

Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes
Tuesday, June 27, 2017 | Meeting: 8:00 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, Lois Thome, Jeff Maddox, John Clinger, Anne Rose, Bianca Ross, James Nolte, Kayla Richmond, Mark Levine; Pat Nevins (*via teleconference*), Maura Matzko (*via teleconference*), Gary Gardner (*via teleconference*).

Staff: Richard LeBer, Miriam Pereira, Dave Najjar (*via teleconference*), Eric Hitzeman, Kari Lefort, Madeline Paniagua.

1. **Welcome and Introduction** - Keith Scoggins called the meeting to order at 8:00 AM. Board nominees introduced themselves and gave their background.

2. **Mission Moment** – Lois Thome spoke about her 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. Keith asked if there were any proposed changes. David Fry mentioned that the date of the Finance Committee meeting was incorrect as stated. The correct date of the meeting was May 25.

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. Board Membership and Roles

i. Recognition of retiring Board Member, Craig Folk – Keith Scoggins – Keith presented the Board’s recognition of Craig Folk, who retired as Board Member. A discussion followed.

ii. Election of New Board Members – Pat Nevins – Pat presented the nomination of new board members, Mark Levine, James Nolte and Kayla Richardson.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the election of the three new Board members.

iii. Re-election of existing Board Members for second term – Pat Nevins – Pat presented the re-election of four existing Board Members; Bill Dillon, Jan-Erik Hustrulid, Bianca Ross and Keith Scoggins.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the re- election of the existing Board members listed above.

iv. Election of 2017/2018 Board Officers – Pat Nevins – Pat stated that the Governance Committee recommended Anne Rose as Chair, Bill Dillon as Vice-Chair, John Clinger as Secretary and Jeff Maddox as Treasurer.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the recommendation of the Board officers listed above.

- v. Election of 2017/2018 At-Large Executive Committee Members – Pat Nevins – Pat stated that the Governance Committee recommended David Fry and himself as the two at-large positions.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the Board members listed above as At-Large Executive Committee members.
 - vi. Annual Conflict of Interest form – Keith Scoggins – Keith stated that the form was in the board packet and needs to be completed.
 - vii. Board Pledge and Commitment form – Keith Scoggins - Keith stated that the form was in the board packet and needs to be completed.
 - viii. Committee/Working Group Preferences – Keith Scoggins - Keith stated that the form was in the board packet and needs to be completed. Every board member is required to serve on a committee or working group.
- b. 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.
 - 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. Eric mentioned that we have events coming up, one big event being the Letter Carriers Food Drive. A discussion followed.
 - d. Programs Report** – Kari Lefort – Kari spoke about the changes to CSFP and our new senior program, Care & Share.
 - e. Treasurers Report** – Anne Rose/Dave Najar - Anne and Dave presented and responded to questions about the Treasurer’s Report, which included the March and April Financial Statements, received by the Board in advance of the meeting and are contained in the corporate records. A discussion followed.
MOTION: Upon motion duly made, seconded, and adopted, the Board approved the March and April Financial Statements.
 - f. Proposed Annual Budget** – Anne Rose/Richard LeBer – Richard presented and responded to questions about the Proposed Annual Budget, which had been received by the Board in advance of the meeting and are contained in the corporate records. A discussion followed.
MOTION: Upon motion duly made, seconded, and adopted, the Board approved the Annual Budget.
 - g. Proposed President & CEO Performance Evaluation Process/Form** – Keith Scoggins – Executive Session.
 - h. 2017/2022 Strategic Plan** – Richard LeBer – Richard presented and responded to questions about the 2017/2022 Strategic Plan, which had been received by the Board in advance of the meeting and are contained in the corporate records. A discussion followed.
MOTION: Upon motion duly made, seconded, and adopted, the Board approved the 2017/2022 Strategic Plan.
Ortiz Property: Upon motion duly made, seconded, and adopted, the Board approved the going forward of the listing of the Ortiz Property.

i. New Board member orientation – Richard LeBer- Richard discussed the plan to have a New Board member orientation for new board members, as was done last year. A discussion followed.

j. Feeding Florida update – Richard LeBer - Richard discussed being asked to be Treasurer on the Feeding Florida Board. A discussion followed.

5. Unfinished/New Business/Announcements

6. Adjourn – 10:00am

Next board meeting: Tuesday, August 22, 2017 – Meeting: 8:30a.m.-10am