



EXECUTIVE COMMITTEE

Tuesday, May 2, 2023

8:00 am – 9:30 am

via Zoom

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Mary Pat Dolan		2
2. Opening Prayer/Poem/Positivity	Erin Summerlee		2
3. Approval of April 4, 2023 Minutes	Mary Pat Dolan	Approve	1
4. Check-in	Mary Pat Dolan	Discuss	10
5. Executive Administrator Update	Andy Fagan	Discuss	10
6. SLT Update	SLT	Discuss	20
7. Possible New Warehouse Position	Dave Paterson	Discuss	10
8. Other Business	Mary Pat Dolan	Discuss	5

Next Meeting:

Tuesday, June 6, 2023

8:00 am – 10:00 am

Opening Prayer/Poem/Positivity: Karen Dehais

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



Executive Committee Meeting
Tuesday, April 4, 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	

1. Welcome & Call to Order

Mary Pat Dolan called the meeting to order at 8:13 am.

2. Opening Prayer/Poem/Positivity: Shannon Matteson shared the poem “Possibilities” by Jennifer Rondeau.

3. Approval of minutes

Joe Thomas pointed out an incorrect date of 2022 in the minutes.

Joe Thomas made a motion to approve the March 7, 2023 minutes with the correction. Erin Summerlee seconded. None opposed. Minutes approved.

4. Executive Administrator Update

Andy is working to support the Senior Leadership Team and Executive Assistant. He is meeting with Mary Pat weekly. Each day he is here he will talk to staff and external stakeholders. He is impressed with the staff, and he is getting to know names and faces. Everyone is doing a great job.

5. Facilities Update

Mary Pat relayed Dave’s status report on the Facilities work. The renovation of the West Wing is the biggest part of the project. Dave is working with Jared Vieselmeyer at Elmira Structures on the proposed renovation. The three non-Board people on the Facilities Committee have all worked with Jared and Elmira Structures and speak very highly of him and his company. The cost may be as much as \$450K. If we are required to bid the project, we’d need someone to create a bid document, and that would have a cost. Should we go out to bid, we would encounter many supply chain issues plus the additional cost of the bid process. Mary Pat is meeting with Dave on Thursday to work on ways to have a single bid. Karen mentioned that Catholic Charities has a required bid process. Erica already reached out to Catholic Charities to verify their policy, and it states that an RFP is only required if it is required by the funder. Karen requested that Sabrina McLeod at Catholic Charities be looped into the discussion.

The change over to LED lighting is in progress, with the cost covered by a NYSERDA rebate. The furniture for the renovated space is also being considered. Donated furniture is no longer an option, so Erica is

working with Sedgwick to bring the price of their quote down. The Food Bank will not be given Corning, Inc.'s discount, but we will see if Sedgwick has a non-profit rate. Also, Dave is working with Jared to explore whether a different design will bring the project's cost down. The next meeting of the Facilities Committee is April 12th.

6. CEO Onboarding Document Review

Mary Pat asked if anyone had any additions/corrections they would like to see in the CEO Onboarding Document. There were no suggested changes.

7. CEO Search Process Update

Fifteen applications have been received to date. A very simple rating document is being used and will be put together by Karen and Doreen for the CEO Search Committee meeting. Mary Pat is gathering questions which will be sent to the committee for review. It was noted that not every member of the interview committee will be able to attend each interview. The Executive Committee might need to decide at some point how to add other stakeholders to the interview process. The interview process will be discussed at the CEO Search Committee meeting. The full Board will choose the new CEO.

8. Other Business

Erin Summerlee said that she and Randi Quackenbush have been working on SIF timelines, and that they recognize that changes to these timelines will have financial implications. Mary Pat confirmed that budgetary questions must first go through the Finance Committee before being considered by the full Board. The next Finance Committee meeting is May 9th. The Strategy Committee will discuss SIF timelines at their April meeting. The Strategy Committee has worked on the full Board's June Strategy meeting in the past. Erin, Randi and Andy should meet to discuss how to proceed this year. The June meeting might coincide with bringing on a new CEO, and Mary Pat doesn't want to start something that would bind that person.

Karen informed the group that Catholic Charities is working on a new strategic alignment process which is expected to go through September. The Diocese is looking for ways to align member affiliates. Natasha has agreed to be included in the discovery sessions. Catholic Charities hopes to have deep engagement with its CEOs and Board chairs and that the planning will be participatory and inclusive.

Meeting was adjourned at 8:54 am.

Action Items	Responsible	Due Date
Sabrina McLeod will be looped in re: bidding process for renovation	Erica	

Minutes respectfully submitted,

Kate Paterson
Executive Assistant to the President/CEO

Andy Fagan, Executive Administrator for Food Bank of the Southern Tier

Report (Apr. 3rd to 14th)

1. Support Senior Leadership Team (SLT) and Executive Assistant (Kate)
 - a. Attended LEADNY graduation in Geneva to support Dave Patterson
 - b. Supported staff and attended Farm Bill listening session in Binghamton
 - c. Met with SLT weekly at team meetings and one on one bi-weekly as well as needed
 - d. Met weekly with Exec. Assistant

2. Work in partnership with Exec. Assistant and Board Chairperson to support Board and Committees
 - a. Talked with Natasha Thompson to gain insights into organizational history
 - b. Discussed Matt's liaison role Catholic Charities DOR with him, Mary Pat, and Randi
 - c. Attended "Strategic Alignment Project 2023 Executive Staff Kick-Off Meeting" with Matt Griffin
 - d. Attended facilities committee meetings; reviewed bidding policy
 - e. Attended Nominating Committee meeting
 - f. Met weekly with Board President and informed her of weekly activities and operational questions
 - g. Worked with Board President and Exec. Assistant on Exec Committee agenda and participated in the meeting
 - h. Reviewed Catholic Identity document

3. Create a stable and supportive environment for staff being visible, approachable, and engaged.
 - a. Attended Service Insights Team Meeting
 - b. Approved payroll
 - c. Introduced myself to Community Advocates Trainees
 - d. Walked around facility on regular basis talking to staff and volunteers
 - e. Attended full FB leadership team meeting

4. Serve as primary contact with external stakeholders.
 - a. Reviewed information and e-mails shared by Feeding NYS and America partners
 - b. Discussed e-mails from Feeding America partners with leadership team