

Harry Chapin Food Bank of Southwest Florida, Inc.
Board Meeting Minutes
Meeting Site: 3760 Fowler St. Fort Myers FL
Tuesday, 8/26/14, 8:00 a.m. - 10:00 a.m.

Social: 8:00 a.m., optional. Meeting 8:30 a.m. - 10:00 a.m. **OR** by conference call: **(888) 236 8522; Guest ID: 352316#**.

Present: *Board Members in person:* Noelle Melanson, Anne Rose, Kristina Rodriguez, Ken O'Donnell, Craig Folk, Keith Scoggins, David Fry, Dr. Brian Schwartz, Rabbi Jeremy Barras, Maura Matzko, Jan-Erik Hustrulid, William Dillon, Stephanie Campbell, and Ray Pavelka. *Via Conference Call:* Marianne Zuk and John Belisle. *Staff:* Dave Najar, Al Brislain, Connie Boyd, and Beatrice B. Pizarro. *Prospective Board Member:* Bianca Ross.

1. Welcome and Introductions

Noelle Melanson called the meeting to order at 8:30 a.m.

2. Consent Agenda

Corrections made to the Governance and Retreat Meeting Minutes.

MOTION: Upon motion duly made, seconded, and adopted the Board approved the consent agenda with changes made to the Board Retreat and Governance meeting minutes.

3. Discussion/Action Items

- a. **Item 4c. Collier Advisory Committee's report** was moved up to accommodate Marianne Zuk's schedule. Marianne reported that the Collier Advisory Committee discussed how to better utilize the Naples warehouse to raise awareness and increase food distribution in Naples. Some strategies that were discussed were to increase the volunteer base to educate the community, having a dedicated truck to increase food distribution, and having a larger signature fundraiser dedicated for Naples.
- b. **Election of new board member** – Keith Scoggins
 - i. Bianca Ross, new prospective board member, was nominated by the Governance committee.
MOTION: Upon motion duly made, seconded, and adopted the Board accepted the recommendation from the Governance Committee for Bianca Ross as a board member.
- c. **Fiscal Year Financials & July Financial Reports** – Craig Folk
Craig Folk reported a very good fiscal year particularly in donations and fundraiser, and we are on budget for July.
MOTION: Upon motion duly made, seconded, and adopted the Board accepted financial reports.
- d. **Budget Revisions to be addressed** – Craig Folk
Craig Folk explained with the adjustments made to the budget for the AmeriCorps program, our cost for 10 positions would raise our expenses by \$98,586. Al explained the AmeriCorps member's functions. The Executive Committee previously met to discuss and approve budget revisions.
MOTION: Upon motion duly made, seconded, and adopted the Board adopted changes made to the budget.

4. Unfinished/New Business/Announcements

- a. **Updated Strategic Plan Final Review & Adoption** – Al Brislain
Al Brislain reviewed updates and adoptions made to the final strategic plan with the board.
MOTION: Upon motion duly made, seconded, the Board voted to adopt the Strategic Plan changes made at the past board retreat meeting.
- b. **Updated Employee Personnel Policies & Adoption** –
Kristina Rodriguez updated the board on the changes made to the HCFB/TriNet employee handbook. Added the tuition assistance policy to handbook and corrected language under 401(k) policy.
MOTION: Upon motion duly made, seconded, and adopted the Board adopted the personnel policies to include tuition assistance policy and corrections to the 401(k) schedule.

- c. **AmeriCorps Update**
Kristina Rodriguez shared a brief background about the AmeriCorps program and the benefits for both the food bank and the AmeriCorps members.
- d. **Capital Campaign Update**
David Fry informed that the Capital Campaign has raised \$2.5 million to date and still needs to raise \$72,707 until public launch. In the meantime, the Capital Campaign Committee is preparing for the public launch by forming a committee and working on various social events.
- e. **Hunger Walk**
Anne Rose informed the board that the 2015 Walk's corporate goal is \$85,000 and currently we have raised \$48,000. The overall goal is \$315,000. All board members are encouraged to form a team.
- f. **New Hires & Staff Update**
Al Brislain reported on staff turnover and restructuring of the Director of Programs and Collier Coordinator position which was split. NCEF pays for half of the Collier Coordinator position's salary and this position will mainly focus on Collier.
- g. **Hunger-In-America Update**
Noelle Melanson informed the board national hunger study has gotten national coverage. Our local numbers are not ready. We hope to have our report by end of September. The last study was done in 2010. This study is very useful for grants that we write and for educating the public re hunger and need.
- h. **Ortiz Property:** Ray Pavelka recommended that we reinstate our PUD for the Ortiz property which would cost us approximately \$2,200, includes the application fee of \$1,750 plus the advertising fee. This property is located in an enterprise zone.
MOTION: Upon motion duly made, seconded, and adopted the Board approved to spend approximately \$2,200 to renew the PUD for the Ortiz property pending further investigation on fee.
- i. **Building updates**
Currently in the middle of construction for our bathroom expansion and the freezer permit has been received. Breaking ground next week for our freezer expansion. Leased office has been a good space for the programs department and extra storage space for Neal.
- j. **Discussion:** Ken O'Donnell recommended we develop a Capital Expenditure plan. David Fry asked Al to describe his biggest concern. Al responded that managing growth while avoiding staff burnout was his biggest concern. The next board meeting will include an overview of the Development goals contained within the Strategic Plan.

5. Adjourned at 9:58 am.

**** Next board meeting | Tuesday, October 28th, 2014 8:00 to 8:30 social, 8:30 to 10:00 meeting**