



**COMMUNITY TABLE**  
**Board of Directors**  
**Meeting Minutes**

**April 28, 2021**  
**Via Zoom**

**Mission Statement**

A Community in which people have access to food and resources  
to foster self-sufficiency

A.	<p><b>Call to Order/Attendance</b> The meeting was called to order at 4:01 p.m. Attendance was taken by Bernadette Velasquez.</p> <p><b>Board Members:</b> Harry Fuller, Steve Galbraith, Judith Denham, Harriet Hall, Carol Eddy, David Jones, Josh Rudin, and Mike Reinhardt. <b>Absent:</b> Margaret Olek Esler. <b>Staff:</b> Sandy Martin, Sandie Hammerly, Gretchen Parker, Rocky Baldassare, Leanne Cadman and Bernadette Velasquez.</p>
B.	<p><b>Board Chair's Remarks</b> Chair Harry Fuller made a motion to approve all committee chairs and committees members to continue in their respective roles the next fiscal year. Secretary Judith Denham seconded the motion. The motion passed 7-0.</p>
C.	<p><b>Approval of Minutes</b> Harry called for a motion to approve the Board meeting minutes of March 24, 2021. David Jones so moved and Harriet Hall seconded the motion. The motion passed 7-0.</p>
D.	<p><b>ENDS Policies Monitoring</b> No Report.</p>
E.	<p><b>Monitoring Reports (Sandy)</b> 3.4 – Asset Protection – No changes. Reported in compliance 3.2 – Treatment of Employees and Volunteers– No changes. Reported in compliance. 3.7 – Emergency Management Succession – No Changes. Reported in compliance.</p> <p>Harry called for a motion to approve the Monitoring Reports. David so moved and Josh Rudin seconded the motion. The motion passes 7-0.</p>
F.	<p><b>ACFB Foundation Update (Harry)</b> Harry provided an update on the Golf Tournament. Harry called for a motion to approve Jim Reese as a member of the Arvada Community Food Bank Foundation Board. Steve Galbraith so moved and David seconded the motion. The motion passed 7-0.</p>
G.	<p><b>CEO/Staff Updates – Directors Reports submitted in the packet</b> CEO Sandy Martin provided an update on information included in the board packet. The partnership with Arvada Methodist Church to provide a COVID vaccination clinic was a great success. Looking forward to helping the Jeffco Schools Summer Nutritional Program with food for Arvada K-8 and Parr.</p> <p>Development - Leanne Cadman provided an updated report on grants and invited the board members to attend a presentation with the City of Wheat Ridge Outside Agency Program.</p>



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	<p>Food Programs – Rocky Baldassare provided an updated report on Mobile Pantry and box distributions on Saturdays. Rocky will be sending pictures of the new truck picking food up at Target. The truck lift gate and wraps will be done soon.</p> <p>Bridges to Opportunity – Gretchen Parker provided an updated report on financial assistance to families in need and the Jefferson County Emergency Wastewater Rate Assistance Program (EWRAP) that runs through July 2021</p> <p>Financials – Sandie Hammerly provided an updated report on financials. She reported on plans to move monies into several banks to meet FDIC. In order to move money into Bellco Credit Union, she requested a motion by the board to name Harry Fuller, Carol Eddy, Sandy Martin and Sandie Hammerly as signers on all bank accounts as stipulated in the CT Accounting Policy. Treasurer Carol Eddy made a motion to name Sandy Martin, Harry Fuller, Carol Eddy, and Sandie Hammerly as signers on the Community Table bank account. David seconded the motion. The motion passed 7-0.</p>
H.	<p><b>Committee Reports</b></p> <p><b>A. Audit/Financial Oversight – No Report</b></p> <p><b>B. Governance Committee –</b>Judith presented the document, Policy 2.8, with new deliverable added to the Board Committee Structures Policy provided in the board packet. Sandie suggested that the FOC language regarding incurring costs be changed to be consistent with other committees. As such, the language “for all matters related to the audit” should be removed.</p> <p>Harry called for a motion to accept the amended Policy 2.8 deliverables presented by the Governance Committee with the provisions of the Audit/Financial Oversight Committee deliverables to be rewritten and presented at the next board meeting. Harriet so moved and Steve seconded the motion. The motion passed 7-0.</p> <p><b>C. Community Linkage –</b>Harriet provided an updated report and discussed the committee’s draft work plan. Feedback from the questionnaire will be presented next month.</p> <p><b>D. Executive Committee –</b>Judith discussed the Community Table work plan template 2021-2022 to be used by committees in developing their work plan, she also stated that the Community Table Governance Committee Education Plan document should not be reviewed as it is still a draft. The discussion of the Board of Directors’ Annual Planning Calendar was held and has been tabled for next month.</p> <p><b>E. Chairman Presentation –</b>Harry discussed the board members disclosures forms: Board of Directors Individual Contribution Pledge Form, Letter of Commitment, and Confidential Statement of Interests and Relationship. Harry would like the board members to complete the forms and send them back to Judith.</p>



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	<p>Carol brought up for discussion the nominations of new board members. Steve asked for directions regarding the process to move forward. Judith suggested the Nomination Committee come up with a work plan and develop the process. Harry would like the committee to move forward and work on a plan.</p> <p>Community Table Board of Directors moved to an Executive Session.</p> <p><b>F. Executive Session – Findings of Executive Compensation Committee.</b></p>
I.	<p><b>Dates to Remember – Board Schedule</b></p> <p>Next Board Meeting May 26, 2021 at 4:00 p.m. via Zoom.</p>

Minutes submitted by  
Bernadette Velasquez, Administrative Assistant

  
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Harry Fuller, Chair

  
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Judith Denham, Secretary