

FOOD BANK OF THE SOUTHERN TIER

EXECUTIVE COMMITTEE

Tuesday, May 31, 2022, 8-9:30 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/Poem/Positivity	Natasha Thompson		2
3. Approval of May 10, 2022 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. BOD Strategy Session	Natasha Thompson/Randi Quackenbush	Review & Discuss	30
6. Sabbatical Plan	Natasha Thompson	Discuss	15
7. Other Business	Joe Thomas	Discuss	5

Next Meeting:

Tuesday, July 12, 2022

8 – 10 am

Opening Prayer/Poem/Positivity: Joe Thomas

RSVP to Lynn Dates lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting
Tuesday, May 10, 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>		
Randi Quackenbush	X	
Jen Bertron	X	
Meghan Parsons	X	
Dave Patterson	X	
Lynn Dates	X	

1. **Welcome & Call to Order** – Joe Thomas called the meeting to order at 8:00 am
2. **Opening Prayer/Poem/Positivity** – Karen Dehais led with an opening prayer.
3. **Approval of the April 2, 2022, Minutes**
*Steve Hoyt made a motion to approve the April minutes.
 Jessica Renner seconded. None opposed. Minutes approved.*
4. **Check-in** – All attendees provided updates on their personal & professional lives.
5. **Client & Agency Survey Data Report** –Randi Quackenbush and Jen Bertron reviewed the Client & Agency Survey Data Report, sharing the following: Core Outcome Theme Collaboration has now become Community Empowerment; Baselines survey responses since November 2021; Meeting clients wants and needs; Barriers such as perishables that are being addressed through SIF project Cold Storage Fund; Variety of food addressed by Healthy Harvest; Delivery alignment with distribution addressed by Just in Time; Impact grants; Amount of food and frequency from pantries; Client choice and culturally relevant food; Senior wholesale and health care partnerships addressed by GFAT – Good Food Acquisition Team; Addressing barriers to access; Strategies and partnerships to reach underserved populations.
6. **Facilities Committee Update** – Mary Pat Dolan provided a Facilities Committee update, noting the following: HOLT Architects proposal provided a good planning phase, but also had a number of cons; Imperative to not lose warehouse space; Funding/Fundraising; Understanding leasing and buying options; Rough order estimates for construction; Pros and cons from FBST SLT; Positives related to creating a new space; Moving to recommend expansion for December BOD meeting. Natasha pointed out that this will go before the BOD at the May 19, meeting, noting that there is still work to be done to understand the options between leasing and building. Natasha added that Dave Patterson will lead the Facilities Committee while she is on sabbatical.
7. **2021 Audited Financials** – Steve Hoyt reported that the FBST is in a good financial position as noted by auditor Jeff Paille, from The Bonadio Group, adding that there were no issues with the audit work, no questions from the Finance Committee, and no call for an executive session. Joe Thomas commended the Finance Committee and CC financial officer, Karen Owen. Steve noted a seamless transition from Tim to Erica. Natasha recalled that Jeff Paille called out the thoughtful establishment of a structure for covid funds and SIF projects, addressing the needs of those we serve.
8. **May BOD Meeting Agenda** – Natasha reviewed the May 19, BOD meeting agenda, noting that we will send a Doodle poll to the BOD to see if they would like to meet in person.

9. Sabbatical Planning – Meghan noted that she is appreciative of the “road map” that Natasha has provided, that she met with Joe, and Karen Dehais, who gave her useful advice, and extended her thanks for this professional development opportunity. Natasha shared that Meghan has embraced this new role. She went on to explain how the departments are using newly acquired project management software, Asana, to structure pre-sabbatical work, and that afterwards we will wrap-up by sharing learnings. Natasha added that Dave will facilitate the Facilities Committee along with Erica and that Randi will facilitate the Strategy Committee. Joe thanked Meghan for “stepping in”.

10. Follow-up Items:

Dashboards/KPIs – Natasha shared the people served dashboard, noting: Q1 increases and decreases; TFAP volatility in wholesale and donated foods; Pounds distributed; Product distribution; Distribution by county; Distribution by nutrition ranking. Meghan shared the Fundraising dashboard, noting the following: Down 39% year-over-year, indicating a “new normalization” which was expected post-pandemic; Giving by method lines up with the income statement; Q1 shows a 9.5% increase in revenue in the recurring gift program (Full Plate Partners); Work continues on Gift table and Volunteer data reports.

11. Other Business – None

The meeting adjourned at 9:34 am

Minutes respectfully submitted by,
Lynn Dates, *Executive Assistant to*
Natasha Thompson, *President & CEO*