

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Monday, December 9, 2019

9:00 AM – 11:00 AM

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome and Call to Order	Nancy Miller		2
2. Opening Prayer	Joe Thomas		2
3. Approval of November 19, 2019 Minutes	Nancy Miller	Approve	1
4. PantryTrak Progress Report	Matt Griffin/Kathryn Miller	Update	30
5. December BOD Mtg <ul style="list-style-type: none">• Agenda• BOD/Staff Mixer	Nancy Miller/Natasha Thompson	Approve	20
6. CEO Performance Evaluation Process	Nancy Miller	Discuss	15
7. Follow-up Items: <ul style="list-style-type: none">• 2020 Meeting Schedule• Employee Engagement Survey• 2020-21 Work Plan• FANO Activities	Natasha Thompson	Discuss	15
8. Executive Session	Nancy Miller	Discuss	5

Next Meeting:

Tuesday, January 14, 2019

9:00AM – 11:00AM

Opening Prayer: Mary Pat Dolan

If you plan to join the meeting remotely, please inform Lynn Dates

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, November 19, 2019

8:00 a.m. – 10:00 a.m.

Board Member	In Attendance	Unable to Attend
Nancy Miller (Chair)	X	
Steve Hoyt	X	
Joe Thomas	X	
Mary Pat Dolan	X	
<i>Ex-Officio</i>		
Laura Opelt	X	
Natasha Thompson	X	
<i>Guest</i>		
Diane Brown, Community Foundation	X	
<i>Staff</i>		
Tim Currie	X	
Lynn Dates	X	

1. Welcome & Call to Order

Nancy Miller called the meeting to order 8:00 am.

2. Opening Prayer

Steve Hoyt led the opening prayer.

3. Approval of the October 15, 2019 Minutes

Steve Hoyt made a motion to approve the October minutes.

Joe Thomas seconded. None opposed. Minutes approved.

4. 2020 Budget Update - Tim

Tim reviewed the 2020 Budget Narrative and Highlights, briefly discussing the following: Fund Development goals; HPNAP contract extension is; COLAs for staff except senior management; decision to keep the NRM position open; impact of TEFAP and its effects on Q3 adjustments. The budget was approved via email by Finance/Audit Committee. The December 2, Finance/Audit Committee meeting was canceled. Tim further clarified COLA decision regarding senior management, and the rationale behind investment and health insurance lines. He reported that he is still working with an attorney and possible buyer for the FBST garage. The group agreed that the budget would be formally presented at the December Board meeting.

5. BOD Assessment

Natasha reviewed the draft assessment created by Nominating/Corporate Governance Committee noting that the assessment is done every two years and that Grace Park will introduce the assessment at the December meeting. She explained the timeline and that the assessment will be distributed by email with a two-week turnaround for response. The N&CG Committee will review Board members responses. The group discussed Board diversity, Equality and Inclusion, and how

it could be addressed in the future. Natasha noted that she was accepted to an EDI committee that will meet in Chicago at the beginning of December. Laura asked if we are involved in Cultural Competency Health Literacy (CCHL) work. It was noted that it might be worth looking into regarding being poverty informed. Natasha mention the FLIPS provider systems network, and that she will be meeting with Dick Shaffer regarding strategy.

6. Follow-up Items:

- PantryTrak Update – Invite Kathryn Miller and Matt Griffin to attend the December Executive Committee meeting to discuss the report
- Employee Engagement Survey – Missy Rittenhouse is leading employee engagement focus groups – with focus on Community Impact and coaching with Randi.
- 2020-21 Work Plan – Feed, Lead, and Strengthen – Natasha is meeting with Dick Shaffer to discuss the creation of a two-year work plan.

7. Fund to End Hunger

Diane Brown from the Community Foundation of South-Central New York in Binghamton joined the group to discuss the creation of a Fund to End Hunger. She explained how the Community Foundation manages endowed and un-endowed funds, the process of creating a draft fund agreement to outline the purpose of the fund, and that FBST could create an advisory committee to assist with decision making. She recommends creating an un-endowed fund to get a feel for the process. The Committee discussed many pros and cons of creating the fund.

8. Executive Session

No Executive Session was requested.

Other items:

At the start of the meeting Mary Pat presented her ideas regarding departmental dashboards to provide updates to committees.

Natasha provided a personnel update.

Reminders: Executive Committee meetings will begin at 9am in December, and the next meeting will be held on a Monday. The Board Staff Mixer will be held from 3:30 – 4:30 pm prior to the December Board meeting.

The meeting was adjourned at 10:30 am.

Minutes respectfully submitted by,

Lynn Dates

Executive Assistant to

Natasha Thompson, President & CEO

Next meeting, Monday, December 9, 9-11 am, opening prayer Joe Thomas

FOOD BANK OF THE SOUTHERN TIER

Board of Directors Meeting

December 19, 2019

4:30 PM - 6:00 PM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome & Call to Order	Nancy Miller		3
2. Opening Prayer	John Bayne		2
3. Approval of Minutes – September 19, 2019	Nancy Miller	Approve	5
4. BOD Education: PantryTrak Progress Report	Matt Griffin/Kathryn Miller	Discuss	30
5. Committee Reports			45
a. Development Committee	John Bayne	Update	
• 2019 Fundraising Progress			
• BOD Giving			
b. Executive Committee	Nancy Miller	Update	
• CEO Performance Evaluation Plan			
• Fund to End Hunger			
c. Finance Committee	Steve Hoyt	Approve	
• 2020 Budget			
d. Nominating & Corporate Governance	Grace Park	Approve	
• 2020 BOD Slate			
• 2020 Committee Appointments			
• 2020 Meeting Schedule			
6. Other Business	Nancy Miller	Update	5
7. Executive Session	Nancy Miller		20

Next Meeting:

February 20, 2020

4:00 PM-6:00 PM

Opening Prayer: Peter Newman

**FOOD BANK OF THE SOUTHERN TIER
PROCESS FOR EVALUATION OF
PRESIDENT & CEO'S 2019 PERFORMANCE**

- 1) By **January 17, 2020** Natasha distributes a President & CEO performance report for 2019 to BOD members
- 2) By **January 21, 2020**, Laura Opelt distributes to BOD members & FBST staff who directly report to Natasha a link to the CEO evaluation survey.
- 3) By **February 3, 2020**, BOD members and staff will complete their surveys. Tony Barbaro will record and summarize responses.
- 4) At the Executive Committee meeting on **February 11, 2020** in the absence of Natasha:
 - a. Laura Opelt presents the recorded and summarized responses for discussion, and
 - b. The Executive Committee develops a summary statement of performance for 2019 and, if appropriate, a **compensation** adjustment retroactive to January 1, 2020.
- 5) Nancy Miller and Laura Opelt will meet with Natasha to communicate the summary of the evaluation after the Executive Committee meeting on February 11, 2020.
- 6) At the February 20, 2020 Board meeting, the Executive Committee will report its summary of Natasha's 2019 performance along with any recommendations regarding compensation.

Commented [NT1]: January 20 is MLK Day

Commented [NT2]: Confirm meeting date

Commented [NT3]: 2020 budget does not include compensation adjustments for senior leadership including CEO

Commented [NT4]: Joe Thomas?

FOOD BANK OF THE SOUTHERN TIER

Board of Directors 2020 Meeting Schedule

<i>COMMITTEE</i>	<i>MEETING DATE</i>	<i>MEETING TIME</i>	<i>PRAYER</i>
General Board (3 rd Thursday)	February 20	4:00 p.m. – 6:00 p.m.	Peter Newman
	May 21	4:00 p.m. – 6:00 p.m.	Carin Rouleau
	June 18	4:00 p.m. – 6:00 p.m.	John Bayne
	September 17	4:00 p.m. - 6:00 p.m.	Alison Wolfe
	December 17	4:00 p.m. – 6:00 p.m.	Jessica Renner
Executive Committee (2 nd Tuesday)	January 14	9:00 a.m. – 11:00 a.m.	Mary Pat Dolan
	February 11	9:00 a.m. – 11:00 a.m.	Joe Thomas
	March 10	9:00 a.m. – 11:00 a.m.	Jessica Renner
	April 14	8:00 a.m. – 10:00 a.m.	Natasha Thompson
	May 12	8:00 a.m. – 10:00 a.m.	Steve Hoyt
	June 9	8:00 a.m. – 10:00 a.m.	Mary Pat Dolan
	July 14	8:00 a.m. – 10:00 a.m.	Laura Opelt
	August 11	8:00 a.m. – 10:00 a.m.	Joe Thomas
	September 8	8:00 a.m. – 10:00 a.m.	Jessica Renner
	October 13	8:00 a.m. – 10:00 a.m.	Steve Hoyt
	November 10	8:00 a.m. – 10:00 a.m.	Mary Pat Dolan
	December 8	9:00 a.m. – 11:00 a.m.	Laura Opelt
Finance Committee (1 st Tuesday)	February 4	4:30 p.m. – 6:00 p.m.	Dick Pirozzolo
	May 5	4:00 p.m. – 6:00 p.m.	Karl Krebs
	September 1	4:30 p.m. – 6:00 p.m.	Linda Bruckner
	November 4	4:00 p.m. – 6:00 p.m.	Michael Eisner
	December 1	4:30 p.m. – 6:00 p.m.	Shannon Matteson
Nominating & Corporate Governance Committee (1 st Thursday)	February 6	8:30 a.m. – 9:30 a.m.	Maureen Ferrell
	April 2	8:30 a.m. – 9:30 a.m.	Bill Powell
	June 4	8:30 a.m. – 9:30 a.m.	Natasha Thompson
	August 6	8:30 a.m. – 9:30 a.m.	Marty Heysham
	October 1	8:30 a.m. – 9:30 a.m.	Grace Park
	December 3	8:30 a.m. – 9:30 a.m.	Mary Pat Dolan
Development Committee	January 31	8:30a.m. – 10:00a.m.	Brigid Allinger
	May 1	8:30a.m. – 10:00a.m.	Julie Monahan
	July 17	8:30a.m. – 10:00a.m.	Rebecca Sexton
	October 30	8:30a.m. – 10:00a.m.	John Alexander
Advocacy Committee	February 3	2:00 p.m. - 4:00 p.m.	
	June 1	2:00 p.m. - 4:00 p.m.	
	August 3	2:00 p.m. - 4:00 p.m.	
	October 5	2:00 p.m. - 4:00 p.m.	