

Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes
Tuesday, October 27, 2015 | 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: 1.888.888.236.8522;
Guest ID: 352316#

Present: *Board Members* Anne Rose, Bill Dillon, Bob Leadbetter, Craig Folk, David Fry, Noelle Melanson, Keith Scoggins *Prospective Board Member* Curtis Hollaway *via conference call* Bianca Ross, Maura Matzko *Staff* Beatrice B. Pizarro, Dave Najar, Miriam Pereira *Presenters* Lisa McKenzie, Jeff Tuscan
Absent: Brian Schwartz, Jan-Erik Hustrulid

1. Keith Scoggins called the meeting to order at 8:28 AM.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the consent agenda.

2. **Discussion/Action Items**

- a. **Election of New Board Member**

One new prospective board member nominated by the Governance committee.

MOTION: Upon motion duly made, seconded, and adopted the Board elects Curtis Hollaway to the board.

- b. Keith Scoggins announced Ray Pavelka's resignation from the board. David Fry suggested that we honor Ray Pavelka. **Action** - Miriam Pereira will order a gold record to present it to Ray for his service to the organization and dedication to the SWFL community.

- c. Jeff Tuscan and Lisa McKenzie presented the auditor's report with an unmodified opinion. Board members received two documents the auditor's report and graphs. The graphs allow board members to compare trend analysis from year-to-year. Jeff suggested that the board should review HCFB's administration allocation plan and reapprove it annually. David Fry suggested that a group of members meet with Dave to understand from staff's standpoint where we are and to review the administration costs allocation in greater detail.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the auditor's report for year ended June 30, 2015.

Action - Keith Scoggins has assigned David Fry to chair an ad hoc committee with the support of Dave Najar, Anne Rose, and other members. The committee is charged to review HCFB's administration costs allocation process and examine HCFB's efficiency.

- d. Anne Rose presented the treasurer's report.

MOTION: Upon motion duly made, seconded, and adopted the Board approved treasurer's reports ending September, 2015.

- e. Maura Matzko shared highlights from the past Marketing & Development meeting; meeting minutes included in the board packet.

- i. Miriam Pereira presented the Overview of Development Plan; document included in the board packet.

- f. Miriam Pereira presented the Strategic Plan Quarterly Report; report included in the board packet.

- g. **United Way Charlotte Agreement Approval**

MOTION: Upon motion duly made, seconded, and adopted the Board approved the United Way Charlotte Agreement.

3. **Unfinished/New Business/Announcements**

- a. David Fry reported on the progress of the Capital Campaign: \$397,561 has been raised in the first quarter. Myra Daniels toured the food bank and met with staff and Keith. An upcoming capital campaign event is scheduled at the Broadway Palm on November 10, 2015.
- b. Keith Scoggins reviewed the Overall Search Process Timeline with the board. Interim President and CEO Toby Ives starts on November 2, 2015. The Transition Committee will begin working on the CEO profile and job description at their next meeting. Board approval for the CEO profile and any changes made to the job description. Final documents will be sent to board members
MOTION- Upon motion duly made, seconded, and adopted the Board authorizes the Transition Committee to finalize the CEO profile and make revisions to the job description, but will allow Board to review the final document and allow time to respond before publishing it.
- c. Dave Najar is optimistic of the sale of the Ortiz Property. Closing date is scheduled for January 26, 2015.

4. Adjourned at 9:53 AM.

Next board meeting:

Tuesday, December 1, 2015

Social: 8:00 AM - 8:30 AM

Meeting: 8:30 AM - 10:00 AM