

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

Tuesday, March 8, 2022
8:00-9:00 AM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer/Poem/Positivity	Steve Hoyt		2
3. Approval of February 8, 2022 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. President & CEO 2022 Workplan	Natasha Thompson	Review & Discuss	30
6. Other Business	Joe Thomas	Discuss	5

Next Meeting:

Tuesday, April 12, 2022

8:00 – 10:00 am

Opening Prayer: Jessica Renner

RSVP to Lynn Dates Lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, February 8, 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>		
Dave Patterson	X	
Meghan Parsons	X	
Randi Quackenbush	X	
Lynn Dates	X	

1. **Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:00 am
2. **Prayer/Poem/Positivity** – Mary Pat Dolan led with an opening prayer
3. **Approval of the January 11, 2022 Minutes**
*Steve Hoyt made a motion to approve the January minutes.
Mary Pat seconded. None opposed. Minutes approved.*
4. **Check-in** – All attendees provided updates on their personal & professional lives.
5. **2021 Operational Update** – Natasha, Dave, and Meghan shared 2021 Year-End Operational Updates.

Dave reported on Distribution and covered the following: Receipts – TEFAP spiked, ultimately leveling out, in the last half of 2021 Nourish New York (NNY) outpaced Wholesale pounds by the end of 2021, and all funding has been assigned through June 2022; Dairy increased by the end of 2021, and 2022 availability should be positive; Mobile Food Pantry Distributions will continue to increase through 2022 as sites shuttered in 2021 are now reopening successfully; A decline in demand shows in Agency Pounds Distributed, however Agencies are moving product; New reports are being built to show the Cost of Goods and Cost Per Pound.

Natasha provided an update on Demand with 2021 preliminary statistics, including: Pantry and MFP Requests for Food, noting that in 2021, pantries and MFPs responded to 449,375 requests for food, a 13% decrease from 2019, and a 17% decrease from 2020; In 2021, pantries responded to 353,710 requests for food, a 17% decrease from 2019, and 19% decrease from 2020; December 2021 represents the first month pantries served more people compared to 2019 or 2020; In 2021, MFPs and CFDs responded to 95,665 requests for food, a 4% increase from 2019, and 8% decrease from 2020; In 2021, Meal Sites responded to 187,206 requests for food, a 21% increase from 2019, an 5% decrease from 2020, adding that the rationale behind this is that meal sites switched to being take-away sites versus congregate sites.

Meghan reported on Fundraising, including: 2021 successes and challenges; Revenue increase 39% over original 2021 goal of \$3.4M; Methods of Solicitation, noting increased percentages and positive performance in methods, and increased growth in online giving; Giving year-over-year by month; Donor segmentation; Breakdown of Major Donor portfolio (Mary Jane Bray 105 donors); Securing 17 major donors totaling \$672k; Corporate Partner portfolio created resulting in 44 donors giving \$800k (Katherine Strawser, Corporate Manager); and 100% BOD participation.

- 6. SIF Presentation** – Natasha and Director of Community Impact, Randi Quackenbush, shared an update on the first six-months of the Strategic Investment Fund (SIF).

Natasha reviewed the following: Outcomes, including Good Food, Increased Access, and Strategic Collaboration; Core Outcome Themes; SIF projects that align with one or more of the Outcomes; SIF Projects Timeline through 2024 identified in three phases, including Foundation Building, Execution and Learning, and Future Planning and Growth; Year-1 Building the Foundation; SIF projects budget; Projected SIF fund balance; Years 2 & 3 funding; and Options to consider for presenting this information to the BOD. A discussion ensued regarding the following: Presenting in February or June; Dashboards and metrics; Focus on strategic healthcare partnerships.

The Committee gave its informal approval.

- 7. Review BOD Assessment Results** – Topic tabled until March meeting.
- 8. February BOD Meeting Agenda** – The Committee reviewed the February BOD meeting agenda and suggested that Natasha and Randi present BOD Education together.

The Committee gave its informal approval.

- 9. Other Business**

Strategy Committee Description – The Committee reviewed the ad hoc Strategy Committee description

Mary Pat Dolan made a motion to approve the ad hoc Strategy Committee description.

Steve Hoyt seconded. None opposed. Committee description approved.

- 10. Executive Session** – The Committee went into Executive Session at 9:30 am to discuss 2021 CEO Performance Report and Evaluation – all staff exited the meeting at this time.

The meeting adjourned at 9:30 am

Minutes respectfully submitted by,

Lynn Dates, *Executive Assistant to*

Natasha Thompson, President & CEO

2022 Personal Goals for Natasha Thompson, President & CEO

Goal	Strategies	Metrics	Target Date	Progress
STRATEGY	<ul style="list-style-type: none"> • Gain BOD approval for SIF Year 2 & 3 expenses • Convene & manage an effective ad-hoc Strategy Committee • Drive SIF Year 2 progress 	<ul style="list-style-type: none"> • BOD approves proposed budget • Committee meets at least 4 times & adds value to SIF process • SIF Kitchen Cabinet meets regularly & incorporates learnings from Year 1 into Year 2 plan 	<p style="text-align: center;">Q1</p> <p style="text-align: center;">Q4</p> <p style="text-align: center;">Q4</p>	<ul style="list-style-type: none"> • COMPLETE!
OPERATIONS	<ul style="list-style-type: none"> • Ensure we meet our distribution goal for 2022 • Establish updated dashboards/KPIs that include all departments • Convene & manage an effective ad-hoc Facilities Committee 	<ul style="list-style-type: none"> • Distribution goal= 13.5M (w/out CHOW) • Final dashboard/KPI rolled out to staff and incorporated into communications, workplans and performance evals • Facilities Committee makes a recommendation to the BOD before year end 	<p style="text-align: center;">Q4</p> <p style="text-align: center;">Q4</p> <p style="text-align: center;">Q4</p>	
PERSONNEL/ CULTURE	<ul style="list-style-type: none"> • Work with SLT & BOD to ensure a successful sabbatical that allows for organizational learning & professional growth 	<ul style="list-style-type: none"> • Completed report with learnings & recommendations 	<p style="text-align: center;">Q3</p>	

	<ul style="list-style-type: none"> • Work with SLT to inculcate organizational values • Work with SLT to drive Phase 2 of DEI work • Work with SLT to evaluate staff compensation 	<ul style="list-style-type: none"> • 75% of employees are familiar with the values and how they inform our work & policies. • DEI assessment recommendations used to create long-term DEI goals • Proposal presented to the BOD for approval/budget adjustment 	<p>Q4</p> <p>Q4</p> <p>Q2</p>	
DEVELOPMENT/ FUNDRAISING	<ul style="list-style-type: none"> • Work with CDO to ensure fundraising goal is met 	<ul style="list-style-type: none"> • Fundraising goal = \$4.2M 	<p>Q4</p>	
ADVOCACY/ EDUCATION	<ul style="list-style-type: none"> • Work with Advocacy & Community Empowerment Manager to engage with new elected officials • Work with Advocacy & Community Empowerment Manager to continue building local network of advocates • Work with Feeding NYS and other partners on increasing HPNAP & Nourish NY funding 	<ul style="list-style-type: none"> • Meet with all new state & federal elected officials at least once • Organize at least one Day of Action for local advocates including agency reps & clients • HPNAP funding increased to \$54M • Nourish NY funding increased to \$75M 	<p>Q4</p> <p>Q3</p> <p>Q2</p> <p>Q2</p>	

BOD MANAGEMENT	• Increase BOD diversity	• At least one new BOD member recruited for 2023	Q4	
		• Finalize BOD Officers for 2022	Q4	
	• Increase BOD engagement	• Plan & facilitate BOD/Committee volunteer day	Q3	