

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, June 26, 2018 | Meeting: 8:00 AM – 10:00 AM**  
**Meeting Site: 3760 Fowler Street, Ft. Myers, FL**  
**or by conference call: +1 (571) 317-3112; Access Code: 881-516-309**

**Present:** *Board members:* Anne Rose, Keith Scoggins, Jeff Maddox, Mark Levine, Kayla Richmond, David Fry, Maura Matzko, Bill Dillon, Jim Nolte, Veronica Larriva, Kathy Johnson, Lois Thome, Pat Nevins (*via teleconference*).  
*Staff:* Richard LeBer, Miriam Pereira, Dave Najar, Kari Lefort, Anna Suarez, Eric Hitzeman, Steve Soucy, Kevin Maloney and Madeline Paniagua.

1. **Welcome and Introduction** – Anne Rose called the meeting to order at 8:00 AM.
2. **Mission Moment** – Lois Thome – Lois spoke about the event we held in Naples ‘A Place at the Table’. She said that what really impacted her was meeting the actual clients that attended the event. She said that it is just not about feeding the people but maintaining the human dignity of the people that we serve.
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. **Board Membership and Roles**
    - i. **Recognition of Retiring Board Member, Bob Leadbetter** – Anne Rose  
Although Bob could not be there, he will be invited back at another date so he can be recognized.  
**Election of Board Members** – Anne Rose – Anne presented the nomination of new board members, Kathy Johnson and Veronica Larriva.
    - ii. **MOTION:** Upon motion duly made, seconded, and adopted the Board approved the election of Kathy Johnson and Veronica Larriva as members of the Board.
    - iii. **Re-election of existing Board Members for second term** – Anne Rose – Anne said that Pat Nevins was nominated for a second term in the Governance Committee.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the re-election of Pat Nevins to the Governance Committee.
    - iv. **Election of 2018/2019 Board Officers** – Anne Rose – Anne stated that the Governance Committee nominated Bill Dillon as Vice Chair; John Clinger as Secretary; Jim Nolte as Treasurer.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the election of Bill Dillon as Vice Chair, John Clinger as Secretary and Jim Nolte as Treasurer.

- v. **Election of 2018/2019 At-Large Executive Committee Members** – Pat Nevins – Pat stated that the Governance Committee recommended David Fry and Pat Nevins for At-Large members.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the election of David Fry and Pat Nevins for At-Large members of the Executive Committee.
- vi. **Board Member forms** – Anne Rose/Richard LeBer
  - 1. **Annual Conflict of Interest form** – Anne Rose – Anne stated that the form was in the board packet and needs to be completed by each Board member.
  - 2. **Board Pledge and Commitment form** - Anne Rose/Richard LeBer – Richard stated that the form was in the board packet and needs to be completed by each Board member.
  - 3. **Donor Confidentiality form** – Anne Rose/Richard LeBer – Richard stated that this is a new form that protects our donors’ information; it must be signed by each Board member.
- vii. **Committee/Working Group Preferences** – Anne Rose/Richard LeBer – Anne stated that the form was in the board packet and needs to be completed by each Board member. Every board member is required to serve on a committee or working group. The form listing the committees and Board members had been received by the Board in advance of the meeting and is contained in the corporate records.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the election of members of the Executive, Finance and Governance Committee members for the 2018-2019 fiscal year.
- b. **President’s Report** – Richard LeBer – Richard stated that this is the last meeting of the fiscal year. He discussed our response to Hurricane Irma; we distributed 3.9 pounds of food the month following the hurricane; we did 72 mobile pantries in a month; staff worked 7 days a week to keep us up and running. A discussion followed.
- c. **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. It was also noted that going forward the work groups will be separate; one called Marketing and one called Communications. A discussion followed.
- d. **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.
- e. **Programs Report** – Kari Lefort – Kari presented and responded to questions about the Programs Report. A discussion followed.
- f. **Administration/HR Report** – Anna Suarez – Anna presented and responded to questions about the Administration/HR Report. A discussion followed.
- g. **Treasurer’s Report** – Jeff Maddox/Dave Najjar – Jeff and Dave presented and responded to questions about the Treasurer’s Report, 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 March and April Financial Statements.

- h. Proposed Annual Budget** – 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 proposed Annual Budget.

- i. 2018/2019 Strategic Plan** – Richard LeBer – Richard presented and responded to questions about the 2018/2019 Strategic Plan, which had been received by the Board in advance of the meeting and are contained in the corporate records. A discussion followed.
- j. New Board Member Orientation** – Richard LeBer – Richard stated that we will look at dates for the New Board Member Orientation. A discussion followed.
- k. Proposed President & CEO Performance Evaluation Process/Form** – Anne Rose – Executive Session.

5. Unfinished/New Business/Announcements

6. Adjourn – 9:58 am

**Next board meeting:** Tuesday, August 28, 2018 – Meeting: 8:00AM-10AM