

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, October 24, 2017 | Meeting: 7:00 AM – 8:00 AM**  
**Meeting Site: 3940 Prospect Avenue, Naples Conference Room**  
**or by conference call: 1.888.236.8522; Guest ID: 352316#**

**Present:** *Board members:* Keith Scoggins, Bill Dillon, Lois Thome, Jeff Maddox, Mark Levine, Anne Rose, Kayla Richmond, David Fry, Bob Leadbetter, Maura Matzko (*via teleconference*), Pat Nevins (*via teleconference*), John Clinger (*via teleconference*).  
*Staff:* Richard LeBer, Miriam Pereira, Dave Najar, Eric Hitzeman, Kari Lefort, Anna Suarez, Kevin Maloney and Madeline Paniagua.

1. **Welcome and Introduction** – Anne Rose called the meeting to order at 7:00 AM.
2. **Mission Moment** – Mark Levine – Mark spoke about his mission moment.
3. **Consent Agenda** – Board Meeting Minutes, Committee Meeting Minutes and other items listed in the Consent Agenda were received by the Board in advance of the meeting. Anne asked if there were any proposed changes; there were none.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the minutes and other items listed on the Consent Agenda.
4. **Discussion/Action Items** –
  - a. **Marketing and Development Report** – Miriam Pereira – Miriam presented and responded to questions about the Marketing and Development Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
  - b. **Programs Report** – Kari Lefort – Kari presented and responded to questions about the Programs Report. A discussion followed.
  - c. **Operations Report** – Eric Hitzeman – Eric presented and responded to questions about the Operations Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
  - d. **HR Engagement Survey** – Anna Suarez – Anna presented and responded to questions about the HR Engagement Survey, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
  - e. **Treasurer’s Report** – Jeff Maddox - Jeff presented and responded to questions about the Treasurer’s Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the July and August Financial Statements.
  - f. **CFO’s Report** – Dave Najar – Dave presented and responded to questions about the CFO’s Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
  - g. **President’s Report** – Richard LeBer – Richard presented and responded to questions about the President’s Report. A discussion followed.

- i. Hurricane Response – Richard presented and responded to questions about Hurricane Irma response. A discussion followed.
- ii. Ortiz Avenue Update – Richard presented and responded to questions about the Ortiz Avenue property. A discussion followed.
- iii. New Board Member Orientation – Richard presented and responded to questions about the New Board Member Orientation, which will take place on October 30.

**h. Board Action Items**

- i. Retirement Plan trustees – Dave Najjar – Dave presented and responded to questions about the Retirement Plan trustees document, which had been received by the Board in advance of the meeting and is contained in the corporate records. Dave advised the board that Al Brislain needed to be removed as Executor from the plan and Richard LeBer needed to be made the administrator of the Harry Chapin Food Bank 401K plan.

**MOTION:** Upon motion duly made, seconded, and adopted, the Board approved the signing of the form by Anne Rose, authorizing Richard LeBer to sign the form as Executor.

- ii. Audit Representation Letter – Dave Najjar – Dave presented and responded to questions about the Audit Representation Letter, which had been received by the Board in advance of the meeting and is contained in the corporate records.

**MOTION:** Upon motion duly made, seconded, and adopted, the Board approved the signing of the Audit Representation Letter by Richard LeBer.

- iii. Food Safety Commitment – Eric Hitzeman - Eric presented and responded to questions about the Food Safety Commitment letter, which had been received by the Board in advance of the meeting and is contained in the corporate records.

**MOTION:** Upon motion duly made, seconded, and adopted, the Board approved the signing of the Food Safety Commitment letter by Anne Rose.

- i. **Focus Discussion: Financial Outlook and action plan** – Richard LeBer- Richard presented and responded to questions about the Programs Report, which included CSFP and Care & Share. A discussion followed.
- j. **Preparation for NCEF volunteer event** – Richard LeBer – Richard discussed the preparations for the NCEF volunteer event, which was taking place right after the Board meeting.

5. Unfinished/New Business/Announcements

6. Adjourn – 8:11am

**Next board meeting:** Tuesday, December 5, 2017 – Meeting: 8:00AM-10AM