

ARVADA COMMUNITY FOOD BANK (ACFB)

Board of Directors Meeting

July 27, 2016

President Jill Fellman called the ACFB Board of Directors meeting to order at 4:00 p.m. The following Directors were present, Vice President Bob Fifer, Secretary Alan Albrandt, Mike Litzau, Steve Galbraith, Doris Stipech, Gina Robinson, Harry Fuller, and Wendy Ferrell. **Not present:** Treasurer Carl Kantner and Director Nancy Snow. Also present were, Executive Director Sandy Martin, Sandie Hammerly, Mark Stratford, and Bernadette Velasquez ACFB Staff.

President Jill Fellman asked for a motion to approve the agenda with Right of the Chair. Director Gina Robinson so moved and Director Mike Litzau seconded.

Consent Agenda

No changes to the minutes, no updates from the Finance and Development Committee. Governance will meet on July 28th. President Fellman discussed the inconsistency of board documents and Governance making changes. President Fellman asked for a motion to approve the change to the, *Statement of Agreement – Board Contract* to call on the Executive Director to discuss programs, policies, goals and objectives. Secretary Alan Albrandt moved and Director Gina Robinson seconded. The vote 8-0.

Board Member Recruitment

Vice President Fifer led a discussion on the board members recruitment process, how many individuals can serve on the Board, their role as a volunteer and board member. Director Litzau suggested the board reach out to Westminster, Wheat Ridge and other communities on skill sets and recruitment. It was decided to keep the number of board members to 11 with the ability to change the number depending on qualifications of applicants and needs of the board. Secretary Albrandt indicated that we need someone with a financial background to replace our Treasurer whose term is expiring. Contact Vice President Fifer with any suggestions or questions. President Fellman asked for approval for Governance to move forward with soliciting new members.

Ad-Hoc/Back Pack Committee

ACFB Staff Mark Stratford went over the powerpoint presentation he presented to the schools to increase their knowledge of our services. ACFB Staff Sandie Hammerly passed out an estimated Back Pack expenditure report.

Treasurers Report

ACFB staff member Sandie Hammerly presented for Treasurer Carl Kantner the financial year end, un-audited report and pointed out inventory of food going out than coming in and money held in reserves. President Fellman asked for a motion to approve the Treasurers Report, Secretary Albrandt moved and Director Robinson seconded. Vote 8-0

Executive Director

Executive Director Sandy Martin reviewed her report, updated the board on future grant requests and funding received. Plaques were presented to the City of Wheat Ridge council members and the Spring/Summer Newsletter is done.

IT: Sandy, Randy and Sandie met with Upleaf to discuss the donor modular, and Donor Quest needed to be upgraded in order to upload donor information into Salesforce.

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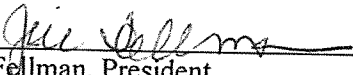
Doris, the Donor Appreciation was a nice event and the tours were wonderful.

Bob, met with Jefferson County Human Services and updated the board on a new initiative called Jeffco Thrive, they will be holding an innovation summit September 29th at the Arvada Center to invite the community to talk about the challenges regarding homelessness and hunger. Spoke with Lynn Johnson about our Back Pack program and Adam Paul, Mayor of Lakewood and discussed crime in Lakewood.

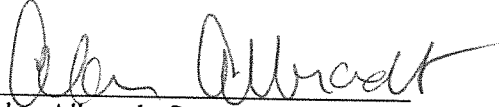
President Fellman asked for a motion to adjourn the meeting. Director Harry Fuller moved and Vice President Fifer seconded. Vote 7-0.

Meeting adjourned at 5:29 p.m. and next meeting Board meeting will be August 24, 2016, at 4:00 p.m.

Minutes submitted by
Bernadette Velasquez, Administrative Assistant



Jill Fellman, President



Alan Albrandt, Secretary