

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, October 23, 2018 | Meeting: 8:00 AM – 10:00 AM**  
**Meeting Site: 3760 Fowler Street, Ft. Myers, FL**  
**or by conference call: +1 (312) 757-3121; Access Code: 747-601-309**

**Present:** *Board members:* Anne Rose, Keith Scoggins, Jeff Maddox, Kayla Richmond, Bill Dillon, Jim Nolte, Veronica Larriva, Lois Thome, Jeff Maddox, Scott Bass, John Clinger, Pat Nevins, Mark Levine, and David Fry (David *via teleconference*).

*Staff:* Richard LeBer, Miriam Pereira, Dave Najar, Kari Lefort, Anna Suarez, Steve Soucy, and Madeline Paniagua.

*Auditors:* Lisa McKenzie, Jeff Tuscan and Jennifer Wehrs

1. **Welcome and Introduction** – Anne Rose called the meeting to order at 8:00 AM.
2. **Mission Moment** – Mark Levine – Mark spoke about his experience volunteering for Publix Let’s Feed Lee event. He said he was very touched by the folks that donated.
3. **Consent Agenda** – Anne Rose - Board Meeting Minutes, Committee Meeting Minutes and other items listed in the Consent Agenda were received by the Board in advance of the meeting. Bill 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. **Auditors’ Report** – Tuscan & Company
    - i. **Audit** – Jeff Tuscan – Jeff presented and responded to questions about the Audit, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
    - ii. **Form 990 Tax Filing** – Jeff Tuscan – Jeff presented and responded to questions about the Form 990 Tax Filing, 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 Audit and the Form 990 Tax Filing.
  - b. **Board action items**
    - i. **Financial Audit and Representation Letter** – Dave Najar – Dave presented and responded to questions about the Financial Audit and Representation Letter, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
    - ii. **Approval of Form 990** – David Najar – Dave presented and responded to questions about the Form 990, 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 Financial Audit and Representation Letter and the Form 990.

- c. **Treasurer's Report** – Jim Nolte – Jim 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.

- d. **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.
- e. **HR and Administration Report** – Anna Suarez – Anna presented and responded to questions about the HR and Administration Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. Anna showed a PowerPoint on HR. A discussion followed.
  - i. **Employee Engagement Survey results** – Anna Suarez – Anna presented and responded to questions about the Employee Engagement Survey results. A discussion followed.
- f. **Programs Report** – Kari Lefort – Kari presented and responded to questions about the Programs Report. A discussion followed.
- g. **Operations Report** – Eric Hitzeman – Kari stated that Eric was out of the office helping with disaster relief in Panama City, so Kari 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.
- h. **Communications and Development Report** – Miriam Pereira – Miriam presented and responded to questions about the Communications 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.
- i. **President's Report** – Richard LeBer – Richard presented and responded to questions about the President's Report. A discussion followed.

- 5. Unfinished/New Business/Announcements – BB&T Resolution - Richard stated that we need to add him as a signatory on the BB&T account.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the BB&T Resolution regarding adding Richard LeBer as signatory to the BB&T account.

- 6. **Adjourn** – 9:50 am

**Next board meeting:** Tuesday, December 11, 2018 – Meeting: 8:00AM-10AM