

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, February 28, 2017 | 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, Bill Dillon, Bob Leadbetter, David Fry, Craig Folk, Maura Matzko, Lois Thome, Jeff Maddox, John Clinger, Pat Nevins, Gary Gardner, Anne Rose, Jan-Erik Hustrulid.

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

1. Keith Scoggins called the meeting to order at 8:30 AM.
2. **Mission Moment** – David Fry spoke about his mission moment.
3. **Consent Agenda** – Board acknowledged receipt of the board packet prior to the meeting. Keith stated that in the marketing meeting minutes, the mission statement needs to be corrected. An error in the Executive Committee minutes refers to Taste of Boca Grande; it should read Empty Bowls. Also, in the Executive Committee minutes, Pat Nevins should be listed as an attendee. With those changes in mind, I would like a motion to approve.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the Consent Agendas.

4. **Discussion/Action Items** –

- a. **Quarterly 2017 Strategic Plan Update** – Richard LeBer – Richard stated that this is his third quarter update on the strategic plan. He noted that it is his one year anniversary. He stated that we are confident that we can hit the goal of increasing food distribution by the end of the year. We're doing very well on the revenue front. We said we would do a best practice review, we've done that. We're executing the recommendations. We are also working on continuing to develop strategic solutions and innovative approaches. We've completed the mission and vision.

The fourth plank is increasing the awareness of HCFB's role in addressing hunger issues. I think that's going very well as well.

- b. **Food Banking Strategic Topic: Advocacy** – Board discussed role of advocacy in our community. It was agreed this will be an area of continuing focus.
- c. **Marketing and Development Report** – Miriam Pereira – Miriam stated that the last few months have been very busy. We had Hunger Walk, Empty Bowls and Boca Grande. Fundraising is going well.
- d. **Operations Report** – Eric Hitzeman – Eric noted that included in your board packet was a poundage report with some numbers and a nice little pie chart, thought this would be a good time to look at that and also support the numbers on the strategic plan. At the end of January we were at 12 ½ million pounds and distributing is up 4% vs. last year. We purchased more food this year. Discussed retail pickup opportunities.
- e. **Treasurers Report** – Anne Rose – Anne stated that our Finance Committee met in January. We have reviewed the November and December results for the food

bank. We noted as Miriam mentioned that our revenue is up, that is due to our fundraising exceeding our expectations. We continue to observe and discuss the timing of reimbursement for government programs which does differ from our budget in an unfavorable manner. However our balance sheet is very strong. The Finance Committee is recommending acceptance of the November and December financial statements.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the November and December Financial Statements.

- f. **Empty Bowls Naples** – Richard LeBer – Discussed future approach.

Keith: Do we want to adopt a motion that express support for the approach that Richard has outlined. If you agree, do I have motion to that effect?

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved Richard’s approach.

- g. **Collier County Facility** – Richard LeBer – We have found a new facility in Naples, about that close to finishing the lease on it. We’re hoping to have a July 1 move in date.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved Richard to sign the lease and the loan instruments in accordance with the letter of intent that was in the packet.

- h. **Board Improvement Plan** –

i. Fundraising – Richard LeBer – It was decided they will talk about this the next meeting.

ii. Board Skills Assessment Survey – Pat Nevins – As you recall we did a survey asking profession, prior and past experiences.

- i. **Vision Statement** – Pat Nevins – We did come up with a mission statement that was approved at the December 2016 meeting. Keith rightly said the language earlier. It is: ‘Leading our Community in the Fight to End Hunger’. The vision statement of the Harry Chapin Food Bank is: No One has to Go Hungry in Our Community’.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the new vision statement of the Harry Chapin Food Bank: **No One Has to Go Hungry in Our Community.**

- j. **Director Terms, Solicit Director and Officer Candidates** – Pat Nevins – Pat stated that the Governance Committee is responsible for spearheading the board nomination process. We’ve started talking about this.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the editorial changes to the policy that Pat proposed.

Pat: During the February/March timeframe, basically what we were doing was establishing a list of candidates for the board. In April/May, we’re evaluating those candidates. The June board meeting is when we elect new officers and new board members.

**New Potential Members:** Discussed new members.

**Officer Candidates:** Discussed officer roles for next year.

5. Unfinished/New Business/Announcements
6. Adjourn – MOTION TO ADJOURN

Adjourned 10:05 am