

ARVADA COMMUNITY FOOD BANK (ACFB)

Board of Directors Meeting

August 23, 2017

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** Andy McClafin, **Secretary** Alan Albrandt, Steve Galbraith, Mike Litzau, Doris Stipech, Wendy Ferrell, Judith Denham and Ex-Officio Carl Kantner. Staff present were: Executive Director Sandy Martin, Sandie Hammerly, Gretchen Parker, Mark Stratford, and Bernadette Velasquez. **Not Present:** Directors Kyle Petersen and Gina Robinson.

Agenda with Right of the Chair

President Jill Fellman called for a motion to approve the Agenda with the Right of the Chair. Director Mike Litzau so moved and Director Doris Stipech seconded the motion. Vote 8-0.

Approval of Minutes

President Fellman called for a motion to approve the June minutes. Director Judith Denham so moved and Vice President Bob Fifer seconded the motion. Vote 8-0

Executive Directors Report

President Fellman asked for additional information regarding the Arvada Community Food Bank as a warming site for the homeless in Arvada. Executive Director Sandy Martin and Bridges Director Gretchen Parker provided information regarding the severe weather procedures and connection with the various networks.

Director Judith Denham asked for additional information regarding the medical clinic and survey. Executive Director Martin provided an update with Red Rocks Community College and a survey that will be conducted.

Foundation

Carl Kantner provided an update on the upcoming golf tournament. Carl reported that there are 128 golfers, plenty of volunteers, a package of accessories that includes, mulligans, \$20 and \$50 surprise boxes. There will be a former client of Bridges, who will speak during lunch and a surprise game giveaway. Secretary Alan Albrandt reported \$85,000 in sponsorships. Next year's gala theme is Havana Nights.

Executive Committee Meeting

Secretary Albrandt updated the Board on the recognition for Ralph Jacobson.

Treasurers Report

Treasurer Andy McClafin gave an updated report on the financials. Sandie Hammerly, Director of Finance, updated the board regarding the recent theft of \$740.00 and the new cash deposit procedure. President Fellman asked for a motion to approve the financials. Treasurer McClafin called a motion to approve the Financial Reports. Director Litzau seconded the motion. Vote 8-0.

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Committee Reports

Governance: Vice President Fifer reminded the Board that elections are approaching. The following Directors terms are up: Gina Robinson, Steve Galbraith and Mike Litzau. The Board application is now on the website. Vice President Fifer is asking board members to start recruiting. Secretary Albrandt suggested looking for individuals in the areas of specialty the board needs. Director Steve Galbraith reminded the board there was an approval to have a client serve on the board and suggested there be a representative as an Ex-Officio member.

Development: Secretary Albrandt reported the committee is working on planning for next year's golf tournament and cocktail party. A member of the Foundation and ACFB staff Randy Weinert have been attending the meetings at Rolling Hills. Haines Direct Marketing is working on the donor appeals. Executive Director Martin updated the board on the October grant application and reported we were turned down by Walmart grant for \$52,000. The Human Services Committee of Westminster is recommending to City Council a grant for \$5,000. Currently, Executive Director Martin and Bridge's Director Parker are working with churches and waiting on a \$14,000 commitment from Spirit of Christ Church. They will be contacting the City of Arvada for the funds it would have allocated to Inter-Church ARMS.

Finance: Finance Director Hammerly indicated the Audit is in progress.

Updates and Discussions

Feeding the Future: Executive Director Martin announced the program is ready to start on September 7. A refrigerator has been taken to Head Start for their pantry. Vice President Fifer presented and passed around a sample of the Feeding the Future food bag going home with the students. Both President Fellman and Executive Director Martin attended a meeting with Jason Glass the new Superintendent of Jeffco Public Schools. President Fellman would like to hear from Rocky Baldassare, Feeding the Future Manager, at the next Board meeting.

Inter-Church ARMS: Bridges Director Parker gave an update on services ACFB will be providing and is working with Director of Finance Hammerly on processing donation and ditributions.

Rebranding: President Fellman asked for a motion to approve the new name of the food bank. Vice President Fifer moved to approve the new name of the Arvada Community Food Bank: "*The Community Table*" (Arvada Community Food Bank DBA). Director Litzau seconded the motion. Vote 8-0. Vice President Fifer discussed deciding on the logo as the next step. A meeting will be set up for next Tuesday to discuss logos and President Fellman suggested having the volunteers vote on the logo.

Office Space: Executive Director Martin gave a presentation and requested approval to have more office space built. Mark Stratford gave a presentation of different types of offices that could be built. President Fellman would like Mark to come up with plans for building more office space in the conference room. Director Litzau moved to spend up to \$5,000 to conduct an office space study. Director Stipech seconded the motion. Vote 7 in favor and 1 vote not in favor. Follow up at the board meeting was requested.

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Dates to Remember: President Fellman made the following announcement: Betty Youse memorial on August 30 at the Arvada Presbyterian Church at 11:00 a.m.; volunteer picnic on September 22 at 5:30 p.m. here at the food bank; the next volunteer orientation will be on September 7 and the Arvada Harvest Parade on September 9 at 9:00 a.m.

Director Forum:

Secretary Alan Albrandt, stated he was in support of expanding office space for intakes.


Director Judith Denham, announced the Lamar Street Center Charity Food Truck Friday on September 8 with proceeds going to the food bank.

Treasurer Andy McClafin, suggested the need to be more resourceful regarding space.


ACFB Staff members were excused from the Executive Session.

Secretary Albrandt moved to adjourn the meeting; Director Galbraith seconded the motion. Vote 8-0 Board meeting was adjourned at 5:25 p.m.

Minutes submitted by
Bernadette Velasquez, Administrative Assistant



Jill Fellman, President



Alan Albrandt, Secretary