|  |  |
| --- | --- |
|  | **Call to Order/Attendance**  The meeting was called to order at 4:08 p.m. Attendance was taken by Bernadette Velasquez. |
|  | **Board Members:** Harry Fuller, Steve Galbraith, Harriet Hall, David Jones, Josh Rudin, Wendy Ferrell, and Margaret Olek Esler. **Staff:** Sandy Martin, Sandie Hammerly, Gretchen Parker, Rocky Baldassare, Leanne Cadman and Bernadette Velasquez. |
| B. | **Board Chair’s Remarks**  Chair Harry Fuller welcomed the Community Table Board members and thanked the board members for their dedication. Harry announced that Vice Chair Steve Galbraith will become the acting Chair starting on January 2022 and he will become an Ex-Officio board member. |
| C. | **Approval of Minutes**  Harry called for a motion to accept the minutes of October 27, 2021. David Jones so moved and Steve seconded. The motion passed unanimously. |
| D. | **Approval of Tax Returns (Sandie)**  Sandie reported that the 990 has been reviewed by the Financial Oversight Committee and that there were no concerns expressed. She also reported that after her discussion with the auditor, CT has changed the way we report Functional Expenses (see part 9, page 10) to be more consistent with the way other similar non-profits in the area report their costs for services to individuals.  As part of this change, CT has added an additional schedule to its return, Schedule I, Part III Grants and Assistance to Individuals, which provides detailed information on individuals served and funds/product valuation provided. Harry called for a motion.  Wendy Ferrell moved to approve the Tax Return Form 990 and Harriet Hall seconded.  The motion passed unanimously. |
| E. | **ACFB Foundation Update (Sandy)**  Sandy provided an update on the health condition of the Chair and Founder of the Arvada Community Food Bank Foundation Ralph Jacobson. |
| F. | **CEO/Staff Updates – Directors Reports submitted in the packet**   1. Development - Leanne provided an update on Colorado Gives received $107,249.80 from 480 donors. Wendy asked about receiving grants from the Anschutz Family Foundation. CT did receive $10,000 in 2019. Leanne will reach out to Anschutz Family Foundation. 25X25 Food Drive is going well. 2. Food Programs – Rocky provided updates on Backpack, the 4 mobile pantries, Saturday food box distributions, and food drive totals for the month of November. Client Choice numbers are increasing and CT distributed 480 gift cards worth $25 to clients for Thanksgiving. 3. Gretchen provided an update on her report submitted in the board packet.  Received extra funding from Energy Outreach Colorado for the new quarter 2021-2022.  Requests for assistance for utilities and rent continue to increase. 4. Financial – Sandie provided an overview/answered questions on the financials from July through October 2021 included in the board packet.   Sandy updated the board that a driver drove up on the back lawn, near the community room and shattered the window. Rocky contacted the Arvada police and did a report. We are looking at getting cameras around the building. The City of Arvada immediately came over and sealed up the broken window.  Staff Directors were dismissed. |
| G. | **Committee Reports**   1. Nomination Committee – (Steve)   Steve made a motion to approve the spreadsheet of the forthcoming nominations provided in the board packet. Harry called for seconded. Harriet seconded. A discussion was held on board terms. Steve called for a motion to elect the following slate board members. The motion passed unanimously.  Steve Galbraith, 1st 3 year term ending December 2023.  Jerelyn Marinelli, as a new member will serve the 1st 3 year term ending 2023 and one year as Vice-Chair.  Wendy Ferrell, 1st 3 year term ending in December 2023 and one year as Treasurer.  Harriet Hall, 2nd 3 year term ending December 2024 and one year as Secretary.  David Jones, 2nd 3 year term ending December 2024  Margaret Olek Esler, 2nd 3 year term ending December 2024  Josh Rudin 2nd 3 year term ending December 2024  Harry Fuller nominated as Ex-Officio for a 1 term ending in December 2022.  Two vacant seats to expire in 2023.  Steve, Jerelyn and Wendy would have ended in 2024, they are ending in two years to allow for staggering terms.    Harry reminded the Board the bylaws need to be changed by the Executive Committee to reflect the new board terms. |
| 1. H. | **Where do we go from here?** Harry  Discussion was held to change the board meetings to meet quarterly at 4:30 p.m. |
| 1. I | **Dates to Remember – Board Schedule**   * Next Board Meeting – February 23, 2022 via Zoom at 4:30 p.m.   Sandy excused Bernadette from the remaining board meeting.  Sandy discussed with the board a thank you resiliency gift. The board agreed unanimously. |
| 1. J | **Adjourn** |

Minutes submitted by

Bernadette Velasquez, Administrative Assistant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Harry Fuller, Chair Harriet Hall, Secretary