

Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes
Tuesday, April 26, 2016 | Social: 8:00 AM, optional Meeting: 8:30 AM – 10:00 AM
Meeting Site: 3760 Fowler Street, Fort Myers Conference Room
or by conference call: 1.888.236.8522; Guest ID: 352316#

Present: Board members: Keith Scoggins, Anne Rose, Bill Dillon, Bob Leadbetter, Dr. Brian Schwartz, David Fry, Bob Leadbetter, Pat Nevins, Jan-Eric Hustrulid, Noelle Melanson.

Via conference call: Maura Matzko and Bianca Ross.

Staff: Richard LeBer, Miriam Pereira, Dave Najar, Kelli King, Eric Hitzeman, Kari Lefort, Madeline Paniagua.

1. Keith Scoggins called the meeting to order at 8:30 AM.
2. Board acknowledged receipt of the board packet prior to the meeting.
MOTION: Upon motion duly made, seconded, and adopted the Board approved consent agendas for February, March and April 2016.
3. **Discussion/Action Items**
 - a. **Mission Moment** –Keith Scoggins spoke about his mission moment and how he came to work for the food bank. His first experience with a mobile pantry was what moved him to get involved in food banks.
 - b. **Nomination of Prospective Board member, Pat Nevins** – Keith Scoggins nominated Pat Nevins to the Board.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the nomination of Pat Nevins to the Board.
 - c. **Approval of Contract with United Way Charlotte County** – Richard LeBer discussed the contract and stated it was a standard yearly contract.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the signing of the UW Charlotte County contract.
 - d. **Marketing and Development Report** – Miriam Pereira presented the marketing and development report. Fundraising was on pace with revised budget forecast. A few grants and gifts have also come in. Publix and Bank of America gave us large donations. We are also doing a Satisfy the Hunger campaign with Naples Daily News, Collier Community Foundation and United Way of Collier County, with 7 or 8 other agencies participating. The Stuff the Bus event with Collier County United Way and the postal carrier food drive are also on the calendar.
 - e. **Capital Campaign** – Kelli King presented the capital campaign report. Our current campaign total was in line with the capital campaign forecast. The last campaign meeting was on April 14th, the campaign is being wrapped up. There are outstanding grants that we are hoping to hear back from. We received a donation from a donor because of the article in our newsletters. The newsletters are effective.
 - f. **Board 120 Day Plan** – Keith Scoggins discussed the list of items on the 120 Day Plan, copies of which were distributed to the Executive Committee. Upon the end of the fiscal year (June 30th), the Board will compare what has been done vs. their strategic plan. Discussion regarding doing an update of salary analysis for staff and CEO compensation. The Board will receive and complete a self-assessment within the next month.
The Collier Action Committee plan will be forthcoming from the Committee, as well as a new amendment to the Collier Action Committee charter.
The Board needs to set the budget for next year.
The Board needs to complete the Board nominations and elections, and elect Board officers for next year.
The Board also needs to agree on a strategic plan process.

- g. **Governance Committee** – Keith Scoggins spoke about how the focus going forward will be to have more fundraising capability on the Board. Keith also discussed Board officer terms and said that if anyone was not interested in serving, please advise him as soon as possible. Richard spoke regarding his sessions at the Feeding America conference regarding strategic fundraising and how informative they were.
- h. **Treasurers Report** – Anne Rose stated that discussed the consolidation of our bank accounts, and the review of our existing financial policies. Finance Committee met in March, Finance Committee does expect that the full year fundraising cycle will be in line with the forecast presented last month.
MOTION: Upon motion duly made, seconded and adopted the Board approved the Treasurer’s Report.
- i. **Annual Board Survey** – Keith Scoggins spoke again about the Board survey and solicited recommendations and/or improvements to be noted on the survey.
- j. **Quarterly Update on Strategic Plan**– Richard LeBer spoke about the fact that our strategic plan needs to be updated.
MOTION: Upon motion duly made, seconded, and adopted the Board approved asking current co-chairs to be co-chairs for next year.
- k. **2016-2017 Planning Update** – Richard LeBer discussed the need to address the updating of our plan for the 2016-2017 year. Discussion regarding the challenge of closing the remaining hunger gap, need more collaborative and cooperative partnerships in the community. We need to realign from reactive to active, in order to have a larger impact on the community.
- l. **Plan for Upcoming Strategic Planning Process** – Richard LeBer stated that our focus needs to change, an axis of shift. We need to develop more cooperative and collaborative partnerships in community with our agencies. We also need to understand the food bank place in the ecosystem and what it is we do, which will be challenging.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the resolution.

4. Unfinished/New Business/Announcements

- a. **CEO Update** – Richard LeBer discussed the 120 plan he put together. He feels that he has made significant progress. He has been spending time in Naples fostering connections, and has also made 25 or so agency visits. He has been interviewed by the Naples Daily News and other media outlets in an effort to build visibility in the Food Bank.
- b. **Upcoming Activities and Events** – Richard LeBer stated that there have been two United Way Allocation Team visits, Bank of America has volunteered, and there is a Publix volunteer day tomorrow. Also the welcome reception at David Fry’s home. There will be a similar event at Bill Dillon’s home in Naples in June. The letter carrier event is May 14th.
- c. **Feeding America Conference** – Richard LeBer stated that the Feeding America conference that he and Keith attended was interesting and informative, with a lot of positive energy. Richard felt that there is clearly a changing of the guard at Feeding America and the food bank network in general. There was discussion about some very significant work and innovation going on in produce.
- d. **David Fry Reception** – Richard LeBer discussed parking, attire, address, etc. for the reception.
- e. **Capital Expenditure Status** – Dave Najar discussed the fact that another truck has been ordered. We’re pending a decision on new software for volunteer management. There will also be some refreshing of the hallways, eventual rewiring and some additions and upgrades to the space.

5. Adjourned at 9:57 AM