

Food Bank of the Southern Tier

Facilities Committee Meeting

July 22, 2022 8:30 am

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

1. **Welcome** – Mary Pat Dolan called the meeting to order at 10 am, welcomed the Committee Members, and reviewed the agenda, additionally noting that the goals for today are to gain as much information as we can to identify scope of need by reviewing the Holt report and the report provided by Kimberly.
2. **Check-in** - All attendees provided updates on their personal & professional lives.
3. **Review Holt Proposal** – Dave reviewed the following: Challenges for the existing facility; the project vision; SLT meeting over the past couple of months; Proposal concerns; Leas/buy versus build; Workspace adjacencies; Decisions about what “not” to do; SLT work. Erica added that the expectation for growth is likely.
4. **Review Mock Sketches** – Kimberly reviewed her latest mock-up sketches that she described as a conservative approach with existing space. Mary Pat agreed that we do not want to leave anyone behind in a less than adequate plan.
5. **Staff Projections – Current +** - Dave reviewed number of staff in the building during average times (29), high-points (37), and low-points (15), in any given week. Dave pointed out the number of Offices required (11) and dedicated workstations (10). (Please note, that at this point of the meeting, the group lost sound and internet connection.) Kimberly added that hoteling offices can be used to accommodate future growth and that a 5-year projection might total 65 staff (warehouse - 15) & hybrid - 50). Joe noted the uncertainty with growing to 65 unless there was income to do this, and more people served.
6. **Furniture Availability and Costs** – Mary Pat asked if we should develop an RFP now or wait. Dan noted that this should be done sooner than later because of future uncertainty and that even if the RFP goes out now, we do not have to commit to anything until we are ready. Peter and Kimberly agreed, noting that prices are not expected to get better. Mary Pat noted options and the need for specifics with regards to outcomes.
7. **Collaborative** – Next Steps for Sept BOD – Dave noted that the majority of the growth will be in Development, adding that positions and rationale will be presented to the BOD in September. Meghan added that the creation of a capital campaign would have to run parallel with the Development Committee, and a feasibility study. Mary Pat reflected on the collateral used for the last capital campaign. Dave noted that the next meeting of this group will be August 19, 11am – 12 noon. Joe noted that we have to tell a story about where we are with SIF projects before we ask for additional money. Peter noted that there are ways to accommodate growth without over building and added that demolition and transition costs should be factored in as well. Meghan asked if this committee was thinking about back of the house and public facing spaces. She also noted that we would include the following to review prior to the next BOD meeting: today’s Power Point slides, information from Dan regarding demo to build option, personnel growth,

