



EXECUTIVE COMMITTEE

Tuesday, March 5, 2024

8:00 am - 10:00 am

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome and Call to Order	Kathy Rasmussen		2
2. Conflict of Interest	Kathy Rasmussen		1
3. Opening Prayer/Poem/Positivity	Kathy Rasmussen		2
4. Approval of February 6, 2024 Minutes	Kathy Rasmussen	Approve	1
5. Check-in	Kathy Rasmussen	Discuss	10
6. Strategic Plan Process/DEI Board Training	Jeanette Batiste/ Mark Bordeau	Discuss	20
7. President & CEO 2024 Workplan	Mark Bordeau	Review & Discuss	30
8. Other Business	Kathy Rasmussen	Discuss	5

Next Meeting:

Tuesday, April 2, 2024

8:00 – 10:00 am

Opening Prayer: Erin Summerlee

RSVP to Kate Paterson kate.paterson@foodbank.st.org

Executive Committee Meeting
 Tuesday, February 6, 2024
 8:00 am–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	
John Bayne	X	
<i>Ex-Officio</i>		
Mark Bordeau	X	
Karen Dehais		X
<i>Staff</i>		
Kate Paterson	X	
<i>Guest</i>		
Kathy Rasmussen	X	
Fred Van Sickle	X	

1. **Call to order 8:04 am.**
2. **Opening Prayer/Poem/Positivity:** The group shared a moment of silence.
3. **Approval of November 7, 2023 Minutes**

John Bayne made a motion to approve the November 2023 minutes. Erin Summerlee seconded. None opposed. Minutes approved.

4. FBST Updates (Mark Bordeau)

Mark reported that February 7th is the Food Bank Leadership Team (FBLT)’s Retreat. On January 22nd, the Senior Leadership Team (SLT) began a two-day retreat in Rochester with Batiste Leadership where they reviewed the Strategic Plan and set 2024 priorities. The FBLT Retreat will set the stage for the full staff retreat in April. Phone interviews are being done for the VP of Finance position. The Director of Communications and Marketing position was posted. The Board Orientation meeting will be on February 8th.

We had 100% board participation in support for 2023. We should work to have 100% participation in Committees, as well. The final number for giving is \$5,749,448 with a budgeted amount of \$4.7M. Meghan’s team was also down 4 team members during part of this time.

Financial year-end numbers show a surplus in General Operating of \$1,290,920. This is despite government cuts and inflation. The overall 2023 surplus stands at \$582,326. Fundraising concluded the year above budget by \$866,219 and the preliminary Strategic Investment Fund is \$6,684,965. We will be doing a deep dive into SIFs this year to decide which programs to continue and which to try to find partners to take over. Concerning the surplus, we wouldn’t have it had we been fully staffed. We also now have the Emergency

Food Fund of \$700K. We expect state cuts to HPNAP funding again, and the Legislative Award (LA) money is also not guaranteed (\$1.8M in 2023).

Mark shared the 2024 Strategic Plan timeline. Batiste will guide us in this process. Mark wants to increase Board participation in the Strategic Plan by engaging 3-5 board members in the process. CCDOR's Strategic Alignment and Feeding America's Strategic Framework will be used as resources. Feeding America's Strategic Framework will be available to see in April at their Annual Conference. It was decided that Mark will send potential names of board members to the Committee.

The Board Assessment was sent out to Board members. If there has been a change from the past, or a question that stands out, we can talk about what we need to do to change. Kate will send full results to Fred to share with the Nominating and Corporate Governance Committee. Fred will follow up with those who haven't taken the Assessment yet.

5. Capital Project Update/COO Updates

Dave reviewed the capital project design, budget and timeline. We have experienced a few weeks' delay from the design firm. Everything on our end is done. Erica is estimating that we can use \$100K from FLPPS Grant. The project is estimated to take around 3 months.

Dave reviewed highlights of the COO report. Product supply was 16,674 million pounds distributed in 2023. Wholesale food increased by 29% in 2023. FBST purchased almost \$11M worth of food. Donated food is in a resurgence. Produce had an outstanding year. The rerouting of deliveries has been hugely successful, and we have seen a 26% increase in fresh food delivered. The Order Ahead program and Food Recovery are going extremely well, and supply chain trends remain positive. Data and analysis continue to evolve and get better.

6. February BOD Meeting Agenda

The draft February full Board agenda was reviewed and discussed. Shannon has agreed to stay on the Board until June but not as Treasurer. Fred has agreed to stay on at Nominating and Corporate Governance, and Krista Niles-Updyke will chair Finance while we look for a Treasurer. We need to find a new board member with financial experience.

Mary Pat Dolan made a motion to approve the agenda for the February 2024 Board Meeting. Kathy Rasmussen seconded. None opposed. Approved.

7. Other Business

Erin signed a Board resolution in December authorizing her to sign.

8. CCDOR Update

Karen Dehais was traveling so there was no CCDOR update.

Meeting adjourned at 9:25 am.

Next Meeting:

Tuesday, March 5, 2024

8:00 am – 10:00 am

Opening Prayer/Poem/Positivity: Kathy Rasmussen

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

Minutes respectfully submitted,

Kate Paterson, Executive Assistant to the President/CEO