



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

**June 12, 2024**  
**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> Jerelyn Marinelli called the Board of Director’s meeting to order at 4:36 pm.</p> <p><b>Board Members - Present:</b> Jerelyn Marinelli, Harriet Hall, Josh Rudin, Wendy Ferrell, Monica Bowser, and President/CEO Sandy Martin. <b>Absent Board Member:</b> Margaret Olek Esler, Lisa Smith, Jill McGranahan, and Obi Ezeadi. <b>Staff Member Present:</b> Rocky Baldassare, Leanne Cadman, Deborah Loomis and Bernadette Velasquez.</p>
B.	<p><b>Board Chair Remarks – Jerelyn Marinelli</b></p> <p>Jerelyn welcomed Deb Loomis and had the board of directors introduce themselves. Asked if Harriet or Sandy take over the meeting if she has to step away due to a cough.</p>
C.	<p><b>Approval of Minutes – Jerelyn Marinelli</b></p> <p>Jerelyn called for a motion to approve the Board minutes of March 20, 2024. Josh Rudin so moved and Harriet Hall seconded the motion. The motion passed unanimously 6-0.</p> <p>Before continuing with the agenda, Jerelyn asked to add to these minutes the board’s approval of the Architect and Engineering Agreement which was revised by Margaret Olek Esler and Jerelyn as well as the revised Donor Policy. The board of directors approved those documents effective May 20, 2024. The vote was 9 in favor and 1 abstained.</p>
D.	<p><b>Building Updates-Sandy Martin</b></p> <p>Sandy provided an update on the new building. The City of Arvada has prepared a draft of the new lease, and Rocky has a draft of the RFP ready to go out to contractors for bid.</p>
E	<p><b>ACFB Foundation Update– Sandy Martin</b></p> <p>The golf tournament is August 16, 2024, at Hyland Hills. Sandy announced there are several foursomes for sale at \$800, which includes breakfast burritos, a bloody Mary bar, two drink tickets and an Italian buffet. If you know of anyone who would like to be a sponsor, let Sandy know.</p>
F.	<p><b>Presentation/Approval April 2024 Financials – Deb Loomis</b></p> <p>Deb provided an update on April Financials.</p> <p><b>Presentation /Approval of May 2024 Financials – Deb Loomis</b></p> <p>Deb provided an update on May Financials.</p>



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<b>G</b>	<p><b>Presentation /Approval of 2024/2025 Budget – Sandy Martin, Deb Loomis and Leanne Cadman</b>  Deb Loomis presented the 2024-2025 budget provided in packet for approval. Josh Rudin thanked Deb for preparing a very clear, reasonable and conservative report.</p> <p>Jerelyn made the motion to approve the budget for fiscal year 2025, and Josh second the motions. The motion passed unanimously 6-0.</p>
<b>H.</b>	<p><b>CEO/Staff Reports – Sandy Martin</b>  The Food Assistance and Assistance Program report was provided by Rocky Baldassare. The backpack program gave out more sacks of food due to the free and reduced lunch program and the increased of students we are servicing. Mobile Pantry, we stopped serving Mt. Terrace Apartment due to issues with their staff working with us. We are looking at working with Hidden Lake Apartments, located in Westminster. The Postal Food Drive went great. CT received 68,159 lbs., almost 5,000 more food than last year. Client Choice statistics are provided in the report.</p> <p>We have food bags for unhoused clients to receive food every single day of the week and on the first and third Friday of the month we have a bag of personal care kits they can get. Door Dash is going well and Kennedy did home visits to clients needing door dash services. Assistance Programs, Rocky went over his report in the board packet. Rocky also went over the volunteer feedback survey provided in the packet.</p> <p>The board would like to be included in a tour of the new building. Jerelyn will send out an email to the board to see when they can take a tour.</p> <p>The Communications and Resources Development Leanne Cadman reported on the upcoming events. Grants and Applications status is provided in the board packet and doing research for the Capital Campaign. After this report was provided in the board packet, Anschutz Family Foundation did award us \$10,000.</p> <p>Accounting updates, the migration of all donor data from DonorQuest has been completed into Neon One and we are still testing the other aspects of the program. We have also migrated to QuickBooks Financial Services online. Direct Mail will no longer be providing services and looking into a company that will provide services to nonprofits.</p> <p>Leanne went over the Effectiveness Report, there is no approval needed, only recorded in the minutes that board has received and reviewed it at this meeting.</p>



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I.	<b>Financial Oversight Committee – Wendy Ferrell</b> <b>No Report.</b>
J.	<b>New Opportunities – Jerelyn Marinelli</b> A discussion was held on board communication by email, it was decided the board will receive a text message from Jerelyn to read their emails. Leanne will send Jerelyn an updated phone list with the board members phone numbers to be contacted by text and email addresses.
K.	<b>Dates to Remember – Board Schedule</b> The next Board of Directors’ meeting will be held on August 21, 2024, at 4:30 p.m. via Zoom.  ACFB Foundation Golf Tournament will be held on August 16, 2024 at Hyland Hills Golf Course.  Volunteer Appreciation picnic will be held on August 23rd from 5pm - 7pm.
L.	<b>Adjourn-Jerelyn Marinelli</b> Jerelyn called for a motion to adjourn the Board of Directors meeting at 5:27 p.m. Monica Bowser so moved and Jose seconded the motion. The motion passed unanimously 6-0.

Minutes submitted by  
Bernadette Velasquez, Executive Assistant

  
Jerelyn Marinelli, Chair

  
Harriet Hall, Vice Chair