

Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes
Tuesday, April 17, 2018 | Meeting: 8:00 AM – 10:00 AM
Meeting Site: 3760 Fowler Street, Ft. Myers, FL
or by conference call: +1 (224) 501-3412; Access Code: 483-453-989

Present: *Board members:* Keith Scoggins, Bill Dillon, Jeff Maddox, Mark Levine, Kayla Richmond, David Fry, Bob Leadbetter, Pat Nevins, Maura Matzko, John Clinger (*via teleconference*).

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

1. **Welcome and Introduction** – Bill Dillon called the meeting to order at 8:00 AM.
2. **Mission Moment** – Miriam Pereira – Miriam spoke about Mary, a senior who is a recipient of our Care & Share bags, who will be present at our Hunger Dinner on April 19th. She said she is willing to share her story.
3. **Consent Agenda** – Bill Dillon - 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. **President & CEO's Report** – Richard LeBer – Richard presented and responded to questions about the President and CEO's Report. He also discussed the upcoming Hunger Dinner and the new proposed Farm Bill and its impact on people on government assistance. 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 January and February 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 was not present. Operations are status quo.
 - f. **Human Resources** – Anna Suarez – Anna presented and responded to questions about Human Resources. She stated that we have open positions that she is actively looking to fill. A discussion followed.

- g. Programs Report** – Kari Lefort – Kari presented and responded to questions about the Programs Report. She mentioned that there is an agency in Port Charlotte that is going to be open 24 hours, which is something that has not been done by us before. The Agency conference is May 8th and the National CSFP Conference is from May 20-23. A discussion followed.
- h. Budget Assumptions FY2018/19** – Richard LeBer – Richard presented and responded to questions about the Budget Assumptions for years 2018/2019, which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.

5. Unfinished/New Business/Announcements

6. Adjourn – 9:20 am

Next board meeting: Tuesday, June 26, 2018 – Meeting: 8:00AM-10AM