

**Food Bank of Delaware  
Board of Directors Meeting Minutes  
September 6, 2018**

**In Person:** Julie Miro-Wenger, Patricia Beebe, Ruth Mayer, Sue Snider, April Birmingham, Ali Khan, Stephen Thompson, Mack Wathen, Andrew Levin, Leslie Kosek, Thomas Neylon

**By Phone:** Shawn Williams, Ali Khan

**Absent:** Tim McCann, Dave Marvel, Scott Lammers, Andy Larmore, Renee Roberts, Jason Jowers

**Staff:** Sanjay Malik, Michael Zeltt

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The meeting was called to order by Julie Miro Wenger at 4:08 PM.

### **Approval of Minutes**

The Board of Directors reviewed the minutes from June 21, 2018 meeting. Julie Miro Wenger asked for a motion to accept the minutes as written. Sue Snider made the motion and Mack Wathen seconded the motion. All voted in favor to accept the minutes.

### **June Financials and Budget**

Sanjay Malik reviewed the June Financials. We should be at 100% percent of the Fiscal Year. The line of credit had been discussed. Significant donation income includes: Feeding America - \$20,639.02 in support of Check out Hunger, Feeding America - \$67,697 in support of Member Agencies, Feeding America - \$7,303 in support of Food Rescue, Feeding America - \$10,696.86 in support of Check out Hunger, United Way - \$7,213.64 in support of Unrestricted funds, Community Food Bank of NJ - \$71,799.80 in support of Check out Hunger, DuPont - \$50,000 in support of the Capital Campaign, Goldman Sachs Philanthropy Fund - \$20,000 in support of the Capital Campaign, and Wakefern Food Corp - \$10,000 in support of Unrestricted funds.

Sanjay Malik informed the Board of Directors that the yearly audit will begin next Monday.

Sanjay review the Budget for FY 18/19 with the Board of Directors. Sanjay noted that funds usual Blue Jean Ball donation incomes would go under the Capital Campaign line since we're taking a break from the Blue Jean Ball. Lines 20 – 21 represent new programs that we'll be starting this fiscal year. There was a questions regarding the rental costs of 14 Garfield Way that was clarified by Sanjay. Julie Miro Wenger asked for a motion to accept the budget for FY 18/19. Ruth Mayer made the motion and Mack Wathen seconded the motion. All voted in favor to accept the Budget for FY 18/19.

### **Capital Campaign Update**

Patricia Beebe opened the discussion with informing the Board of Directors that the Bond Bill Committee had decided to include the \$1 Million dollar ask and should be signed with the full budget on June 30. In response, the Food Bank of Delaware will be hosting two Thank You events for legislators. It was stated that we still need to raise \$4.1 million in order to complete the Capital Campaign. A discussion occurred on some of the various projects taking place at the Lake Drive facility. Patricia also informed the Board formally that the 14 Garfield Way building had sold in July. The Blue Jean Ball nonevent marketing was sent out and the Dinner in the Orchard will be held next Thursday.

### **Programs Report**

Patricia Beebe reported to the Board of Directors that the two Culinary School graduations went well – the transportation contract with Connections has helped with the retention and class sizes of students. In the current class, there are 29 students in Newark and 18 students in Milford. There will be an additional 10

students in Newark for the L.O.G.I.C. (Logistics, Operations, General Warehousing and Inventory Control) starting on September 10. Patricia briefly discussed the Strategic Plan gathering and went over the Strategic Plan outcomes.

The Dashboard of Organizational Goals was discussed following the Strategic Plan Outcomes – Patricia stated that the Dashboard was created from the Strategic Plan Outcomes. A discussion occurred on Succession Planning following the Organizational Goals.

### **Construction Update**

Ted Dwyer reported that the roof is finished at 222 Lake Drive. Mechanical units on roof are about 76%. The cold storage items were delivered and are now onsite. The work on the sprinkler system will begin soon. 60% of the electrical work has been completed, in addition, 50% of the dry wall is now up. The project, as of now, is on time and under budget.

### **Other Business**

With no further business, Julie Miro Wenger asked for a motion to adjourn. The motion was made by Ruth Mayer and Sue Snider seconded the motion. The meeting was adjourned at 5:05 pm.

Respectfully submitted,



**Michael Zeltt**

*Executive Coordinator*

**Food Bank of Delaware**  
**Board of Directors Meeting Minutes**  
**October 11, 2018**

**In Person:** Julie Miro-Wenger, Patricia Beebe, Sue Snider, April Birmingham, Stephen Thompson, Mack Wathen, Andrew Levin, Thomas Neylon, Andy Larmore, Scott Lammers

**By Phone:** Shawn Williams, Ali Khan, Leslie Kosek, Renee Roberts, Ruth Mayer, Jason Jowers

**Absent:** Tim McCann, Dave Marvel

**Staff:** Sanjay Malik, Michael Zeltt

**Visitors:** Ted Dwyer (By phone)

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The meeting was called to order by Julie Miro Wenger at 4:01 PM.

### **Approval of Minutes**

The Board of Directors reviewed the minutes from September 6, 2018 meeting. Julie Miro Wenger asked for an amendment be made to the September 6 minutes to include succession plan discussion. Julie Miro Wenger asked for a motion to approve the amended minutes. Stephen Thompson made the motion and Sue Snider seconded the motion. All voted in favor to accept the minutes.

### **August Financials**

Sanjay Malik reviewed the August Financials. We should be at 17% percent of the Fiscal Year. The line of credit had been discussed. Significant donation income includes: Retail Business Services - \$5,000 in support of Member Agencies, Maureen C. Rhodes - \$5,000 in support of the Capital Campaign, Anthony Fusco - \$10,000 in support of the Capital Campaign, TD Charitable Foundation - \$15,000 in support of the Backpack Program, and TD Charitable Foundation - \$30,000 in support of the Mobile Pantry Program.

The Whiting Turner Estimated Cash Flow Projection was presented to the Board of Directors by Sanjay Malik. A question was asked regarding the projections – Sanjay Malik clarified that the document shows projections. A discussion occurred about the process to tap into line of credit funds.

### **Programs Report**

Patricia Beebe presents the Programs Report which covers the following items: a sheet sent to Feeding America's new CEO, Claire Babineaux-Fontenot, a detailed programs update, and some capital campaign updates.

Patricia informed the Board of Directors of the following program updates:

- The Coalition to End Hunger has named Tracey Quillen-Carney as the Conference Chair
- Delaware Food Works was launched as an initiative of the Food Bank of Delaware
- 28 Students enrolled in the Culinary School in Newark, 18 students in Milford
- Deb Stevens from Delaware State Education Association will present Trauma Informed Approaches to all staff on October 25 – staff will also go over the budget and organizational goals
- There is a plan in place regarding moving into Lake Drive

Patricia goes over upcoming submissions to potentials funders and discussed the levels of certainty with each and the expected outcome. Patricia informed the Board of Directors that January would begin the public phase of the Food Bank of Delaware's Capital Campaign.

**Construction Update**

Ted Dwyer opened with news that construction is more than 50% complete. Ted updated the Board of Directors that:

- The first coat of paint has been put on.
- No ceiling tiles have been put in until grid is up.
- No windows have been installed – glass for windows were delivered today (Thursday, October 11) and are planned to be installed tomorrow (Friday, October 12).
- Kitchen has been spackled and painted.

**Other Business**

Scott Lammers informed the Board of Directors that there will be a 2<sup>nd</sup> Annual Cornhole Tournament and it will be held at Midnight Oil Brewing Company.

With no further business, Julie Miro Wenger asked for a motion to adjourn. The motion was made by Mack Wathen and Sue Snider seconded the motion. The meeting was adjourned at 5:05 pm.

Respectfully submitted,



**Michael Zeltt**

*Executive Coordinator*

**Food Bank of Delaware**  
**Board of Directors Meeting Minutes**  
**January 10, 2019**

**In Person:** Julie Miro-Wenger, April Birmingham, Mack Wathen, Thomas Neylon, Andy Larmore, Scott Lammers, Tim McCann, Leslie Kosek, Renee Roberts, Ruth Mayer

**By Phone:** Shawn Williams, Ali Khan, Jason Jowers, Steve Thompson, Sue Snider

**Absent:** Andrew Levin, Dave Marvel, Patricia Beebe

**Staff:** Sanjay Malik, Michael Zeltt, Larry Haas, Charlotte McGarry, Trevor Turner

**Visitors:** Ted Dwyer (By phone)

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The meeting was called to order by Julie Miro Wenger at 4:05 PM.

### **Approval of Minutes**

The Board of Directors reviewed the minutes from October 11, 2018 meeting. Julie Miro Wenger asked for a motion to approve the amended minutes. Mack Wathen made the motion and Thomas Neylon seconded the motion. All voted in favor to accept the minutes.

### **November Financials**

Sanjay Malik reviewed the November Financials. We should be at 42% percent of the Fiscal Year. The line of credit had been discussed. Significant donation income includes: The Albersons Companies Foundation - \$14,718.62 in support of the Backpack Program, Deutsche Bank - \$22,500 in support of the Backpack Program, The M&T Charitable Foundation - \$25,000 in support of the Lake Drive Capital Campaign, E.I Dupont De Nemours & Company - \$25,000 in support of Development and Marketing events, The Harry K Foundation for the following: \$40,000, 50,093.24, and \$67,616.08 in support of SFSP, the Backpack Program, and School Pantries.

Sanjay Malik also presents a cash flow document for the overall project of 222 Lake Drive.

A discussion occurred on if these financials had yet reflected some significant donations received – the December financials will reflect the significant donations received. A question was raised regarding the government shutdown, it was clarified that as of now we should not be impacted as an organization.

Larry Haas gave a brief update regarding donations and presented to the Board of Directors that we've received \$150,000 in support of the Backpack Program and \$450,000 in support of Delaware Food Works.

### **Construction Update**

Ted Dwyer informed the Board of Directors that the project was on time and under budget. The site work has just started – there was a delay in the record plan approval process. The overall project is set to be complete by the end of March – there may be a delay in site work depending on weather. There is still some work that needs to be done with cold storage and the hood in the kitchen needs to be put up.

A discussion occurred regarding when to put in the 60-day notice for the current facility – this will be discussed more at the February meeting.

**Other Business**

Julie Miro Wenger requested that if possible, each Board Member make another contribution to both annual and capital campaigns to ensure we're at 100% for giving. Julie announced that the Executive Committee conducted their review of Patricia Beebe. Julie Miro Wenger asked for a motion to approve the review of Patricia Beebe. The motion was made by Mack Wathen and seconded by Ruth Mayer. All voted in favor to approve Patricia's review.

Ruth Mayer reminded the Board of Directors that Friday, January 18 will be the first CSA distribution.

Scott Lammers informed the Board of Directors that the 2<sup>nd</sup> Annual Cornhole Tournament and it will be held at Midnight Oil Brewing Company on January 12. A discussion occurred regarding the 5k that is planned for June 23<sup>rd</sup> – more details will follow as the date comes closer.

With no further business, Julie Miro Wenger asked for a motion to adjourn. The motion was made by Tim McCann and Mack Wathen seconded the motion. The meeting was adjourned at 4:43 pm.

Respectfully submitted,



**Michael Zeltt**

*Executive Coordinator*

**Food Bank of Delaware**  
**Board of Directors Meeting Minutes**  
**February 14, 2019**

**In Person:** Patricia Beebe, Julie Miro-Wenger, April Birmingham, Mack Wathen, Andy Larmore, Scott Lammers, Tim McCann, Leslie Kosek, Renee Roberts, Ruth Mayer, Shawn Williams, Jason Jowers, Steve Thompson

**By Phone:** Thomas Neylon, Ali Khan, Scott Lammers

**Absent:** Andrew Levin, Dave Marvel, Sue Snider

**Staff:** Sanjay Malik, Michael Zeltt

**Visitors:** Ted Dwyer (By phone)

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The meeting was called to order by Julie Miro Wenger at 4:05 PM.

### **Approval of Minutes**

The Board of Directors reviewed the minutes from January 10, 2019 meeting. Julie Miro Wenger asked for a motion to approve the minutes. Mack Wathen made the motion, and Ruth Mayer seconded the motion. All voted in favor to accept the minutes.

### **November Financials**

Sanjay Malik reviewed the November Financials. We should be at 50% percent of the Fiscal Year. The line of credit had been discussed. Significant donation income includes: Retail Business Services - \$7,500 in support of the Backpack Program, Wilmington Trust - \$10,000 in support of the Capital Campaign, Delaware Community Foundation - \$15,000 in support of the Backpack Program, JPMorgan Chase & Co. – 74,943.59 in support of the Mobile Pantry, Ellice & Rosa Mcdonald Foundation - \$100,000 in support of the Capital Campaign, Welfare Foundation - \$200,000 in support of the Capital Campaign, Crystal Trust - \$750,000 in support of the Capital Campaign.

### **Programs Update**

Patricia Beebe gives the Programs Update for the Food Bank of Delaware:

- Beebe informs the Board that CTF money will be used towards site work.
- Newly elected officials are being invited to visit the Lake Drive facility.
- A discussion regarding state funding and Grant-in-Aid occurs.
- Lisa Blunt-Rochester will be the keynote speaker at the Feeding America/FRAC conference.
- Mobile pantries are taking place to assist those affected by the government shutdown.
- CSA is active with 20 shares purchased.
- Delaware Food Works graduated 28 students – 20 had jobs.
- The Succession Plan for the Food Bank of Delaware has been approved by the Executive Committee.
- The Coming Together Conference will be held on April 4 – April is Trauma-Informed Month (theme of the conference)

### **Construction Update**

Ted Dwyer informed the Board of Directors that the project was on time but had one issue to report. There was a design flaw which led to the two freezer boxes not being done correctly. Usually, there is unique flooring installed to keep the underground from freezing; this was not included in the design. A discussion occurs about who should be at fault. This issue should not affect the certificate of occupancy. Dwyer roughly estimates that it may cost around \$30,000 to fix, but reiterates that is only an estimated number. All other aspects of construction are running smoothly and on time.

### **Board Elections**

A discussion occurred regarding Board terms. Ali Khan informed the Board of Directors that he would send out nominations on April 8<sup>th</sup>. The Executive Committee members are continuing with serving a two-year term, Thomas Neylon is undecided on serving another term. Ruth Mayer nominated Andy Larmore to serve as Board Chair.

Khan asks that if there is any interest in serving on the Executive Committee, continuing terms, or any further nominations to email him before April 8.

### **Committee Updates**

*Advancement* – Ruth Mayer informs the Board of Directors that she had a meeting at the University of Delaware last week regarding agriculture and gardening initiatives at the Coming Together Conference.

*Coalition to End Hunger* – Julie Miro Wenger informs the Board of Directors that we're hoping to provide CEU's at this year's Coming Together Conference. As of now, most panels have been solidified. Wenger also gives an update regarding the Government Shutdown, the Food Bank of Delaware had scheduled mobile pantries to assist those families affected. On 3/4/19 SNAP benefits are to be reissued and timing of benefits should be on track by 4/13/19. Contractors of the federal government are not receiving back pay.

### **Other Business**

With no further business, Julie Miro Wenger asked for a motion to adjourn. The motion was made by Tim McCann and Mack Wathen seconded the motion. The meeting was adjourned at 5:01 pm.

Respectfully submitted,



**Michael Zeltt**

*Executive Coordinator*

**Food Bank of Delaware**  
**Board of Directors Meeting Minutes**  
**May 9, 2019**

**In Person:** Patricia Beebe, Julie Miro-Wenger, Ali Khan, April Birmingham, Andy Larmore, Tim McCann, Ruth Mayer

**By Phone:** Scott Lammers, Mack Wathen, Renee Roberts, Shawn Williams, Jason Jowers, Steve Thompson, Shawn Williams, Andrew Levin

**Absent:** Dave Marvel, Thomas Neylon, Leslie Kosek

**Staff:** Sanjay Malik, Michael Zeltt

**Visitors:** Ted Dwyer (By phone)

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The meeting was called to order by Julie Miro Wenger at 4:02 PM.

### **Approval of Minutes**

The Board of Directors reviewed the minutes from the February 14, 2019 meeting. Julie Miro Wenger asked for a motion to approve the minutes. Tim McCann made the motion, and April Birmingham seconded the motion. All voted in favor to accept the minutes.

### **March Financials**

Sanjay Malik reviewed the March Financials. We should be at 75% percent of the Fiscal Year. Significant donation income includes: Capital One Services - \$5,000 in support of the Blue Jean Ball, Capital One Services - \$45,000 in support of Workforce Development, and 3M Foundation - \$3,000 in support of SFSP.

April Birmingham asks a question regarding Capital Campaign donations and a discussion occurs regarding the credit line.

### **Programs Update**

Patricia Beebe gives the Programs Update for the Food Bank of Delaware:

- Beebe informs the Board of Directors that this is the fourth week at Lake Drive.
- VIP Tours are being held for certain individuals and legislators.
- There was a discussion on state funding.
- USDA visited the new facility.
- Beebe discusses signage at the new facility and how it is arriving soon.
- Senator Hansen and Representative Jaques will hold their Constituent Coffee at the Discover Café in June.
- Hours are being formed for the Farm Stand, trying to have them coincide with Café.
- Corteva-Agriscience is using our catering service for their stock launch on June 3.
- Tie-Dye Cookies will be made for the Grand Opening
  - Ali Khan suggests the possibility of the Board of Directors paying for those.

### **Construction Update**

Ted Dwyer states all is good with the project – the Pole Barn is anticipated to be complete by Memorial Day. Ted states that that project came in \$120,000 under budget. Patricia Beebe added that some of those funds were put into other needed projects such as, kickboard in the volunteer room to prevent damages on the wall and adding in more electrical capacity in the Pole Barn as there wasn't enough. Whiting Turner's contingency paid for the floor issue in the freezer. Dwyer states that the county will need to do one final inspection once all site work is finished to obtain permanent certificate of occupancy.

### **Board Elections**

Ali Khan informs the Board of Directors of the two nominations, Margarita Maisterrena and Henri Moore, to begin FY 19/20 and Andy Larmore as Board Chair and Mack Wathen as Strategic Planning Chair. Khan asks for a motion to approve these changes and additions. Steve Thompson made the motion and Tim McCann seconded the motion. All voted in favor to approve the following:

- Board Chair – Andy Larmore
- Governance Chair – Ali Khan
- Strategic Planning – Mack Wathen
- Finance Chair – Tom Neylon
- Advancement Chair – Ruth Mayer
- Margarita Maisterrena – Board Member
- Henri Moore – Board Member

Khan discusses Board responsibilities such as finding/recruiting new members and a discussion occurs on finding members in various career sectors. Khan emphasizes the 40 hour volunteer requirement of each member and for members to turn in their hour tracking sheet.

### **Other Business**

Julie Miro Wenger informs the Board of Directors that the Coming Together conference had 483 people in attendance and the packing event following the conference went well.

Stamp Out Hunger will be held on Saturday, May 11.

With no further business, Julie Miro Wenger asked for a motion to adjourn. The motion was made by Tim McCann and Ali Khan seconded the motion. The meeting was adjourned at 4:50 pm.

Respectfully submitted,



**Michael Zeltt**

*Executive Coordinator*