

**YORKVILLE COMMON PANTRY
MINUTES
BOARD OF DIRECTORS' MEETING
Tuesday, December 4th, 2012
Yorkville Common Pantry
5:30 p.m.**

ATTENDANCE:

Sherrell Andrews, Mary Andryc, Brad Beckstrom, Didi Fenton-Schafer, Michael Fitzsimons, Candice Frawley, Katherina Grunfeld, Lindsay Higgins, Jamie Hirsh, Linda Holt, Annie Huneke, Peter Kaufman, Camille Kelleher, Patricia Kelly, Susan Kessler, Anne MacKinnon, Gerard Meistrell, Doreen Morales, Kathy Nalywajko, Lite Sabin, Aleta Shipley, Wendy Stein, Veronica Stubbs, Stephen Grimaldi

EXCUSED:

Elaine Clark, Robert Hetu, Michael Nachman, Maddie Rice, Rebecca Robertson, Roland Woodland, Neda Navab, Sara Moss

ABSENT:

Hartley Bernstein, Edward Gallagher, Andrea Hagelgans, Michael Kutch, Elaine Weiss.

WELCOME

WENDY STEIN

Wendy welcomed the Board Members to the YCP and to this meeting.

NOMINATIONS

LITE SABIN

Lite reported that the nominations committee has nominated Mary K. Andryc to be a member of the Board. Lite moved to elect Brad to the Board, Doreen Morales seconded the move, and the motion carried unanimously.

MINUTES

The minutes of the Full Board Meeting, September 24, 2012, were presented. Wendy Stein brought the boards' attention to the newly instituted distinction in attendance at meetings in order to better track members' fulfillment of their Board Responsibilities. Attendance is now recorded as Present, Excused or Absent. Sherrell Andrews moved, Linda Holt seconded, and the minutes were adopted unanimously.

BOARD CHAIR REPORT

WENDY STEIN

Strategic Planning Document: At the Special Meeting of the Board on October 23rd, 2012, called to further discuss, review and clarify the Strategic Plan, the Board members recommended that an additional document be written in a shorter, narrative form of the Plan that could more easily be distributed and disseminated. After intensive input and discussion such a document was drafted, and the Executive Committee approved that draft. The document is short, but presents the essence of YCP and highlights the actions recommended by the Strategic Plan.

Wendy requested that the full Board approve the document, the Strategic Plan adopted by YCP that is now being implemented.

Sherrell Andrews moved to approve the two-page document as the Strategic Plan, Brad Beckstrom seconded the motion, and the motion was accepted unanimously. A copy of the document is appended to these minutes.

Advisory Council: definition and implementation: The Council membership is intended for past Board Members and Sponsoring Organization Representatives who wish to remain involved but not meet all the responsibilities of Board members. In forming the Council by the end of the fiscal year, current Board Members will need to decide and notify Wendy in writing by May 15, 2013 whether they elect to remain on the Board or move to the Advisory Council. All current members can talk with Wendy or Stephen regarding their options, the obligations of Board Membership and the opportunities on the Advisory Council. The choice will be available each year. The aim is to form a smaller board, eventually reducing the size to about 20 - 25 members, down from the current 35 (which is already a reduction from the prior 41 members). A By-Laws committee has been formed to amend the existing By-laws to reflect the change in Board structure. It will also be possible to move to the Board from the Advisory Council, after nomination and election.

Rebranding/Renaming Updates: The effort to choose a new name to better reflect the wider geographic reach of the Pantry is going forward. Phil & Co, the firm working on this matter, has been doing research, holding conversations with various members of the YCP community, and gaining direct experience as volunteers. They will present two or three options (with explanations of the rationale) by December 20. A Special Meeting of the Board will be called in January for the presentation and discussion of the names. Wendy requested that the idea of a name change be kept quiet until the decision is made, and until the formal presentation at the Benefit in March.

Board Member Responsibilities: A slightly revised version was presented for the Board to review. Wendy urged Board members to take the list of Responsibilities into consideration when deciding between Board Membership and membership on the Advisory Council.

PROGRAM COMMITTEE

LINDA HOLT

Meal Report, October 2012: At four months into the year, Linda reported an 18% increase in meals served FYTD and an increase of 24% in meals served in October. The most significant increase is in the Wednesday Pantry, which more than doubled. All the other days increased as well. 365 YCP is slightly down, and Project Dignity decreased by 4000 meals FYTD, mostly due to the positive effects of better portion controls. NICF adults decreased slightly, but children increased by a slight amount.

Service Report, October 2012: All benefits are on track. Meals across all programs are up by roughly 92,000 compared to the same date last year. The number of

individual visitors served in all categories increased: Adults by 14%, children by 20% and seniors by 9%. Cases managed in Project Dignity continue to focus on intensive benefits and housing related work and represent a continued shift from a contact-focused to intensive case management focused approach.

NICF Summary, December 2011- November 2012: The second year of the survey has again presented very positive outcomes. The person conducting the survey was greatly impressed with the results, which showed that an acknowledged outcome of the program was that children made healthier decisions in choosing lunches and snacks. The children, however, still do not understand the connection between unhealthy eating and obesity. The staff is working on various ideas for improving this component

The graph in the report reflects the effectiveness of the program. The average age of participants is 8.5. Over 50% of the participants live in public housing, which is a very difficult-to-reach population. The greatest impact appears to be for children who have visited or taken the classes at YCP.

EXECUTIVE DIRECTOR'S REPORT

STEPHEN GRIMALDI

Thanksgiving: 1770 packages were distributed, including at YCP and at offsite partners. Since fewer turkeys and other food items were donated than in prior years, most likely as a ripple effect of Superstorm Sandy, additional turkeys and fixings needed to be purchased. Donations lagged, but then surged in one week, and it is hoped that the totals will be close to the previous year, with a target of \$100,00.00. This will help offset the cost of purchasing the needed food. Remaining turkeys (about 230) will be distributed during the December Holidays.

Superstorm Sandy Response: The YCP facility, fortunately, had no damage from the storm (unlike the flooding in the elevator shaft during Hurricane Irene and subsequent rain storms); therefore the Pantry was able to respond quickly to the situation created by Sandy. The existing Staff and many volunteers created a sandwich-making project. The Robin Hood Foundation offered financial support, and shortly doubled the dollar amount, which was deposited directly into the YCP account for immediate use. The Heckscher Foundation also pledged support. These funds, of approximately \$70,000.00, plus individual donations and supplies from FEMA, allowed YCP to rent a van and to hire staff, including an intake person to handle the volunteers and donations, an operations manager and an assistant. The van was filled almost every day with food packages, over 700 hot meals and requested items of clothing, toiletries and other necessities. Donations of items – e.g. 2777 pounds of clothing – continue to pour into YCP. The rented van and occasionally, the YCP van, continue to make daily deliveries to the affected communities in the Rockaways, Coney Island, Staten Island and the Lower East Side. The storm badly impacted many seniors, and our deliveries included Kosher meals from Fairway and Temple Israel.

Wendy Stein commented that, without missing a beat and without shortchanging in any manner the core mission of YCP and its ongoing programs, including the very busy Thanksgiving distributions and meals, Stephen and the staff were able to institute what is essentially a new program to respond to this emergency and to step-up in an extraordinary way to the wider geographic demands created by this devastating event. He is to be highly congratulated on this good result. Stephen, in turn, wanted to commend the staff for their extreme efficiency and ability to coordinate their efforts, and asked Board members to extend an acknowledgement of their good work to the staff.

Stephen asked for a vote of confidence and approval for this effort and for allowing this emergency response to continue until the funds are exhausted or the need lessens. At this time, while the funds are secure and sandwich making continues every Sunday, the Food Bank has been told to be prepared for an additional 18 months of needed assistance to impacted areas. The vote of confidence was expressed in a shout-out.

Since this was such a wonderful demonstration of how well YCP responded to a crisis and the extent of that outreach, Stephen asked that anyone having connections with a news organization try to help publicize our efforts. It is clear we do very well in using our volunteers and in distributing food. FEMA gave food to YCP for distribution, using us as an operating agency. Stephen indicated to the Board that it will be necessary to create on the financial Statement some means of tracking the expenses, shifts in services etc. for this "Emergency Relief Program" separate from the regular programs.

Further, while it was too late to include a detailed pictorial description of the Sandy Relief Effort in the Annual Report, YCP should not miss the opportunity to disseminate videos and photographs of our efforts. The copies of Annual Report were available and distributed to the Board members.

FINANCE COMMITTEE

Audit Draft: A review of the audit shows a decrease in total assets; this is mostly due to depreciation. Net assets (unrestricted) actually increased slightly. Program costs increased over the prior year; donations of food-- valued at \$1.50 per pound -- decreased. Cash increased by \$80,000.00. Significantly, a management letter was not included in the draft audit.

Michael Fitzsimons moved to accept the audit, Aleta Shipley seconded the motion, and the audit was accepted unanimously.

October Financial Statement, FY12: On the revenue side, in-kind donations were greater than budgeted, as a result of growing relationships with several food-related businesses. On the expenses side, salaries were less than budgeted due to the vacancy in the Development Director position. In addition, no new NICF staff will be hired until funds are secured. Funding for an additional van is still required. There is

a great opportunity to acquire a much needed “sprinter van” for the pick-up of food; although \$15,000.00 is available, another \$40,000.00 is needed.

Investment Report:

CAMILLE KELLEHER

At the end of October, the investment account had a total value of \$735,000.00; however, with the final merging and transfer of all assets to Merrill Lynch into a single account, the total value as of 12/3/12 is \$739,000.00. A meeting of the investment committee is scheduled for Thursday, 12/6/12, to review the asset allocation, and to decide the re-investment of assets realized from the sale of one fund not able to be transferred in-kind to Merrill Lynch.

Camille requested a correction to her last report: some fees at Merrill Lynch will be higher than those at Schwab, but the opportunity to invest in Institutional Class Shares will largely offset these higher charges.

DEVELOPMENT COMMITTEE

CANDICE FRAWLEY

Trustee Lists for Proposals: Candice drew the Board’s attention to the list of prospective funders, and asked everyone to review the list for possible contacts or information.

Fill the Bag Benefit: The date of the benefit is March 7, 2013, starting at 6:00pm at the University Club. Save the Date cards are in the mail, and extra cards are available as hard copies and in PDF format. The honorees are Lauren Bush Lauren, Karen Altfest and Fairway Market, which has been a very committed partner. Fairway sponsored an event in the Hamptons, another at the 92nd Street Y to benefit YCP, and also donated 300 to 500 Turkeys to the Pantry. Thanks to Gerry Meistrell for negotiating a reduction in the rental fee and per person price at the University Club. The goal is for 300 to 350 attendees and/or \$437,000 gross. Invitations are being printed and can be personalized at the Pantry on January 9th, 10th and 11th. The table and ticket prices listed in the Benefit Commitment Letter are unchanged from last year.

There will be a combined Benefit and Development Committees meeting on Wednesday, January 23, at the Pantry. Susan Kessler offered to underwrite the cost of flowers, or perhaps create the centerpieces herself.

The benefit format will similar to that of past years: a cocktail hour with Silent Auction (15 to 18 packages), the dinner with the Awards Program, and concluding with a live Auction. High-end, unique items for the Auctions are still needed.

Larry Morales Toy Drive: still going on and increased by about \$10,000.00 last year. This is a wonderful tribute to Larry’s memory. Candice expressed many thanks to Doreen Morales for hosting a toy party at her home to support this effort.

Other developments: The Committee met on November 28th, and welcomed Neill Bogan, the new Director of Development and Communications. The 7th Grade Dance on November 30th attracted 208 youngsters. WhyHunger held a “baby-boomer” concert at Symphony Space on November 30th; YCP had an informational table at the concert and collected \$900.00 in donations. A “Sip and Shop” event will be held on Wednesday December 12th, 6:00 to 8:30pm at the J. McLaughlin Store; 15% of the proceeds will be donated to YCP.

CLOSING

WENDY STEIN

Wendy thanked all present for their attendance and welcomed Mary Andryc to the board.