



**COMMUNITY TABLE**  
**Board of Directors**  
**Planning Meeting**

**July 19, 2023**

**Community Table Community 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> Steve called the meeting to order at 4:38 pm. Quorum was present.</p> <p><b>Board Members - Present:</b> CT President/CEO Sandy Martin, Steve Galbraith, Wendy Ferrell, Jerelyn Marinelli, Margret Olek Esler, Ryan Bo Borowski Harriet Hall, and Lisa Feret. <b>Not Present:</b> Josh Ruden, Jill McGranahan and ACFB Board Foundation Liaison Jill Fellman.</p>
B.	<p><b>Business Item Food Bank of the Rockies Grant:</b></p> <p>Sandy reported that Food Bank of the Rockies has provided a grant opportunity for Community Table to submit a grant to fund two pieces of equipment for the warehouse, a motorized pallet truck and a motorized pallet truck with a scale. The current purchasing policy and procedure would require a written proposal and three bids. There is not time to complete this process. Sandy requested that Board give approval to bypass the current policy. Wendy Ferrell made a motion that the staff be given approval to submit a grant to Food Bank of the Rockies requesting \$5,240 for a Crown Motorized Pallet Truck and \$1,925 for the Pallet Truck with Scale (plus shipping around \$175) for a total of \$7,340. Wendy Ferrell so moved and Margaret Olek-Esler seconded. The Board approved unanimously 7- 0.</p> <p>The Board further requested at the August Board meeting a motion be made to raise the purchasing limit from \$2,500 to \$10,000in the Accounting Policies and Procedures Manual.</p>
C.	<p><b>Relocation:</b></p> <p>Staff is working work with Carrie Espinosa, Arvada Housing Manager and Erin Attencio, Arvada Homeless Project Manager on a grant to request funding for a building and operational funds to open a Homeless Navigation Center where Community Table and Arvada Housing will collocate. The Arvada City Council has given approval for the purchase of a building located at 4600 W. 60<sup>TH</sup> Avenue. State DOLA grant will be submitted by July 31, 2023. How soon will it happen? As quickly as possible less than 2 years.</p> <p>Sandy Martin reported that the building is in good shape and won't require extensive remodeling. Sandy shared photos. This is an excellent collaborative partnership between Community Table and the City of Arvada.</p> <p>Jere and Steve proposed a relocation committee from the Board to participate (quietly) in the planning for the facility. This is important from a donor perspective, not to say what to do. Lisa Feret wondered if a liaison position was a better idea. Lisa graciously offered to be the liaison since she has the advantage of being on the Community Table Board and also having the relationship with the City as a Councilwoman.</p>



**COMMUNITY TABLE**  
**Board of Directors**  
**Planning Meeting**

**July 19, 2023**

**Community Table Community via Zoom**

**Mission Statement**

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

D	<p><b>Board of Directors</b></p> <p>What is the optimum number of director? 18 was too many as had been on the Community Table at one time. Wendy Ferrell suggested 11 members. The Board members were asked to think about the number. A questions that has been asked in the past is what expertise of Board members should possess</p> <p>It was also suggested that client representation on the Board would be a plus. This should be considered by the Board Nominating Committee.</p> <p>A member of the Apex staff has expressed an interest in being on the Board. At this time we need a process and decision on the number of Board members before adding any additional members.</p> <p>Terms and status of current Board membership needs to be reviewed and put in a chart. Diversity is also an issue.</p>
E.	<p><b>Meetings:</b></p> <p>Sandy filled the Board in on the process with Charney and the previous procedure manual. Steve mentioned that a Policy and Procedure committee could use the Charney document as a starting point with many deletions. All Board members will be provided with the Bylaws and the Charney Policies and Procedures Manual. This will be put on the agenda for the August meeting. Jeri suggested a three person committee to put together a draft.</p> <p><b>Meeting Format:</b></p> <p>Steve asked if we are comfortable with Zoom or want to meet in person. Meeting frequency also needs to be determined. Agreement to meet in person two times per year with one being a holiday party and another in the summer. Remainder meetings would be held by Zoom every 2 months.</p> <p>Meetings are mainly staff reports now, which are labor intensive for staff. Perhaps have less frequently, or make them less detailed, e.g. an executive summary. Everyone will take a look at a couple of staff reports to bring feedback to the next meeting about what the Board needs</p> <p><b>New Committees:</b></p> <p>Executive – current</p>



COMMUNITY TABLE  
Board of Directors  
Planning Meeting

July 19, 2023

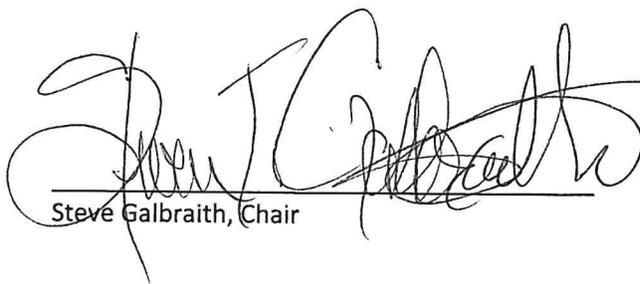
Community Table Community via Zoom

Mission Statement

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

	Finance – current Policy – new Relocation - new
F.	<b>Next Planning Meeting:</b>  Steve asked the Board members how they felt about the meeting. Do we need more time, do we need a specialized agenda especially to follow up on issues from this meeting? The August meeting will be a Board working meeting. Staff will not be required to prepare reports or attend. We have work to do before the end of the year. We will plan a two hour meeting in August. The meeting will start at 4:30 p.m. and will be done by Zoom on August 16, 2023.
G.	<b>Adjourn</b> Steve called for a motion to adjourn planning meeting. Bo Borowski so moved and Wendy Ferrell seconded. The motion passed unanimously 7-0.

Minutes submitted by  
Harriet Hall, Secretary

  
Steve Galbraith, Chair  
Harriet Hall, Secretary