

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, February 27, 2018 | Meeting: 7:00 AM – 8:00 AM**  
**Meeting Site: 3760 Fowler Street, Ft. Myers, FL**  
**or by conference call: +1 (312) 757-3121; Access Code: 574-204-629**

**Present:** *Board members:* Keith Scoggins, Bill Dillon, Lois Thome, Jeff Maddox, Mark Levine, Anne Rose, Kayla Richmond, David Fry, Bob Leadbetter, John Clinger, Pat Nevins, Maura Matzko, Lois Thome (*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 8:00 AM. She mentioned that Bianca Ross and Jan-Erik Hustrulid will no longer be on the Board due to personal time constraints with meetings.
2. **Mission Moment** – Richard LeBer – Richard spoke about his two-year anniversary here at HCFB. He said he was glad to be here and he also mentioned the various changes in the building that have taken place since his arrival.
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. **President’s Report** – Richard LeBer – Richard presented and responded to questions about the President’s Report, which included next year’s budget and new board member nominations. A discussion followed.
  - b. **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 November and December financials.
  - c. **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.
  - d. **Marketing and Development Report** – Miriam Pereira – Miriam presented and responded to questions about the Marketing and Development Report. A discussion followed.
  - e. **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.
  - f. **Human Resources** – Anna Suarez – Anna presented and responded to questions about Human Resources. A discussion followed.

- g. Programs Report** – Kari Lefort – Kari presented and responded to questions about the Programs Report. A discussion followed.
  - h. Diversity Study Report** - Pat Nevins – Pat presented and responded to questions about the Diversity Study Report. A discussion followed.
  - i. Performance Benchmarks** – Richard LeBer – Richard presented and responded to questions about the Performance Benchmarks. A discussion followed.
- 5. Unfinished/New Business/Announcements
  - 6. Adjourn – 9:40 am

**Next board meeting:** Tuesday, April 17, 2018 – Meeting: 8:00AM-10AM