

COMMUNITY TABLE
Board of Directors
Meeting Minutes

August 28, 2019

To do and action items are in italics

A.	Call to Order/Attendance The meeting was called to order at 4:00 p.m.
	Attendees: <i>BOARD MEMBERS:</i> Jill Fellman, Doris Stipech, Carl Kantner, Mike Reinhardt, Judith Denham, Steve Galbraith, Jerelyn Marinelli, Margaret Olek Esler, Harriet Hall, David Jones, Josh Rudin and Jeff Staniszewski. Not Present: Alan Albrandt, Erika Pullen, Carol Eddy, Harry Fuller, and Wendy Ferrell. Staff: Sandy Martin, Sandie Hammerly, Mark Stratford, Gretchen Parker, Leanne Cadman, and Bernadette Velasquez. Guest: Tom Keyse from Bill Charney & Associates Ltd.
B.	Board Chair's Remarks Alan out with a back injury, Erika will return as a married woman. Jill reminded the board she needs the Board Pledge forms and surveys turned in. Jill will send a reminder email with both documents attached.
C.	Approval of Minutes Jill called for a motion to approve the meeting minutes of July 24, 2019 with the following corrections: David Jones was listed twice under not present and change Doris to Jill who called for a motion to approve the minutes on June 26, 2019. David so moved and Judith seconded the motion. Motion passed 11-0.
D.	ENDS Policies A. Policy 1.0 Sandy discussed and provided an interpretation on the Mission Statement. Jill called for a motion to approve the CEO's Monitoring Report on Policy 1.0 that the report conveys an interpretation of the policy that is reasonable and the report reasonably substantiates compliance with the policy requirements. Josh so moved and Jerelyn seconded the motion. Motion passed 11-0.
E.	Monitoring Reports Tom reminded the board members they should have read the Monitoring reports in advance and bring any questions to the board meeting. Jill asked for any further questions or concerns on the wording of the monitoring report. Josh asked if there is legal counsel who review the policies. Jill stated we have legal counsel who serve on the board. Tom indicated a Governance Committee would be established who will be reviewing the policies and the bylaws annually. A. 3.2 – Treatment of Employees and Volunteers. Judith requested safety emergency training be added. Jill called for a motion to approve the CEO's Monitoring Report on Policy 3.2 that the report conveys an interpretation of the policy that is reasonable and the report reasonably substantiates compliance with the policy requirements. Doris so moved and Harriet seconded the motion. Motion passed 11-0. B. 3.3 – Financial Condition and Activities. Jill asked for any further questions or concerns, Carl pointed out in Policy 3.3.1 a word was left out on the second sentence and should read as follow", "Michael Marietta made the Director of Finance and the Board Treasurer aware of changes". Sandie explained Policy Provision #8 and a modification that unbudgeted expense should be changed to \$2,500 and not be 25,000. Jill called for a motion to approve the CEO's Monitoring Report on Policy 3.3 that the report

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	<p>conveys an interpretation of the policy that is reasonable and the report reasonably substantiates compliance with the policy requirements. Jeff so moved and Harriet seconded the motions. Motion passed 11-0.</p> <p>Jill called for a motion for modification of Policy 3.3.8 to change \$25,000 to \$2,500. Carl so moved and Margaret seconded the motion. Motion passed 11-0.</p> <p>Tom made the Board aware of a second recommendation in policy 14A on page 5, that the board agreed to change Jill's title from President to Board Chair. Carl so moved and Margaret second the motion. Motion passed 11.0.</p> <p>C. Next month 3.1</p>
F.	<p>Board Process</p> <p>A. Draft Work Plan: Jill went over the draft work plan put together with Doris. Jill would like to vote on the work plan next month. Jill called for an open discussion with board members. Tom discussed the process on the work plan with placeholders.</p> <p>B. 4.2 Accountability of the CEO – no concerns</p> <p>C. 4.3 Delegation of the CEO – no concerns</p> <p>D. 4.4 Monitoring CEO Performance – no concerns</p>
G.	<p>ACFB Foundation Updates: (Carl/Sandy)</p> <p>Carl gave an update on the Gala and Golf tournament and reported so far a net of \$108,000. Carl presented a check for \$100,000 from the Foundation to Community Table. The Foundation is working on its application at Rolling Hills for the golf tournament in 2021. Sandy would like the Board to send a thank you letter to Gala volunteers.</p>
H.	<p>Staff Updates:</p> <p>A. Development Update (Leanne) updated the board on a 3rd party event with Rheinlander's Bakery. Mike would like a copy of the talking points for this event sent to Board members. David would like to see if the City of Arvada could do a proclamation for Hunger Action Month part of the nationwide effort under Feeding America. David will reach out to Rheinlander Bakery and see if they can bring some cupcakes to the Sonsio Car Fest.</p> <p>B. Financial Update (Sandie & Carl) Carl went over the financial report provided in the board packet.</p> <p>C. Food Programs Update (Mark) Mark provided an update on the cooler units.</p> <p>D. Bridges Update (Gretchen) Gretchen provided an update on a grant submitted by the City of Arvada to the Federal Government for rental assistance.</p>


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I.	<p>Dates to Remember-Board Schedule</p> <p>A. Upcoming in-Person Board Meetings</p> <ol style="list-style-type: none"> Board Meeting, September 25th Board meeting, October 23rd. <p>B. Other Meetings/events to be on the Board Member's calendars:</p> <ol style="list-style-type: none"> Volunteer Orientation, September 25th Rheinlander's, September 1-30 Sonsio Car fest, September 21st Feed the Future – WR, September 28th <p>C. Volunteer Appreciation Picnic Pig Roast on September 13th. Mark passed out flyers</p> <p>D. Summary of follow-up items (Bernadette) no items.</p>
J.	<p>Board Meeting Evaluations</p> <p>Jill will send out email with instruction to use the Survey Monkey.</p>
K	<p>Adjourn: Jill called for a motion to adjourn the meeting Margaret so moved and Harriet seconded the motion. Motion passed 11-0. Meeting adjourned at 5:36 p.m.</p>

Minutes submitted by
Bernadette Velasquez, Administrative Assistant


Jill Fellman, Chairwomen


Carl Kantner, Treasurer