

Harry Chapin Food Bank of Southwest Florida, Inc. | Board of Directors Meeting Minutes
Tuesday, February 23, 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, Anne Rose, Bill Dillon, Craig Folk, Dr. Brian Schwartz, David Fry, Maura Matzko, Bob Leadbetter.

Staff: Toby Ives, Miriam Pereira, Dave Najar, Kelli King, Eric Hitzeman, Beatrice Pizarro, Madeline Paniagua.

1. Keith Scoggins called the meeting to order at 8:30 AM.
2. Board acknowledged receipt of the board packet prior to the meeting.
MOTION: Upon motion duly made, seconded, and adopted the Board approved consent agendas for December 2015 and February 2016.
3. **Discussion/Action Items**
 - a. **Executive Report** - Toby Ives presented the executive report. The Naples warehouse was brought into compliance, passing the AIB inspection and receiving the certification with a score of 900. There is no urgency of acting in haste in the Naples warehouse.
 - b. **Treasurer's Report** - Anne Rose presented the Treasurer's Report. Revenues are down due to external events and lack of funding from the FAFB. But our cash position is very solvent.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the January 2016 financial report.
 - c. **Marketing & Development Report** – Maura Matzko and Miriam Pereira discussed various options on marketing plans for the food bank as it pertains to Collier County about our presence in Collier County. Collier Action Committee will present the plan in the coming months. Discussion ensued about increasing awareness and visibility in Collier County.
 - d. **Quarterly Strategic Plan Update** – Miriam Pereira presented the strategic plan update. Fundraising is down for various reasons. There are 20-22 donors that did not renew their donations. Some events have fallen short because of lack of sponsorship. Miriam is meeting with direct mail vendor next week to rework messaging on donation letters. Need to also focus on mid-level donors.
 - e. **120 Plan for new CEO** – Richard LeBer put together his own 120 day plan, with the help of staff.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the 120 plan for Richard LeBer.
 - f. **Capital Campaign Update** – Kelli reported that the capital campaign has exceeded the previous year's funding. We are approaching previous funders for money.
 - g. **Ortiz Property Status** – Keith stated that the property for Ortiz has expired and recommends that the property be included in Richard's 120 plan to give Richard the opportunity to look at the issue going forward. Need to have discussion regarding listing with new agent.
 - h. **Director Terms** – Noelle Melanson and Dr. Schwartz, two existing directors, will leave the board. The Governance committee will meet prior to the April board meeting to nominate members.
 - i. **Hunger Walk/Empty Bowls/Taste of Boca** – Hunger Walk raised approximately \$305,000, Empty Bowls about \$97,00 and total on Boca Grande yet. Time to select or re up co-chairs of the Hunger Walk.
MOTION: Upon motion duly made, seconded, and adopted the Board approved asking current co-chairs to be co-chairs for next year.

- j. **United Way Lee Allocation Invite** – Toby invited board members to attend the UW Lee Allocation in March. Keith Scoggins, Craig Folk, Maura Matzko, David Fry and Richard LeBer accepted the invitation.
- k. **CHECK SIGNING RESOLUTION** – Our existing signing authority is Toby. We are going to substitute Richard for Toby effective as of February 29, 2016.
MOTION: Upon motion duly made, seconded, and adopted the Board approved the resolution.

4. Adjourned at 10:03 AM.