

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, December 6, 2016 | Social: 8:00 AM, optional Meeting: 8:30 AM – 10:00 AM**  
**Meeting Site: 3760 Fowler Street, Fort Myers Conference Room**  
**or by conference call: 1.888.236.8522; Guest ID: 352316#**

**Present:** *Board members:* Keith Scoggins, Bill Dillon, Bob Leadbetter, David Fry, Bob Leadbetter, Craig Folk, Maura Matzko, Lois Thome, Jeff Maddox, John Clinger, Pat Nevins and Gary Gardner.

*Via conference call:* Anne Rose and Bianca Ross.

*Staff:* Richard LeBer, Miriam Pereira, Dave Najar, Eric Hitzeman, Kari Lefort, Madeline Paniagua.

1. Keith Scoggins called the meeting to order at 8:30 AM.
2. **Mission Moment** – Gary Gardner spoke about his mission moment.
3. **Consent Agenda** – Board acknowledged receipt of the board packet prior to the meeting.  
**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the Consent Agendas.
4. **Discussion/Action Items** –
  - a. **Quarterly 2017 Strategic Plan Update** – Richard LeBer – Richard stated that we are making good progress on all the elements of the strategic plan. One of the items in the strategic plan was to continue to develop strategic solutions and innovative approaches to address hunger in SW Florida. Richard said that we are actively talking within the team with program ideas about this issue. We have a marketing plan that is in place and evolving; we're working on community engagement, which is a major priority for me. And finally we said we're going to continue to strengthen HCFB leadership, both on the board and the staff. Several elements to that; there is a board diversity and staff diversity piece to that and we have engaged a team to work on that and have started that process. We did a lot of work on committee charters and committee responsibilities, for the purpose of clarifying roles. We are making excellent progress across all the five elements of our strategic plan and I will continue to update you all periodically.
  - b. **Food Banking Strategic Topic: Mission/Vision** – Pat Nevins – Pat stated that the objective for today was to get your reaction to what we've put on paper so far. Richard took us through an exercise where we looked at somewhere between 25-30 mission and vision statements from other food banks to look at the characteristics that we thought were appropriate for our food bank. We came away with what I will call several aspects to build into a mission and vision statement and we also came away with some wording criteria. Finally at the end of that meeting, Keith created a subcommittee to draft some things to bring back to this group. At the Nov. 18<sup>th</sup> meeting we agreed on some functional aspects. The subcommittee met five days ago and before that meeting we each submitted a draft mission and vision statement. We are coming to this group now; our objective is to take it to the Executive Committee for approval and take it to the full board for approval in February.  
Keith: Pat, can I ask you to read them one more time please?

Pat: Let's just focus on mission statement. Leading our Community in the Fight to End Hunger or Lead Our Community in Providing Food and Services to End Hunger. The difference being this one is a little more explicit. It tends to tell the community about what we're doing to end hunger.

The vision statement is going back to the drawing board with the mission and vision committee. Vision is a lot for fundraising purposes, as opposed to mission statement which is for local. It was decided that the mission vision would be discussed further by the mission and vision team at a later date.

It was agreed to propose a vision statement in January and then put it before the full board for board approval in February.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the mission statement: 'Leading Our Community in the Fight to End Hunger' as the mission statement of the Harry Chapin Food Bank.

- c. **Marketing and Development Report** – Miriam Pereira – Miriam stated that we did better in the second quarter than we did last year so far, including fundraising and United Way contributions and grant allocations that we have received. We are on the right trajectory right now, but we will have a better projection by the end of January. Miriam also stated that the marketing department is working on the upcoming newsletter and press releases for the various events. The video for the 1 to 8 ratio was also sent out, and it got a lot of hits on social media. There were quite a few stories in October about the mosquito repellent; in November there were quite a few stories about the turkeys and the 1 to 8 ratio; in social media and our website.

Lois said that we should watch our FB feed, WINK is going to do news stories in conjunction with the Hunger Walk which is coming up, because tomorrow is Harry Chapin's birthday. Stories that reflect on what a great idea it would be to donate to Harry Chapin today.

- d. **Operations Report** – Eric Hitzeman – Eric said that distribution totals are down this quarter compared to last year, but we are optimistic that the pounds will turn around. Besides a slow start to produce season, our second factor is that retail has also been down. He stated that we've seen a big decrease of donations from stores in Collier County. Yesterday we got notice from Publix from their holiday drive, that starting next Monday two truckloads a day will be rolling in here for a total of eight truckloads of food; a healthy donation from a food drive from Publix. Purchase program is turned around, we found it very active since the holidays, and we're going to keep taking off
- e. **Treasurers Report** – Anne Rose – Anne stated that our Finance Committee met in November and we did go over these results, we did note revenue is up. And again, we just had the fundraising report, so that's evident why that is going on. Dave went over with us the timing of reimbursement for government programs and that's different as how we had budgeted it, it is an unfavorable variance but we know we will catch up, so we're not particularly concerned about that at this point. We talked about the increase in purchased food which is up again. Our balance sheet is continuing on a very strong track. From the Finance Committee meeting, the action that we are presenting is acceptance of the September and

October financial statements, that's what we're presenting to the board this morning.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the September and October Financial Statements.

- f. **Programs Report** – Kari Lefort – Kari stated that we were able to provide over 7.0000 families holiday meals through Thanksgiving. We were able to do this through our partner agencies. We gave out gift cards this year. Along with all of those turkeys and gift cards and chickens, we also were able to provide carrots, onions and sweet potatoes to these families. The gift cards were great because not every family considers turkeys a holiday meal; with the gift cards they were able to purchase whatever their holiday food is. A lot of the Publix stores that didn't sell all their turkeys, donated a lot of them to us last minute. We have agencies that do large holiday events, so we're going to be able to give out the turkeys at those events. The partner agencies have been so thankful this year and I wanted to pass that on to you. One of our agencies called and told me about the families that were in line to get their turkeys and how impactful that was and how happy they were to be able to do this. Overwhelmingly with the gift cards, it was a positive response. Kari said that the agencies really appreciated it, because a lot of them don't have the storage for the turkeys. So they had to find a place to store them, get more volunteers to carry them, etc.

- g. **Board Improvement Plan**

- i. Fundraising – Richard LeBer – Richard noted that we have a tally of board pledge forms. We talked about getting the forms in, energizing the board in fundraising on a number of different levels. He also stated that we are working on finding opportunities to involve the board in fundraising more broadly. He stated he looks forward to engaging the board on all of that.

- 1. Summarize year-to-date fundraising – see above
  - 2. Summarize of Board Pledges and Commitments – see above

- h. **Proposed Bylaw Change** – Keith Scoggins – Keith said what we're doing here is one substantive revision to the bylaws, Article 6 1(b), with regard to the duties of the Governance Committee. He stated that he is bringing it in line with the charter we adopted last month. We're eliminating the idea that the Governance Committee leads the food bank with regard to the strategic plan. We're taking that out because we don't really envision that as an appropriate function to be part of the Governance Committee duties. Everything else is wordsmithing, just to bring it in line with Governance Committee charter.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the proposed Governance Committee bylaw change.

- i. **BB&T Resolution** – Dave Najar – Dave stated that we are in the process of terminating our relationship with American Express for a number of issues; including some errors on their part that they would not correct. We asked for three banks to look at our bid, one was for a Visa card. We made the decision because of no fees at BBT. BBT requires a resolution before Richard can sign the contract, and that's what we're asking for. The contract is included in the board packet. We need the board to give its approval for Richard to sign.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the signing of the BB&T contract by Richard LeBer.

- j. Status of Naples Facility Search** – Richard LeBer – Richard said we have been spending our time looking for a new facility in Naples. The one we've got now is not ideal for a number of reasons. You'll find in the board packet a one page summary and also a brochure from the property itself. We looked at a bunch of different properties and have found one that we particularly liked.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the authorization of the staff to proceed and draft a letter of intent for the proposed Naples facility.

Richard noted that there was an item that didn't make it to the agenda. Included in your board packet there is a United Way of Charlotte County contract. UW of Charlotte County requires the board to approve again that I signed the contract with them. I need a motion to approve my signing that contract for the grant from United Way of Charlotte County.

**MOTION:** Upon motion duly made, seconded, and adopted the Board approved the signing of the Charlotte County Contract by Richard LeBer.

- 5. Unfinished/New Business/Announcements
- 6. Adjourn – MOTION TO ADJOURN

Adjourned 10:05 am