

**FOOD BANK OF THE SOUTHERN TIER
EXECUTIVE COMMITTEE**

Tuesday, September 10

8:00 AM – 10:00 AM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Nancy Miller		5
2. Opening Prayer	Natasha Thompson		5
3. Approval of August 20, 2019 Minutes	Nancy Miller	Approve	5
4. Development & Community Engagement Update	Meghan Parsons	Discuss	30
5. September BOD Meeting Agenda	Nancy Miller	Discuss/Approve	10
6. Child Victims Act Informational Mtg Update	Joe Thomas	Discuss	10
7. Other Business	Natasha Thompson	Discuss/Approve	20
• Sale of Property			
• 2020 Budget Planning Update			
• PantryTrak Update			
• Reschedule October Meeting			
8. Executive Session	Nancy Miller	Discuss	5

Next Meeting:

Tuesday, October 10, 2019

8:00AM – 10:00AM

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, August 20, 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>		
Jack Balinsky	X phone	
Natasha Thompson	X	
<i>Staff</i>		
Tim Currie	X	
Meghan Parsons	X	
Lynn Dates	X	

1. Welcome & Call to Order

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

2. Opening Prayer

Steve Hoyt led the opening prayer.

3. Approval of the May 14 and June 14, 2019 Minutes

Mary Pat Dolan made a motion to approve the May and June minutes.

Joe Thomas seconded. None opposed. Minutes approved.

4. 2020 Budget Conversation

Tim reviewed his preliminary 2020 budget projections with the group and noted an anticipated deficit of \$350K without an increase in fundraising revenue. He also reviewed a list of potential budget cuts. The committee asked what impact the projected cuts could have on people served. Tim noted that if we cut programs, we can always restore if fundraising allows. However, if we cut positions, we might not be able to restore them in the future.

Meghan discussed our plan for fundraising in 2019-2020 and highlighted our intention to develop our Major Gifts program, strategically manage our Direct Mail program, and create annual cases for support. She also shared that we hope to work more closely with BOD members on their annual giving.

The committee noted the need to move toward a balanced budget, review excess reserves, and use a percentage to target an agreed upon deficit this year. The group recommended a target of no more than \$100k deficit for 2020. The Finance Committee will discuss this further in September.

5. June BOD Strategy Session Recap

Natasha reviewed the summary from the June BOD session with the group and asked for feedback. Overall, committee members thought it was an interesting session and highly participatory. Natasha went on to share that we sent a letter to the Bronfenbrenner Center for Translational Research inviting Cornell MPH students to help evaluate a project with Enfield Elementary School as a Beta site for a new approach to our child hunger programs.

Committee noted it would like to look at different dashboards to better capture the work we are doing. Nancy asked everyone to come up with ideas of what they would like to see included in a revised dashboard. Natasha also offered to survey her colleagues at other food banks.

6. September BOD Meeting Agenda

Natasha and Nancy solicited ideas for the September BOD meeting agenda. In addition to regular committee updates, committee members suggested the following topics:

- Child Victims Act review – Jack, in person
- Board Education – major gifts – Meghan
- Introduce new staff – Mary Jane, Jordyn, Lynn
- (Tentative idea: Jackie present closing the hunger gap, anti-hunger advocates outside of foodbanking. Natasha can share video from last Speaker’s Bureau)

7. BOD Recruitment & Leadership Development

Natasha shared that Christina Sonsire has resigned from the BOD, leaving three openings in 2020. Erin Summerlee has been confirmed as a candidate and we are in conversation with several other prospects. Jessica Renner agreed to serve as Secretary.

8. Personnel Update

Natasha shared that Krista left the Food Bank on August 16 to work for Raiser’s Edge. We welcomed three new staff members including Lynn Dates, Executive Assistant, Jordyn Smith, Annual Fund Manager, and Kathryn Miller, Service Insights Coordinator. Mary Jane Bray, Major Giving Officer, begins on Monday, August 26, 2019. Dave Patterson is out on paternity leave. Tina Culligan out for medical leave. All else stable.

9. Executive Session

No Executive Session was requested.

<i>Follow Up Items</i>	<i>Person Responsible</i>	<i>Due Date</i>
Revised budget	Tim	9/10/2019
Dashboard ideas	Exec. Committee & Natasha	9/10/2019

The meeting was adjourned at 11:10 am

Minutes respectfully submitted by,
Lynn Dates
Executive Assistant

FOOD BANK OF THE SOUTHERN TIER
BOARD OF DIRECTORS
 Thursday, September 19, 2019
 4:00-6:00 PM
AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Nancy Miller		2
2. Opening Prayer	Carin Rouleau		3
3. Approval of June 20, 2019 Minutes	Nancy Miller	Approve	5
4. DOR Update	Jack Balinsky	Discuss	10
5. BOD Education: Development Progress	Meghan Parsons	Discuss	30
6. Committee Updates			30
a. Development	Meghan Parsons	Discuss	
• Fundraising Report			
b. Executive	Nancy Miller	Discuss	
c. Finance	Steve Hoyt/Tim Currie	Approve	
• Q2 Projections			
• Sale of Property			
d. Nominating & Corporate Governance	Grace Park	Discuss	
7. COO Report	Tim Currie	Discuss	5
8. CEO Report	Natasha Thompson	Discuss	5
9. Other Business	Nancy Miller	Discuss	5

****Please let Lynn Dates know if you plan to join the meeting remotely****

Next Meeting:
Thursday, December 19, 2019
4:00-6:00 PM
Opening Prayer: John Bayne