

**Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes**  
**Tuesday, August 22, 2017 | Meeting: 8:00 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, Lois Thome, Jeff Maddox, John Clinger, Anne Rose, James Nolte, Kayla Richmond, Maura Matzko; Pat Nevins (*via teleconference*), David Fry (*via teleconference*), Mark Levine (*via teleconference*).  
*Staff:* Richard LeBer, Miriam Pereira, Dave Najar, Eric Hitzeman, Kari Lefort, Anna Suarez and Madeline Paniagua.

1. **Welcome and Introduction** – Anne Rose called the meeting to order at 8:00 AM.
2. **Reflection Moment** – All.
3. **Consent Agenda** – Board Meeting Minutes, Committee Meeting Minutes and other items listed in the Consent Agenda were received by the Board in advance of the meeting. Anne 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 Packet Materials** – Anne Rose – Anne asked the Board if they wanted to continue to receive the minutes from the various committees. The Board responded that they would.
  - b. **Committees and Working Group Assignments** – Anne Rose/Richard LeBer – Anne 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. A discussion followed.
  - c. **Focus Discussion: Board involvement in outreach and development** – Anne Rose/Richard LeBer – Richard presented and responded to questions about the draft of the Board Improvement Plan which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
  - d. **President’s Report** – Richard LeBer – Richard
    - i. Annual Events Calendar – Richard presented and responded to questions about the Board Calendar which had been received by the Board in advance of the meeting and is contained in the corporate records. A discussion followed.
    - ii. Fundraising – Richard presented and responded to questions about fundraising. A discussion followed.
    - iii. Collier County Facility Update – Richard presented and responded to questions about the new Naples facility. A discussion followed.
    - iv. Ortiz Avenue Update – Richard presented and responded to questions about the status of the Ortiz Avenue property. A discussion followed.

- v. New Board Member Orientation – Richard presented and responded to questions about the New Board Member Orientation, which is scheduled for September 19<sup>th</sup>. A discussion followed.
- e. **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 are contained in the corporate records. A discussion followed.
- f. **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 are contained in the corporate records. A discussion followed.
- g. **Treasurer’s Report** – Jeff Maddox – Jeff presented and responded to questions about the Treasurer’s Report, which included the June Financial Statement, 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 June Financial Statement.
- h. **CFO’s Report** – Dave Najar – Dave presented and responded to questions about the CFO Report. A discussion followed.
- i. **Programs Report** – Kari Lefort- Kari presented and responded to questions about the Programs Report, which included CSFP and Care & Share. A discussion followed.

5. Unfinished/New Business/Announcements

6. Executive Session – Board Only – Compiled President and CEO Performance Appraisal Results

7. Adjourn – 10:00am

Next board meeting: Tuesday, October 24, 2017 – Meeting: 8:30a.m.-10am