

ARVADA COMMUNITY FOOD BANK (ACFB)

Board of Directors Meeting

February 22, 2017

President Jill Fellman called the ACFB Board of Directors meeting to order at 4:00 p.m. The following Director were present, **President** Jill Fellman, **Vice President** Bob Fifer, **Treasurer** Andy McClafin, Steve Galbraith, Mike Litzau, Kyle Petersen, Judith Denham and Ex-Efficio Carl Kantner. Executive Director Sandy Martin, Sandie Hammerly, Mark Stratford, and Bernadette Velasquez ACFB Staff.

Not Present: Secretary Alan Albrandt, Directors Doris Stipech and Gina Robinson. Unexcused: Director Wendy Ferrell.

President Fellman asked ACFB staff member Bernadette to **call for attendance**. Not present were Directors: Wendy Ferrell, Secretary Alan Albrandt. A motion was made to excuse Secretary Alan Albrandt and Director Doris Stipech. Unexcused Wendy Ferrell. Vote 7-0. President Fellman called a motion to accept the attendance, Vice President Bob Fifer so moved, Director Judith Denham seconded and all in favor. Vote 7-0

President Fellman welcomed Gretchen Parker as the new director for Bridges to Opportunity. Mark Stratford gave an update on Rocky Baldassare.

Agenda with The Right of the of the Chair

President Fellman called a motion to accept the Agenda with the Right of Chair, Director Mike Litzau so moved, and Vice President Fifer seconded. All in favor. Vote 7-0.

Approval of the Minutes

President Fellman responded to the voting process. Director Litzau moved to accept the revised minutes, Treasurer Andy McClafin seconded and all in favor. Vote 7-0.

Treasurer Reports:

Treasurer Andy McClafin met with Sandy Martin, Sandie Hammerly and Carl Kantner for an update on the ACFB budget. Treasure McClafin reported the budget looks great. Sandie Hammerly called the Board's attention to an additional line item 5044 in the P & L tracking of Client Choice and Mobile Pantry food purchases with CDBG funds.. President Fellman called a motion to accept the treasurer reports, Director Litzau so moved and Director Denham seconded. All in favor. Vote 7-0.

Executive Director's Report

Director Sandy Martin updated the board on grants and appeals. The newsletter has gone out. Postcards were also sent out announcing the 2015-2016 Annual Report on the Web page. Sandy reported on the collaboration with Red Rock in having a medical clinic here at the ACFB.

IT:

Sandy updated the board on the status on Salesforce. Elizabeth Beachy has stepped down as CEO of Upleaf and the new CEO is Shem Isukh. Shem is working on the modules to determined if Salesforce can meet our needs. The volunteer module has a small piece they are still working on and haven't started the warehouse module. If Shem cannot get Salesforce to work it will be best to go our separate ways.

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Top Hats and Ball Caps:

Sandy updated the board that this year's Gala celebration will be a 35th Birthday Bash taking place of the Top Hats event. The venue would be here at ACFB and will take place in August prior to the ACFB Foundation Golf Tournament at West Woods.

Bridges

Sandy gave an update on the Bridges program. GED classes are being planned. Gretchen Parker gave an update on the Jefferson County Homeless Summit in January and Heading Home program. We had an intern who did a great job getting our surveys done and gave out \$5.00 gift cards. Mark provided information about Food Deserts. Bridges story is attached.

Strategic Planning:

Staff and the Board participated in the Strategic Planning Retreat. Several bids have come in on request of the board to put a ceiling, drop the lights and add office space in the Bridges area. Floor plans are posted on the wall. There were four bids that came in and the gentleman who built the offices near the warehouse, his bid came in at \$14,000. Sandy updated the Board about staff sitting in the warehouse to work and enduring the bad fumes which are a real health concern. At some point, we may need to speak about more office space. President Fellman tabled the office space discussion for another time. Vice President Fifer moved to authorize up to \$15,000 for the office space to be built. All in favor vote was 7-0

Staff Retreat

President Fellman handed out strategic goals. Vice President Fifer discussed the order of goals and strategies to work on. Gretchen shared what case management will look like and the referral process. Sandy updated Treasurer McClafin on the new shopping process. Vice President Fifer would like the board to finalize goals at the next meeting. President Fellman had the Board sign up for the various committees. Each chairperson gave a short introduction of each committee to the new board members.

Foundation

Carl Kantner, reported the 3rd annual golf tournament brochure will be available in a few day. The golf tournament will take place after the Birthday Bash. Two names were proposed to the operating board and we need approval from the Board. The two names are Harry Fuller and Cheryl Peterson. The board can vote via email..

Rebranding

President Fellman updated the board on the three marketing candidates and their choice of Prue Brand, will speak with Director Wendy Ferrell to look at their contract to start on March 1st. President Fellman would like a motion to move to contract with Pure Brand. Treasurer McClafin raised some issues on the Rebranding. Vice President Fifer discussed the issues we face with the current name. President Fellman called for a motion. Director Litzau made a motion to authorize \$310,000 after review of the proposal to contract with Pure Brand, Director Denham seconded. It has been moved and seconded that we authorize up to \$31,000 pending Director Ferrell looking over the contract. All in favor. 7-0.

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Announcement/Dates to Remember

President Fellman reminded the new board members of paperwork needed to be returned, let Bernadette know for any corrections of the Board Directory and business cards also replace the new bylaws in your book. A reminder of the volunteer orientation. Mark your calendar for May 13th Postal Food Drive


Director's Comments

Executive Director Martin asked for President Fellman, Vice President Fifer, Sandie and Mark to stay to work on the Back Pack presentation.

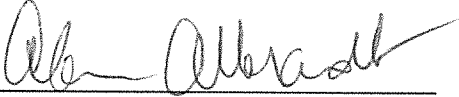
President Fellman called for a motion to adjourn the meeting. Director Litzau made a motion to adjourn the meeting, Steve Galbraith seconded. All in favor. 7-0.

Meeting adjourned at 5:26 p.m. Next Board meeting will be March 22, 2017 at 4:00 p.m.

Minutes submitted by
Bernadette Velasquez, Administrative Assistant



Jill Fellman, President



Alan Albrandt, Secretary