

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, February 8, 2022 8 – 10 am

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
1. Welcome and Call to Order	Joe Thomas		2
2. Prayer/Poem/Positivity	Mary Pat Dolan		2
3. Approval of January 11, 2022 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. 2021 Operational Update	Natasha Thompson/ Meghan Parsons/ Dave Patterson	Discuss	15
6. SIF Presentation	Natasha Thompson/ Jen Bertron	Discuss	30
7. Review BOD Assessment Results	Natasha Thompson	Review & Discuss	15
8. February BOD Meeting Agenda	Joe Thomas	Review & Approve	5
9. Other Business	Joe Thomas	Approve	5
• Strategy Committee Description			
10. Executive Session	Joe Thomas/Karen Dehais	Discuss	25
• 2021 CEO Performance Report & Evaluation			

Next Meeting:

Tuesday, March 8, 2022

8:00AM – 10:00AM

Prayer/Poem/Positivity: Steve Hoyt

RSVP to Lynn Dates Lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, January 11, 2022 8 – 10 am

Board Member	In Attendance	Unable to Attend
Joe Thomas (Chair)	X	
Steve Hoyt	X	
Mary Pat Dolan	X	
Jessica Renner	X	
<i>Ex-Officio</i>		
Karen Dehais	X	
Natasha Thompson	X	
<i>Staff</i>		
Jen Bertron	X	
Lynn Dates	X	

- Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:03 am and introduced Diocesan Director, Karen Dehais. Karen expressed her gratitude and gave her background.
- Prayer/Poem/Positivity** – Joe Thomas led with an opening poem.
- Approval of the December 8, 2021 Minutes**
*Mary Pat Dolan made a motion to approve the December minutes.
Steve Hoyt seconded. None opposed. Minutes approved.*
- Check-in** - Committee members and staff provided updates on their personal & professional lives.
- Client Survey Results** – Jen Bertron reviewed Client Survey results which included the following: Core Outcome Themes; Survey of Current Clients and Lapsed Clients; Last Service Received; County Served; Net Promotor Score or how likely to recommend our services; Good Food Indicators; Preferences; Variations Across Services; Increasing Access; Client Experience; Food Finder Use; Barriers to Access for Current Clients and Lapsed Clients; Strategic Collaboration Indicators; Client Experience; Client Interest in Collaboration. Jen concluded with the following next steps: Additional Survey Analysis; Focus Groups/Targeted Surveys; Comparing Demographics; Agency & Community Partner Survey; Setting Short Term Goals; and a Final Presentation to the BOD February 17.

The group discussed the following: MFP operations and client choice; Initial planning stages of Order Ahead; Challenges getting food for those who do not own phones; Developing strategy for Enfield and Broome County participation in PantryTrak; Improving client experience; Building relationships with those who serve the underserved and an Expanded definition of partner and who we should be working with to serve more people (libraries, Head Start).
- Spending Down SIF Funds** – Joe Thomas reported that we will present a plan for SIF spending at the February 17, BOD meeting. Natasha elaborated by pointing out that carryover funds will be spent in 2022 and we will present plans to the Executive Committee in February for spending through 2023. The plans, and two additional SIF proposals, will be bolstered by Client Survey data and metrics around proposed impact. Natasha added that the SIF Kitchen Cabinet will present updates – noting the top 3-5 learnings and future goals – which will become the foundation for educating the BOD about SIF work.
- Follow-up Items**
Strategy Committee Charter – Natasha reviewed the ad hoc Strategy Committee draft charter which was followed by Committee discussion.

CEO 2021 Performance Report – Natasha reviewed her 2021 Performance report which will accompany the 2021 CEO Performance Appraisal at the end of January. The group noted that this has been a great year for Natasha. Joe added that he and Karen Dehais will meet to review Appraisal results and present a summary of

the results to the Executive Committee, BOD, and Natasha in February.

8. **New BOD Member Orientation** – Natasha reviewed the agenda for new BOD member orientation planned for February 8, 4 – 6 pm (virtual), noting that mentors will be assigned, and all BOD members will be invited to attend.
9. **Other Business** – No other business

The meeting adjourned at 9:33 am
Minutes respectfully submitted by,
Lynn Dates, *Executive Assistant to*
Natasha Thompson, President & CEO

FOOD BANK OF THE SOUTHERN TIER

Board of Directors Meeting

February 17, 2022 4 – 6 pm

AGENDA

<u>TOPIC</u>	<u>FACILITATOR</u>	<u>ACTION</u>	<u>TIME</u>
<u>Annual Meeting</u>			
1. Welcome & Call to Order	Joe Thomas		2
2. Prayer/Poem/Positivity	Alison Wolfe		2
3. Mission Moment	Grace Park		2
4. Approval of Minutes - December 16, 2021	Joe Thomas	Approve	2
5. Election of Directors & Officers	Grace Park	Vote	2
6. Official Seating of New BOD Members <ul style="list-style-type: none">• Andy Fagan• Jamie Kaffenbarger• Tricia S. Khan• Connie Park• Kathleen Rasmussen	Joe Thomas	Remarks	2
7. Committee Appointments	Joe Thomas	Announcement	2
8. Recognition of BOD Members Completing Service <ul style="list-style-type: none">• Peter Newman• Michael Eisner	Joe Thomas	Remarks	5
9. Review BOD Member Expectations <ul style="list-style-type: none">• Mission & Vision	Joe Thomas	Review	2
10. All BOD Member Introductions	Joe Thomas	Remarks	10

Regular Meeting

1. BOD Education: SIF Presentation	Natasha Thompson/Jen Bertron	Discuss	30
2. Committee Updates			
a. N&CG Committee	Fred VanSickle	Discuss	5
b. Finance Committee	Steve Hoyt/ Erica Loomis	Approve	10
• Year-end Financials			
c. Development Committee	John Bayne/	Discuss	10
• 2021 Fundraising Report	Meghan Parsons		
d. Executive Committee	Joe Thomas	Approve	5
• Ad-hoc Strategy Committee			
e. Diocesan BOD	Karen Dehais/Karl Krebs	Update	5
3. COO Report	Dave Patterson	Discuss	5
4. CEO Report	Natasha Thompson	Discuss	5
5. Executive Session	Joe Thomas	Discuss	25
• CEO Evaluation			

Next Meeting:

May 19, 2022

4:00– 6:00 PM

Opening Prayer/Poem/Positivity: Andy Fagan

RSVP to Lynn Dates at lynn.dates@foodbankst.org

FOOD BANK OF THE SOUTHERN TIER
Board of Directors
Committee Description

STRATEGY COMMITTEE (Ad-hoc)

PURPOSE:

The purpose of the Strategy Committee is to oversee the development and implementation of the Food Bank's Strategic Investment Fund (SIF) in cooperation with the Board of Directors (BOD), President & CEO and staff.

RESPONSIBILITIES:

1. Oversee the development and implementation of the Food Bank's Strategic Investment Fund (SIF) initiatives.
2. Review SIF progress reports and provide feedback as needed. Keep the full BOD informed through regular reports at quarterly meetings.
3. Provide guidance and direction on program development and design with an emphasis on client engagement, data analysis, and evaluation.
4. Identify potential partners that might be able to assist with or benefit from SIF priorities. Make introductions as needed.
5. Assist staff with planning and facilitating BOD education and communication around the SIF.
6. Ensure SIF funds are allocated and spent according to their original intent.

HISTORY:

The Food Bank raised an unprecedented amount of funds in 2020 in support of our COVID relief efforts which resulted in an operating surplus of over \$5M. The board charged the staff to develop a plan to spend down the funds in the spirit of donors' intent. The Senior Leadership Team (SLT) proposed the creation of a Strategic Investment Fund (SIF) to support new and innovative projects to address at least one of more of the following: 1) strategic priority, 2) needs assessment recommendation, or 3) building our internal capacity. Staff were encouraged to submit project proposals which were reviewed and scored by the CEO, COO and CDO. The selected projects were shared with the board for final approval. Most projects have an initial three-year time horizon. We have assembled a SIF Kitchen Cabinet comprised of SIF project leads and SLT members to help move the work forward, maintain accountability, and facilitate learning among members. The Strategy Committee will be the liaison between the SIF Kitchen Cabinet and the full Board.

COMPOSITION:

- Erin Summerlee, Board Member, Chair
- Natasha Thompson, President & CEO
- Randi Quackenbush, Director of Community Impact
- Matt Griffin, Director of Health & Nutrition
- Kathleen Rasmussen, Board Member
- Andy Fagan, Board Member
- Tess McKinley, Committee Member
- Jamila Michener, Committee Member

MEETING SCHEDULE:

The Strategy Committee will meet at least four times a year.

LIMITS OF AUTHORITY:

The Strategy Committee will submit all recommendations to the Board of Directors for approval.