

# FOOD BANK OF THE SOUTHERN TIER

## EXECUTIVE COMMITTEE

Tuesday, April 14, 2020

8:00 AM – 10:00 AM

### AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer	Natasha Thompson		2
3. Approval of March 10, 2020 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. COVID-19 Updates <ul style="list-style-type: none"><li>• Operations</li><li>• Fundraising</li><li>• Expenses</li><li>• Personnel</li></ul>	Natasha Thompson	Discuss	45
6. FANO/Bezos Gift Plan	Meghan Parsons	Discuss	20
7. Spend Down Policy	Joe Thomas	Discuss	10
8. Follow-up Items <ul style="list-style-type: none"><li>• CCDOR Bar Date Memo</li></ul>	Natasha Thompson	Update	5
9. Other Business	Mary Pat Dolan	Discuss	5

#### Next Meeting:

Tuesday, April 14, 2020

8:00AM – 10:00AM

Opening Prayer: Steve Hoyt

**\*\*If you plan to join the meeting remotely, please inform Lynn Dates: [lynn.dates@foodbankst.org](mailto:lynn.dates@foodbankst.org)\*\***

# Food Bank of the Southern Tier

## Executive Committee Meeting

Tuesday, March 10, 2020

9:00 am – 11:00 am

Board Member	In Attendance	Unable to Attend
Joe Thomas (Chair)	X (Zoom)	
Steve Hoyt	X	
Mary Pat Dolan	X	
Jessica Renner	X	
<i>Ex-Officio</i>		
Laura Opelt		X
Natasha Thompson	X	
<i>Staff</i>		
Meghan Parsons	X	
Lynn Dates	X	

### 1. Welcome & Call to Order

Mary Pat Dolan called the meeting to order 9:00 am.

### 2. Opening Prayer

Jessica Renner led the opening prayer.

### 3. Approval of the February 11, 2020 Minutes

*Jessica Renner made a motion to approve the February minutes.  
Steve Hoyt seconded. None opposed. Minutes approved.*

### 4. Check-in

Committee members went around the room and provided updates on their personal & professional lives.

### 5. CCDOR Bar Date Memo

Natasha reviewed a memo from Lisa Passero outlining communication details regarding the Bar Date Memo March 26 deadline noting that she will discuss requirements with Jack Balinsky and Carin Rouleau at the next DOR Board Meeting. The group recommended that FBST secure legal counsel. Natasha will share a sample message that CC Tompkins-Tioga has on their website and send an update after the DOR Board Meeting.

### 6. Cases for Support Presentation & Review

Meghan reviewed the process for creating Cases for Support and budget review and asked the group for input regarding the content. Meghan recorded the group's discussion about the headings and phrasing as well as their own tag line ideas.

### 7. Coronavirus Preparation

Jessica shared updated information and noted that there are no confirmed cases in 39 upstate counties, that the CDC and NYS DOH websites are the best places for information, and that NYS is in a state of emergency to allow for Federal funding. Natasha showed the group the Food Bank's Pan Flu Continuity of Operations Plan (COOP) noting that Feeding America has compiled a library of documents. FBST Directors will update the COOP plan and the Community Impact Department is creating a list of possible impact to clients. She shared that we are securing soap and looking at internal capacity and HR policies.

## 8. Follow-up Items

- **Performance Metrics** – Natasha shared that she has reviewed performance metrics with the leadership team. She plans to have each department report out during staff meetings which will include metrics as well as accomplishments and “mission moment” stories.
- **Succession Planning** – Natasha shared that Catholic Charities already has a succession policy in place. She also found resources from SHRM and noted that Erica Loomis will be joining the local SHRM chapter.
- **BOD & Committee Volunteer Day** – Natasha provided an update about the Volunteer Repack Teambuilding event for all BOD and Committee members scheduled for Saturday, May 16, from 9 am – 12 pm. She shared that there will be a link to Volunteer Hub, a link to an online store for t-shirts, and that she will share communications every two weeks.
- **Sale of Property Update** – Natasha shared that we have received a verbal offer on the property and will need only the approval of the members of the corporation when it comes time to approve moving forward with the sale. The verbal offer includes use of the access road.
- **PantryTrak Report**– Natasha reviewed the 2020 PantryTrak February Progress Report provided by Kathryn Miller and noted that her position will move to Community Impact and she will report to Randi Quackenbush effective April 6.

## 9. Other Business

- The next Executive Committee meeting will be held on Tuesday, April 14 from 8-10 am

Minutes respectfully submitted by,

Lynn Dates  
*Executive Assistant to  
Natasha Thompson  
President & CEO*