

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, February 11, 2020

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 January 14, 2020 Minutes	Nancy Miller	Approve	1
4. Check-in	Nancy Miller	Discuss	10
5. BOD Assessment Review & Next Steps	Natasha Thompson	Discuss	30
6. 2019 Financials	Steve Hoyt	Update	10
7. February BOD Agenda	Natasha Thompson	Approve	10
8. Follow-up Items	Natasha Thompson	Discuss	15
• Employee Engagement Survey			
• BOD & Committee Volunteer Day			
9. Executive Session	Nancy Miller	Discuss	30
• President & CEO 2019 Performance Eval	Laura Opelt/Nancy Miller		

Next Meeting:

Tuesday, March 10, 2020

9:00AM – 11:00AM

Opening Prayer: Jessica Renner

*****If you plan to join the meeting remotely, please inform Lynn Dates @ lynn.dates@foodbankst.org*****

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, January 14, 2020

9:00 a.m. – 11:00 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>		
Missy Rittenhouse	X	
<i>Staff</i>		
Lynn Dates	X	

1. Welcome & Call to Order

Nancy Miller called the meeting to order 9:03 am.

2. Opening Prayer

Mary Pat Dolan led the opening prayer.

3. Approval of the December 9, 2019 Minutes

*Joe Thomas made a motion to approve the December minutes.
Steve Hoyt seconded. None opposed. Minutes approved.*

4. Employee Engagement Focus Group

Missy Rittenhouse reviewed her findings and recommendations from the Employee Engagement Survey focus groups conducted with staff. She noted that we should focus on improving communication but allow employees to help develop and lead that work. She also shared that there were many concerns about staffing the front desk with volunteers instead of a paid employee. This has created a lack of confidence, lack of communication re. volunteers, and lack of a knowledgeable person at the front desk.

Nancy noted that Feed, Lead, and Strengthen still seem pertinent, but perhaps we need a refresher on the messaging since it has been a while. Mary Pat pointed out that the report on lack of communication is common, and that it's easy to underestimate the power and need for communication.

Natasha shared some of her thoughts regarding how to move this work forward and incorporate it into our 2020-21 workplan. She will be reviewing Missy's results with the management team as well as the full staff by the end of January.

5. Check-in

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

6. BOD/Committee Volunteer Day Planning

Natasha provided an update about the Volunteer Repack Teambuilding/Engagement event for all BOD and Committee members taking place on Saturday, May 16, from 9 am – 12 pm. Committee members provided some

initial feedback that Natasha will share with the Nominating & Corporate Governance Committee at their next meeting in February.

7. **President & CEO 2019 Performance Report**

Laura Opelt reviewed the CEO evaluation process timeline with the group. Natasha reviewed her 2019 Personal Goals & Objectives which Laura will share with the rest of the BOD via email along with Natasha's 360 evaluation. The Executive Committee will review the results of the 360 evaluation on February 11. Nancy, Joe and Laura will share the results with Natasha after that meeting. The final report will be shared with the full BOD on February 20.

8. **Follow-up Items**

- **December BOD Mtg & Mixer Feedback** – Natasha asked the group for feedback on the BOD/Staff Holiday Mixer. A concern was shared about the lack of participation from warehouse staff. Natasha explained that some of their shifts start and end earlier. Some felt that BOD representation should have been better. We should brainstorm ways to increase participation among BOD and staff. It was suggested that we should send out the invitation earlier next year. The group liked the table set-up and casual conversation with staff as well as the ice-breaker questions Jen Harris handed out. They noted that the food was good, but we should offer some vegetarian options in the future.
- **PantryTrak Update** – no update, more information will be available in February.
- **Preliminary Year-end Results** – the group briefly discussed 2019 results.
- **Sale of Property Update** – Natasha explained that we want to make sure that we continue to have possession of the road right of way, and that negotiations will take time.
- **2020-21 Workplan Update** – Natasha explained that she will develop the workplan structure; and management team will push out.
- **New BOD Orientations** – Erin Summerlee and Marty Heysham will join the BOD in February and attend the new member orientation January 23, 12-3 pm. The entire BOD was invited to attend the orientation where Natasha and staff will review FBST strategic plan, org. structure, Board web portal, Food Banking 101, fundraising, financials, expectations and COI agreement.

9. **Executive Session**

No Executive Session was requested.

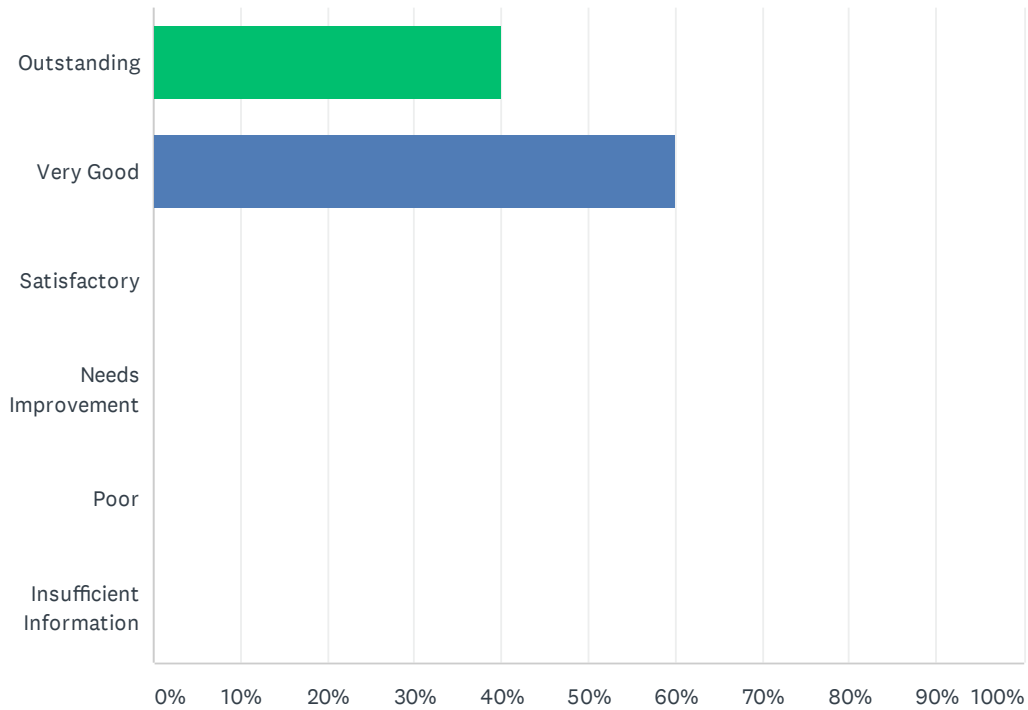
The meeting was adjourned at 11:05 am.

Minutes respectfully submitted by,

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

Q1 I understand the strategic vision for the organization.

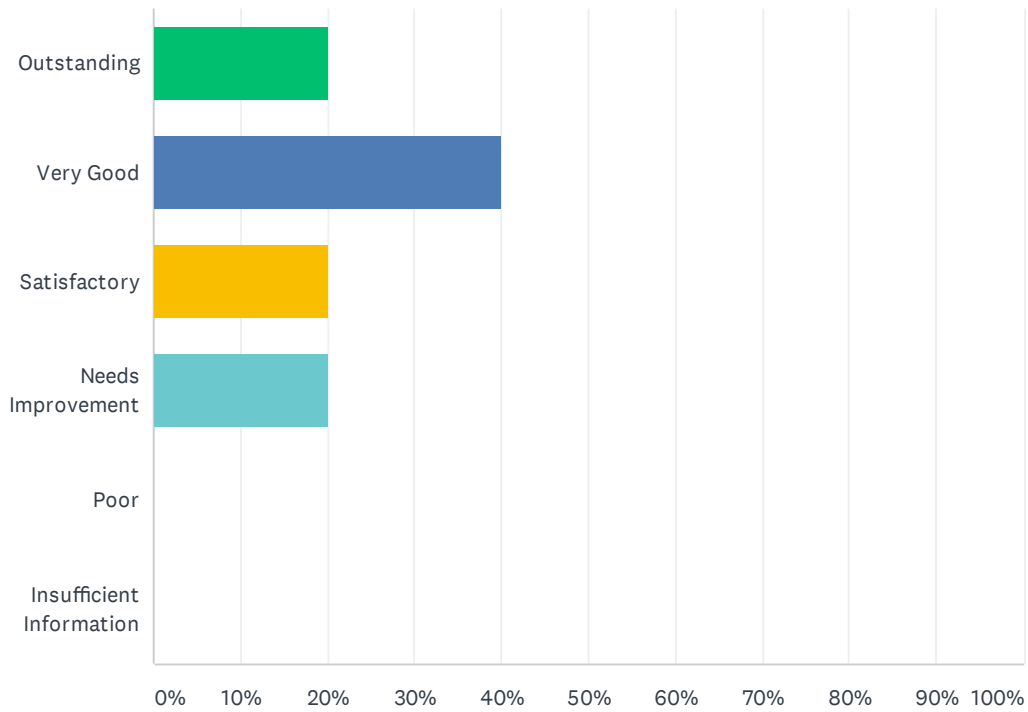
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	40.00%	4
Very Good	60.00%	6
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q2 The Board has an adequate amount of Director diversity (race, ethnicity, gender, age, skills and disciplines, community constituencies).

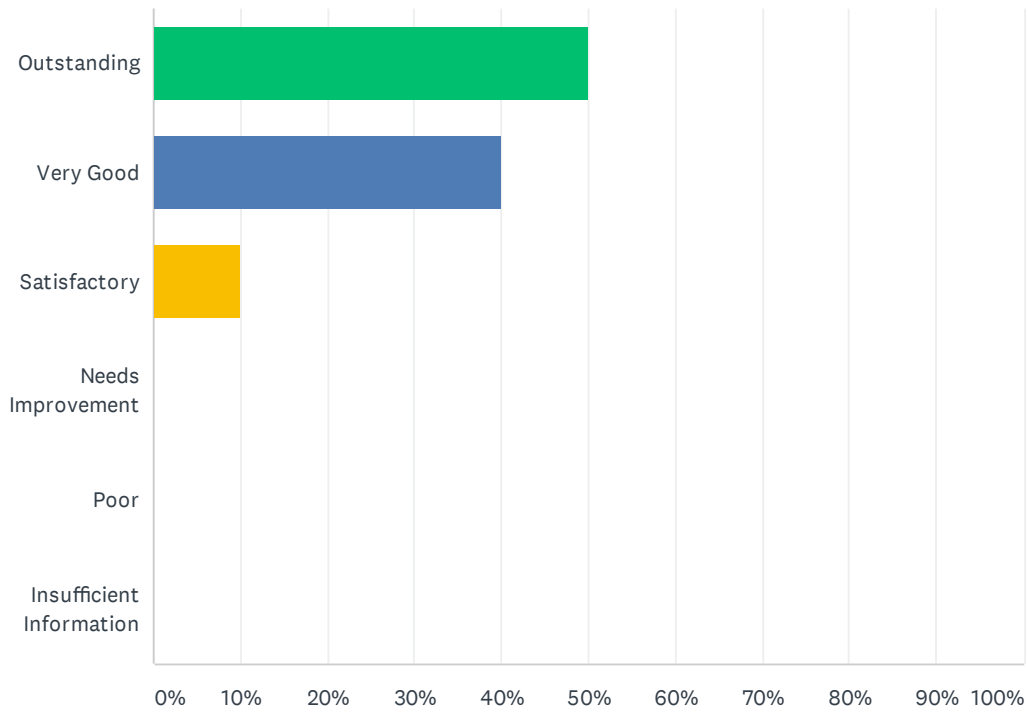
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	20.00%	2
Very Good	40.00%	4
Satisfactory	20.00%	2
Needs Improvement	20.00%	2
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q3 I am provided sufficient information and updates regarding the Board's policies, procedures and by-laws.

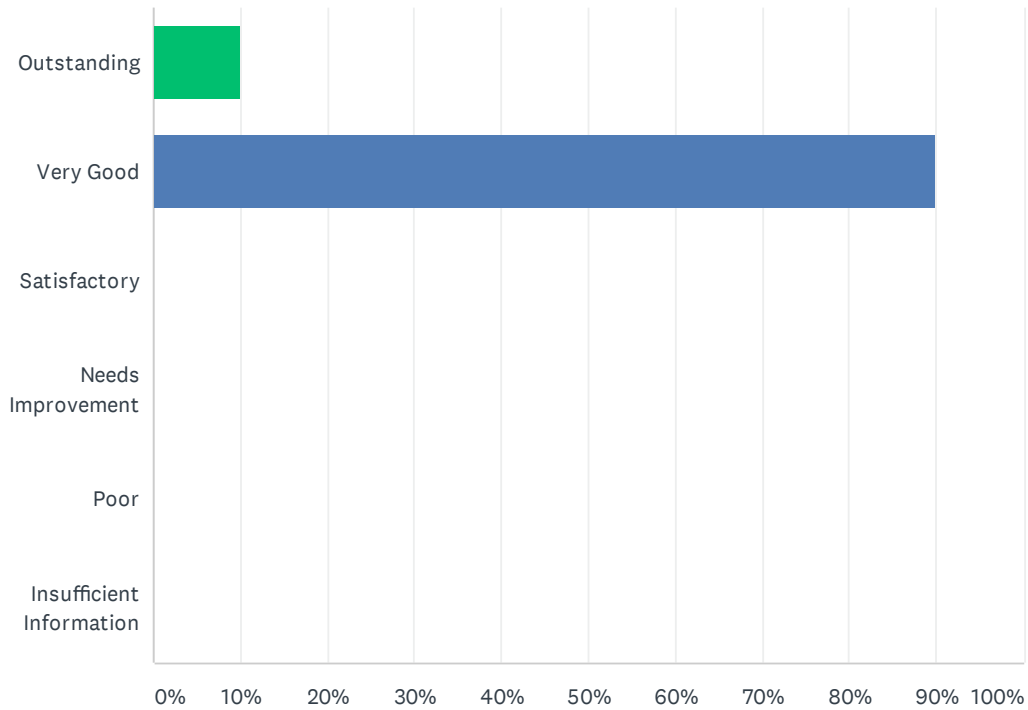
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	5
Very Good	40.00%	4
Satisfactory	10.00%	1
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q4 The Board’s decision-making process is consistent and organized.

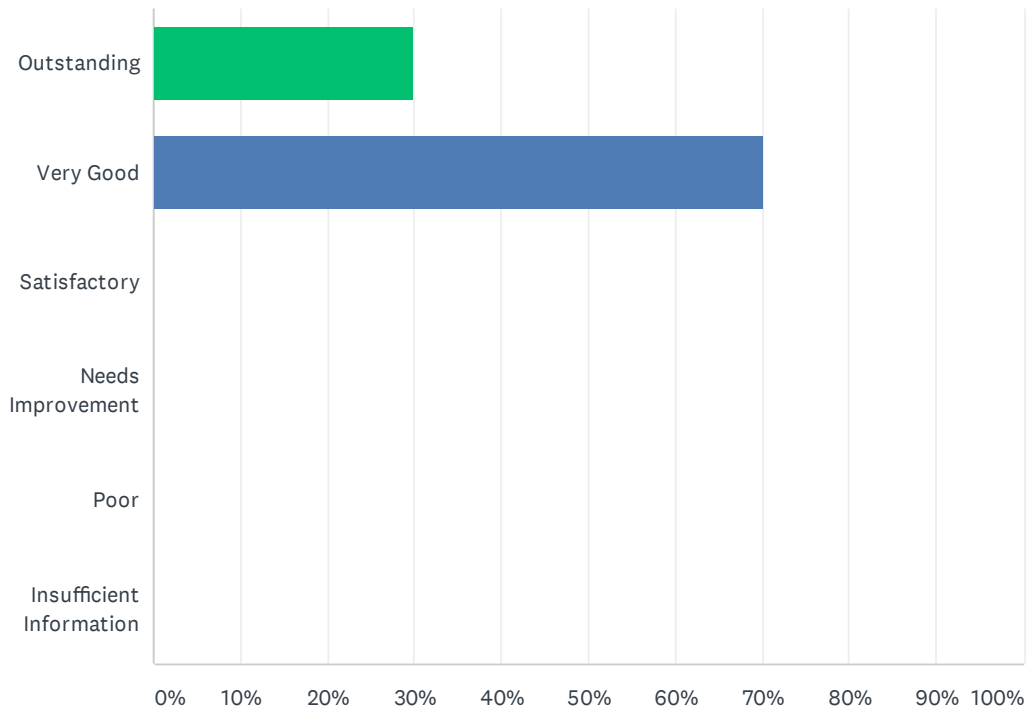
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	10.00%	1
Very Good	90.00%	9
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q5 Decisions are made at the appropriate level (Board vs. President/CEO and/or Staff levels)

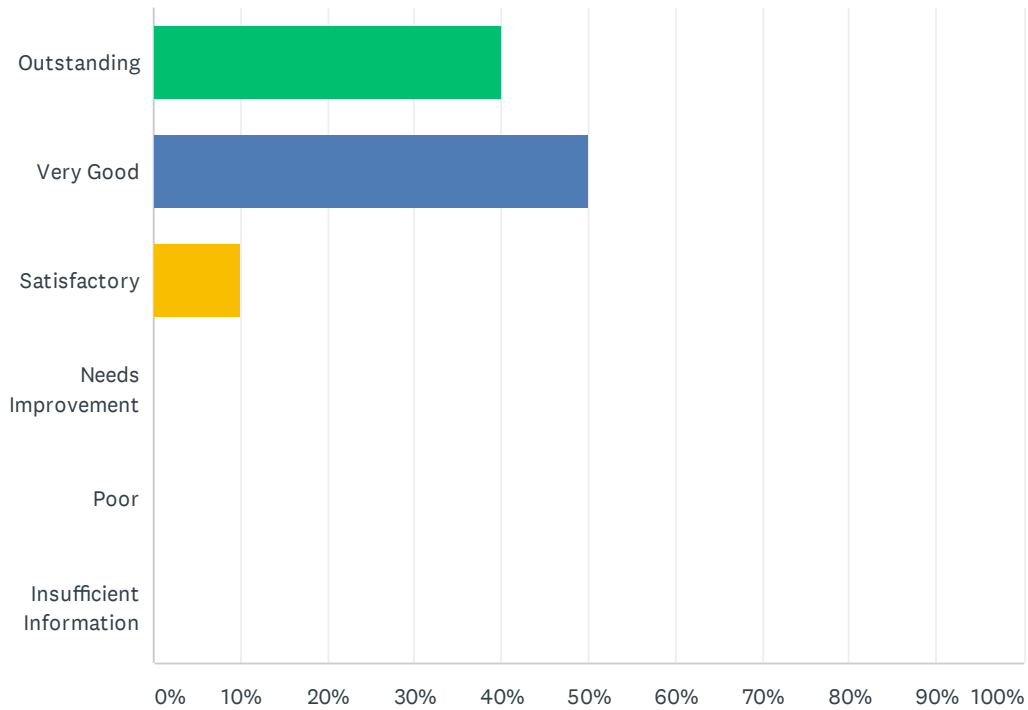
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	30.00%	3
Very Good	70.00%	7
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q6 The process for evaluating the President/CEO is transparent and fair.

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	40.00%	4
Very Good	50.00%	5
Satisfactory	10.00%	1
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

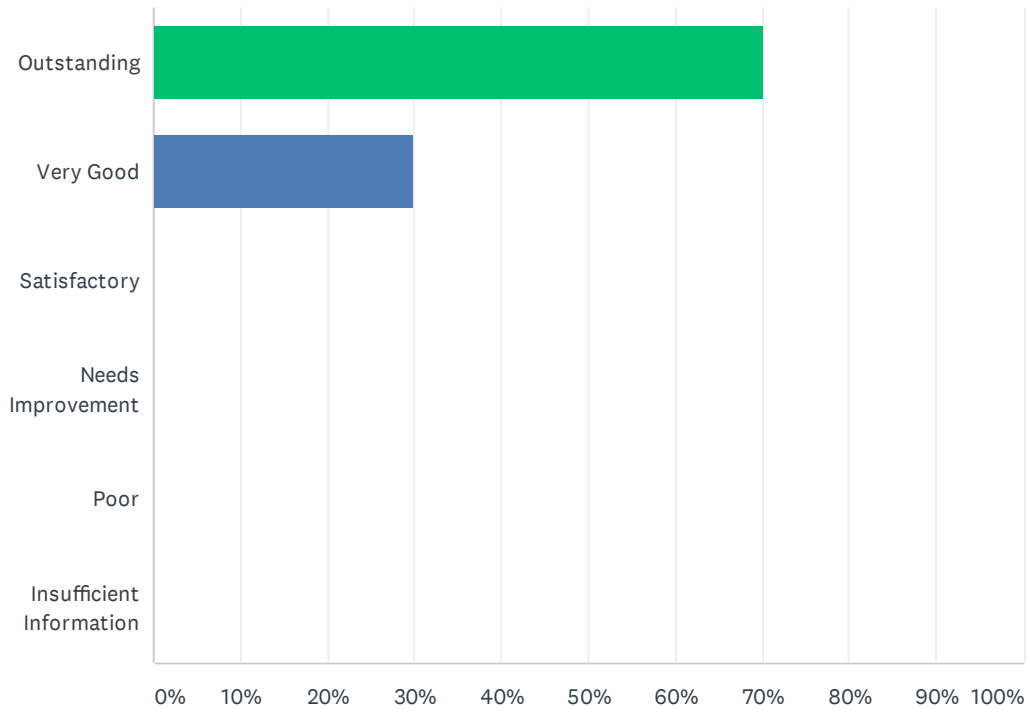
Q7 COMMENTS:

Answered: 3 Skipped: 7

#	RESPONSES	DATE
1	The process for evaluation of the President is fair, but the inputs are usually weak.	1/14/2020 9:35 PM
2	I think the Board is well run and interacts well with the senior FBST team. I feel we are helpful and supportive too - I hope the staff feels the same way.	1/14/2020 4:10 PM
3	I'm on several boards and this board stands out as being among the most functional and effective.	1/8/2020 12:07 PM

Q8 The Board receives regular reports from each of the committees.

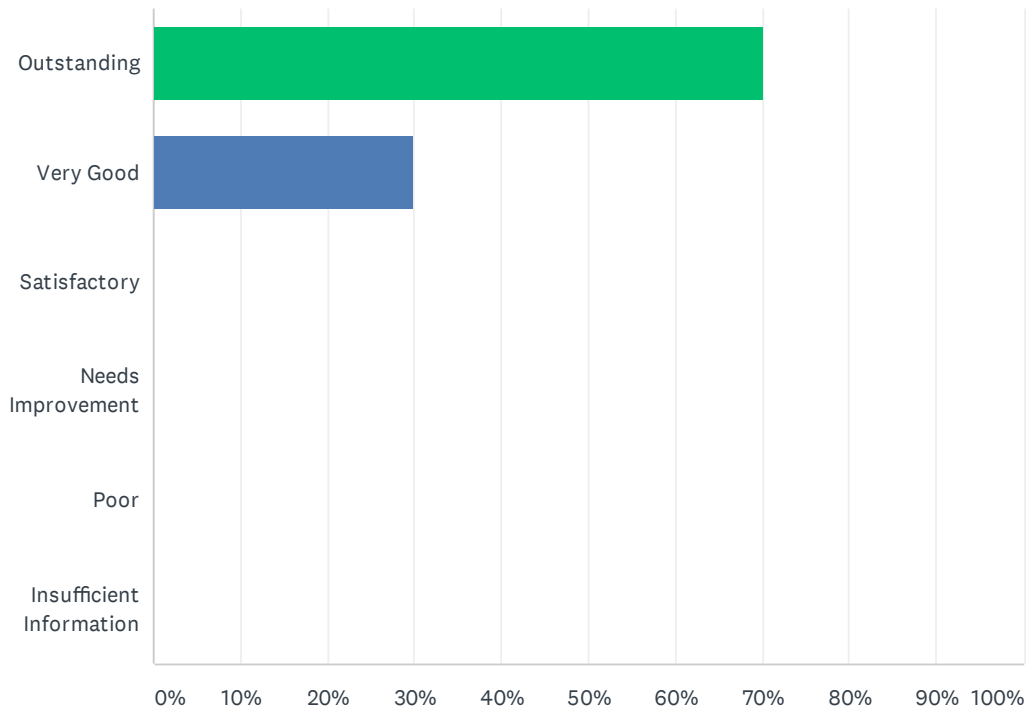
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	70.00% 7
Very Good	30.00% 3
Satisfactory	0.00% 0
Needs Improvement	0.00% 0
Poor	0.00% 0
Insufficient Information	0.00% 0
Total Respondents: 10	

Q9 Meeting materials are available on the secure FBST Web portal and via an e-mailed word document.

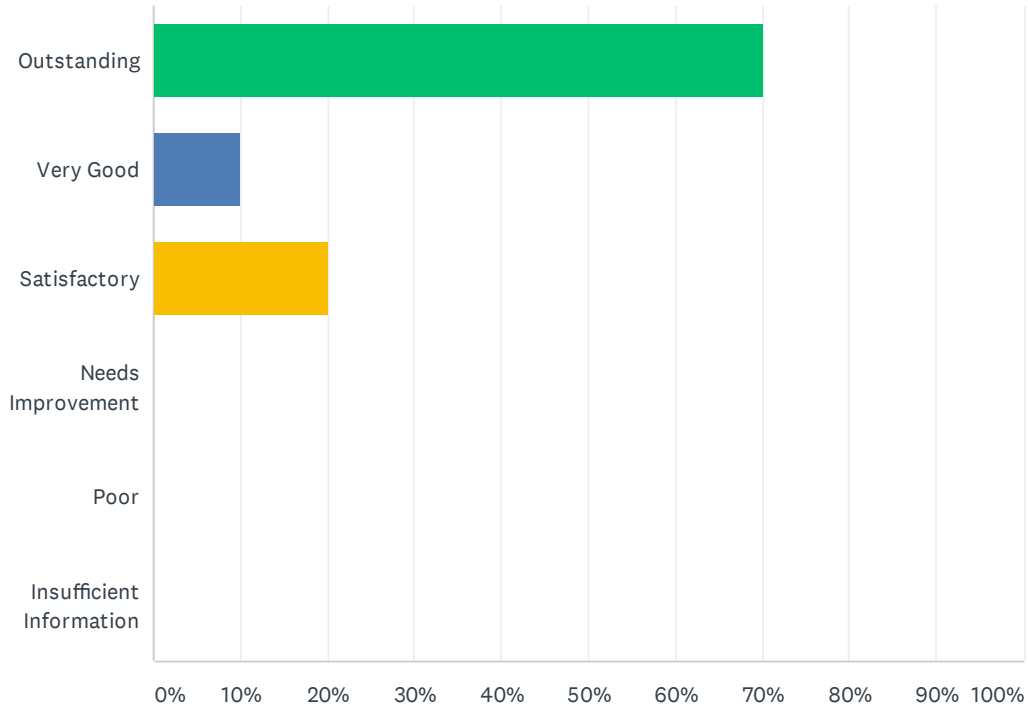
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Very Good	30.00%	3
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q10 All Directors have an opportunity to speak at meetings.

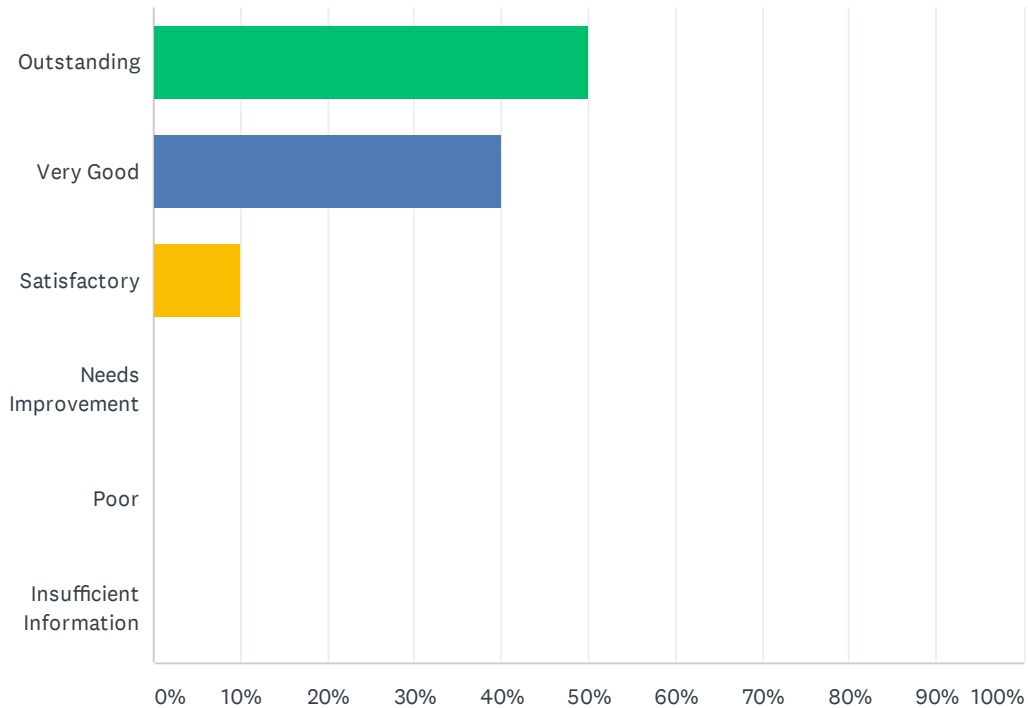
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Outstanding	70.00% 7
Very Good	10.00% 1
Satisfactory	20.00% 2
Needs Improvement	0.00% 0
Poor	0.00% 0
Insufficient Information	0.00% 0
Total Respondents: 10	

Q11 Directors are encouraged to offer opinions based on their personal/professional expertise and experience in order to facilitate discussion and decision making at Board meetings.

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	5
Very Good	40.00%	4
Satisfactory	10.00%	1
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

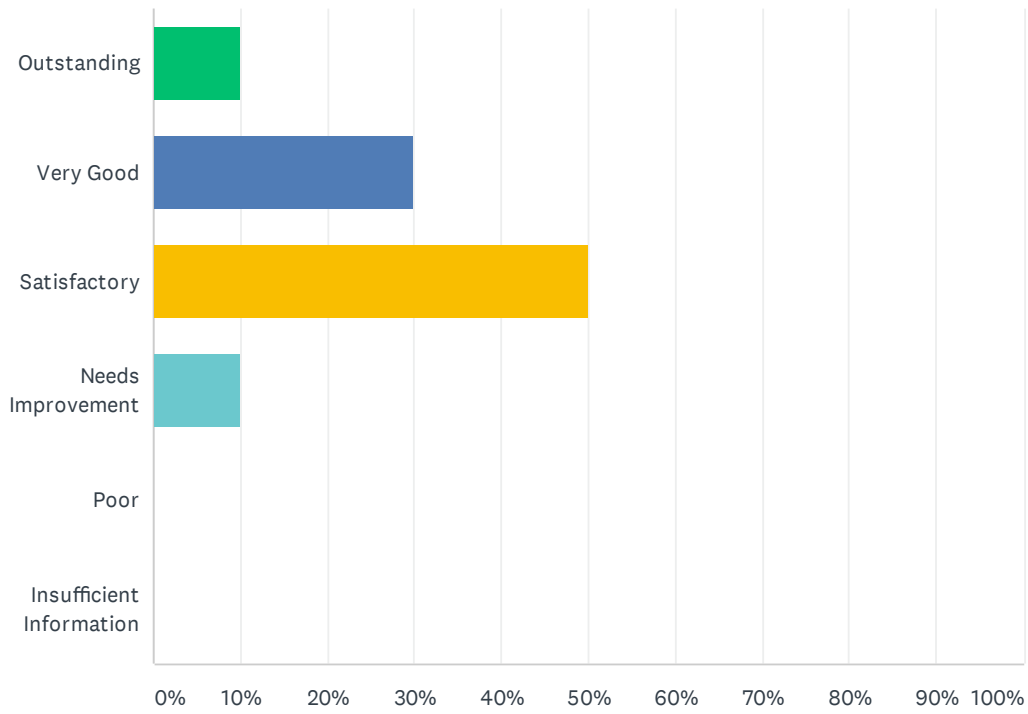
Q12 COMMENTS:

Answered: 2 Skipped: 8

#	RESPONSES	DATE
1	We have a great board with extraordinarily talented people & great administrative & board leadership. We need to continue to work on board engagement & information sharing between meetings & board engagement.	1/15/2020 9:05 AM
2	The FBST has a strong, independent board and I believe all members are free to express opinions and concerns.	1/8/2020 5:09 PM

Q13 The Board has criteria against which it evaluates and monitors its performance.

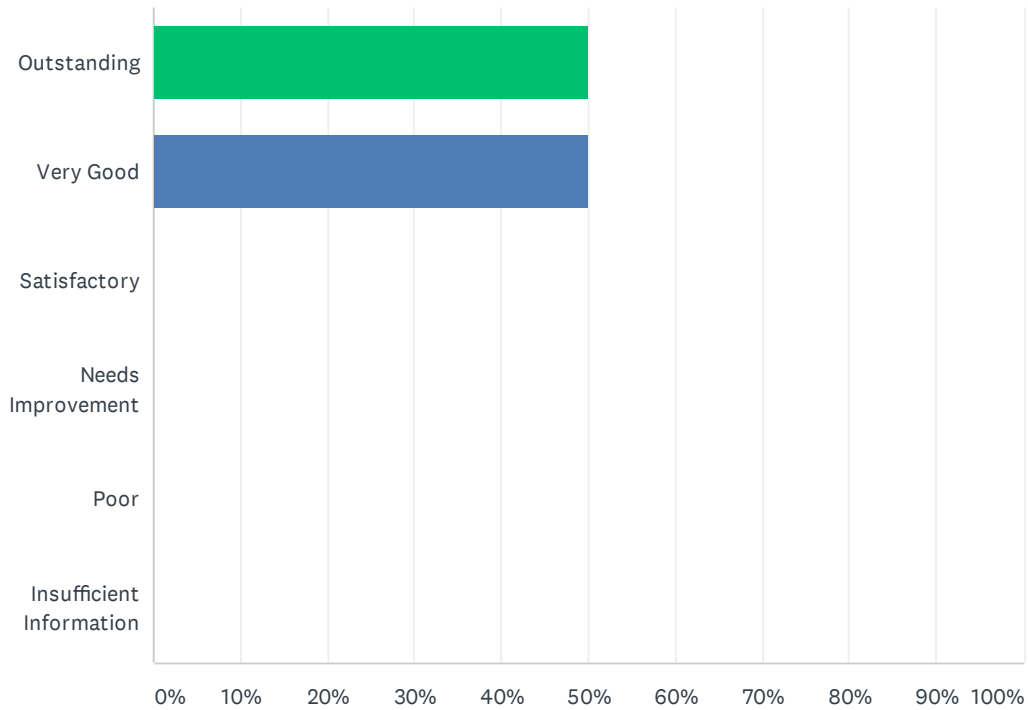
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	10.00%	1
Very Good	30.00%	3
Satisfactory	50.00%	5
Needs Improvement	10.00%	1
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q14 There is open and honest communication among Directors.

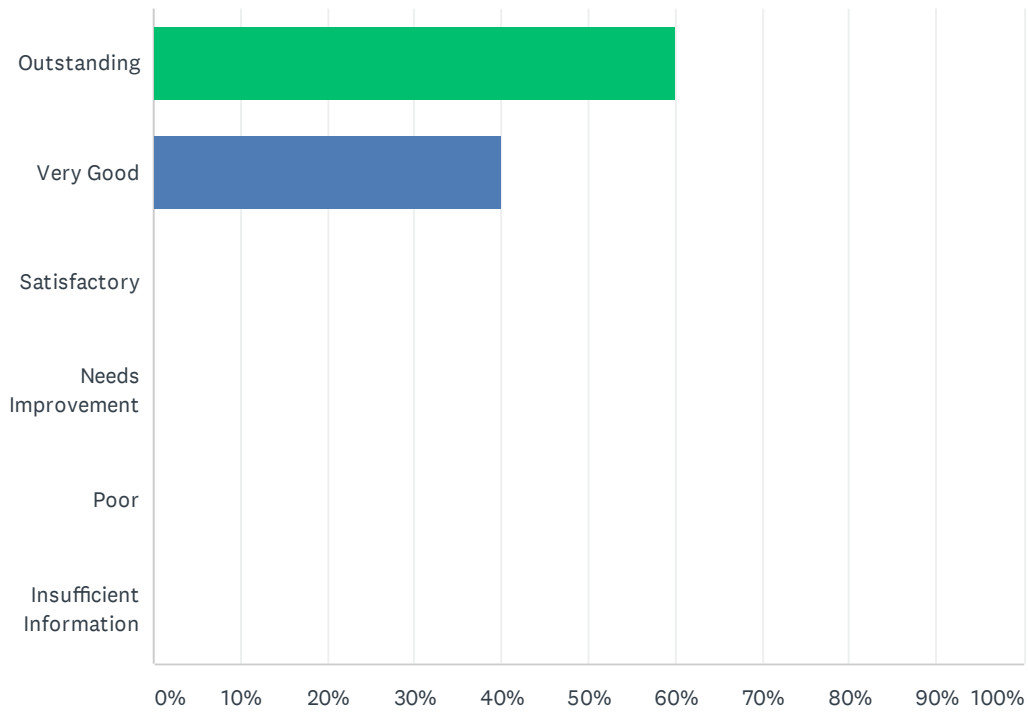
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	5
Very Good	50.00%	5
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q15 There is open and honest communication between the Board and the President/CEO and Staff.

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	60.00%	6
Very Good	40.00%	4
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

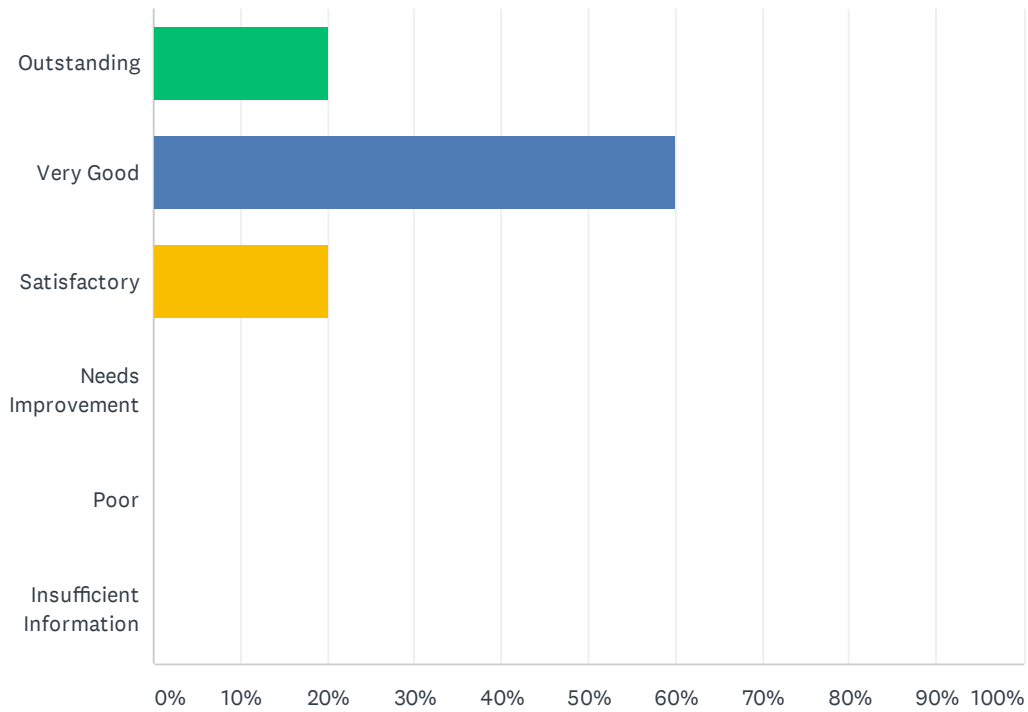
Q16 COMMENTS:

Answered: 0 Skipped: 10

#	RESPONSES	DATE
	There are no responses.	

Q17 The Board is given timely continuing education to broaden its information base in order to develop policy.

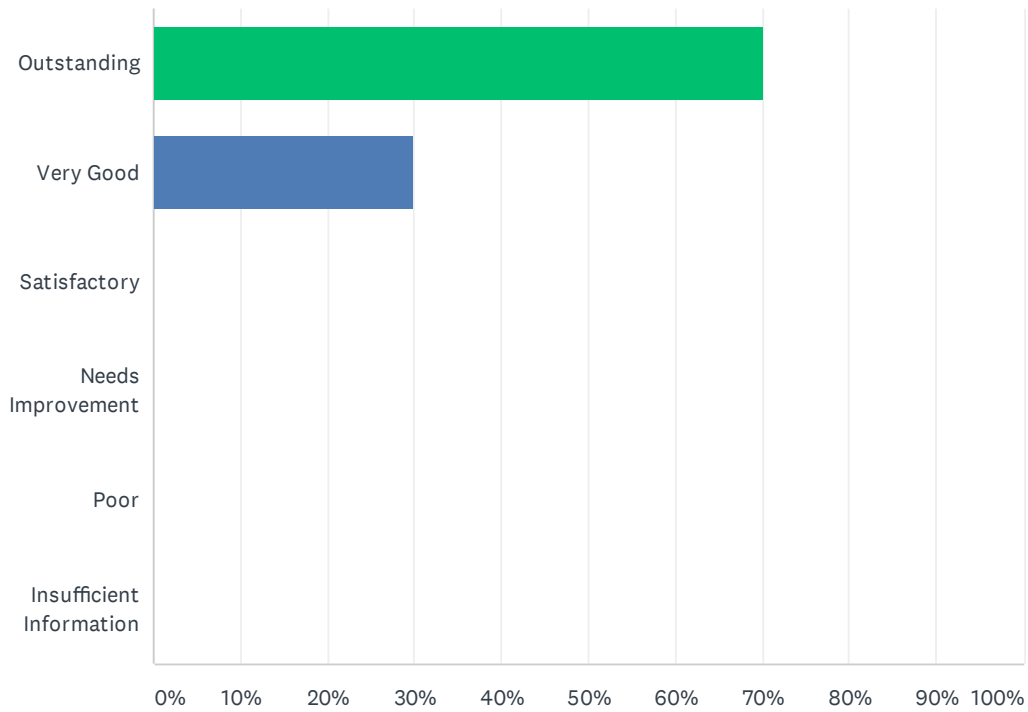
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	20.00%	2
Very Good	60.00%	6
Satisfactory	20.00%	2
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q18 Directors are given ample opportunity to participate in FBST events and activities.

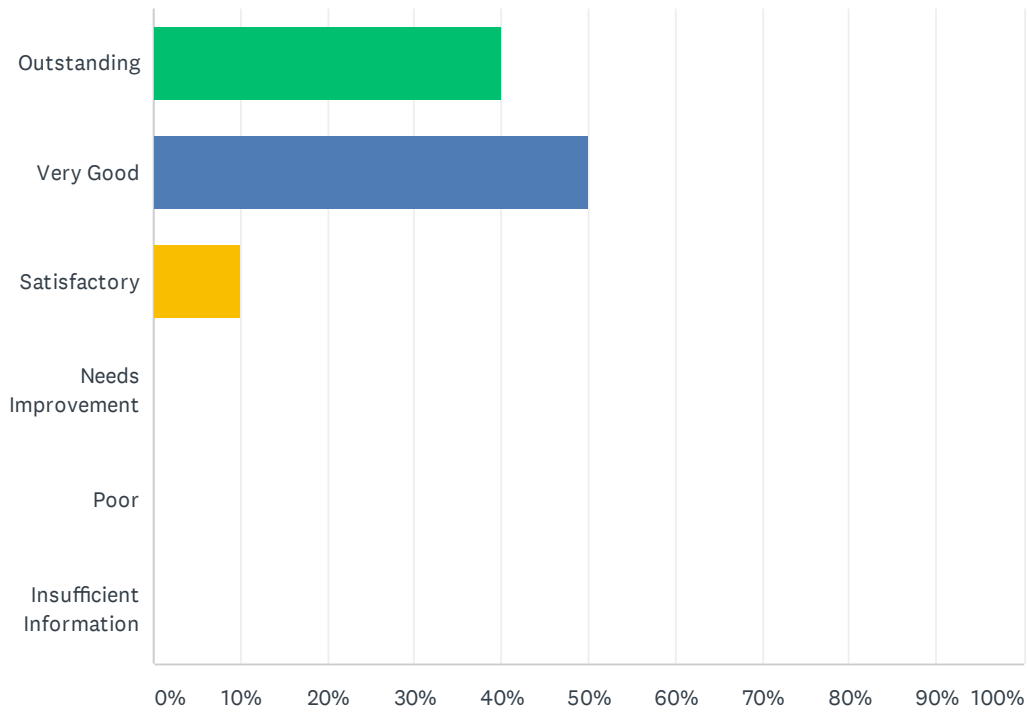
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Very Good	30.00%	3
Satisfactory	0.00%	0
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q19 Directors routinely receive updated information that is pertinent to effective Board operations.

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	40.00%	4
Very Good	50.00%	5
Satisfactory	10.00%	1
Needs Improvement	0.00%	0
Poor	0.00%	0
Insufficient Information	0.00%	0
Total Respondents: 10		

Q20 COMMENTS:

Answered: 1 Skipped: 9

#	RESPONSES	DATE
1	FBST does a good job keeping us updated on the industry, the actual operations and public policy	1/14/2020 4:12 PM

Q21 What are the greatest strengths of this Board?

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	Talented, experienced & committed individuals. Willingness to contribute time & expertise.	1/15/2020 9:51 AM
2	Commitment Diversity Background of members	1/14/2020 7:38 PM
3	Passion for the Food Bank and what it is trying to accomplish. Plus, they bring a broad set of experiences that provides lots of ideas and input for discussion.	1/14/2020 4:15 PM
4	Strong Commitment, Passion for the mission	1/14/2020 2:31 PM
5	1. Everyone believes in the mission 2. Everyone works to do more	1/12/2020 3:12 PM
6	A strong mix of individuals and openness of the group to listen to the opinions and ideas offered.	1/9/2020 9:15 AM
7	Board members are passionate about the FBST and almost every member contributes in some way to the board meetings and the organization.	1/8/2020 5:13 PM
8	Meetings are well organized and we discuss items that are very relevant. Decision making is at a governance level.	1/8/2020 12:09 PM
9	Very diverse individuals that are not afraid of speaking up their opinions	1/8/2020 11:38 AM

Q22 What could this Board do differently to increase its effectiveness and value to the Food Bank?

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	Commit that all members are active in annual & special needs giving; members commit to sharing information & opinions during meetings; help in admin supporting staff when needed or asked; and be conscious of opportunities to advocate for the work of FBST in daily life, & encourage others giving when able.	1/15/2020 9:51 AM
2	Ensure Board members are fulfilling obligations to participate in events, make connections to the community, completing actions outside of the Board meeting	1/14/2020 7:38 PM
3	N/A	1/14/2020 2:31 PM
4	1. Be clearer about next steps for FBST	1/12/2020 3:12 PM
5	No immediate ideas	1/9/2020 9:15 AM
6	The board could work on team building so that the members can get to know each other better (which builds trust) and increased participation in FBST events.	1/8/2020 5:13 PM
7	continue our focus on board education and striving to have a diverse representation.	1/8/2020 12:09 PM
8	Establish key performance metrics (KPIs) that can be quickly reviewed at every meeting	1/8/2020 11:38 AM

Q23 What should be the key strategic focus of this board over the next five years?

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	While we hope Natasha stays forever, there needs to be a discussion on succession planning; There needs to be a plan for the likelihood of needing to replace or adjust from a change in the TFAP windfall; Continue to call for metrics & dashboards in key program areas. Insure staffing & program structure is supported by regular income & fundraising; Keep an eye out for big picture items e.g Status of DOR bankruptcy; & as a question should we look at opportunities for consolidation with other FB's or perhaps other programs.	1/15/2020 9:51 AM
2	Succession planning of key roles; expanding food distribution, ensuring minimal financial risk	1/14/2020 7:38 PM
3	Keeping the Food Bank on strong financial footing. It has been a struggle.	1/14/2020 4:15 PM
4	Meeting the needs of the communities it serves	1/14/2020 2:31 PM
5	1. Find new people who need FBST 2. Continue to develop tools to improve service	1/12/2020 3:12 PM
6	Ensuring the geographic coverage remains accurate for the needs of the community; that access remains ready available.	1/9/2020 9:15 AM
7	The FBST could increase its involvement and close the gap where government assistance has been decreased or removed.	1/8/2020 5:13 PM
8	meeting the food needs of our community	1/8/2020 12:09 PM

The Food Bank of the Southern Tier
FINANCIAL REPORT – [December 2019]

% to Budget Guideline (Month 12 of 12): 100%

YTD Actual to Budget:	104% Total Income	LAST YTD:	95% Total Income
	103% Total Expenses		96% Total Expenses

OVERALL

- Preliminary year-end numbers show an Operating Surplus of \$124k and Net Surplus of \$194k.
- TEFAP played a big role in that surplus on both the revenue side (Admin funding) and expense side (Healthy Harvest & Freight-in savings).
- The only negative from all the TEFAP was storage issues for Donated Product and the resulting loss of Shared Maintenance revenue.
- Personnel expense also helped by coming in \$95k below budget.
- Fundraising hit its target.
- In the Non-Operating section, Investment Income was up \$294k!

INCOME STATEMENT:

(Percentages Relate to Budget Projection)

Revenue Items:

Agency Food: 108%	Above target. Shared Maintenance light/TEFAP strong. One consequence of the extraordinary TEFAP TM product flow is the lack of storage space for Donated product (hence reduced SM revenue). Also, General WH was surprisingly strong given the heavy TEFAP flow all year.
MFP Food: 116%	Above target. Good flow on the trucks all year. HPNAP SM and HPNAP Produce are shared grants with the agencies and show notable individual variances. The totals did come in as expected though (we did not realign the splits in Q3).
Youth Programs Food: 105%	Above target. Good flow of Donated product, both with Fill-the-Bus and also some bonus loads from traditional sources.
Donated Product: 99%	On target. Still having to turn away donated loads due to the lack of warehouse space (TEFAP!).
HPNAP General Operating: 96%	Near target. Operations Support and JSY deficiencies will be carried into 2020. Both are offset by expenses.
Other Contracts/Programs: 113%	Above target. TEFAP Admin above projections (pls note that Q4 reimbursement has been submitted but actual payment received could be different than what was submitted).
Fund-Raising/Donations: 100%	At seasonal average of 100%. Slightly below budget but well ahead of last year. <i>*Please note that with the new revenue classifications we will no longer be able to provide seasonal comparisons for the individual lines in Fundraising.</i>
Other Income: 94%	Below target. Interest Income and revenue from the Forfeiture account came in a bit under expectations.

EXPENSE ITEMS:

Personnel: 96%	Below target. Various vacancies throughout the year shaved \$95k off the projected expense.
Agency Food: 111%	Above target. TEFAP & WH both strong all year.
MFP Food: 115%	Above target. TEFAP YoY is very strong.
Youth Programs Food: 100%	On target. BackPack Wholesale (major expense here) finished right on target.
Other Program Food: 90%	Below target. As discussed, with the continued flow of TEFAP Produce we did realize further Healthy Harvest savings.
Product Acquisition Freight: 89%	Below target. As also discussed, we did realize further Freight-in savings related to the strong flow of TEFAP product.
Donated Product: 99%	On target.
Warehouse/Distribution: 102%	On target. Vehicle Maintenance ended a bit over budget and Equipment Maintenance ended a bit under budget.
General Operations: 101%	On target. Most lines are coming in as expected. Utilities and Contract Services (Westwind) ended a bit high while Office Supplies, Bank Fees and License Fees came in under.
Development/PR: 93%	Below target. Savings were realized in Special Event, Advertising and Circle to Feed Hope while Direct Mail expense was a bit over.
Advocacy & Education: 87%	Below target. Some activity rolled into 2020.
HPNAP Operation Support 92%	On target.

NON-OPERATING ITEMS:

Cap. Camp. Allocations: 100%	On target/as expected. Internally controlled. Capital Campaign spending expected to end in 2019. Truck Campaign allocations expected to end in 2021.
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Program Food Accounting Distinctions:

1. There is MFP HPNAP Shared Maintenance income but no expense (acquisition costs are reimbursable).
2. There is BackPack Wholesale expense but no income (the Food Bank pays for this program expense).
3. There is Agency Shared Maintenance income but no expense (it is donated product).
4. Inter-Affiliate Food expenses are recouped in Shared Maintenance revenue.
5. Other Program Food expenses are paid for by matching grants and fundraising.

Food Bank of the Southern Tier

Income Statement

Total Operations Including Current Month Actuals

	CURRENT MONTH 12/1/2019 12/31/2019	CURRENT YTD ACTUAL 1/1/2019 12/31/2019	LAST YTD ACTUAL 1/1/2018 12/31/2018	PROJECTION TO DATE 1/1/2019 12/31/2019	FULL YR PROJECT. 1/1/2019 12/31/2019	% TO FULL YEAR PROJECTION
REVENUE						
FOOD DISTRIBUTION						
AGENCIES	\$369,797.89	\$3,823,111.21	\$2,139,912.15	\$3,545,509.00	\$3,545,509.00	108%
MOBILE FOOD PANTRIES	\$198,708.34	\$2,275,535.00	\$827,157.21	\$1,965,587.00	\$1,965,587.00	116%
YOUTH PROGRAMS	\$14,171.32	\$97,353.56	\$20,834.45	\$92,394.00	\$92,394.00	105%
TOTAL FOOD DISTRIBUTION	\$582,677.55	\$6,195,999.77	\$2,987,903.81	\$5,603,490.00	\$5,603,490.00	111%
DONATED PRODUCT						
DONATED PRODUCT	\$389,885.40	\$5,026,490.64	\$5,934,516.00	\$5,070,301.00	\$5,070,301.00	99%
TOTAL DONATED PRODUCT	\$389,885.40	\$5,026,490.64	\$5,934,516.00	\$5,070,301.00	\$5,070,301.00	99%
CONTRACTS / PROGRAMS						
HPNAP GENERAL OPERATING	\$31,377.17	\$465,385.93	\$555,600.85	\$484,986.00	\$484,986.00	96%
OTHER CONTRACTS / PROGRAMS	\$45,341.52	\$519,419.32	\$260,992.90	\$461,582.00	\$461,582.00	113%
TOTAL CONTRACTS / PROGRAMS	\$76,718.69	\$984,805.25	\$816,593.75	\$946,568.00	\$946,568.00	104%
FUNDRAISING / DONATIONS						
CAUSE MARKETING	\$25,401.87	\$428,713.53	\$451,110.08	\$424,200.00	\$424,200.00	101%
SPECIAL EVENTS	\$14,220.23	\$240,963.92	\$234,768.36	\$275,500.00	\$275,500.00	87%
DIRECT MAIL	\$209,732.68	\$845,217.85	\$744,768.74	\$696,000.00	\$696,000.00	121%
ONLINE GIVING	\$97,918.76	\$285,577.06	\$113,803.00	\$225,000.00	\$225,000.00	127%
PERSONAL SOLICITATION	\$111,760.00	\$129,635.00	\$12,308.22	\$50,800.00	\$50,800.00	255%
GENERAL DEVELOPMENT GRANTS	\$70,290.00	\$267,366.05	\$321,021.52	\$283,000.00	\$283,000.00	94%
WHITE MAIL	\$143,148.02	\$517,594.03	\$986,809.31	\$848,500.00	\$848,500.00	61%
ALL OTHER PRIVATE SUPPORT	\$17,673.83	\$248,894.76	\$0.00	\$175,000.00	\$175,000.00	142%
TOTAL FR/DONATIONS	\$690,145.39	\$2,963,962.20	\$2,864,589.23	\$2,978,000.00	\$2,978,000.00	100%
OTHER INCOME						
OTHER INCOME	\$8,764.43	\$78,404.87	\$103,580.76	\$83,342.00	\$83,342.00	94%
TOTAL OTHER INCOME	\$8,764.43	\$78,404.87	\$103,580.76	\$83,342.00	\$83,342.00	94%
TOTAL REVENUE	\$1,748,191.46	\$15,249,662.73	\$12,707,183.55	\$14,681,701.00	\$14,681,701.00	104%
EXPENSES						
PERSONNEL EXPENSES						
SALARIES	\$183,544.57	\$2,028,570.21	\$1,999,750.35	\$2,077,326.00	\$2,077,326.00	98%
FRINGE BENEFITS	\$38,989.98	\$513,585.94	\$495,277.99	\$588,268.00	\$588,268.00	87%
CONTRACT EMPLOYMENT	\$894.44	\$36,060.81	\$14,777.01	\$7,500.00	\$7,500.00	481%
PAYROLL PROCESSING	\$533.32	\$5,017.11	\$4,280.54	\$4,100.00	\$4,100.00	122%
RECRUITMENT-ADVERTISING	\$0.00	\$31.00	\$205.60	\$800.00	\$800.00	4%
PERSONNEL EXPENSES	\$121.00	\$1,556.00	\$1,487.00	\$1,200.00	\$1,200.00	130%

Food Bank of the Southern Tier

Income Statement

Total Operations Including Current Month Actuals

	CURRENT MONTH 12/1/2019 12/31/2019	CURRENT YTD ACTUAL 1/1/2019 12/31/2019	LAST YTD ACTUAL 1/1/2018 12/31/2018	PROJECTION TO DATE 1/1/2019 12/31/2019	FULL YR PROJECT. 1/1/2019 12/31/2019	% TO FULL YEAR PROJECTION
TOTAL PERSONNEL EXPENSES	\$224,083.31	\$2,584,821.07	\$2,515,778.49	\$2,679,194.00	\$2,679,194.00	96%
FOOD EXPENSE						
AGENCIES	\$344,214.54	\$3,519,913.84	\$1,815,010.42	\$3,182,684.00	\$3,182,684.00	111%
MOBILE FOOD PANTRIES	\$190,166.78	\$2,106,418.39	\$672,525.48	\$1,834,015.00	\$1,834,015.00	115%
YOUTH PROGRAMS	\$20,504.23	\$269,283.47	\$232,965.99	\$267,985.00	\$267,985.00	100%
TOTAL FOOD EXPENSE	\$554,885.55	\$5,895,615.70	\$2,720,501.89	\$5,284,684.00	\$5,284,684.00	112%
OTHER FOOD EXPENSES						
OTHER FOOD/PROGRAM	\$89,473.75	\$177,295.45	\$236,130.80	\$197,377.00	\$197,377.00	90%
PRODUCT ACQUISITION FREIGHT	\$2,411.04	\$70,993.72	\$120,669.00	\$80,000.00	\$80,000.00	89%
TOTAL OTHER FOOD EXPENSES	\$91,884.79	\$248,289.17	\$356,799.80	\$277,377.00	\$277,377.00	90%
DONATED PRODUCT						
DONATED PRODUCT	\$389,885.40	\$5,026,490.64	\$5,934,516.00	\$5,070,301.00	\$5,070,301.00	99%
TOTAL DONATED PRODUCT	\$389,885.40	\$5,026,490.64	\$5,934,516.00	\$5,070,301.00	\$5,070,301.00	99%
WAREHOUSE / DISTRIBUTION						
VEHICLE	\$8,566.78	\$106,371.03	\$95,041.06	\$101,258.00	\$101,258.00	105%
WAREHOUSE	\$1,680.15	\$30,903.48	\$37,013.30	\$32,550.00	\$32,550.00	95%
PRODUCTION ROOM	\$146.07	\$14,700.92	\$15,652.69	\$15,500.00	\$15,500.00	95%
TOTAL WHRS / DISTRIB	\$10,393.00	\$151,975.43	\$147,707.05	\$149,308.00	\$149,308.00	102%
GENERAL OPERATIONS						
BUILDING	\$31,957.26	\$169,154.09	\$167,793.19	\$161,454.00	\$161,454.00	105%
GENERAL OFFICE	\$10,401.23	\$80,725.21	\$83,927.19	\$94,980.00	\$94,980.00	85%
TECHNOLOGY/SERVICES	\$12,123.20	\$76,381.71	\$81,516.08	\$80,704.00	\$80,704.00	95%
STAFF EXPENSES	\$8,101.98	\$64,758.06	\$69,917.62	\$59,634.00	\$59,634.00	109%
CONTRACT SERVICES	\$28,840.82	\$328,260.01	\$325,919.99	\$317,340.00	\$317,340.00	103%
MISCELLANEOUS	\$0.00	\$0.00	(\$1,587.24)	\$0.00	\$0.00	0%
TOTAL GENERAL OPERATIONS	\$91,424.49	\$719,279.08	\$727,486.83	\$714,112.00	\$714,112.00	101%
DEVELOPMENT/PR						
SPECIAL EVENTS	\$10,721.47	\$53,917.19	\$50,772.47	\$62,630.00	\$62,630.00	86%
DIRECT MAIL	\$76,953.82	\$272,912.01	\$258,377.30	\$269,554.00	\$269,554.00	101%
GEN. DEVELOPMENT / PR EXPENSE	\$25,389.63	\$67,873.68	\$66,902.01	\$92,400.00	\$92,400.00	73%
TOTAL DEVELOPMENT/PR	\$113,064.92	\$394,702.88	\$376,051.78	\$424,584.00	\$424,584.00	93%
ADVOCACY & EDUCATION						
ADVOCACY GROUP/SPEAKERS	\$500.00	\$8,084.78	\$28,555.94	\$9,275.00	\$9,275.00	87%
TOTAL ADVOCACY & EDUCATION	\$500.00	\$8,084.78	\$28,555.94	\$9,275.00	\$9,275.00	87%
HPNAP OPERATION SUPPORT/SANI SUPP						
OPERATION SUPPORT	\$0.00	\$94,842.90	\$168,595.51	\$103,492.00	\$103,492.00	92%

Food Bank of the Southern Tier

Income Statement

Total Operations Including Current Month Actuals

	CURRENT MONTH 12/1/2019 12/31/2019	CURRENT YTD ACTUAL 1/1/2019 12/31/2019	LAST YTD ACTUAL 1/1/2018 12/31/2018	PROJECTION TO DATE 1/1/2019 12/31/2019	FULL YR PROJECT. 1/1/2019 12/31/2019	% TO FULL YEAR PROJECTION
FBST OPERATION SUPPORT	\$0.00	\$542.53	\$5,587.00	\$543.00	\$543.00	100%
SANITATION SUPPLIES	\$0.00	\$1,466.40	\$2,200.30	\$1,466.00	\$1,466.00	100%
TOTAL HPNAP OPERATION SUP.	\$0.00	\$96,851.83	\$176,382.81	\$105,501.00	\$105,501.00	92%
TOTAL EXPENSES	\$1,476,121.46	\$15,126,110.58	\$12,983,780.59	\$14,714,336.00	\$14,714,336.00	103%
NET BEFORE CAP CAMP ALLOC	\$272,070.00	\$123,552.15	(\$276,597.04)	(\$32,635.00)	(\$32,635.00)	(379)%
CAPITAL CAMPAIGN ALLOCATIONS						
BACKPACK PROGRAM	\$2,868.50	\$34,422.00	\$57,654.00	\$34,422.00	\$34,422.00	100%
TRUCK PROGRAM	\$0.00	\$0.00	\$39,999.96	\$0.00	\$0.00	0%
PERSONNEL	\$6,247.91	\$75,749.64	\$82,251.00	\$75,820.00	\$75,820.00	100%
CAPITAL CAMPAIGN ALLOCATIONS	\$9,116.41	\$110,171.64	\$179,904.96	\$110,242.00	\$110,242.00	100%
CAPITAL EXPENSES						
CAPTIAL EQUIPMENT	\$0.00	\$15,295.00	\$17,610.00	\$0.00	\$0.00	0%
CAPITAL IMPROVEMENTS	\$0.00	(\$24,982.87)	(\$71,238.97)	(\$56,977.00)	(\$56,977.00)	44%
Total CAPITAL EXP.	\$0.00	\$40,277.87	\$88,848.97	\$56,977.00	\$56,977.00	71%
NET BEFORE NON-OPERATING	\$281,186.41	\$193,445.92	(\$185,541.05)	\$20,630.00	\$20,630.00	938%
NON-OPERATING ADJUST.						
DEPRECIATION/AMORTIZATION	(\$27,021.82)	(\$324,167.74)	(\$315,147.93)	\$0.00	\$0.00	0%
EQUIPMENT/FURNITURE PURCHASES	\$0.00	\$15,322.50	\$17,610.00	(\$15,250.00)	(\$15,250.00)	(100)%
CAPITAL IMPROVEMENTS	\$0.00	\$18,850.00	\$71,238.97	(\$10,740.00)	(\$10,740.00)	(176)%
BEQUESTS	\$0.00	\$0.00	\$10,915.09	\$0.00	\$0.00	0%
INVESTMENT GAIN/LOSS	\$45,279.65	\$294,156.24	(\$114,158.15)	\$0.00	\$0.00	0%
ADVERTISING	\$0.00	\$0.00	(\$11,853.00)	\$0.00	\$0.00	0%
RELEASE FROM TEMP RESTRICT	(\$9,116.41)	(\$110,171.64)	(\$179,904.96)	\$0.00	\$0.00	0%
TOTAL NON-OPER ADJUST.	\$9,141.42	(\$106,010.64)	(\$521,299.98)	(\$25,990.00)	(\$25,990.00)	408%
NET SURPLUS/(DEFICIT)	\$290,327.83	\$87,435.28	(\$706,841.03)	(\$5,360.00)	(\$5,360.00)	(1,631)%

FOOD BANK OF THE SOUTHERN TIER

Board of Directors Meeting

February 20, 2020

4:00 PM - 6:00 PM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
<u>Annual Meeting</u>			
1. Welcome & Call to Order	Nancy Miller		2
2. Opening Prayer	Peter Newman		2
3. Approval of Minutes - December 19, 2019	Nancy Miller	Approve	2
4. Election of Directors & Officers	Grace Park	Vote	2
5. Official Seating of New BOD Members <ul style="list-style-type: none">• Marty Heysham• Erin Summerlee	Joe Thomas	Introduction	2
6. Committee Appointments	Joe Thomas	Announcement	2
7. Recognition of BOD Members Completing Service <ul style="list-style-type: none">• Nancy Miller	Joe Thomas	Discuss	5
8. Review BOD Member Expectations <ul style="list-style-type: none">• Mission & Vision	Joe Thomas	Review	2
<u>Regular Meeting</u>			
1. CCDOR Conflict of Interest Training	Robert Trusiak	Discuss	25
2. Committee Updates			
a. Advocacy Committee	Erin Summerlee	Discuss	5

b. Finance Committee	Steve Hoyt	Approve	5
• Year-end financials			
c. Development Committee	John Bayne	Discuss	15
• 2019 Fundraising Report			
• 2020 BOD Pledges			
d. N&CG Committee	Grace Park	Discuss	20
• BOD Assessment			
e. Diocesan BOD	Carin Rouleau	Update	5
3. COO Report	Tim Currie	Discuss	5
4. CEO Report	Natasha Thompson	Discuss	5
5. Executive Session	Nancy Miller	Discuss	10
• CEO Evaluation			

Next Meeting:
May 21, 2020
4:00 PM-6:00 PM
Opening Prayer: Carin Rouleau

*****If you plan to join remotely, please contact Lynn Dates at lynn.dates@foodbankst.org*****

**Food Bank of the Southern Tier
Nominating & Corporate Governance Committee**

WHAT: BOD & Committee Member Volunteer Day

WHEN: Saturday, May 16

Q: Agenda & Timing

Q: Refreshments/Meal

Q: Presentation/Program

WHO: Current BOD Members
Past BOD Members (those who completed at least one full term)
Current Committee Members

Q: Family members?

WHY: To build relationships among BOD & Committee members outside of meetings
To connect BOD & Committee members to our mission in a different way
To keep former BOD members engaged

Q: Other goals?