

ARVADA COMMUNITY FOOD BANK (ACFB)

Board of Directors Meeting

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October 26, 2016

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

Vice-President Fifer asked ACFB staff member Bernadette Velasquez to take attendance. Vice President Fifer asked for a motion to excuse the following Directors: President Jill Fellman, Secretary Alan Albrandt, and Mike Litzau. Directors unexcused: Gina Robinson and Nancy Snow. Director Doris Stipech so moved, Director Harry Fuller seconded and all in favor. Vote 6-0.

Vice-President asked for a motion to approve the Agenda with the Right of the Chair and asked for a motion to go into Executive Session. Treasurer Carl Kantner so moved, Director Fuller seconded and all in favor vote 6-0. ACFB staff members were excused and the Board went into Executive Session.

Audit Report:

Treasurer Carl Kantner introduced Jill Korenek who presented and covered the audit report and financial statements for the Food Bank and Foundation.

Consent Agenda:

Vice-Président Fifer asked if there were any changes, corrections or updates to the Consent Agenda. ACFB staff member Mark Statford would like to meet to discuss the Backpack before the next board meeting. Vice-President Fifer asked for a motion to approve the Consent Agenda. Director Fuller so moved and Director Stipech seconded. All in favor. Vote 6-0.

Treasures Report

Treasurer Carl Kantner asked for a motion to approve the Auditor report. Director Steve Galbraith so moved and Director Stipech seconded. All in favor 6-0. Treasurer Kantner presented the financial statements and P&L report year-to-date. A check for \$60,000 was received by the Foundation. Director Stipech asked for an update on Top Hats proceeds. ACFB staff member Sandie Hammerly reported the Top Hats financials are not completed. Vice President Fifer asked for a motion to accept the Treasures Report. Director Steve Galbraith so moved, Director Wendy Ferrell seconded and all in favor. Vote 6-0.

Executive Director:

Executive Director Sandy Martin updated the Board with grants received, \$2,000 from the City of Westminster, and \$9,000 from the City of Wheat Ridge. The Food Bank did not receive the Eide Bailly Award and grant for \$5,000 from Sprouts. Thanksgiving appeal letter has gone out. Food bank will be participating in the Arvada Employee Giving Campaign.

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IT:

ACFB staff Mark Stratford updated the board on the progress of the volunteer portal testing. Donor Quest has been uploaded into Salesforce successfully

Backpack Task Force

Has a proposal to present with creative options.

Top Hats

Low turnout, energy, and a lot of other events taking place. Silent auction opened up too early. Paddle raise was a great success.

New Volunteer Orientation

New volunteer orientation was held and very successful. The new board members were invited to attend the next orientation on January 5th.

Panic Button

Contacted Rex Goodbeau from Fire & Security will install panic buttons at the TEFAF and front lobby desks waiting on estimated cost. Cameras have been installed in the lobby and store.

Strategic Planning:

Volunteer's orientation had been completed. Vice President Fifer suggested we not hire an outside trainer for our retreat in January, need to revisit our strategic goals, Jill and Bob will run the event. Vice President Fifer will look for a location for the retreat.

Foundation:

Treasurer Kantner announced we made the finals for the Rolling Hills Foundation Event. The ACFBF will present a check to Ex. Director Martin for \$60,000 for Bridges funding next Tuesday, November 7th at the Arvada City Council meeting. We have a commitment by 11 members of the ACFBF to provide \$60,000 in sponsorships for the 2018 golf tournament at Rolling Hills.

New Business

Vice President Fifer gave the Governance report and updated the board on the progress of selecting new board members. The December board meeting has been canceled and will meet on December 15th for our annual holiday party at the Butchery. Consensus on doing a half day retreat possibly at Mickey's. Treasurer Kantner called for a motion to amend the budget to increase the compensation level by \$18,000. Director Stipech so moved, Director Fuller seconded and all in favor. Vote 6-0.

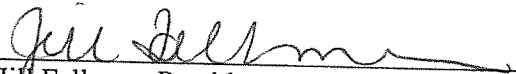
Director's Open Forum:


No updates by board members. Vice President Fifer made a motion to adjourn the Board meeting, at 5:42 p.m., all in favor. Vote 6-0. The next Board meeting will be November 30, 2016, at 4:00 p.m.

Minutes submitted by
Bernadette Velasquez, Administrative Assistant

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Jill Fellman, President


Alan Albrandt, Secretary