

# ARVADA COMMUNITY FOOD BANK (ACFB)

## Board of Directors Meeting

September 28, 2016

President Jill Fellman called the ACFB Board of Directors meeting to order at 4:02 p.m. The following Directors were present: President Jill Fellman, Vice President Bob Fifer, Secretary Alan Albrandt, Treasurer Carl Kantner, Directors Mike Litzau, Doris Stipech, and Gina Robinson. **Not Present with Excused Absence:** Wendy Ferrell, Harry Fuller, and Steve Galbraith. **Not Present:** Nancy Snow. Also present were, Executive Director Sandy Martin, Mark Stratford, and Bernadette Velasquez ACFB Staff.

President Fellman asked ACFB staff member Bernadette Velasquez to take attendance. A motion was made to excuse the following Directors: Wendy Ferrell, Steve Galbraith, and Harry Fuller. Treasurer Carl Kantner so moved, Director Doris Stipech seconded and all in favor. Vote 6-0.

President Jill Fellman asked for a motion to approve the Agenda with the Right of the Chair. Treasurer Carl Kantner so moved, Director Mike Litzau seconded and all in favor. Vote 6-0

ACFB staff members were excused, the Board went into Executive Session. Director Gina Robinson arrived late.

### **Consent Agenda:**

The Governance Reports has been moved under New Business. President Fellman asked for a motion to approve the Consent Agenda with a minor change to the minutes to move Director Wendy Ferrell present. Vice President Bob Fifer so moved, Director Gina Robinson seconded and all in favor. Vote 7-0.

### **Treasures Report**

Treasurer Carl Kantner presented the Financial Report. President Fellman asked Treasurer when will the Auditor be here, Secretary Alan Albrandt asked about the increase on Client Choice expenses year-to-date. ACFB staff member Mark Stratford will check with Sandie Hammerly. Treasure Kanter updated the board that no physical tracking of food in and out took place last year. President Fellman asked for a motion to approve the Financial Report, Director Robinson so moved and Director Stipech second. All in favor. Vote 7-0

### **Executive Director:**

Executive Director Sandy Martin updated the Board, completed and submitted the Arvada CDBG grant for \$30,000 and has completed the 2018 Rolling Hills application. The city of Arvada wants to continue their partnership with ACFB with Section 8 Housing and ACFB is requesting \$32,000 plus bus passes.

### **Client Services**

PT Client Services requesting additional hours 20-25 hours due to the intensity of the AHA/B2O client population.

### **Grants:**

Back Pack-a-Roo appeal letters went out. Director Stipech mentioned a \$4,000 check will be coming in from Kiwanis.

### **IT:**

Volunteer portal is developed and being tested. Working on completing the Warehouse module.

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**Open Forum**


Treasurer Kantner updated the board on his visited and tour at the Action Center. Secretary Albrandt gave his thoughts about the food utilized by the food bank that would normally be sent to landfill. Vice President Fifer would like to see the clients meet with Gretchen Parker after their 3rd visit to make sure their needs are being met.

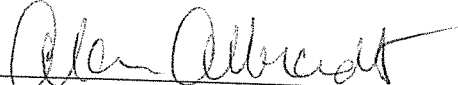
Executive Director Martin shared with the Board some new changes ACFB staff would like try, moving forward to scheduling appointment to receive food and meeting with Gretchen. Mark Stratford ACFB staff gave an update on security with the Arvada police. Executive Director Martin mentioned Bridges needs another full-time person.

Secretary Albrandt made a proposal that once a quarter the Strategic Board meet and only discuss issues affecting the food bank and work on strategic planning. President Fellman would like a meeting set up in 3 months.

President Fellman asked for a motion to adjourn the meeting. Director Stipech so moved, Treasurer Kantner seconded and all in favor. Vote 7-0. The Board meeting adjourned at 5:55 p.m. The next Board meeting will be October 26, 2016 at 4:00 p.m.

Minutes submitted by  
Bernadette Velasquez, Administrative Assistant

  
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Jill Fellman, President

  
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Alan Albrandt, Secretary