



Development Committee Meeting AGENDA
September 8, 2023
8:30 am – 10:00 am

| TOPIC | FACILITATOR | ACTION | TIME |
|--|---------------------------------|----------------|-------------|
| 1. Welcome and Call to Order | John Bayne | | 3 |
| 2. Prayer/Poem/Positivity | Anis Fadul | | 2 |
| 3. Approval of May 5, 2023 minutes | John Bayne | Approve | 3 |
| 4. Introduce new President & CEO, Mark Bordeau | John Bayne & Mark Bordeau | Presentation | 10 |
| 5. Q2 dashboards | Meghan Parsons | Presentation | 10 |
| 6. 2024 fundraising plan & revenue budget | Meghan Parsons | Recommendation | 30 |
| 7. Donor thank you calls | Meghan Parsons & Mary Jane Bray | Update | 5 |
| 8. Upcoming events | Mary Jane Bray | Presentation | 10 |
| 9. Goals/action items review & member report out | John Bayne | Discussion | 15 |
| 10. Next meeting dates <ul style="list-style-type: none">• November 15 | John Bayne | | |
| 11. Adjourn | John Bayne | | |

Next Meeting:

November 15, 2023

Opening Prayer/Poem/Positivity: Amanda Smith-Socaris

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

Development Committee Meeting

May 5, 2023

8:30 – 10 am via Zoom

| Member | In Attendance | Unable to Attend |
|---------------------------------|---------------|------------------|
| John Bayne (Chair) | X | |
| John Alexander | | X |
| Joe Thomas | X | |
| Alison Wolfe | X | |
| Julie Monahan | | X |
| Anis Fadul | | X |
| Amanda Smith-Socaris | X | |
| Jamie Kaffenbarger (Vice Chair) | X | |
| Krista Niles-Updyke | X | |
| | | |
| <i>Ex-Officio</i> | | |
| Andy Fagan | X | |
| | | |
| <i>Staff</i> | | |
| Meghan Parsons | X | |
| Kate Paterson | X | |
| Mary Jane Bray | X | |

1. **Welcome and Call to Order** – John Bayne called the meeting to order at 8:29 am.
2. **Opening Prayer/Poem/Positivity** – Jamie Kaffenbarger read a quote from author Leo Buscaglia.
3. **Approval of January 27, 2023 Minutes**

*Krista Niles-Updyke made a motion to approve the January 2023 minutes.
Amanda Smith-Socaris seconded. All were in favor. None opposed.*

Connie Park has taken a job in New York City, so she has respectfully asked to leave the Development Committee. Andy Fagan was welcomed.

4. **Q1 Dashboards (Meghan Parsons)**

Meghan Parsons reviewed the Q1 Dashboards and reported on the successful The Leader of the Pack event, CEO transition plans, an Emergency Food Campaign, the State Budget approval, and current funding challenges facing pantries.

Development will be adding a support position this year and the digital person will be starting June 5th. Volunteer and digital programs are doing well and better software will be in place shortly. Revenue is 30% to-budget goal. We received a few grants from Feeding NY that were unexpected. Donor retention is strong.

The Board giving goal hasn't been met yet. A formal board policy is being written. Verbal pledges are happening. Meghan will touch base with John after the meeting to shore this up. The Development Committee giving is at 75%, and Meghan will look to see if these gifts are annual fund or targeted giving.

5. **Adoption of 2023 Committee Goals (John Bayne)**

The 2023 Development Committee goals/objectives were reviewed. The top-level objective is to help support the fundraising of the Food Bank. Goals can be achieved by making thank you phone calls, introducing

people to the Food Bank, attending donor meetings, and facilitating meetings with the Senior Leadership Team and the CEO to provide giving stewardship and cultivation. Thank you calls were discussed. It was agreed to see how the numbers work for now, and then reevaluate. Assignments will be starting as early as next Friday.

6. Board Solicitation Policy (Mary Jane Bray)

A proposed Board Solicitation Policy was sent to the Nominating & Corporate Governance Committee. The goal is 100% participation with no set minimum donation amount. Process steps are included in the policy document. Board members will be given the opportunity to discuss their level of support, and everything will be documented. The question of 100% board participation is asked in many grants to show confidence in the organization. It's time to move into execution mode.

7. Planned Giving Society Overview (Mary Jane Bray)

The Food Bank has never had a formal process for bequests to ensure better tracking and stewardship. The Food Bank staff is currently working on internal and donor-facing documents and the FBST website landing page. A Q3 soft launch of lead generation material is planned, with a targeted mailing-lead generation by Q1 2024. Suggestions for the name of the planned giving society were discussed. Suggestions included the Nellie Monroe Society, Nellie's Pantry, The Bounty, Cornucopia Society, the Last Supper, and The Food Bank Legacy Society. Nellie Monroe's background as a single mom who donated her farmland creates an emotional connection. Committee members will vote via email to Mary Jane Bray.

8. Edits to Gift Acceptance Policy (Meghan Parsons)

West Wing Consulting has suggested that the Gift Acceptance Policy be updated. This has been a standing policy for 10 years, but the wording around Cryptocurrency is new. This type of document is standard and in line with the Feeding America contract which requires such a document. Mary Jane will follow up via email for feedback.

9. Action items review & member report out (John Bayne)

John: The Leader of the Pack challenge was very well received, 10 teams of 10, competitive spirit, raising \$100K for one event is incredible

Krista: Serving with Joe on CEO search committee which has been taking her time

Amanda: Closing her practice, will have 6 months of transition time and is now able to do some heavy lifting for the Food Bank

Joe: Busy with the CEO search and other things, so has only had time for casual conversations with friends

Jamie: Asked if a donation from a donor advised fund counts toward the food bank? Call Mary Jane and she makes sure it goes to the right place. Jamie had a lot of fun at the Leader of the Pack event. He also met with Mary Jane Bray to discuss planned giving.

Alison: Always give a shout out to the Food Bank whenever she speaks at large events

The next Leader of the Pack event is scheduled for Thursday, September 28th in the afternoon, details to follow.

10. Next Meeting Dates (John Bayne)

- September 8
- November 15

The meeting was adjourned at 9:37 am.

Minutes respectfully submitted,

Kate Paterson, Executive Assistant to the President/CEO