



EXECUTIVE COMMITTEE MEETING

Tuesday, June 6, 2023

8:00 am – 9:30 am

via Zoom

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	Karen Dehais		2
3. Approval of May 2, 2023 Minutes	Mary Pat Dolan	Approve	1
4. Check-in and Welcome John Bayne	Mary Pat Dolan	Discuss	10
5. Executive Administrator Update <ul style="list-style-type: none">• BOD June Meeting Agenda	Andy Fagan	Discuss	10
6. CCDOR Board Conversation Update	Mary Pat Dolan	Discuss	20
7. Facilities Update	Mary Pat	Discuss	10
8. CCDOR Update <ul style="list-style-type: none">• New Policies and Procedures	Karen Dehais	Discuss	10
9. Other Business			

Next Meeting:

Wednesday, July 5, 2023

8:00 am – 10:00 am

Opening Prayer/Poem/Positivity:

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



Executive Committee Meeting
 Tuesday, May 2, 2023
 8 – 10:00 am (via Zoom)

Board Member	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Steve Hoyt (Vice Chair)	X	
Shannon Matteson	X	
Joe Thomas	X	
Erin Summerlee	X	
<i>Ex-Officio</i>		
Karen Dehais	X	
Andy Fagan	X	
<i>Staff</i>		
Kate Paterson	X	
Erica Loomis	X	
Randi Quackenbush	X	
Dave Patterson	X	
Meghan Parsons	X	

1. Welcome & Call to Order

Mary Pat Dolan called the meeting to order.

2. Opening Prayer/Poem/Positivity: Erin Summerlee shared The Guest House by Jalaluddin Rumi.

3. Approval of April 4, 2023 minutes

A clarification was requested about Natasha Thompson’s work with the Catholic Charities consultants. Karen Dehais requested that the phrase “member affiliates” be changed to “agencies”.

*Joe made a motion to approve the April 4, 2023 minutes with corrections.
 Steve Hoyt seconded. None opposed. Minutes approved.*

4. Executive Administrator Update

Andy Fagan reported that the SLT is doing a stellar job. Operations continued as normal when the SLT was in New Orleans for the Feeding America Annual Conference. He is continually impressed by their commitment to their work and to each other. The Staff Retreat went very well.

5. SLT Update

The last quarter (Q1 2023) saw a 38% increase in food requests compared to Q1 2019 (pre-covid). Reduced SNAP is driving people to mobile food pantries. Seniors that were getting \$270/month during Covid are now getting \$24/month. Q1 2023 saw the highest quarterly number of requests for food based on all historical data available in P2 (2006-2022).

Fundraising data as of May 1, 2023 shows 30% to revenue budgeted. It is usual for 70% of fundraising money to come in at Q4. Donor retention is strong. Board participation is currently at 56%. The new Digital Communications Manager will be here soon.

State HPNAP funding is still up in the air. Over 75% of our agencies have exhausted their funds through June 30. They have needed to rely more on wholesale, and those costs have gone up. Randi has projected

that an additional \$64,000 would keep agencies funded through June 30th. This additional funding could be paid for with earned interest from ICS accounts. If the interest rate stays at 4.2%, that would be \$154K in added annual income not currently in the budget.

Feeding NY State is very active with lobbying. Governor did not have an increase in HPNAP in her budget, but both the Senate and Assembly did. But those increase funds won't be here until July 1st. Federal funding is concerning with a vote on the Farm Bill coming up. Our local congressmen are on Feeding America's radar, and both are on the Ag Committee. They have both been asked to visit FBST. It is important to make those connections and make sure they hear about it. The value of TEFAP food was over \$1M in our budget.

After discussion, it was agreed to vote to approve an additional \$64,000 allocation to agencies. Individual dollar amounts awarded to each agency will be provided by staff, with a longer-term plan discussed at the May Board meeting. The following wording was agreed upon:

“Resolution to adjust the Food Bank’s 2023 Budget to distribute up to \$64,000 among pantry and meal sites that have exhausted their HPNAP allocations up to this date, as outlined in the spreadsheet ‘May 23 Exec Comm Agency Grant Increases’. The Executive Committee will be advised of specific dollar amounts. A further plan will be developed and brought to the May 18, 2023 meeting of the full Food Bank Board of Directors.”

Steve Hoyt made a motion to approve the Resolution. Shannon Matteson seconded. None opposed. No abstentions. Approved.

7. Possible New Warehouse Position

Dave Patterson presented information about a potential Food Recovery Coordinator position. The person would specialize in working with local and regional donors to optimize donated goods to the Food Bank and its partner agencies. The person would steward relationships between Community Impact, Development and food donors. Feeding America is willing to study who we are working with and who we can work with in the future. Currently food sourcing is done by the Food Sourcing Manager, but it is not strategically focused, with only two targeting solicitations per year. The Food Recover Coordinator would go to each store and meet with managers to provide a less ad hoc and more targeted approach.

It was agreed that the position seems like a good one, especially considering the increased difficulty in sourcing food. Dave will present his analysis to the full Board in May.

8. Strategic Alignment Process

Catholic Charities has hired the firm IBossWell to lead their Strategic Alignment Process. The goal is to answer how Catholic Charities can best operate while still honoring the strategic plans of its member agencies. Catholic Charities’ Executive Staff met with the consultants in April and Natasha Thompson was a part of that process. Agency Board Chairs and other stakeholders will be interviewed. Catholic Charities hopes to vote on the consultant’s recommendations at their September board meeting. The recommendations will be shared with agencies. Karen said she hopes the strategic priorities will influence the budget process which begins in the summer.

Action Items	Responsible	Due Date
Post Dave Patterson’s presentation on the portal	Kate	asap

Minutes respectfully submitted,

Kate Paterson
Executive Assistant to the President/CEO