

ARVADA COMMUNITY FOOD BANK (ACFB)

Board of Directors Meeting

November 30, 2016

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

President Fellman asked ACFB staff member Bernadette to call for attendance, not present were Directors Wendy Ferrell, Nancy Snow and Secretary Alan Albrandt. Treasurer Carl Kantner made a motion to excuse Secretary Alan Albrandt and Director Wendy Ferrell. Unexcused Nancy Snow. Vote 7-0.

Treasurer Carl Kantner made a motion to approve the agenda and all in favor. Vote 7-0. No Right of Chair. Executive Session will take place after the board meeting.

President Fellman called for corrections to the minutes and a motion to approve the revised minutes with the following three corrections: Secretary Alan Albrandt and Director Gina Robinson were excused and the correct spelling of TEFAP. Director Doris Stipech so moved, Director Gina Robinson seconded. Vote 7-0.

Treasurers Report

Treasurer Kantner presented the monthly financial report and explained Tax Form 990 (Return of Organization Exempt). Director Litzau asked for clarification on year end. Treasurer Kantner asked for a motion to approve Tax Form 990 before filing. Director Litzau so moved and Director Gina Robinson seconded and all in favor. Vote. 7-0.

Executive Director

Executive Director Sandy Martin reported receiving a \$60,000 check from the ACFB Foundation for Bridges. A grant for \$10,000 was submitted to the Gimble Foundation. Waiting to hear from Rolling Hills Foundation for \$5,000 for this year's grant submission. A letter of intent for \$10,000 has been submitted to A.V. Hunter Trust they need a completed 990. Holiday Appel letters will go out in November.

IT:

The Donor modular in Salesforce is on hold until we finish the volunteer portion. ACFB Staff member Mark Stratford has been in contact with Elizabeth.

Top Hats and Ball Caps:

Final gross profit was \$73,446 and the net revenue \$37,545. Considering a 35th Birthday celebration to take place the Saturday before the golf tournament in place of the 2017 Gala.

Bridges: Report is attached.

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Strategic Planning:

Second volunteer orientation for new volunteers has been completed. Sandy invited the board to attend the next volunteer orientation. Director Litzau will attend the volunteer orientation on December 1, 2016. President Fellman will attend the volunteer orientation in January 2017.

Volunteer:

Mark gave a demonstration of the new scheduling calendar in Google for volunteer shoppers. Lucille has retired from managing the volunteer shopper's schedule.

New Partnership:

Sandy informed the board that she and Gretchen are working with Red Rocks to explore opening of a small medical clinic in the back office. Sandy and Mark are looking at the cost to soundproof the back offices. Sandy will follow up on client survey.

Client Services:

788 Thanksgiving box cards were distributed to clients scheduled to pick up their Thanksgiving boxes on Saturday November 19th from 9:00 a.m. – 11:30 a.m. Client numbers are up, we served over 99 families on November 16th.

Resolution ACFB Foundation President

President Fellman presented a resolution for the ACFB Foundation President to be an ex officio board member. Director Litzau suggested the bylaws be amended. Vice President Fifer suggested bylaws be amended once a year. Director Litzau made a motion to accept the resolution, Director Doris Stipech seconded and all in favor. Vote 7-0.

Foundation

Treasurer Kantner gave the date for the 3rd Annual Charity Classic Golf Tournament which will take place on August 28, 2017 at Westwood Golf Club. Treasurer Kantner presented the bios on Nancy Fortenberry and Jo Ann Zaffree who would like to become members of the Foundation. Vice President Fifer made a motion to approve the following candidates to the Foundation, Director Harry Fuller seconded and all in favor. Vote 7-0.

Recognitions

President Fellman presented plaques and recognition of two outgoing board members, Director Harry Fuller and Treasurer Carl Kantner.

New Business

Vice President Fifer, announced and gave bios on the new board members, Kyle Petersen, Judith Denham, and Andy McClafin. A letter will be sent to Nancy Snow thanking her years for her services. President Fellman asked for a motion, Director Steve Galbraith made the motion to approve the new board members, Director Fuller seconded and all in favor. Vote 7-0.

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Vice President Fifer announced the ACFB officers, Jill Fellman as President, Bob Fifer as Vice President, Alan Albrandt as Secretary and Andy McClafin as Treasurer.

Director's Open Forum:


President Fellman updated the board on upcoming events, Christmas party on December 15th at the Butchery, board and staff retreat at Mickey's on January 20, 2017. Santa House needs volunteers and reminder for Colorado Gives Day.

Director Fuller thanked everyone.


Treasurer Kantner wished everyone a Merry Christmas.

Meeting adjourned at 5:26 p.m. for an executive session, ACFB staff members were excused. Next meeting Board meeting will be February 22, 2017.

Minutes submitted by
Bernadette Velasquez, Administrative Assistant



Jill Fellman, President



Alan Albrandt, Secretary