

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, August 28, 2018 | Meeting: 8:00 AM – 10:00 AM**  
**Meeting Site: 3760 Fowler Street, Ft. Myers, FL**  
**or by conference call: +1 (646) 749-3112; Access Code: 121-945-325**

**Present:** *Board members:* Anne Rose, Keith Scoggins, Jeff Maddox, Kayla Richmond, David Fry, Bill Dillon, Jim Nolte, Veronica Larriva, Kathy Johnson, Lois Thome, Scott Bass, John Clinger, Bob Leadbetter, Pat Nevins and Maura Matzko (Pat and Maura *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. **Identifying Connections to SW Florida Communities** – Miriam Pereira – Miriam spoke about donors and how to connect with them, highlighting the intention to connect with them in the gated communities.
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 – Anne spoke about all that Bob did for the organization as a member of the board. He was given a token of Harry Chapin Food Bank’s appreciation for his service.
    - ii. **Election of New Board Members** – Pat Nevins – Pat presented the nomination of a new board member, Scott Bass.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the election of Scott Bass as a member of the Board of Directors.
    - iii. **Review of Committees and Working Group Assignments** – Richard LeBer – Richard presented and responded to questions about the committees and working group assignments, which had been received by the Board in advance of the meeting and is contained in the corporate records.
  - b. **President’s Report** – Richard LeBer – Richard presented and responded to questions about the President’s Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
    - i. **FY2017-18 Goal Achievement** – Richard presented and responded to questions about the FY2017-2018 Goal Achievement. He had a PP

- presentation, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
- ii. **FY2018-19 Goals and Priorities** – Richard spoke about the 2018-29 Goals and Priorities. A discussion followed.
  - iii. **Upcoming Events** – Richard spoke about our first mobile pantry in Ft. Myers Beach last Friday, helping folks dealing with red tide, we served 103 families. Other events he mentioned were Family Volunteer Day in Ft. Myers and Naples; Food for Thought, Hunger Walk breakfast, Hunger Dinner at Maura Matzko’s home, and Let’s Feed Lee with Publix.
  - iv. **Fundraising Opportunities** – Richard spoke about how to get involved in fundraising opportunities. A discussion followed.
  - v. **New Board Member Orientation** – Richard mentioned that the New Board Member Orientation is scheduled for September 19.
- 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 June Financial Statement.
- 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. **Operations Report** – Eric Hitzeman – Eric presented and responded to questions about the Programs Report, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
  - f. **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. She mentioned that Hunger Action Month is coming up in September, with many activities to explore. A discussion followed.
  - g. **Programs Report** – Kari Lefort – Kari presented and responded to questions about the Programs Report. She stated that a Child Programs coordinator was hired last week. A discussion followed.
  - h. **Administration/HR Report** – Anna Suarez – Anna presented and responded to questions about the Administration/HR Report, which had been received by the Board in advance of the meeting and are contained in the corporate records. A major change is we are in the process of moving from Tri-Net to Co-Advantage for our health care coverage. A discussion followed.
5. Unfinished/New Business/Announcements – Richard stated that we received an offer for the Ortiz property, close to our selling price.
  6. Executive Session
    - a. Board, CEO and CFO Only – Financial topic
    - b. Board Only – Compiled President and CEO Performance Appraisal Results

7. **Adjourn** – 9:25 am

**Next board meeting:** Tuesday, October 23, 2018 – Meeting: 8:00AM-10AM