

FOOD BANK OF THE SOUTHERN TIER
EXECUTIVE COMMITTEE
Wednesday, September 8, 2021
8:00 AM – 10:00 AM
AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer	Joe Thomas		2
3. Approval of August 3, 2021 Minutes	Joe Thomas	Approve	1
4. Check-in	Joe Thomas	Discuss	10
5. CCDOR Bankruptcy Update	Jack Balinsky/Chris Werner	Update & Discuss	40
6. SIF Outcomes & Indicators	Natasha Thompson/Jen Bertron	Update & Discuss	40
7. September BOD Meeting Agenda	Natasha Thompson	Discuss & Approve	10
8. Other Business	Joe Thomas	Discuss	5
• BOD/Committee member volunteer event			

Next Meeting:
Tuesday, October 12, 2021
8:00AM – 10:00AM
Opening Prayer: Natasha Thompson
RSVP to Lynn Dates lynn.dates@foodbankst.org

Food Bank of the Southern Tier

Executive Committee Meeting

Tuesday, August 3, 2021 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>		
Jack Balinsky	X	
Natasha Thompson	X	
<i>Staff/Guest</i>		
Tim Currie	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

Jessica Renner led the opening prayer.

3. Approval of the July 7, 2021 Minutes

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

4. Check-in

Committee members went around the room and provided updates on their personal & professional lives. Natasha congratulated Dave Patterson for being accepted into the LEAD NY program.

5. Q2 Report Presentation

Distribution - Tim reviewed Distribution noting decreases in TEFAP and increases to donated product to higher than pre-pandemic levels, lauding Dave Patterson as a driving force behind donated product management. Tim went on to review Wholesale and Nourish New York (NNY) noting the effect on Wholesale which remains ~35% of our current receipts. He concluded by reviewing pre- and post-COVID MFP and Agency Distribution pointing out that NNY donated product and the availability of produce provided more food to MFP sites and that agencies are now back to distribution levels which are slightly higher than pre-COVID numbers. Joe Thomas acknowledged Tim and Dave for making changes along the way.

Client Demand - Natasha reviewed Client Demand noting that pantries are seeing a 33% decrease in demand compared to Q2 2020 and 20% decrease compared to Q2 2019 (97% of pantries reporting in June), while MFP/CDFs are seeing a 14% decrease in demand compared to Q2 2020 and 9% decrease compared to Q2 2019, and finally at meal sites a 14% decrease in demand compared to Q2 2020 and 10% increase compared to Q2 2019. Natasha explained that government support has led to decreased need, that meal sites are serving more than pre-pandemic and now stabilizing, and that some meal sites are following the same distribution methods they adopted during the pandemic because people have responded positively, adding that we are distributing quality items and more pounds per person on average than before.

Fundraising - Natasha reviewed Fundraising, noting that income remains up year-over-year regardless of the typical lull during the summer months, pointing out that a dip in July was partially due to transitioning the Tour De Keuka event to the United Way of the Southern Tier. Furthermore, Natasha reviewed that direct mail has surpassed white mail a direct result of better understanding gift triggers; that online giving needs attention; that retention behaviors are positive with Loyal +4 donors giving at a rate of 60%, adding that we are excited about two new hires in Development & Community Engagement: Vince Caperelli, Director of Communications and Theresa Dougherty, Annual Fund Manager.

SIF Update - Tim provided a Strategic Investment Fund (SIF) update, reviewing expenditures, year-one investments, and ongoing groundwork behind SIF projects. Natasha added that those who have lead responsibilities are meeting regularly as the SIF Kitchen Cabinet to determine structure, requirements, metrics, tracking, and additional funding sources. Tim pointed out that Randi Quackenbush and the Community Impact team have worked diligently since June on metrics and end results.

Holt Project - Tim provided an update on the Holt Architects Hybrid Working Model project explaining how the SLT is working with Holt to get people back into the office and to-date have developed a mission statement, conducted a staff survey, and are conducting rounds of department meetings.

FreshTrak - Natasha pointed out that the Committee received the FreshTrak Rollout Status Report and asked the group if they had questions, to which they responded no.

6. **Employee Retention Concerns** – Dave provided a report on Employee Retention & Compensation, pointing out that many specialized jobs are in high demand and this is an opportunity for retention. Dave reviewed local market wage comparisons and sign-on bonuses; current hourly rates; trends; and distribution analysis, following up with a proposal to increase front-line warehouse hourly rates (excluding five positions that are already at competitive rates) and determine new base rates. The group discussed financial implications and increases to the current budget. Joe Thomas noted that Dave did a great job gathering data and presenting this information. The Executive Committee agreed that this item would be presented at the next Finance & Audit Committee meeting and reported to the BOD at the September meeting.
7. **Child Victims Act Update** – Jack provided a CVA update and reviewed the current timeline.
8. **Other Business** –
Natasha explained that we are exploring extending summer hours and are currently working to understand the impact this will have.

The meeting adjourned at 10 am

Minutes respectfully submitted by,

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

FOOD BANK OF THE SOUTHERN TIER
BOARD OF DIRECTORS
 Thursday, September 16, 2021
 4:00-6:00 PM
AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome and Call to Order	Joe Thomas		2
2. Opening Prayer	Michael Eisner		3
3. Approval of May 20, 2021 Minutes	Joe Thomas	Approve	5
4. BOD Education: SIF Outcomes & Indicators	Natasha Thompson/Jen Bertron	Discuss	30
5. COO Report	Dave Patterson	Update	5
6. CEO Report	Natasha Thompson	Update	5
7. Committee Updates			
a. Finance	Steve Hoyt/Erica Loomis	Approve	10
• Q2 Adjustments			
b. Development	John Bayne/Meghan Parsons	Update	10
• Q2 Fundraising Report			
c. Nominating & Corporate Governance	Grace Park	Update	5
• BOD Recruitment			
d. Executive Committee	Joe Thomas/Jack Balinsky	Update	30
• CCDOR Bankruptcy			
8. Other Business	Joe Thomas	Discuss	5

Next Meeting:
Thursday, December 16, 2021
4:00-6:00 PM
Opening Prayer: Erin Summerlee