

ARVADA COMMUNITY FOOD BANK (ACFB)

Board of Directors Meeting

August 24, 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, Treasurer Carl Kantner, Directors Mike Litzau, Steve Galbraith, Doris Stipech, Gina Robinson, and Harry Fuller. **Not present:** Directors: Wendy Ferrell and Nancy Snow. Also present were, Executive Director Sandy Martin, Sandie Hammerly, Mark Stratford, and Bernadette Velasquez ACFB Staff. **Guest:** Andy McClafin.

President Fellman asked ACFB staff member Bernadette to call for attendance, not present were Directors Wendy Ferrell and Nancy Snow. A motion was made to excuse the absent of Wendy Ferrell vote 9-0. No word from Director Nancy Snow, absent unexcused.

President Jill Fellman asked for a motion to approve the agenda with Right of the Chair. Director Mike Litzau so moved and Director Harry Fellman seconded. A presentation was given on the new Bridges video. Director Wendy Ferrell joined the Board Meeting at 4:30 p.m.

Guest: Andy McClafin, gave a presentation on how the Bus to Bank Program started and is currently being used with the Bridges Program.

Consent Agenda :

The Governance Reports has been moved under new business. President Fellman asked for a motion to approve the Consent Agenda. Vice President Bob Fifer so moved and Director Gina Robinson seconded. Vote 10-0.

Treasures Report

Treasurer Carl Kantner presented the monthly financial report for July which was to be a net loss of \$31,000 but had a net income of \$10,000. Vice President Fifer asked about the Foundation \$5,000 per month and Treasurer Kantner indicated it would be budgeted in September. Auditors report should be in next month. Hammerly reported the auditors would like credit cards, PayPal and bank fees reported. President Fellman asked for a motion to approve the treasurer's report, Director Robinson so moved and Director Doris Stipech seconded. Vote 10-0.

Executive Director:

Executive Director Sandy Martin updated the Board on the increase of clients coming to the food bank.

Grants:

\$5,000 grant from El Pomar Foundation has come in. We received a check for \$2,301 from the Ball Foundation collected by employees. The first draft of the Rolling Hills Foundation application is completed. The Eide Baily Award is still pending. Newsletter sent out in August has brought in \$5,332.20 and the Fall Appeal will be going out the end of August. Backpack-a-Roo renewal letters are in the mail and the Appeal letter will be going out in September.

IT:

Volunteer model is making progress and have recruited volunteers and staff to test the module.

Top Hats and Ball Caps:

We have surpassed last year's sponsorship bringing in a total of \$49,500.

Bridges: Report is attached.

Strategic Planning:

Hammerly reported on the statistics and outcome from the Food Bank survey. New volunteer orientation and training has started.

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Honors and Awards

On Saturday August 15th a plaque was presented to the Arvada Gardeners.

Board/Staff and Volunteer Event:

Friday, September 16th we will have a "Pig Roast" potluck dinner. FB will provide the meat (prime rib, chicken, and brisket), asking staff and volunteers to bring a cover dish.

Foundation:

Treasurer Kantner reported everything is ready for the Golf Tournament on August 29th. Secretary Alan Albrandt reported about \$80,000 has been raised with 6 golf teams paid and bought a 4-some and the rest are sponsorships. First \$30,000 to the food bank in September.

New Business:

Governance Report

President Fellman discussed and handed out a sheet with what constitutes a board contribution/donations. Future discussion on donations to the Foundation. Vice President Fifer discussed moving forward with a new name branding. President Fellman recommended a marketing committee be established, further discussion at the Governance meeting tomorrow. Vice President Fifer covered the new changes to the board documents in the Bylaws. President Fellman asked for a motion to approve the changes to the bylaws, Secretary Albrandt so moved and Director Stipech seconded. Vote 10-0.

Statement of Agreement was passed out and returned with signatures to Executive Director Martin. Vice President Fifer discussed the changes made to the Volunteer Handbook. ACFB staff member Sandie Hammerly asked if the changes regarding insurance were omitted, she indicated her suggested changes regarding insurance be included. Changes will added and approved at the next board meeting.

Director's Open Forum:

President Fellman would like the Board and Staff retreat to be moved to January so new Board Members could be part of the retreat. Vice President Fifer will update the bylaws to state one annual retreat per year.

President Fellman invited Board members to be part of the Arvada Harvest Parade on September 10, 2016. Director Stipech updated to the board that Mark McGoff did his fist walk food drive. Vice President Fifer announced Day of Service for Arvada will also take place on September 10th.


President Fellman called for a motion to adjourn the Board meeting before starting the Executive Session. Secretary Alan Albrandt so moved and Director Stipech seconded.

Meeting adjourned at 5:26 p.m. and next meeting Board meeting will be September 28, 2016 at 4:00 p.m.

Minutes submitted by
Bernadette Velasquez, Administrative Assistant



Jill Fellman, President



Alan Albrandt, Secretary