by,
Jennifer Bertron, Community Impact Manager