

America's Second Harvest of the Big Bend  
Board Meeting Agenda  
January 20, 2017  
11:45 am – 1:15 pm  
Backwoods Bistro, 401 E. Tennessee Street

- I. Welcome/Introductions (Gigi Rollini, Board President)
- II. Consent Agenda (Gigi Rollini) – Action Item to Move to Consent Agenda & Approve All Items
  - a. Approval of Board Minutes: Oct. 20, 2016 (Kristin Harrison, Board Secretary)  
Send any corrections to [kristinandandy@comcast.net](mailto:kristinandandy@comcast.net) in advance. Exhibit 1
- I. Action Items & Committee Reports
  - a. Finance Committee (Ramsay Sims, Finance Chair)
    - i. Review/Accept Financials
    - ii. Review/Approval of Proposed 2016-2017 Budget Amendment (Action)
    - iii. Proposed budget increase for Data Entry / Receptionist (Action)
      - 1. Included in Proposed 2016-2017 Budget Amendment
    - iv. Entrepot Lease (Historical & Reporting Item)
  - b. Audit Committee: Audit Presentation
  - c. Executive Committee (Gigi, Rollini, EC Chair)
    - i. Legislative Update re Building Acquisition/Federal Disaster Staging Site
    - ii. Upcoming Board Tasking Items
  - d. Development Committee (Wayne McDaniel – Development Committee Chair)
    - ii. WTXL Turkey Drive - [REDACTED]
    - iii. Bank of America Give A Meal Program - \$80,000
      - 1. Not yet received, so not encompassed in cash flow or financials

2. When received, will increase Corp/Org line YTD by \$50,000 and Individual Contributions line YTD by \$30,000.
- iv. One to One (Direct Mail Vendor) Discussion – We saw a large decline in our returns, and are beginning to assess the bases for why. Considering whether acquisition might be needed, and cost/benefit to doing so.
- e. Events Committee (Sangeetha Wollet, Rian Meadows (absent) Events Chairs)
  - i. BJBB Post-Event Report – What worked, what to institute for next year.
  - ii. Alternative Christmas Market – Considering dropping this for next year.
  - iii. Winter Festival Parade – Food on the Move Bus was in the Winter Festival Parade. Shannon, Cyndi and Rick spearheaded. Cat and Gigi participated with their families. Bus won first place in City of Tallahassee’s contest for best non-profit parade entry! We plan to do it against this year. Was a great experience, and great exposure.
  - iv. Upcoming events
- f. Governance Committee (Mary Lou Rajchel, Jayme Agee (absent) – Governance Committee Chairs)
  - i. Bylaws
    1. Signed (Historical)
    2. Revision Assessment (Upcoming)
  - ii. Board Member Transitioning
    1. Fred Kinch Resignation/Pam Ridley Board Application Approval (Action)
      - a. Seat 1, Term: Through end of this fiscal year (June 30, 2017)
    2. Ken Stafford – Recruiting for replacement
    3. Rian Meadows to Roll Off end of this fiscal year (June 30, 2017)
  - iii. Tasking:
    1. Diversity Matrix Assessment

2. Board Retreat/Strategic Planning
3. Dashboard/System of Oversight for Board Reports on Services Delivered

**II. CEO Report (Rick Minor) – Exhibit 8**

- a. Food Distribution
  - i. Ramping up Mobile Pantries
  - ii. Agency Empowerment
- b. Process Review
- c. CHSP/Promise Zone Grant Funding Report re Activities & Deadline
- d. Facility Audits (Dept. of Health)
- e. Staff Organization
  - iii. New Development Director
  - iv. New Agency Relations Coordinator / Program Coordinator
  - v. Request for Data Entry / Receptionist position (Budget for this is included in 2016-17 Proposed Budget Amendment)
- f. Communications
  - vi. Selecting a communications firm
  - vii. Budget for this is included in 2016-17 Proposed Budget Amendment
- g. Legislative Agenda
- h. Rebranding discussion
  - viii. Potential benefits to bringing name in line with Feeding America
  - ix. Timeline
- i. Performance Evaluation (Tableau) Presentation
  - x. Data Analysis Software Package adopted by Feeding America
  - xi. Presentation by Rick Minor/Rob Thaler

**III. Old Business**

**IV. New Business**

**Next Meeting – Thursday, March 23<sup>rd</sup>**

**11:45 – 1:15 pm, Backwoods Bistro**

**V. Adjourn (by Motion)**

## **Exhibit 1**

America's Second Harvest of the Big Bend  
Board Meeting Minutes  
January 20, 2017  
11:45 am – 1:15 pm  
Backwoods Bistro, 401 E. Tennessee Street

*Board members and Second Harvest employees present: Ramsay Sims, Rian Meadows, Ken Stafford, Rick Minor, Gigi Rollini, Cyndi Mundell, Cat Keen, Wayne McDaniel, Mary Lou Rajchel*

*(Absent: Sareeta Kamath (proxy Kristin Harrison), Sangeetha Wollet (proxy Gigi Rollini), Jayme Agee (proxy Cat Keen), Rob Thaler, Mary Dekle, Development Director Meeting Presenters/Visitors:*

*Richard Law and Lori Walters from Law Redd, Crona & Munroe, P.A. Virginia Glass representing the United Way of the Big Bend Board*

### I. Welcome/Introductions (Gigi Rollini, Board President)

*Gigi started the meeting announcing the packed agenda.*

*Gigi moved to amend the meeting agenda to start with the Audit Presentation (Agenda Item: IIIb), to follow with Virginia Glass joining us from the United Way of the Big Bend Board, and to accept Fred Kinch's Resignation and Pam Ridley Board Application in replacement (Agenda Item: f. ii 1.)*

*Approve agenda changes in bulk moved by Ramsay Sims and seconded by Ken Stafford. Board approved.*

*Gigi moved to correct the agenda numbering of the January 20<sup>th</sup> Board Meeting Packet and provide a corrected packet. Ramsay Sims moved to correct and seconded by Rian Meadows. Board approved.*

### II. Consent Agenda (Gigi Rollini) – Action Item to Move to Consent Agenda & Approve All Items

*Ramsay moved and Cat Keen seconded to consent agenda and approve all items in bulk, minus the minutes. Board approved.*

### III. Approval of Board Minutes: Oct. 20, 2016 (Kristin Harrison, Board Secretary)

Send any corrections to [kristinandandy@comcast.net](mailto:kristinandandy@comcast.net) in advance. Exhibit 1

*Meeting minutes corrections:*

*IV.a.iii ...CHSP monies requested*

*IV.b.ii ...Gigi: Last revised version*

*Ken moved and Rian Meadows seconded the approval of the Board minutes as amended. Board approved.*

#### IV.

#### Action Items & Committee Reports

##### a. Audit Committee: Audit Presentation

*Audit Committee: Audit Presentation by Richard Law and Lori Walters from LRC&M: Refer to unofficial Audit Package provided separately from the Meeting Packet. Richard shared that a clean, unmodified opinion is a great improvement over last year. Recommend to continue focus on internal control and compliance improvement. The report will still include findings labeled significant deficiencies. As example, he cited lack of segregation of duties which is common in small organizations. Richard further stated that 13 adjusting entries is still a large number, and recommended to continue to try to take measures to reduce. Rick stated that the audit is in unofficial status and the new data entry personnel proposed would help to relieve some of these concerns. Gigi stated that downsizing was previously required and now we are able to grow staff. Rick shared that the current FTE is 19-20 for ASHBB, where similar entities of our size and volume are staffed at 24-30 FTEs. Rick and team are determining where staff needs are, and intend to include integrating positions to promote consistently entering inventory.*

*Gigi instructed the Audit Committee to summarize the final findings at our next meeting.*

*Cat asked about whether Federal or State of FL Dept. of Agriculture and Consumer Services guidelines prevail when there is conflict. Richard replied that Federal guidelines trump state in any cases of discrepancy.*

*Virginia Glass, United Way of the Big Bend Board Member:*

*Virginia shared that she is charged to learn more about ASHBB and to determine how the United Way can help. Rick reminded the meeting attendees that Virginia was a top producer with our ASHBB fundraiser that she hosted for us in July of 2016. Gigi expressed gratitude on behalf of the board. The timing of the July event was critical to ASHBB. Virginia recommended a repeat and to seek a community leader to support this. She further stated to Rob Thaler's question of what is the United Way looking for when the United Way Committee visits ASHBB that she would like to see more community education and a flow of information telling our story.*

*Ramsay suggested introductions of the new ASHBB employees present. Rick introduced Rob Thaler to the Board as a replacement for Jim Croteau's final position with ASHBB. Rob is actively working on the CHSP application. Mary Dekle is our new Development Director working with Jasmine Vickers.*

##### b. Finance Committee: Ramsay Sims, Finance Chair

- i. Review/Accept Financials
- ii. Review/Approval of Proposed 2016-2017 Budget Amendment (Action)
- iii. Proposed budget increase for Data Entry / Receptionist (Action)
  1. Included in Proposed 2016-2017 Budget Amendment
- iv. Entrepot Lease (Historical & Reporting Item)

*Ramsay presented that we have a signed lease as of Oct. 2016 for the 2017 calendar year. Ramsay will begin working on our 2018 lease with the Board permission. We are fortunate for the philanthropic heart of our landlord. For the Four Points property, we have a 2-year lease with a 3<sup>rd</sup> year option through 12/17. An appliance distributor has filled the property. The current lease goes through 12/31/17, with a month to month option after 12/17.*

*Board approved Ramsay Sims to negotiate the Entrepot Lease for 2018 calendar with results being reported to the Board and approved prior to signing the new lease.*

*Ramsay presented the Financials and the proposed budget amendment. Proposed Budget Amendment includes additional FTE for data entry and reception. Total expenses have increased due to truck repairs, health insurance (rate increase and additional FTE) and wages [REDACTED]. Cat asked if any decreases in expenses were from reductions of food out the door. Rick replied that this was not the case, that better pricing has been negotiated with the backpacks. Also, the Produce Program is delayed until next year, when it can be better fulfilled. We are at the cap for Shared Maintenance (Exhibit 2B Amended Budget) and Rick's goal is to reduce and eliminate this over the long term.*

*Financials as of 1/5/17 with \$185,000 in the bank at month-end.*

*Cyndi confirmed we are on track. Rian asked what the Patient's First line item was, concerned that someone was hurt. Cyndi shared that this is a line item for the DOT required physicals. Ramsay shared we are currently \$95,000 behind budget, but part of this is timing. The Bank of America Give-A-Meal (\$80,000) has not been received yet. There is another 19,000 in grant income awarded but the check has not been received*

*Vote to accept interim financial statements was approved by the Board.*

*Ramsay shared that the additional FTE would help alleviate 1 or 2 of the audit deficiencies. Wayne raised the concern that checks via mail weren't logged. Cyndi shared that the Mail Log has been converted to a Money Log, with a witness to mail opening to address this.*

*Wayne motioned to approve the additional FTE and Ken seconded the motion. The Board approved the request for additional FTE.*

- c. Executive Committee (Gigi, Rollini, EC Chair)
  - i. Legislative Update re Building Acquisition/Federal Disaster Staging Site

*Rick will review more during the CEO Report, refer to Exhibit 8a.*

ii. Upcoming Board Tasking Items

d. Development Committee (Wayne McDaniel – Development Committee Chair)  
*Gigi and Wayne: Refer to the Development Committee Written Report.*

e. Events Committee (Sangeetha Wollet (absent), Rian Meadows Events Chairs)  
*Gigi and Rian: Refer to the Events Committee Written Report.*

f. Governance Committee (Mary Lou Rajchel, Jayme Agee (absent) – Governance Committee Chairs)

i. Board Member Transitioning

1. Fred Kinch Resignation/Pam Ridley Board Application Approval (Action)

a. Seat 1, Term: Through end of this fiscal year (June 30, 2017)

II. *Gigi: Governance recommendation. Board Approved. Rick to reach out to Pam for Introduction/Orientation to Board.*

1. Ken Stafford – Recruiting for replacement

*Gigi: Ken will remain on the Board.*

2. Rian Meadows to Roll Off end of this fiscal year (June 30, 2017)

*Gigi: We'll need to recruit for Rian's position. Tasked item.*

ii. Tasking:

*Gigi: Governance will be very busy with agenda items 1-3 below.*

1. Diversity Matrix Assessment

2. Board Retreat/Strategic Planning

3. Dashboard/System of Oversight for Board Reports on Services Delivered

*Rick: Must get better oversight to comply with the Dashboard/system when it is implemented in the future as a Feeding America requirement, and he is working with the staff to do so.*

V.

CEO Report (Rick Minor) – Exhibit 8

a. Performance Evaluation (Tableau) Presentation

i. Data Analysis Software Package adopted by Feeding America

ii. Presentation by Rick Minor/Rob Thaler

*Rob presented the tool of essential data for all Feeding America: compared us against 12 other food banks and reviewed Exhibit 8C. Rick shared that even those like us across the*



country aren't as challenged. This tool provides tremendous opportunity according to Rob. Cat asked if the product was free and Rob responded that there is no cost. Rick explained that Feeding America required this presentation. Rick expects more requirements in future years. Gigi asked what is an advocacy index? An advocacy index measures awareness. Gigi would like to see more detail on the headers such as what they mean to better allow us to focus on improvement. Mary Lou: we need to make sure the awareness is there that we locally need money and to convey the difference of national vs. local marketing. Mary Dekle: We must celebrate the current and message the future need.

b. Rebranding discussion

- iii. Potential benefits to bringing name in line with Feeding America
- iv. Timeline

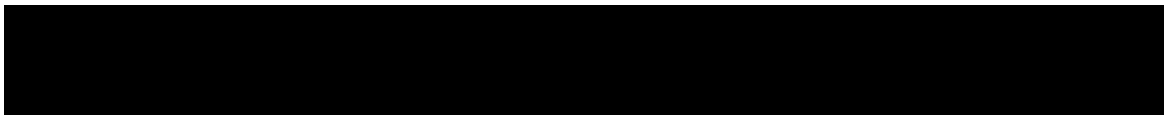
*Refer to Exhibit 8b.*

*Rick: No budget for market analysis in ASHBB's current budget. Rick is requesting approval to work with Feeding America on the rebranding issue to potentially change ASHBB's brand to convey a clearer link to Feeding America as ASHBB's parent organization. Doing so would allow ASHBB to capture the benefits of the Feeding America brand and the outflow of the tremendous resources Feeding America pours into marketing and name recognition. Feeding America has studied the matter and has shown that food banks that rebrand to mirror Feeding America's brand recognize a benefit. Wayne motioned, Ken seconded, Board approved for Rick to work with Feeding America to determine what resources are available for us to commence a cost/benefit analysis to rebranding, and to move forward with that cost/benefit analysis. Rick also intends to determine whether there was a prior study done for ASHBB (possibly by former direct mail company) regarding ASHBB's high name recognition in the region, and if so, to track down the details of that study, which could impact the decision on rebranding.*

c. Communications

- v. Selecting a communications firm
- vi. Budget for this is included in 2016-17 Proposed Budget Amendment

*Rick: Mary is focused on Development and not Communications, which Rick believes is the necessary shift in the position to move the organization into the future. Rick plans to use \$10,000 from budget amendment increase (in the Consultant line) to hire a communications firm to help ASHBB create a strategy for this year. Mary and Rick will work on selecting a communications firm and loop the Board in once that selection is made.*



## Legislative Agenda

*Rick is watching this very closely. From a State perspective, the Feeding FL organization headed by Robin Safley is submitting a statewide request that includes components of all appropriation requests for all of the state's food banks in the network, and all are focused on equipment that will allow for expansion of distribution. That is the focus that Robin believes will be most effective in the current political climate.*

*From a local perspective, our chapter will ultimately ask the State to help invest in us, so we can become a hub to expand our capacity. Mary Lou reminded the Board that she wants to participate in the Legislative Committee. [REDACTED]. The goal is to have 2 bills - one for us and one as a part of the State Feeding FL – if the stakeholders who would need to assist us believe the time is right.*

VI.

Next Meeting – Thursday, March 23<sup>rd</sup>  
11:30 – 1:30 pm, Backwoods Bistro

New Business

VII.

*Ramsay motioned, Wayne seconded, and Board Approved*

Adjourn (by Motion)



**Exhibit 1**  
**May 18, 2017 Board Meeting Minutes**  
**Thursday, May 18, 2017, 11:30 am – 1:30 pm**  
**Backwoods Bistro, 401 E. Tennessee Street**

*Board Meeting Attendees: Gigi Rollini, Cat Keen, Jowanna Oates, Jayme Agee, Wayne McDaniel, Will Merrick, Sareeta Kamath, Mary Lou Rajchel, Sangeetha Wollet, Kenny Stafford, Pamela Ridley, Rick Minor, Mary Deckyl*

**I. Welcome/Introductions (Gigi Rollini, Board President)**

*Welcome and thanks. Gigi shared that at the start of 2015 we were in the red 150K and at the start of 2016, we were positive 150K. Through 2016, we have launched new projects, increased staff, increased staff salaries and all of this while still maintaining more than 150K to start 2017. We are fully compliant with our Feeding America contract. Gigi shared her desire and our ability to eradicate hunger over 10 years with more donors and more money.*

**II. Consent Agenda (Gigi Rollini) – Action Item to Move/Approve Consent Agenda**  
*Ken motioned. Pam Seconded. Board Approved.*

A. Approval of Board Minutes: March 23, 2017 (Kristin Harrison, Board Secretary) - Exhibit 1

*During Mary Lou's remarks during the Governance Committee Report items, Mary Lou Rajchel thanked Gigi Rollini, members of the Board, and staff for their dedication and determination in bringing the ASHBB organization to where it is today. These efforts allow the current Board to use our Board retreat to evaluate next steps and processes to further the mission of ASHBB.*

B. Finance Committee Written Report (Ramsay Sims, Finance Chair) - Exhibit 2

C. Executive Committee Written Report (Gigi Rollini, EC Chair) - Exhibit 3

D. Development Committee Written Report (Gigi Rollini, Development Chair) - Exhibit 4

E. Events Committee Written Report (Rian Meadows/Sangeeta Wollet, Events Chairs) - Exhibit 5

F. Governance Committee Written Report (Cat Keen/Mary Lou Rajchel, Governance Chairs) - Exhibit 6

G. Audit Committee Written Report (Sareeta Kamath, Audit Chair) – Exhibit 7

H. CEO Written Report (Rick Minor, CEO) - Exhibit 8

**III. Action Agenda – ANNUAL MEETING & ELECTION OF OFFICERS**

A. Governance Committee (Cat Keen/Mary Lou Rajchel, Co-Chairs) - Exhibit 6

1. Board Applications Received –APPROVE APPLICATIONS

- i. Jowanna Oates (Limark Tucker’s Seat, beginning May 18, 2017)

*Recommendation of Governance. Board approved.*

- ii. Kevin Peacock (Rian Meadows’ Seat, beginning July 1, 2017)

2. Diversity Matrix - APPROVE

*Cat reviewed the purpose and value of the Diversity Matrix. Gigi questioned the categories. There was some consolidation of duplicative categories. Cat shared that the document is meant to evolve. It’s a tool to help drive board recruitment.*

*Recommendation of Governance. Board approved.*

B. Executive Committee (Gigi Rollini, Chair) - Exhibit 3

*Gigi: 2 board member positions require board approval for renewal including Limark (replaced with Jowanna) and Fred Kinch (replaced with Pam Ridley) for a new 3 year term July 2017 through June 2020.*

*Mary Lou motioned to approve and Cat seconded. Board approved.*

1. Annual Meeting & Election of Officers

*Gigi shared that Jowanna Oates is willing to be our Board Treasurer. Kristin nominated Jowanna. We need to move Kevin Peacock’s seat approval to July’s board meeting as Governance is still working on that application process.*

*Wayne motioned for the election of officers and for Jowanna to join the board (not to include Kevin Peacock’s approval as it’s deferred to July). Sangeetha seconded the motion. The Board approved.*

- a. Ramsay Sims – President
- b. Cat Keen – President-Elect
- c. Kristin Harrison – Secretary
- d. Jowanna Oates - Treasurer
- e. Jowanna Oates - Seat 6
- f. Kevin Peacock - Seat 8

2. Food Purchase Program – APPROVE

*Rick shared that this is a success in Orlando. The seed money needed is 10-50K. Bulk rate food purchased and sold to partners. Monies are separated to be able to expand menu items for the 130 agency partners. With the program the partner agencies could grow to 160 over time. This would prevent food shortages of specific menu items and fully stock backpack and senior programs. Cat questioned where the food would be purchased and Rick responded that it's purchased from wholesalers. Rian asked if PB&J will continue and Rick responded that it would as it was a huge success. Ken asked about Stomp Out Hunger and Rick responded that it is the biggest food drive of the year. All staff and 100+ volunteers on May 13th to pick up from US Post Offices 53,000 lbs of food. This is down from 67,000 lbs last year. For next year, more motivation of the couriers and the weather may have hurt us this year.*

*A straw poll of the Board for the approval of the Food Purchase Program was taken and the Board approved.*

### 3. Advisory Council – REACTIVATE, SET SCOPE & PURPOSE

#### C. Finance Committee (Ramsay Sims, Chair) - Exhibit 2

##### 1. Month End Financials – APPROVE

*Gigi: Finance Committee approved.*

*Board approved.*

##### 2. Entrepot Lease 2018 Monthly Lease Amount (\$3,800) – APPROVE

*Gigi: This is \$800 more than last year. Cyndi shared that this is already contemplated in the budget. Rian added that this is a 26% increase and Ken responded that it is so far under market. Wayne agreed.*

*Gigi: Finance Committee approved.*

*Board approved.*

##### 3. Four Points Way Escrow Distribution (\$50,000) – ACTION ITEM

*Gigi: we are underwater on building and there is practically no interest on mortgage. Our goal is to pay down to see at market value. There is \$76,000 for this line item. It's rent (minus expenses) with a cushion for any maintenance. \$25,000 was paid down to the loan last year. Recommending \$50,000 this year. It's at \$975,000 and it needs to get down to \$600,000 to sell. Rian: Family financed and not bank financed. This is a huge benefit to ASHBB. Gigi: Owner financed and we intend to pay. Will: Are we renting Entropot or sub-leasing? Rick: Dave Cox thinks warehouse space could be leased.*

*Gigi: Finance Committee approved.*

*Board approved.*

4. Four Points Way Lease: Provide Ramsay Sims with authority to commence negotiations for 2017-2018 Lease – ACTION ITEM

*Gigi: The Sept. lease is soon up and we understand the lease wants to stay.*

*Gigi: Finance Committee approved.*

*Board approved.*

5. 2017-2018 Fiscal Year Budget – ACTION ITEM

*Wayne motioned for 2017-2018 Fiscal Year Budget and Will seconded.*

*Board approved.*

#### **IV. Reporting Agenda**

##### **A. CEO Report (Rick Minor, CEO) - Exhibit 8**

1. Update on Food Distribution, Food Sourcing, & Partner Agencies

*Rick: There is a retail store decline. Walmart declined by 10% and Winn Dixie declined by 25%. Rick's goal is to make gains with the Food Distributor Manager.*

- a. April 5 & 12, Annual Agency Partners Conferences held (training for all ASHBB agency partners)
2. Feeding America Compliance Audit Scheduled for Oct. 25-27, 2017
3. Major Grants
  - a. Community Human Services Partnership (“CHSP”) [redacted]
  - b. Promise Zone (requesting [redacted])
4. Upcoming Major Grants
  - a. 5/1 – Gadsden County [redacted]
  - b. 5/17 – Community Foundation of North Florida (\$5,000)
  - c. 5/19 – Publix [redacted]
  - d. 5/24 – United Healthcare ([redacted])
5. Staffing Update

- a. Director of Food Resourcing
  - b. Inventory Data Specialist
  - c. Agency Relations Coordinator (Part-time)
  - d. Receptionist (Part-time)
6. Update on CSFP Program Application with FDACS
7. Communications
- a. Update on communications work with RP Oppenheim Associates
    - i. Social Media posts
    - ii. Media outreach planning for major ASHBB events
    - iii. Planning of PSA with Charlie Belvin
  - b. Summer Hunger Mailing
  - c. Summer Meal Needs – Gigi & Virginia Glass Op Eds
  - d. Ecumenical Council

*Rick: Ecumenical or Advisory Council would be an informal way for AHSBB staff to reach out. Wayne asked if we can use the one we have. Rick responded that ASHBB's primary focus needs to remain hunger, so maybe new. Wayne asked if there are any religious policies within Feeding America to consider with potential for additional agencies? Rick will check. Will shared that he would help identify and pin-point needs*

- e. Video of ASHBB from Covalent (2 minutes)

*Rick: Covalent provided arial video footage from a drone. Segments can be used for Charlie's segment. It really shows what Second Harvest is and it's large operation*

- B. Executive Committee (Gigi Rollini, Chair) – Exhibit 3
- 1. Good News! ASHBB fully compliant with Feeding America Contract
  - 2. CHSP Application Submission – CHSP & Promise Zone Applications
    - a. CHSP Presentation was held on April 27 at Entrepot. Many thanks to Rick, Rob, Dave, Mary and Shannon, as well as Cat, Ramsay and Wil for an outstanding presentation!



- b. Promise Zone Presentation scheduled for May 30. Cat, Ramsay and Wil confirmed to present in support with Rick and Staff.
  3. Legislative Update on 2017 Feeding Florida Legislative Appropriation Request
    - a. As of 4/28, the Senate increased to \$2,050,000, and the House decreased to \$2,500,000.
    - b. ASHBB's Portion of Feeding Florida Request: 28' Box Truck, 10 Coolers
    - c. Will be meeting with Sen. Montford to strategize re 2018 ASHBB Legislative Request after 2017 Session concludes.

C. Governance Committee (Mary Lou Rajchel & Cat Keen, Co-Chairs) – Exhibit 6

1. Board Member Recruitment Update
2. Board Retreat/Strategic Planning (August 2017)

*Cat explained that the date is contingent on Ramsay and Rick*

3. Bylaws Annual Review (to accomplish during 2017-18 fiscal year)
4. Dashboard/System of Oversight for Board Reports on Services Delivered (Reporting Policy for CEO on Poundage)

*Cat shared that Rick and the Governance Committee have started work on this.*

D. Development Committee (Gigi Rollini, Chair) - Exhibit 2

1. Stamp Out Hunger Drive Update (5/13)
2. Meals for Moms – First Sponsor: Club 25 (\$1,000)!
  - Kudos to Cat, Mary Lou, Pam and Mary who assisted with Gigi's nomination of ASHBB for Club 25's 2017-2018 Donation Project!
3. Board participation and goals for next quarter:
  - Donor Calls & Outreach
  - Board Giving Goals

E. Events Committee (Sangeetha Wollet & Rian Meadows, Co-Chairs) – Exhibit 5

1. Second Annual Summer Lunch Fundraiser – June 8, 2017
  - a. Virginia Glass hosting again with a \$10k Goal
  - b. Board needs to fill 3-4 tables (30-40 seats) with willing donors.
  - c. Board RSVP by May 31<sup>st</sup> and indicate what dessert you will bring.

*Sangeetha shared that Virginia Glass has volunteered to host this going forward. She needs help from the board to fill 2-3 tables. Dessert sign up sheet was passed out for board members to volunteer to bring a homemade dessert.*

*Pampered Chef Carrie Frasier demonstrated at Rickards High School. Pampered Chef is our sponsor to purchase a rice cooker and demonstrate how to prepare and cook meals at home. Looking for more sponsors.*

*Rick shared the ASHBB has been nominated by vote by the Democrats for Demonstration Award Night on June 8th at the Center. 4-5 people are needed. Our truck will be present as it's a canned food drive as well.*

2. Upcoming opportunities for Board participation
  - a. YUM/COCA Art Opening, Thursday, June 1, 6-7:30 pm, City Hall, 300 S. Adams Street. ASHBB partnering with COCA on Gallery Opening for food-related art pieces. Food drive & media opps for ASHBB.
  - b. Grasslands Brewery, Sunday, June 4, Grasslands Brewery, 603 W. Gaines Street, #7. For each Sunday in June, 10% of proceeds to ASHBB.
3. Blue Jeans & Blazers Bash Update
4. Recruiting for new Committee Member

**V. Closing Agenda**

*Gigi asked that Board Members ensure all calls are being made*

- A. Old Business
- B. New Business

*ASHBB is ordering and paying for Board name tags*

- C. Next Meeting – Tentative: Thursday, July 20, 2017  
11:30 – 1:30 pm, Backwoods Bistro

Board Retreat - August or September 2017

- D. Adjourn (by Motion)

*Mary Lou motioned and Will seconded. Board approved.*