

**FOOD BANK OF THE SOUTHERN TIER  
Development Committee Meeting**

July 11, 2019

8:30-10:00am

<b>Member</b>	<b>In Attendance</b>	<b>Unable to Attend</b>
John Bayne (Chair)		X
Brigid Allinger	X	
John Alexander		X
Peter Newman	X (remotely)	
Rebecca Sexton	X (remotely)	
Dave Radin	X	
Joe Thomas	X	
Alison Wolfe		X
Jessica Renner	X	
Julie Monahan	X	
Anis Fadul		X
<b><i>Ex-Officio</i></b>		
Nancy Miller		X
Natasha Thompson	X	
<b><i>Staff</i></b>		
Meghan Parsons	X	
Krista Matia	X	

**1. Welcome and Call to Order**

Jessica Renner called the meeting to order at 8:30am.

**2. Opening Prayer**

Brigid Allinger led the opening prayer.

**3. Approval of May 10, 2019 Minutes**

*Julie Monahan made a motion to approve the May 10, 2019 minutes.  
Brigid Allinger seconded. All were in favor. None opposed.*

**4. Action Items Review**

Meghan Parsons gave a status report on the action items from the last meeting. Brigid shared that she would follow up with Tags after the summer but requested that we meet to develop a plan for our ask.

**5. Q2 Fundraising Results & New Reporting**

Meghan reviewed the Q2 fundraising report with the committee and provided an update on our Mother's Day Challenge match and Mother Cabrini Foundation grant application. She informed the committee that we will be hosting the Feeding America Fundraising Planning Institute reunion in October and anticipate 50 people in attendance from food banks across the country, including Puerto Rico! Meghan also spent some time reviewing the upcoming Leader of the Pack corporate challenge repack event which will be held on September 12. She asked committee members to assist with donor prospecting at the event and shared that we will assign committee members to each team.

## 6. Department Restructure Update

Meghan provided the committee with an update on the department restructure plan. We will be adding 1.5 FTEs to the Development & Community Engagement Department. We finalized revised job descriptions and rolled out the new org chart to all staff. Meghan shared that we recently hired an Executive Assistant and are currently interviewing for the Annual Fund Manager position. We hope to have both positions in place by August.

## 7. Gift Acceptance Policy Review

Jessica informed the group that we need to review and approve the Food Bank's Gift Acceptance Policy. A question was posed regarding whether or not we need to include Appendix A. Natasha explained that CCDOR required us to incorporate that into our existing policy. Joe Thomas suggested updating Section I, paragraph C to state that the Food Bank should consult with the Executive Committee & FBST general counsel before accepting a gift of closely held securities. All agreed to the change. None opposed.

## 8. Major Donor Program Update

Krista Matia reviewed the progress being made with the Major Donor Program.

## 9. Member Report Out/Around the Room

Jessica asked committee members to report out on what they've done since the last meeting and/or what they plan to do before the next meeting. She kicked it off by sharing that Excellus is planning to have a team for Leader of the Pack in partnership with Journey Fitness. Joe will research the possibility of hosting a repack at Cornell. Peter Newman agreed to review the Broome County donor list. Brigid will connect Natasha to WHCU for a regular radio interview spot. Dave Radin connected with Andrea Lynch and thanked her for the Corning Foundation's support of the Food Bank.

Action Items	Person Responsible	Due Date
Follow up with Tags	Brigid	Oct 25
Assist with donor prospecting at Leader of the Pack	All	Sept 12
Update FBST Gift Acceptance Policy	Natasha	ASAP
Research the possibility of hosting a repack at Cornell	Joe	ASAP
Review Broome County donor list	Peter	ASAP
Connect Natasha to WHCU	Brigid	ASAP

## 10. Adjourn

The meeting was adjourned at 9:58.

Minutes respectfully submitted by,

Natasha R. Thompson  
President & CEO