

**Food Bank of Delaware
Board of Directors Meeting Minutes
November 16th, 2017**

In Person: Julie Miro-Wenger, Patricia Beebe, Ruth Mayer, Stephen Thompson, Sue Snider, April Birmingham, Tim McCann, Ali Khan, Andy Larmore, Mack Wathen

By Phone: Nick Davis, Thomas Neylon, Karen Williams, Scott Lammers

Absent: Renee' Roberts, Dave Marvel, Jason Jowers, Shawn Williams, LaKresha Roberts

Staff: Sanjay Malik, Michael Zeltt, Larry Haas, Trevor Turner

Visitors: Ted Dwyer, Rich Pryzwara

The meeting was called to order by Julie Miro Wenger at 2:07 PM.

Approval of Minutes

The Board of Directors reviewed the minutes from October 26th meeting. Julie Miro Wenger asked for a motion to accept the minutes as written. An amendment was made to fix some grammatical/formatting errors. Sue Snider made the motion and Ruth Mayer seconded the motion. All voted in favor to accept the amended minutes.

Capital Campaign Update

The Longwood Foundation grant was discussed, the grant amount we received was a total of 1.5 million dollars. A discussion then occurred about Board participation, as of now, Board participation is at 100%. The discussion occurred about if it would be feasible for Board members to perhaps contribute larger amounts over a pledged period. The Food Bank of Delaware staff Capital Campaign amount raised is \$76,000.

Program Report Update

Patricia Beebe presented our Program Report which highlights some key accomplishments of each department of the Food Bank of Delaware. Advocacy across the state was discussed first as it was announced that Charlotte McGarry, Programs Director, was selected to participate in a National Governor's Association group representing Delaware on issues of childhood hunger alongside First Lady, Tracey Carney. Another highlight discussed how we're expanding food pantries into higher education institutions, such as Wesley College. Two classes have started at The Ferris School for Boys, one class is on cooking and the other is on soft skills. A discussion then occurred about these classes. Lastly, the Blue Jean Ball raised a total of \$71,000 this year and 225 tickets were sold.

CEO Evaluation Process

Thomas Neylon created a process for the Executive Committee to assist with the CEO review process. This is to explain on how to go about evaluating the CEO. This will be implemented by the Executive Committee. The Executive Committee is to expand this new process.

Ted Dwyer Estimate

Ted Dwyer was invited to this Board Meeting so that he could answer any questions or concerns the Board may have about the Lake Drive project. An audit was done on the roof of the building upon purchase and it was stated that roof should be replaced. The roof will be replaced and the price will be included in the updated estimate. The HVAC system will also be replaced as it is outdated. After the project was value engineered the estimated price came down to a total of \$9.9 million for the overall project. This price will not include the second kitchen; the infrastructure of the kitchen will be there and items can be purchased in the future. All cold storage will be located inside the building rather than outside. This price also includes

the farm which will cost around \$500,000. The ETA of the completed project is looking to be October 2019, it is possible for this to be completed earlier. A discussion occurred about the contingency costs, if contingency is not used that is just added savings. A question was asked relating to the farm and the electrical, plumbing, and gas costs. It was stated that those prices are all included within the estimate.

Julie Miro Wenger asked for a motion to approve the estimated budget for up to \$10,000,000. Ruth Mayer made the motion and Sue Snider seconded the motion. All voted in favor to approve the estimated budget for up to \$10,000,000.

Making the Ask Training – Rich Pryzwara

Rich Pryzwara began the training for the Board of Directors. It was discussed that there be a Board check in each meeting to discuss fundraising. This training discussed the four components of fundraising: building affinity, the three circles, writing a plan, and accountability.

Other Business

Sanjay Malik will provide a cash flow analysis (estimate) in the January meeting.

With no further business, Julie Miro Wenger asked for a motion to adjourn. The motion was made by Ali Khan and Tim McCann seconded the motion. The meeting was adjourned at 5:07 pm.

Respectfully submitted,

Michael Zeltt
Executive Coordinator