

**YORKVILLE COMMON PANTRY
MINUTES
BOARD OF DIRECTORS' MEETING
Tuesday, February 26, 2013
Yorkville Common Pantry
5:30 p.m.**

ATTENDANCE:

Sherrell Andrews, Mary Andryc, Hartley Bernstein, Elaine Clark, Didi Fenton-Schafer, Michael Fitzsimons, Candice Frawley, Edward Gallagher, Katherina Grunfeld, Lindsay Higgins, Jamie Hirsh, Linda Holt, Camille Kelleher, Patricia Kelly, Susan Kessler, Anne MacKinnon, Gerard Meistrell, Doreen S. Morales, Kathy Nalywajko, Neda Navab, Rebecca Robertson, Wendy Stein, Veronica Stubbs, Stephen Grimaldi

Via Conference Call: Robert Hetu, Peter Kaufman, Michael Kutch, Madeleine Rice, Elaine Weiss, Andrea Hagelgans

EXCUSED:

Brad Beckstrom, Annie Huneke, Michael Nachman, Sara Moss, Lite Sabin, Aleta Shipley
Roland Woodland (Deceased)

WELCOME

WENDY STEIN

Wendy welcomed and thanked all for attending, including those who joined the meeting by telephone.

REVISED BYLAWS:

The Amended and Restated Bylaws of the New York Common Pantry were presented to the full Board. The document was prepared by an ad hoc By-Laws committee of the Board, chaired by Hartley Bernstein. It had been given a vote of confidence by the Executive Committee. The amended By-laws changed the Name of the organization from Yorkville Common Pantry to New York Common Pantry, redefined the size and composition of the Board, and created and defined the Advisory Council. In addition to those significant changes, other more minor modifications were included in the revision. Susan Kessler moved to adopt the By-laws, Candice Frawley seconded the motion, and the board voted unanimously to adopt the Amended and Restated By-laws.

The Board Chair, Wendy Stein, thanked Hartley and the other members of the committee, Sherrell Andrews and Gerard Meistrell, for their intensive work on this document.

FINANCE COMMITTEE

REBECCA ROBERTSON

Form 990 Draft: The Form 990 is an important summary of the work done by YCP. It includes a good narrative description, written by Stephen Grimaldi, of the many programs and services offered by the Pantry. It also lists all Board Members, and estimates that on average each one contributes at least an hour per week to the pantry; Wendy urged members to raise that estimate in the coming year. Sherrell Andrews moved, Doreen Morales seconded the motion and the draft audit Form 990 was accepted unanimously.

January 2013 Financial Statement

The financials are in excellent shape. Revenues were in excess of budget, mainly related to additional funds from funders and in-kind donations (from FEMA and the Red Cross through the Food Bank for NYC) for SuperStorm Sandy relief efforts. Interest Income was also higher than expected, and in-kind donations increased due to our successful partnerships and efforts at food rescue and food portion control.

Expenses were thrown off schedule somewhat by timing issues, e.g. an extra payroll in a month. However, Salaries and benefits were less than approved, a variance due to vacancies in staffing. Maintenance contract expenses exceeded the budget due to emergency repairs and the need to upgrade the elevator to meet city code, but expenses for maintenance supplies came in under budget. There were savings in Strategic Planning expenses; these are expected to offset other expenses, such as the rebranding costs, associated with the strategic plan that were greater than budgeted.

Investment Report:

CAMILLE KELLEHER

Changes in the portfolio resulted in the current Asset Allocation of 38% equity, 32% fixed income, 28% alternatives, 2% cash. Total assets at the end of January were \$765,000.00.

MINUTES

The minutes of the Full Board Meeting of December 4th, 2012 were read. Nada Navab moved to approve, Linda Holt seconded and the Minutes were adopted unanimously.

BOARD CHAIR REPORT

WENDY STEIN

Wendy presented the new logo to the Board. The Board had approved the logo design at the special meeting on January 17, 2013, pending minor tweaks. Phil and Co. made those changes and have been re-designing the places where the logo is used. Special attention has given to the website, which will maintain most of its current content in a new skin. Searches for, and hits on, YCP.org will be redirected to NYCommonPantry.org.

DEVELOPMENT COMMITTEE

CANDICE FRAWLEY

The 7th Grade Dance on November 30, 2012, was successful: 221 children attended and the net was close to \$14,000. Significantly, Evites were sent, rather than printed invitations, resulting in cost-savings that made up for less than projected revenue.

Fill the Bag Benefit: To date, tickets for 294 guests of 300 have been sold. The room could hold up to 330, and the committee is still awaiting some of the names for table seating. Thanks to Gerry Meistrell for sponsoring the event at the [REDACTED], and for securing a discounted, all-inclusive per person price. Thanks also to [REDACTED] for underwriting the flowers and centerpieces, which will use ceramic vases and Fairway Cans. [REDACTED] have taken tables. [REDACTED] in addition to taking a table, has contributed items for the silent auction. A meeting for Table Seating is scheduled for Monday, March 4th, 2013.

Candice circulated a draft of the silent auction, and mentioned that many items were already on line.

The new name and logo of the New York Common Pantry will be announced with dramatic fanfare at the Gala.

EXECUTIVE DIRECTOR’S REPORT

STEPHEN GRIMALDI

Rebranding and Roll-Out: Everyone is very excited about the “Fill the Bag” Benefit, and the unveiling of the name and logo. Stephen thanked the fantastic team and staff members, specifically Candice, Kelly and Neill, who have worked to make the event so successful. Stephen drew the board’s attention to the change in name of 365 YCP to **Help 365**, and of NICF to **Live Healthy!**

Superstorm Sandy Response Update as of February 13, 2013: Sandy fallout has caused an increase in on-site demand for meals by hourly workers who have been hurt by the loss of work. This is in addition to the continued emergency needs at the geographically hard-hit locations. Helping meet the increased demand has been the weekly delivery of 11 pallets of supplies from the Red Cross, sent by the Food Bank of New York City. The YCP van goes out to affected areas six days a week. The Food Bank, Robin Hood Foundation, Heckscher Foundation, ING and individual donors have contributed funds to help offset costs incurred through this emergency relief effort. To update the numbers from the written report that included meals to the end of January, the Sandy Program has now served more than 103,000 meals.

The staff effort and success has been extraordinary, especially during the busy holiday season. Several ideas for thanking the staff were floated, including gift cards or movie tickets; Elaine Clark pledged that ING will match board contributions up to \$650.00 to offset the cost of these “thank you” gifts. Many Board members present made donations immediately. The “thank you” gift cards, together with new New York Common Pantry swag such as tee-shirts for staff, will be presented to the staff at the scheduled staff meeting on March 8, 2013 (Note: the total gift card amount ended up being \$100 for each staff person due to additional generous donations).

General Items: \$1,500.00 has been raised in donations at Fresh Direct, (\$1,200.00 from new donors). The first order from Fresh Direct using our credit there was for fresh meat for Project Dignity.

The Souper Bowl food drive was the most successful to date. 11,000 cans and boxes of food were collected. The Buckley School donated a fantastic 4,500 items, a record-breaking number.

The Board greatly appreciated Stephen's "Fun Facts" enumerated at the end of his report and loved the additional insights.

PROGRAM COMMITTEE

LINDA HOLT

Meal Report, January 2013: The January report shows a steady increase of 20%. The greatest growth has been in the Wednesday program. Over 100,000 meals were served in the Sandy Relief Program alone. The NICF program staff is being reconfigured, hence there were no services generated in this period.

Service Report: New benefits generated in this period declined compared to those generated in the prior year. This appears to be due to client saturation: most clients have gotten all the benefits due to them. Total meals across all programs, including Sandy Relief related have increased greatly, and may reach two million. Unduplicated numbers of people served have increased over the same period in the year: 13 % for children and 17% adults. The NICF program is being revamped as noted above, thereby skewing the figures. Project Dignity saw increases in all services.

Thanksgiving and Toy Drives: Although less food was originally donated than in the past, and more needed to be purchased, the donation of 500 turkeys by Fairway helped maintain the balance. The extra turkeys were distributed to families for Christmas.

The toy drive was wonderfully successful; every child in the program received two gifts. The Heckscher Foundation donated gift cards, as did Board Members; these were greatly appreciated.

CLOSING

WENDY STEIN

Wendy thanked all Board Members for their continued support and participation.