

EXECUTIVE COMMITTEE

Tuesday, November 7, 2023

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	Mary Pat Dolan		
2. Conflict of Interest	Mary Pat Dolan		2
3. Opening Prayer/Poem/Positivity	Shannon Matteson		2
4. Approval of September 5, 2023 Minutes	Mary Pat Dolan	Approve	1
5. Check-in	Mary Pat Dolan	Discuss	10
6. November BOD Meeting Agenda	Mary Pat Dolan	Approve	10
7. Q3 Updates	Erica Loomis	Discuss	15
8. CEO Report <ul style="list-style-type: none">• 2024 Budget• 2024 BOD Slate• Leader of the Pack and Meet & Greet Events• Compensation Study Update	Mark Bordeau	Discuss	15
9. CEO Recommendations <ul style="list-style-type: none">• Stipend SLT & Year End Staff• Finance Team Discussion	Mark Bordeau	Discuss	15
10. Draft 2024 Meeting Schedule/Holiday Schedule	Mark Bordeau	Discuss	5
11. CCDOR Update	Karen Dehais	Update	15
12. Other Business	Mary Pat Dolan	Discuss	5

Next Meeting:

Tuesday, December 5, 2023

8:00 am – 10:00 am

Opening Prayer/Poem/Positivity: Erin Summerlee

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

Executive Committee Meeting
 Tuesday, September 5, 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
John Bayne	X	
<i>Ex-Officio</i>		
Mark Bordeau	X	
Karen Dehais	X	
<i>Staff</i>		
Kate Paterson	X	
Dave Patterson	X	

1. **Opening Prayer/Poem/Positivity:** Mary Pat presented a poem.

2. **Approval of July 3, 2023 Minutes**

Joe Thomas made a motion to approve the July 2023 minutes. Erin Summerlee seconded. None opposed. Minutes approved.

3. **CEO Report (Mark Bordeau)**

Mark reported that his first weeks have been a whirlwind. Everyone has been fantastic and the SLT is working well together and building trust. Mark and the Development team have already made several connections with major donors. Mark and Karen have been meeting, and he and the SLT participated in a CCDOR Strategic Alignment session in Geneva. Mark has also met with Jeanette at Batiste to discuss the Strategic Plan. Ag and Markets has an upcoming \$10M infrastructure grant around farm-to-school food chains. The potential RFP specifically mentions Food Banks. A local group will be meeting tomorrow to gather more information and discuss.

4. **HPNAP**

SLT reported to the Finance Committee in August that many agencies have used up their HPNAP funding in July. The Finance Committee authorized the release of emergency funds. Since that meeting, NY State has come through and we received \$1.8M in HPNAP funds that need to be used by the end of March 2024. An emergency funding process will be proposed as part of the 2024 budget to be proactive, but the hope is that this appropriation will become a permanent part of HPNAP. Dave reported about recent changes to the delivery schedule to better align with pantry schedules and needs.

5. **Facilities Project Update**

Robert Drew sent out an RFP to seven agencies and received proposals back from three. The Facilities Committee recommends the hiring of AJH-Design. Andy Harding and his firm are very

well regarded in the field. Project timelines have been reviewed with AJH-Design. We will need a final Board vote to approve the contract in September. The Committee also recommends hiring Robert Drew as project manager. Erica sent out three RFPs for furniture so we will have those in by the Board meeting. A Finger Lakes Performance Providing System (FLPPS) grant will pay for furniture. We have also received a security grant for cameras.

6. CCDOR Update

Karen Dehais updated the Committee on recent changes in CCDOR staff. Their Strategic Alignment work is ongoing. They are working on a Strategy Document which will outline four mission impact areas. A survey will be sent out to Board members to request their input.

7. Other Business

Mark Biewald, FBST’s Feeding America representative, is coming to visit the Food Bank and he has offered to change his travel plans to include the BOD meeting. The Committee agreed that this would be beneficial to inform new members about Feeding America and to reestablish ties. Mary Pat will text him and set up the addition to our agenda.

FBST needs a new CCDOR Board Representative. The person isn’t required to be a Board member, but that is strongly preferred. CCDOR Bylaws are also being redone and are being reviewed by a lawyer.

The Nominating Committee will review candidates for the CCDOR Corporate Board at their next meeting.

The meeting was adjourned at 8:51 am. The next meeting will be on October 3, 2023 at 8:00 am.

Action Items	Responsible	Due Date
Invite Mark Biewald to September FBST Board meeting	Mary Pat	asap
Review FBST CCDOR Board representative candidates	N&CG	10/5/2023

Minutes respectfully submitted,

*Kate Paterson
Executive Assistant to the President/CEO*

BOARD OF DIRECTORS

Thursday, November 30, 2023

4:30 pm - 6:00 pm



AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome/Call to Order/Conflict of Interest	Mary Pat Dolan		2
2. Opening Prayer/Poem/Positivity	Mary Pat Dolan		2
3. Approval of September 21, 2023 Minutes	Mary Pat Dolan	Vote	2
4. CEO Report	Mark Bordeau	Update	10
5. 2024 Budget	Shannon Matteson/Erica Loomis	Vote	10
6. Facility Project Update	Mary Pat Dolan/Dave Patterson	Update	7
7. Committee Reports			
a. Finance	Shannon Matteson/Erica Loomis		7
• Q3 Update			
b. Development	John Bayne/Meghan Parsons		7
• Q3 Fundraising Report			
c. Nominating & Corporate Governance	Fred Van Sickle		7
• 2024 BOD Slate			
d. Strategy Committee	Erin Summerlee		7
e. COO Report	Dave Patterson		7
8. BOD Giving	Meghan Parsons/John Bayne	Update	5
9. CCDOR Update	Karen Dehais	Update	10

Next Meeting (unless another meeting is needed in 2023):

Thursday, February 15, 2024 (pending BOD approval)

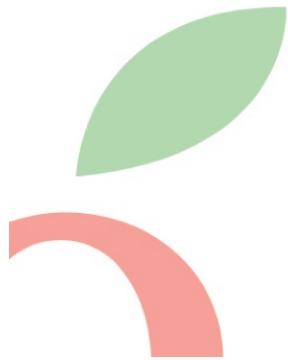
4:00 pm - 6:00 pm

Opening Prayer: TBD

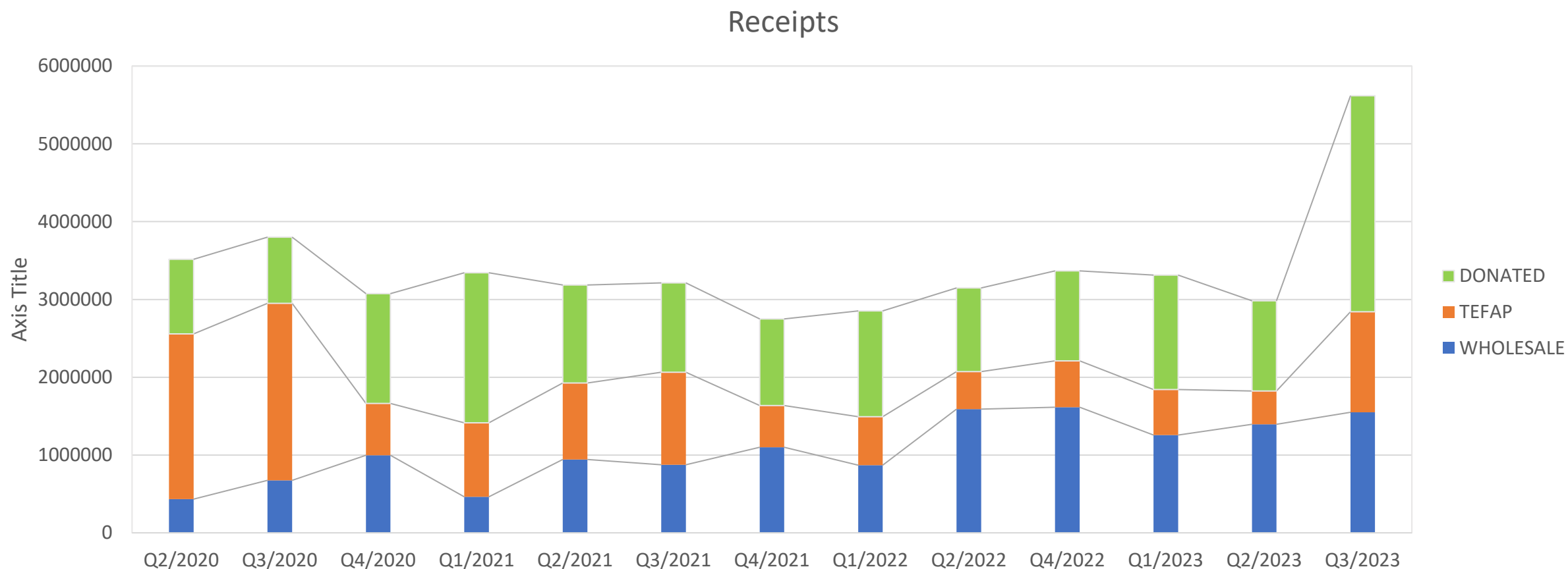
DRAFT

Food Sourcing and Distribution

Q3 - 2023

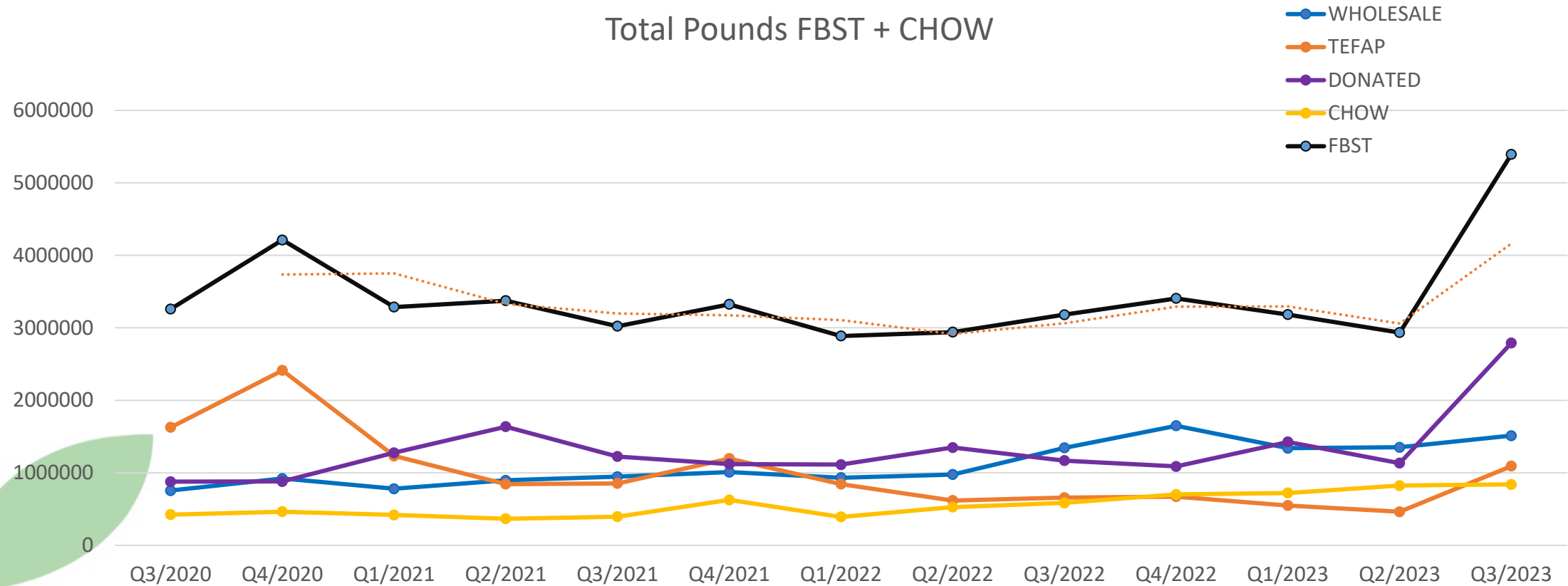


Receipts by Category



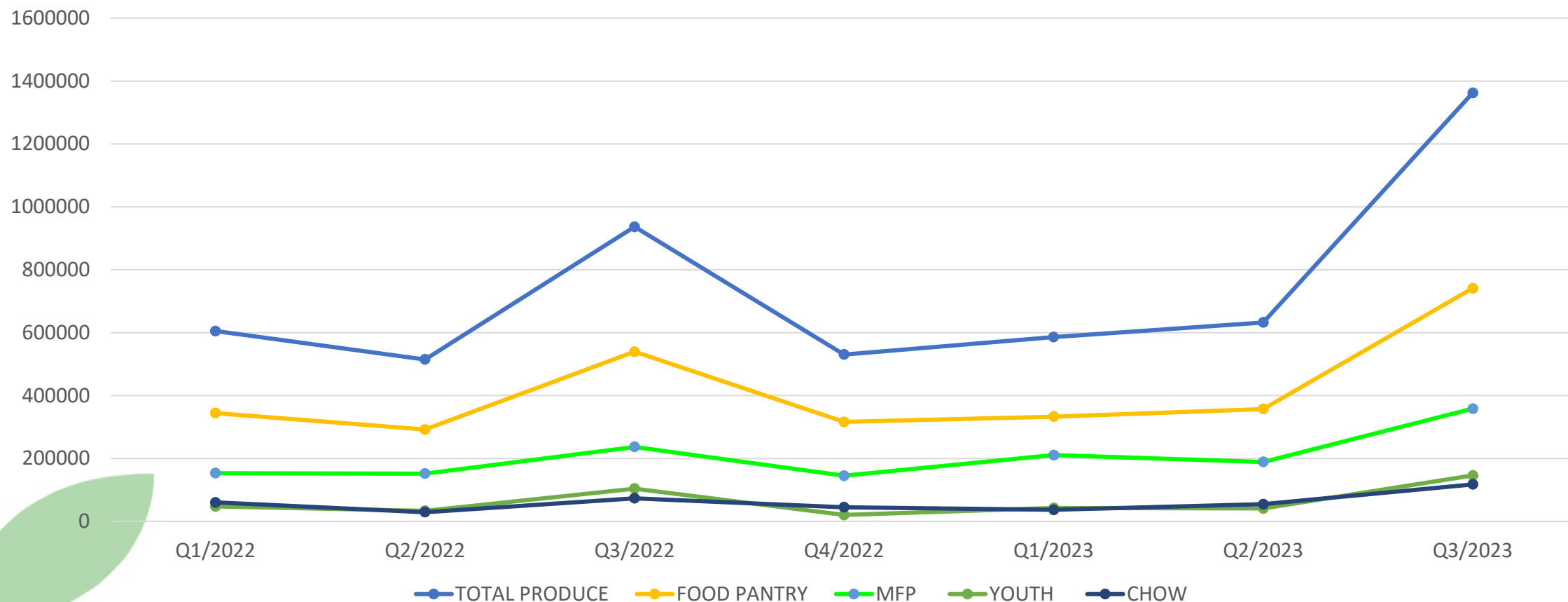
Q3 Summary: 5,617,527 Pounds in total. Through Food Recovery efforts, we found over 600,000 pounds of unreported food from Q1-Q3 that was caught up – Driving Donated numbers. A total of 1,965,330 pounds of recovered retail was recorded. Additionally, we had a very strong Q3 with USDA food. Wholesale inventory began increasing by 25% on certain items in September to stock up for Legislative award rollout on 10/1. Non-Food received totaled : 153,983.

Total Pounds Distributed Q3



- 5,394,526 total pounds distributed which includes the Food Recovery Pounds (donated)
- 839,201 total pounds distributed by CHOW
- Total Distribution (FBST+CHOW) - 6,233,727 total pounds or 7,792,158 meals.
- 61.7% overall increase to prior year (2.379M) - 65% increase FBST & 39% increase at CHOW.

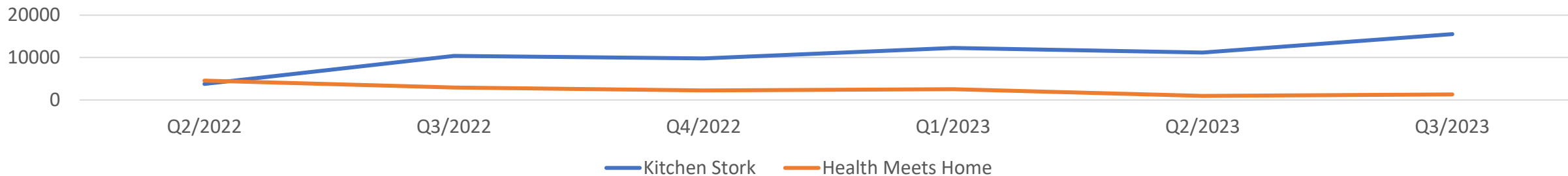
Produce Distribution by Agency Type:



- 45% increase in distribution over prior year or +425,400
- Increases attributed to SIF Funding and utilization of Nourish NY funding.
- Number 1 item was Donated Bulk Produce
- Kids Farmers Market distributed over 130,000 pounds due to availability and expansion
- Strong quarter with TEFAP goods.
- Produce was the number 1 product category distributed each month with at least 33% of the total mix.

Order Ahead- Kitchen Stork and Health Meets Home

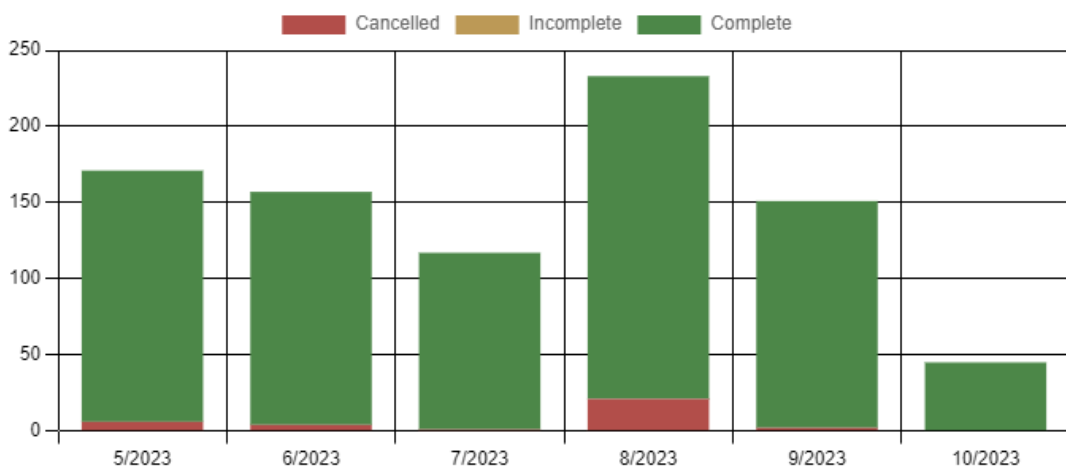
Pounds Distributed



HISTORICAL ORDERS

Last 6 Months

874
ORDERS

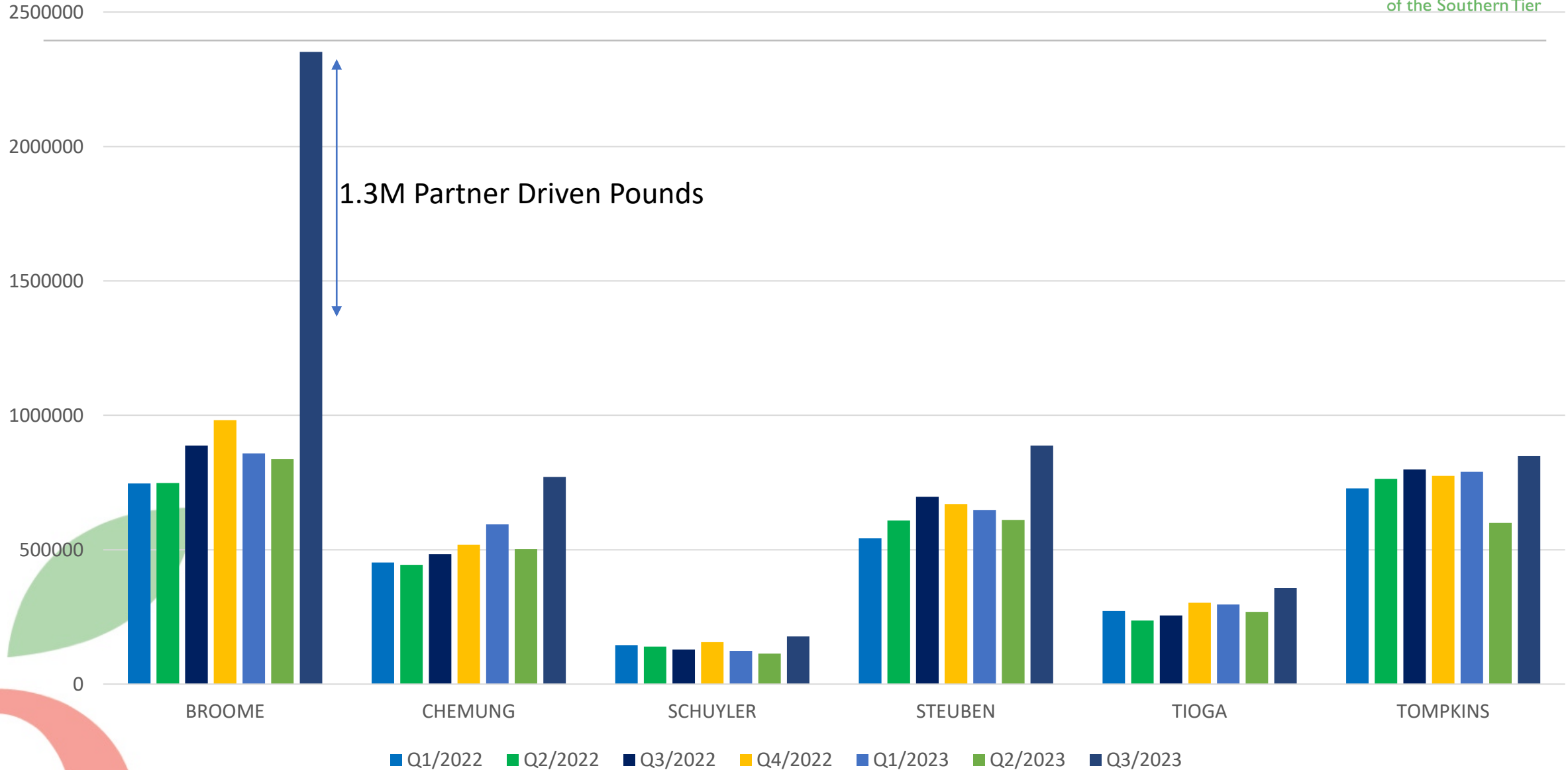


COMMONLY ORDERED ITEMS

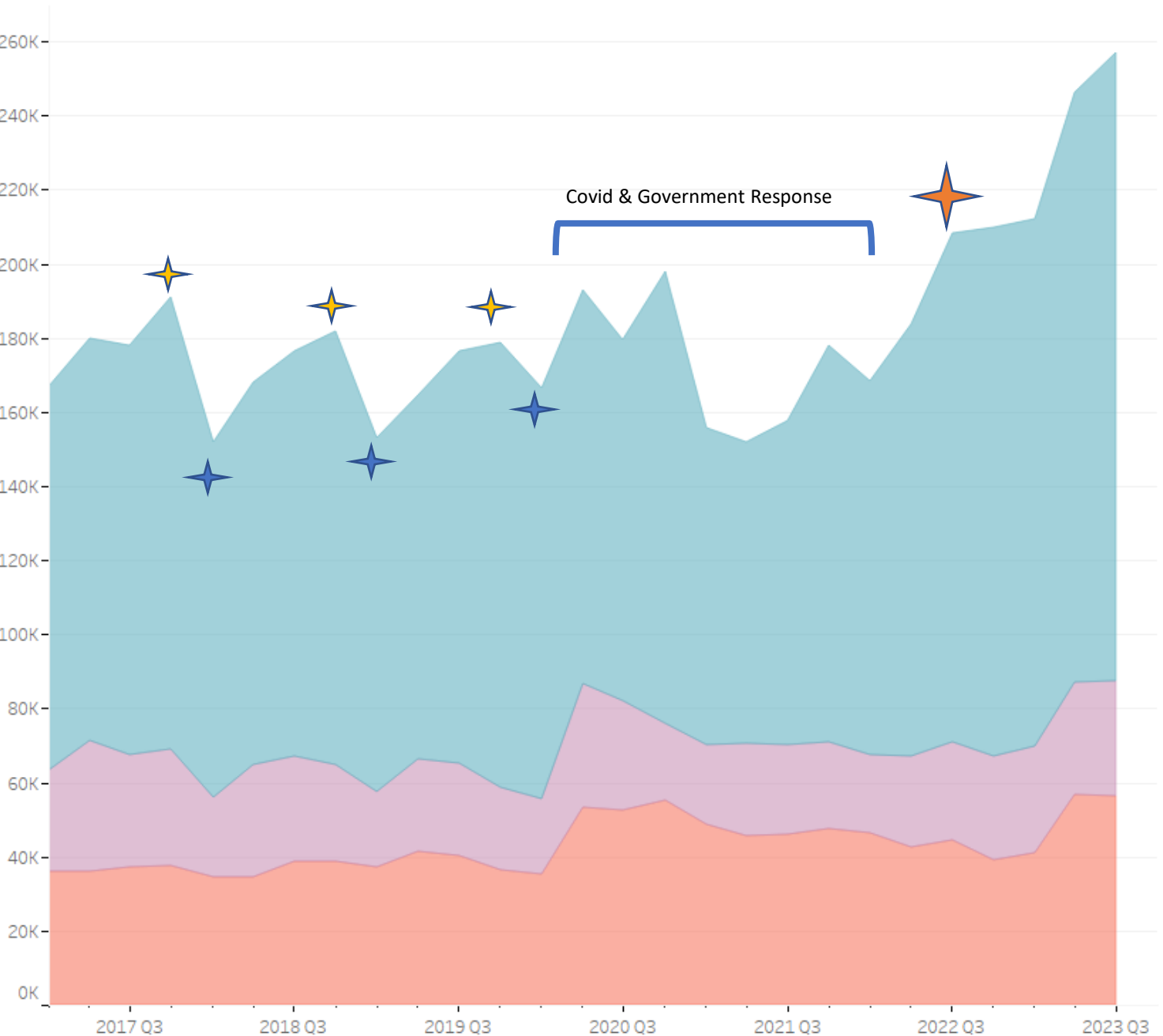
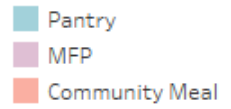
Last 6 Months

Item	Orders / Item Count
Eggs 1 Dozen	468 / 805
Ground Beef 90/10	454 / 925
Apple Juice	441 / 912
Baby Wipes, Unscented/Hypoallergenic	395 / 1,187
Chicken Nuggets (2 pound bag)	343 / 422
Salted Butter	325 / 538
Tuna	315 / 668

YOY Distribution by County



Individual Requests for Food: Pantry, MFP, Community Meal Sites (By Year & Quarter)



Historically, the annual trend has been:

- Q1 (Jan-Mar) is the lowest number of requests for food
- Generally, we then saw increases every quarter with a peak in Q4 (Oct-Dec)

Recent exceptions

- 2020 & 2021 Covid onset and government response
- Q3 2022 (July-Sep) set a new record number of requests for food.
- Each quarter since has been higher than the last.

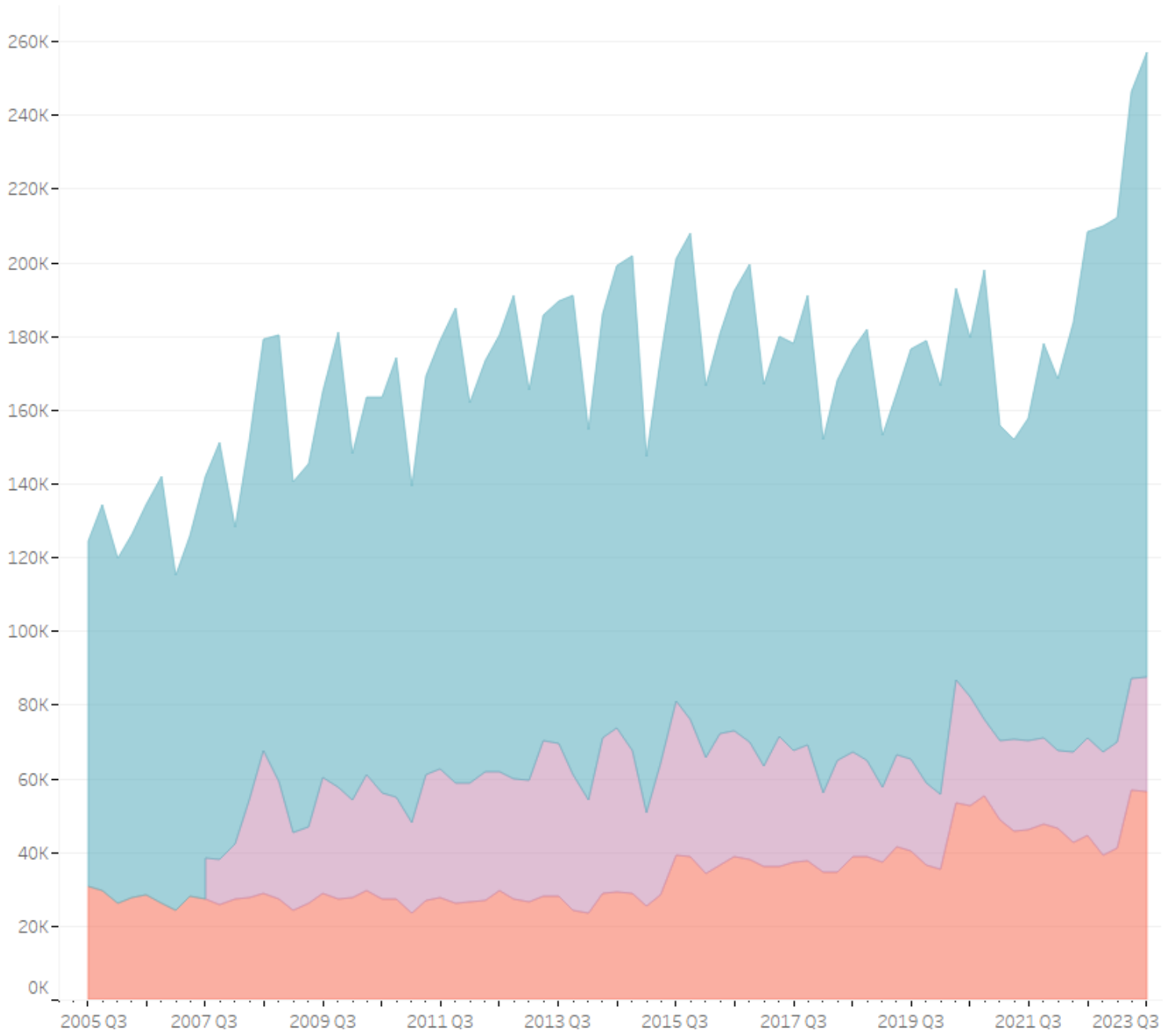
2023 Year to date (Jan-September), pantries, MFPs and community meal sites are up 28% compared to same time 2022 and 45% compared to 2019 (pre-covid)

This record is primarily driven by Pantries

- 33% increase compared to YTD 2022
- 54% increase compared to YTD 2019 (pre-covid)

Individual Requests for Food: Pantry, MFP, Community Meal Sites (By Year & Quarter)

- Pantry
- MFP
- Community Meal

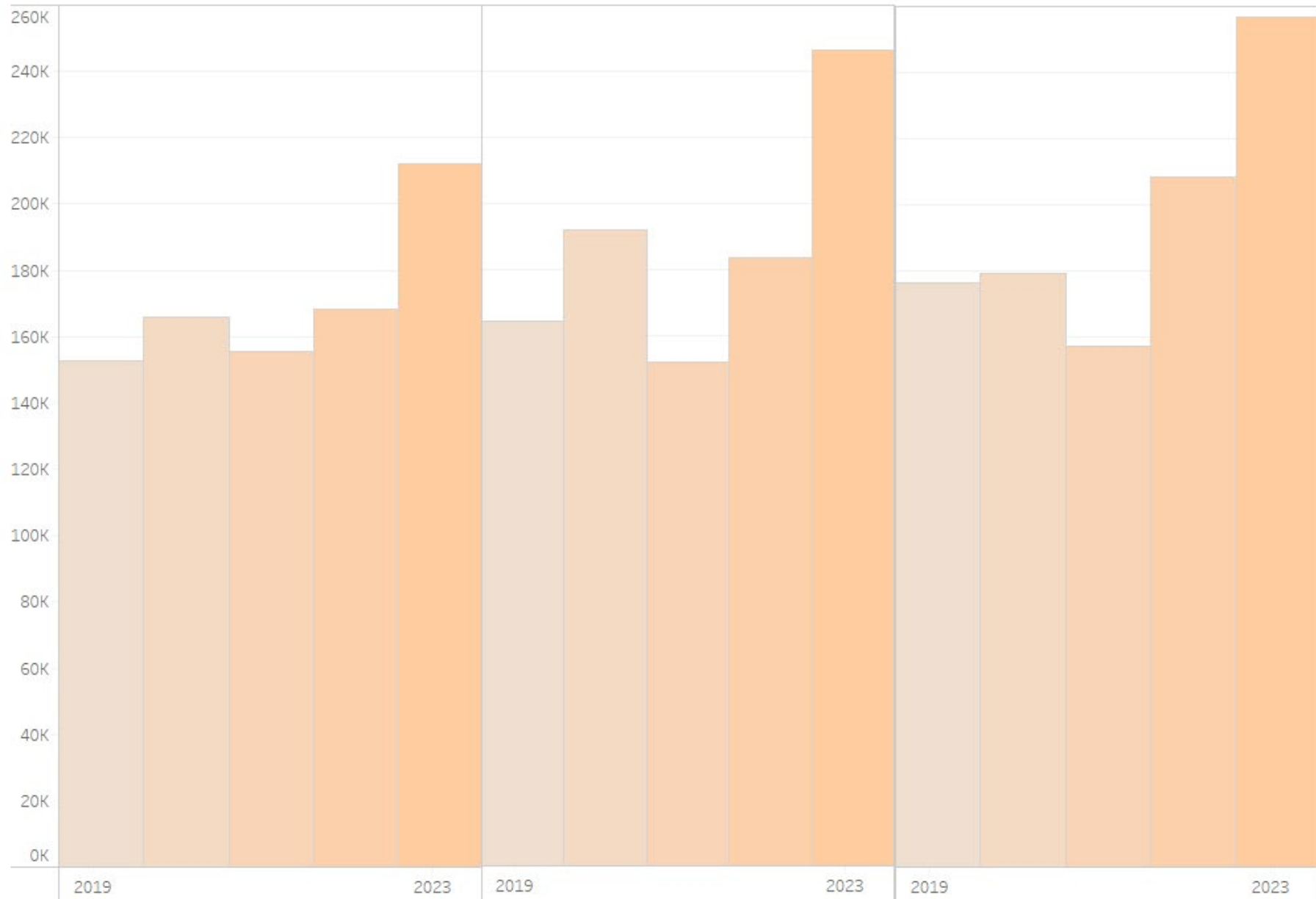


Individual Requests for Food: Combined Total (Pantry, MFP & Community Meal Sites)

Q1

Q2

Q3



Looking at Q1 2023 requests for food, we saw:

- 26% increase compared to Q1 2022
- 38% increase compared to Q1 2019 (pre-covid)

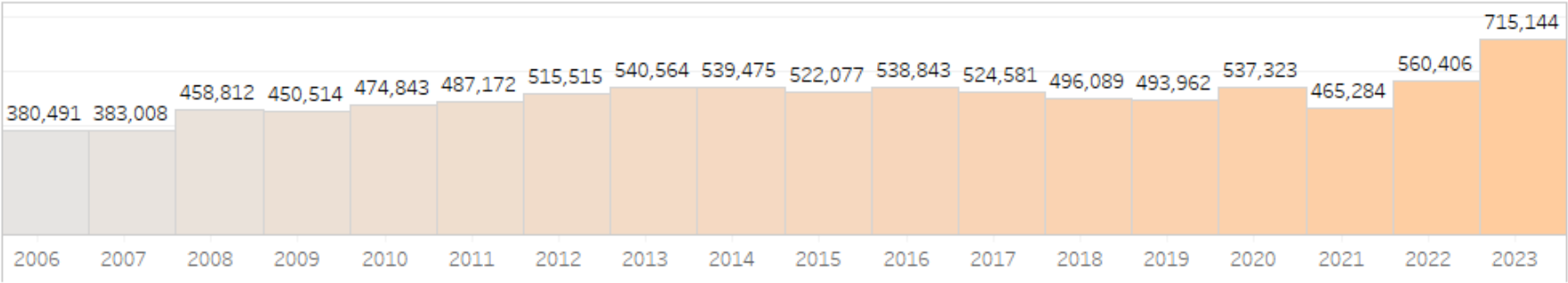
Looking at Q2 2023 requests for food, we saw:

- 32% increase compared to Q2 2022
- 47% increase compared to Q2 2019 (pre-covid)

Looking at Q3 2023 requests for food, we saw:

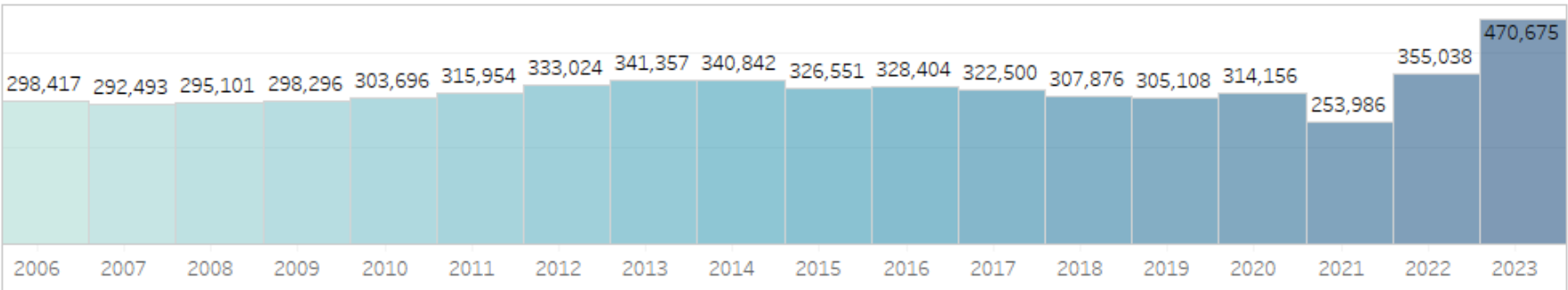
- 23% increase compared to Q3 2022
- 45% increase compared to Q3 2019 (pre-covid)

Q1-Q3 Individual Requests for Food: Pantry, MFP & Community Meal Combined Total



Q1-Q3 (YTD) 2023 again saw the highest number of requests for food compared to the same time period since 2006.

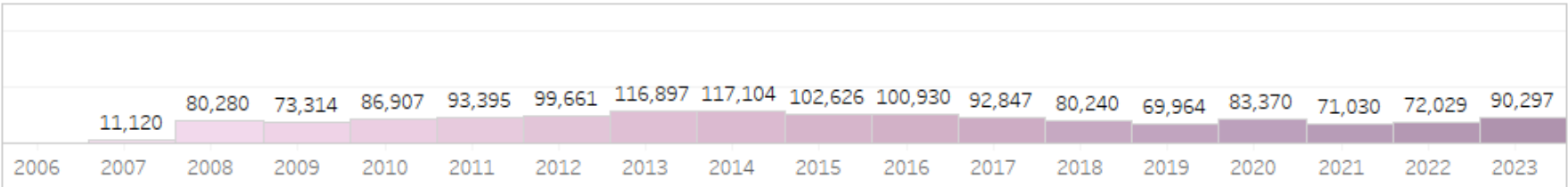
Pantry Only



This record is driven by Pantries

- 33% increase compared to YTD 2022
- 54% increase compared to YTD 2019 (pre-covid)

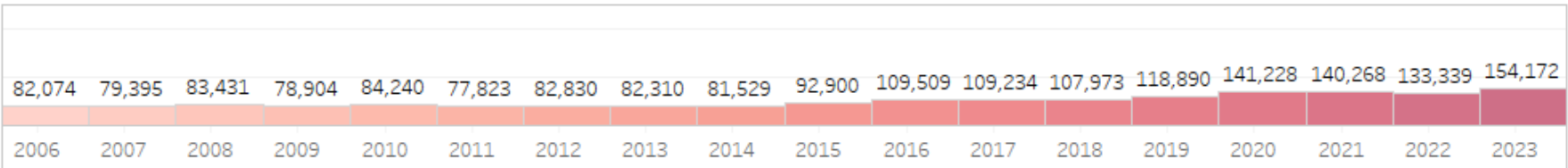
MFP Only



MFP

- 25% increase compared to YTD 2022
- 29% increase compared to YTD 2019 (pre-covid)

Meal Site Only



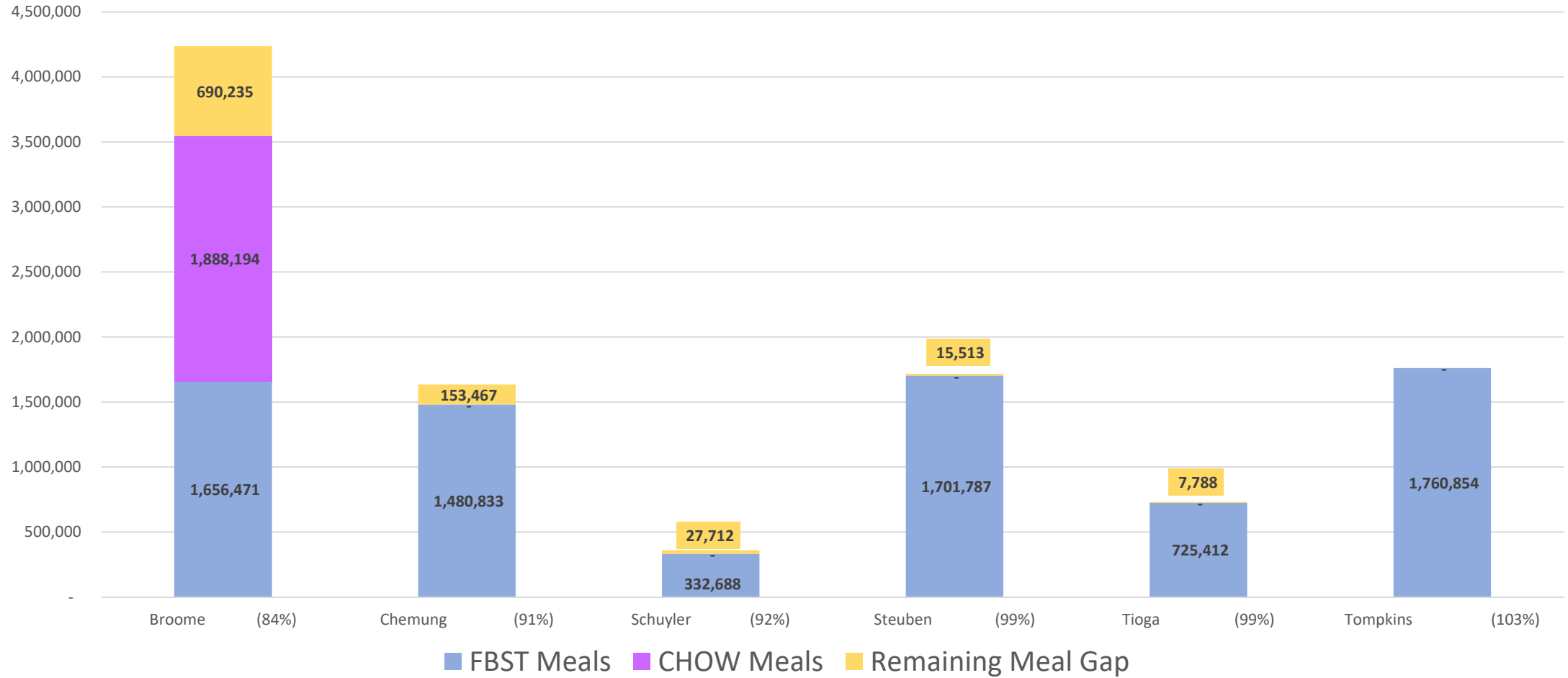
Meal Sites

- 16% increase compared to YTD 2022
- 30% increase compared to YTD 2019 (pre-covid)

Meal Distribution by County

YTD Progress Toward Annual Goal

January - September 2023



Meal Gap based on most recent (2021) Feeding America estimate

Food Bank of the Southern Tier 2024 Board & Committee Meeting Schedule

<i>COMMITTEE</i>	<i>MEETING DATE</i>	<i>MEETING TIME</i>	<i>Prayer/Poem/Positivity</i>
General Board (3 rd Thursday)	February 15	4:00 – 6:00 p.m.	
	April 18	4:00 – 6:00 p.m.	
	June 20	4:00 – 6:00 p.m.	
	August 15	4:00 - 6:00 p.m.	
	October 17	4:00 - 6:00 p.m.	
	December 5	4:00 – 6:00 p.m.	
Executive Committee (1st Tuesday)	January 9	8:00 a.m. – 10:00 a.m.	
	February 6	8:00 a.m. – 10:00 a.m.	
	March 5	8:00 a.m. – 10:00 a.m.	
	April 2	8:00 a.m. – 10:00 a.m.	
	May 7	8:00 a.m. – 10:00 a.m.	
	June 4	8:00 a.m. – 10:00 a.m.	
	July 2	8:00 a.m. – 10:00 a.m.	
	August 6	8:00 a.m. – 10:00 a.m.	
	September 3	8:00 a.m. – 10:00 a.m.	
	October 1	8:00 a.m. – 10:00 a.m.	
	November 5	8:00 a.m. – 10:00 a.m.	
	December 3*	8:00 a.m. – 10:00 a.m.	
Finance Committee (2 nd Tuesday)	February 13	4:30 p.m. – 6:00 p.m.	
	April 9	4:30 p.m. – 6:00 p.m.	
	June 11	4:30 p.m. – 6:00 p.m.	
	August 13	4:30 p.m. – 6:00 p.m.	
	October 8	4:30 p.m. – 6:00 p.m.	
	November ??	4:30 p.m. – 6:00 p.m.	
Nominating & Corporate Governance Committee	February ?	8:30 a.m. – 9:30 a.m.	
		8:30 a.m. – 9:30 a.m.	
		8:30 a.m. – 9:30 a.m.	
		8:30 a.m. – 9:30 a.m.	
		8:30 a.m. – 9:30 a.m.	
		8:30 a.m. – 9:30 a.m.	
Development Committee		8:30 a.m. – 10:00 a.m.	
		8:30 a.m. – 10:00 a.m.	
		8:30 a.m. – 10:00 a.m.	
Strategy Committee (Ad hoc)	January 30	2:00 pm – 4:00 pm	
	TBD		
Facilities Committee (Ad hoc)	TBD		

*as needed