

Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes
Tuesday, August 23, 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, David Fry, Bob Leadbetter, Craig Folk, Maura Matzko, Lois Thome, Jeff Maddox, John Clinger and Gary Gardner, Jan-Erik Hustrulid.

Via conference call: Pat Nevins and Bianca Ross.

Staff: Richard LeBer, Dave Najar, Eric Hitzeman, Kari Lefort, Madeline Paniagua.

1. Keith Scoggins called the meeting to order at 8:30 AM.
2. **Mission Moment** – Anne Rose spoke about her mission moment.
3. **Consent Agenda** – Board acknowledged receipt of the board packet prior to the meeting. Keith proposed a technical correction to the minutes of the last board meeting.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the Consent Agendas.
4. **Discussion/Action Items** –
 - a. **Donor recognitions** – Richard LeBer – Richard handed board members cards and names of donors and they were asked to write a short, personal note to a donor, thanking them for their donation.
 - b. **Food Bank Strategic Topic:** Richard LeBer – Richard shared how \$1 donated yields \$6 of food. Richard put up a slide and spoke about how this translates into the ratio between the value of the food that we source and distribute and the cost of collection, storage and distribution of donated food. Richard stated that it's not about buying food; it's about rescuing food that would be wasted. If HCFB did not exist, that 6 to 1 ratio would not exist.
Lois Thome discussed the impact of waste, and how we should focus on the fact that this country wastes good nutritious food which can be used to feed hungry people.
 - c. **Marketing and Development Report** – Richard LeBer – Richard discussed the fact that we apply yearly for our United Way grants, and that there are three service territories. He defined the term that United Way is now using, the ALICE Report: Asset Limited Income Constrained and Employed.
 - d. **Operations Report** – Eric Hitzeman –Eric updated the board on facility upgrades, there are quite a few projects going on. Offices were painted, LED lighting was done on the east bay of the warehouse, parking lot was re-black topped and potholes were fixed. Work has also started on the two volunteer areas. The volunteer sort area is going to be expanded, and it will also be air conditioned. Once that project is completed, the next project will be to enclose the meat room. The meat room is where meat is sorted that is donated from the grocery stores and produce is also bagged. Those activities will now be contained and air conditioned. The dock in the old volunteer sorting area is in the process of being removed, it is going to be replaced by glass blocks which will allow natural light to come into the room. Some new signage has been added to the front and

side of the building as well, to make it clearer for the truckers who deliver product. The main air conditioning unit is also going to be replaced.

- e. **Treasurers Report** – Anne Rose – Anne noted that our revenue is down and is related to fundraising. Anne expects that the full year fundraising forecast will be on target. Operating expenses are favorable to budget due to maintenance and fuel costs being down. Finance Committee is recommending to the Board acceptance of the June financial statements.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the Treasurers Report.

- f. **CFO's Report** – Dave Najar – Dave stated that we are in the process of our year-end audit. Auditors are here on a site visit, right now going through additional questions and information that they request. Dave stated that our previous website was hosted by a local company that was using technology that was not up to date. We just recently converted over to a new design company; our website now has a different host. We are now in control of our website where as previously the outside vendor had control.

We are also going through a purification of data and preparing for our new volunteer management system, which is the first of the three systems we're implementing this year.

- g. **Programs Report** – Kari Lefort – Kari stated that currently we have 159 partner agencies, we say officially that its 150 because the number fluctuates. We have a senior food box program, which is the Commodities Supplemental Food Program. It's a federal program and the state of Florida would really like to expand this program, currently Harry Chapin is the only food bank in Florida participating. Richard stated that Kari and Eric's team picked up CSFP on very short notice, January of 2015 and went from nothing to 2400 caseload in less than 6 months, and then got bumped based on their performance. The State of Florida has asked the federal government for the authorization of 70,000 cases statewide based on our performance as the pilot site for this. Kari continued, saying that one of the other things going on is that school is starting and so is the mobile food pantry calendar for the year. This year we have two social work interns that are going to be with us now until May. Historically we've had one social work intern working with us from FGCU, but because it's been so successful they've asked us to take on another intern this year.

Discussion regarding navigation of holding mobile pantries in schools.

- h. **Board Improvement Plan** – Keith Scoggins/Richard LeBer – Keith discussed the June board self-assessment and the results, which showed that there were some opportunities to improve the board. Keith stated that there are a number of proposed action items here, the first one being the one that was already adopted with regard to board and fundraising and that was from our 2017 Strategic Plan; engage the board in relationship building. The second is a form, the Board Pledge and Commitment form.

Richard then passed around the form, and reviewed the form with the Board. The Board is asking that the form be formally adopted. Richard asked that each Board member fill it out, sign and turn it in.

Keith spoke to Pat Nevins (who was teleconferenced in) and noted that a change was made to the form for seasonal residents as far as attendance at board meetings. The board decided that at least quarterly it will review the performance of the fundraising strategies in the Strategic Plan, and require corrective action when needed. All board members will participate in an orientation session on fundraising.

MOTION Upon motion duly made, seconded, and adopted the Board approved the Board Improvement Plan.

- i. **Committee/Working Group Assignments** – Keith Scoggins/Richard LeBer
Richard stated that they were included in the board packet; everybody should know what their assignments are. If anyone has questions, please give him a call. We have ten different committees and generally we have at least 3-5 board members on each committee. In some cases we may also have external people on those committees. Three of the committees are official committees of the board and those carry board authority; those being Finance, Executive and Governance. The other committees are working groups whose purpose is to advise management but not direct.
- j. **2016-17 Board of Directors Terms** – Richard LeBer – Keith stated that these were also included in the board packet. He asked board members to please look at their own term and make sure that they were correct.
Richard stated that notably we have five board members whose term is up at the end of this fiscal year. Craig is in his second rotation and so he will rotate off the board at the end of the year. Bill, Jan-Erik, Bianca and Keith are all in the first rotation of their 2-3 year rotations. That first rotation will end at the end of this year.
- k. **Results of Feeding America Audit** – Richard LeBer
Richard stated that there were several things that were items to be corrected, none of which rose to the level of material deficiencies that required reporting in the audit results. There were a few best practice suggestions and other ideas, as well as several commendations. Keith noted that the proposed updated Whistleblower Policy was in the packet and he would like the board to consider it and adopt it. The proposed policy has been reviewed by Feeding America.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the Whistleblower Policy.

5. Unfinished/New Business/Announcements

- a. **Summary New Board Member Orientation Session** – Richard LeBer
Keith said he thought the presentation was marvelous; it is a wonderful wealth of knowledge of the food bank. The staff did a terrific job in making the orientation presentation.
Richard suggested that the new Board members review it, there is a wealth of information about Feeding America, as well as a glossary you might find useful regarding acronyms. There was also a great discussion with the group.
- b. **Executive Session – Board Only – Compiled President and CEO Performance Appraisal Results**

The Board met in executive session to discuss the President and CEO's Performance Appraisal for the period February 29, 2016 through June 30, 2016. Each Board Member completed a performance appraisal. The Board reviewed the compiled report of the appraisals submitted by Board Members. The Board also reviewed an updated CEO Salary Analysis dated June 1, 2016. Following a discussion, upon motion duly made, seconded, and approved, the Board took action as documented in Richard LeBer's personnel file.

Adjourned 10:00 am