



## EXECUTIVE COMMITTEE MEETING

Tuesday, September 5, 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	Mary Pat Dolan		2
3. Approval of July 5, 2023 Minutes	Mary Pat Dolan	Approve	1
4. Check-in	Mary Pat Dolan	Discuss	10
5. CEO Report <ul style="list-style-type: none"><li>• Recommendation for Catholic Charities Board Rep</li></ul>	Mark Bordeau	Discuss	15
6. HPNAP Funding Discussion	Mark Bordeau	Discuss	15
7. Facilities Proposal Update	Dave Patterson	Discuss	10
8. CCDOR Update	Karen Dehais	Discuss	10
9. Other Business			

### Next Meeting:

Tuesday, October 3, 2023

8:00 am – 9:30 am

Opening Prayer/Poem/Positivity: **Steve Hoyt (need replacement)**

RSVP to Kate Paterson at [kate.paterson@foodbankst.org](mailto:kate.paterson@foodbankst.org)



**Executive Committee Meeting**  
 Tuesday, July 3, 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><b>Ex-Officio</b></i>		
Karen Dehais		X
Andy Fagan	X	
<i><b>Staff</b></i>		
Kate Paterson	X	

**1. Welcome & Call to Order**

Mary Pat Dolan called the meeting to order at 8:02 pm.

**2. Opening Prayer/Poem/Positivity:** Steve Hoyt shared a prayer.

**3. Approval of June 6, 2023 Minutes**

*Shannon Matteson made a motion to approve the June 6, 2023 minutes. Joe Thomas seconded. None opposed. Minutes approved.*

**4. Executive Administrator Update (Andy Fagan)**

Mark Bordeau is starting on August 14<sup>th</sup>. The Food Bank is waiting to hear how the additional HPNAP funds will be allocated. The Federal government has allocated \$1M more to TEFAP and we are also waiting to see how those funds will be distributed.

The facilities’ renovation project is moving forward. Dave consulted with Bob Drew and Bob has put together the RFP. The RFP was reviewed by Mary Pat, Andy, and Sabrina McLoud before going out to firms for bid. There is an offered walk-through next week. The Facilities Committee will meet again when we receive responses.

**5. CEO Onboarding Summary**

The proposed CEO Onboarding document was reviewed. The Senior Leadership Team is meeting to talk about on-boarding priorities. Meeting with FBST Board members should be a priority. Andy Fagan is open to a possible overlap with Mark. An ‘annual goals’ document should be developed by Mark similar to the grid that Natasha Thompson used. Mark can develop his “First 90 Days” plan. Andy and Mary Pat will meet to write the final document incorporating everyone’s feedback.

**6. CCDOR Update**

In Karen Dehais absence, Mary Pat Dolan provided a brief update of some CCDOR activities with the Food Bank. The new CCDOR Chief Financial Officer will be coming to visit the Food Bank. The updated CCDOR financial policies are still in process. A committee is being formed to discuss next steps for the Food Bank with the CCDOR Board. Meghan Parsons participated in a meeting with Karen and one other person to discuss communication strategies.

There was no other business.

*Shannon Matteson made a motion to adjourn. Erin Summerlee seconded. None opposed. Minutes approved.*

The meeting was adjourned at 8:29 am.

Action Items	Responsible	Due Date
Finalize CEO Onboarding document	Andy/MP	7/17/2023

*Minutes respectfully submitted,*

*Kate Paterson  
Executive Assistant to the President/CEO*

### FBST Proposed Construction Timeline

Based on a planning meeting on 8/31/2023 attended by Andrew Harding (AJH-Design), Bob Drew, Mark Bordeau, Dave Patterson, Erica Loomis & Kate Paterson

Action	Who	Timing	Contingent on
AJS Design Contract to FBST for review	AJH/FBST	9/1/2023	
Existing Conditions Documentation Begins	AJH	~ week of 9/11/2023	
FBST Board Meeting for Contract Approval	FBST BOD	9/21/2023	
CAD File Developed	AJH	9/11/2023-10/2/2023	3 weeks from existing conditions walkthrough
Review meeting for layout/descoping	SLT/AJH	~second week of Oct	
Demo Plan	AJH	~second week of Oct	
Review of Materials & Finishes	FBST/AJH	~ 10/23/2023	
Finalize Design Selections/Final Set of Prints	FBST/AJH	~ 11/30/2023	Based on level of feedback from FBST
CD-level Documents Finalized	AJH	~ 12/22/2024	
Write Bid Document	AJH/RD	12/15/2024-1/3/2024	
Send out Bid	AJH/RD	~ 1/5/2024	
Return Date on Bids		~ 2/5/2024	
Required Furniture Delivery Date	EL/DP	2/29/2024	
Bid Review/Negotiation/Contract Signing/ Bonding/Materials Period	AJH/RD/TBD	~ 3/4/2024	1 month from Bid Doc
Construction Starts	TBD	~ 4/1/2024	1 month from bid acceptance
Construction Ends	TBD	~ 6/28/2024	3 months of construction