

**NEW YORK COMMON PANTRY
MINUTES
FULL BOARD MEETING
MONDAY JUNE 3, 2013
PARK AVENUE UNITED METHODIST CHURCH**

ATTENDANCE:

SHERRELL ANDREWS, MARY ANDRYC, BRAD BECKSTROM, ELAINE CLARK, DIDI FENTON-SCHAFFER, MICHAEL FITZSIMONS, CANDICE FRAWLEY, KATHERINA GRUNFELD, LINDSAY HIGGINS, JAMIE HIRSH, LINDA HOLT, ANNIE HUNEKE, PAT KELLY, ANNE MACKINNON, GERRY MEISTRELL, DOREEN MORALES, SARA MOSS, MICHAEL NACHMAN, MADELEINE RICE, REBECCA ROBERTSON, LITE SABIN, WENDY STEIN, ELAINE WEISS, STEPHEN GRIMALDI.

EXCUSED: ROBERT HETU, CAMILLE KELLEHER, KATHY NALYWAIKO, VERONICA STUBBS

ABSENT: HARTLEY BERNSTEIN, PETER KAUFMAN, SUSAN KESSLER

NOMINATING COMMITTEE: LITE SABIN

On behalf of the Nominating Committee, Lite presented Andrew Skobe's resume, and highly recommended his election to the Board. Elaine Clark moved the motion to elect, Michael Fitzsimons seconded, and the motion was passed unanimously.

Wendy Stein welcomed Andrew to the Board, and welcomed all to the meeting.

MINUTES:

After the minutes were read, Didi Fenton-Schafer moved, Sara Moss seconded the motion, and the minutes of the Full Board Meeting of February 26, 2013 were adopted, unanimously.

EXECUTIVE DIRECTOR'S REPORT STEPHEN GRIMALDI

NEW ITEMS: A Recent Award: NYCP was selected by Redburn, an Institutional equities brokerage firm, to be the recipient of its Charity of the Year Award. In addition to a financial award (amount as yet unspecified), the partnership will focus on volunteer opportunities for Redburn's NYC staff during the coming year and hopefully lead to a longer-term relationship.

Events: In response to a request from the Joint Schools Activities Committee for a 5th Grade event, a bowling party for over 220 children was held on May 3rd 2013, netting approximately \$9000.00. The successful 6th Grade Dance, held on May 17, was attended by 245 children, and came out ahead of budget with a net of \$16,056. Lastly, in partnership with WHY Hunger and LYFE Foods, there will be tasting of LYFE frozen foods for pantry clients on June 28, 2013. Notable celebrities and personalities are expected to attend.

Superstorm Sandy: Relief efforts, including mobile operations of 4 to 5 weekly trips, will continue until the end of June. Meal services also continued: By the end of April, NYCP had served over 147,000 meals to those impacted by Sandy. Sandy also may have caused an increase in demand for services at our home 109th street location, due to loss of wages and other factors. The superstorm may be part of the reason we have experienced a 20% increase in meals provided this fiscal year through the Choice Pantry Program. Funders, such as Robin Hood, Heckscher, ING and the Food Bank of New York City, as well as individual donors, contributed an additional \$124,000.00 to Sandy relief. Additional funds were received from the Food Bank and others for the purchase of a van for food delivery now and food rescue later. A Freightliner Sprinter van has been ordered, painted with the NYCP Name and Logo, and will arrive shortly. Materials supplied by the American Red Cross and the Mayor's Fund are passed to NYCP through the Food Bank for New York City at the rate of 11 pallets a week.

Name Change and Rebranding Effort: Work on the name change and rebranding has continued uninterruptedly and is on track. The new name was filed with the appropriate Federal and State government agencies; both NY State and the IRS approved the change and the Pantry is able to keep the same Employed Identification Number (EIN). On-going work includes designing various materials with the new logo, informing funders, vendors, partners and others of the new name in time for the Gala on March 7th, and launching the new website the same evening.

Staff: There will be a farewell party for Dan Edelman, the Development and Administrative Coordinator, who has been accepted to Princeton's Woodrow Wilson School of Public Affairs Master's Program. His last day will be on June 7th, 2013.

Sara Bartels is the new Live Healthy! Program Manager; she will revamp the children's curriculum focusing on the connection between healthy eating, physical activity and obesity. She will also oversee the expansion into the Bronx and Upper Manhattan, and create additional educational programs. She is a registered dietitian. Her position was created through Heckscher Foundation funding. Michael Montanez has been hired as the Live Healthy! Program Aide. His certification as a personal trainer will be useful as exercise is integrated into the curriculum.

Misc. and Fun Facts: Among other interesting items, the NYCP on-line ordering system for Choice Pantry has grown from 5-10 users a week, to between 60 to 100 users per week. The pantry program served people from 161 different zip codes.

403B RETIREMENT PLAN: PROPOSED CHANGES. The current plan, which allows for non-elective contributions to NYCP's employees' retirement plan, is unnecessarily complicated. The proposed changes maintain the major provisions of this very conservative plan but aim to simplify the administration in several ways. The ability for NYCP to contribute a percentage of earnings to the retirement plans remain an option, but by aligning the fiscal and calendar years the necessary calculations would be greatly simplified. Additional changes would allow employees

to choose a Roth Deferral option, would eliminate some of the eligibility exclusions and simplify other eligibility requirements. There are no fees associated with introducing these changes since the plan is already in effect. The proposed changes were discussed and approved in three Board committees: Personnel, Finance and Executive. Sherrill Andrews moved for the full Board to approve the proposed changes, Linda Holt seconded the motion, and the motion passed unanimously.

PROPOSED SALARY INCREASES: Three Board Committees – Personnel, Finance and Executive - have approved the compensation system. The approvals in those committees are binding and they were presented for informational purposes to the full Board. The range for salary increases for staff is the same as that implemented last year: an increase ranging between 2% - 5%, plus an additional merit increase of 0% to 3% based on an annual evaluation. Stephen Grimaldi noted that this year there was an unusual and extraordinary workload caused by several one time events: the work with McKinsey on the Strategic Plan, the emergency created by Superstorm Sandy, the labor required to meet the increased demand for services, and the effort involved in rebranding and renaming the Pantry. Due to this unusual combination of demanding events, Stephen requested that staff members be eligible for a bonus. These would be small, one-time bonuses given to employees who had been employed since September 1 and were still with NYCP on June 30th, 2013.

In addition, it was proposed that two employees, Daniel Reyes, Director of Programs and Operations, and Ralph Davis, the Staff Accountant, who had shown extraordinary responsibility and leadership during the year, be given special bonuses outside the increases and bonuses discussed.

Salary reviews established that at this time, all salaries are at the median or higher than at comparable organizations, but that, particularly for middle manager positions, they will need to be slowly increased. The budget can support these changes.

In approving the compensation for the Executive Director, the committees based their decision upon the outstanding performance review, including that of the entire Executive Committee, the chair of the Personnel Committee, and also on the compensation study of the Nonprofit Coordinating Committee of New York (NPCCNY).

BOARD CHAIR REPORT

WENDY STEIN

Wendy thanked Doreen Morales and Park Avenue Methodist for hosting the meeting.

Conflict of Interest Attestation and Forms: Wendy reminded all that these need to be completed, signed and returned as soon as possible.

Advisory Council and Board Changes: All members of the current Board responded in a timely manner by selecting which body to join. The process has been remarkably smooth, and both bodies have now been formed. Wendy thanked everyone for reflecting on the responsibilities of each group and responding personally and sincerely. It is especially gratifying that these changes have proceeded in an atmosphere of good feeling.

Special Friends of the Pantry: Creation of a new group for higher-level donors, both Board and non-Board members, was recommended in the Strategic Plan and is yet to be implemented. Formation of the group, to be called Special Friends of the Pantry, will begin in the coming year; Didi Fenton-Shafer and Veronica Stubbs have agreed to head this effort. They will help to define this group that is intended to recognize major Board and non-Board donors and encourage other high level individual donations.

As her term as Chair comes to an end, Wendy closed by thanking the Board for an extraordinary three years, which has seen enormous growth in the Pantry. She thanked all members for their support, hard work, and dedication to the Pantry. She also thanked the retiring Officers of the Board and members of the Executive Committee for their outstanding work during the past term: Linda Holt, Gerard Meistrell, Rebecca Robinson and Lite Sabin.

FINANCE COMMITTEE: **REBECCA ROBERTSON**

APRIL FINANCIAL STATEMENT: Overall revenue was greater than projected in the April 2013 budget, even without in-kind donations. Contributions from Corporations and Foundations, Government contracts, fundraisers and Interest Income were all greater than the approved budget. There was no need to draw from the reserve fund. In-kind donations were significantly higher than budgeted, partly due to the food and supplies donated by the Red Cross and FEMA via the Food Bank in response to the Superstorm Sandy emergency, and partly from increased food rescue operations.

On the Expense side, some lines were lower than budgeted due to staff vacancies, bulk purchasing with greater discounts, and variances in timing. The maintenance expenses were higher than budgeted because the elevator unexpectedly needed to be upgraded and repaired; travel expenses were higher mostly due to the needs of Sandy relief. Expenses for an Accounting Consultant were lower than anticipated since the Staff Accountant rapidly assumed ever more responsibilities as the year progressed; other projected accounting consultant expenses associated with the strategic plan were lower than expected and the savings are to be used for the professional fees necessitated by the rebranding and renaming costs.

INVESTMENT REPORT:

The Investment Portfolio shows an increase in value and is in very good shape. Asset allocation is: 48.5% equity, 43.8% Fixed Income and 7.7% Cash. This remains a conservative allocation.

FY14 Budget Proposal:

The proposed budget is very conservative. There is a relatively slight increase in budgeted revenue, and the variance in FY13 (Projected) actual and proposed FY14 due to Superstorm Sandy is taken into account. Corporate and Foundation income is expected to be lower than the actual this year, as the contributions related to SuperStorm Sandy relief ends. The projected increase of only \$21,000.00 in expenses in FY14 over FY13 is remarkable in view of the NYCP's tremendous growth this past year.

Didi Fenton-Schafer moved, Lite Sabin seconded the motion, and the proposed budget for FY14 was approved unanimously.

NOMINATING COMMITTEE

LITE SABIN

Lite presented the slate of officers for the coming year. Lite moved, Elaine Weiss seconded and the slate was adopted unanimously. The slate is as follows:

Chair: Michael Fitzsimons

Vice Chairs: Wendy Stein, Madeleine Rice, Elaine Clark, Candice Frawley

Treasurer: Camille Kelleher

Secretary: Katherina Grunfeld

Lite presented the slate of new and on-going members of the Board, class of 2016. It includes the following: Annie Huneke, Camille Kelleher, Peter Kaufman, Veronica Mallory Stubbs, Brad Beckstrom. Lite moved, Rebecca Robinson seconded and the class of 2016 was approved unanimously.

DEVELOPMENT COMMITTEE

CANIDICE FRAWLEY

Events: 220 children attended the fifth-grade bowling event, held at the request of the Joint School Activities Committee, netting \$9000.00. The sixth-grade dance, with 245 children in attendance, netted \$16,000.00.

Spring Benefit: The Fill-the Bag Benefit was a great success. A five-year comparison of aspects of the event provides a clear picture that the trend is moving in the right direction. 100% participation by the board is an important goal. The Benefit Gala has shown tremendous growth, and especially increased in corporate support. Stephen Grimaldi remarked that he had received compliments from the Robin Hood Foundations with remarks that the Gala was very well done. Net profit was \$389,000.00, and there were 292 attendees. Thanks go to Susan Kessler for the flowers and Fairway for the centerpiece cans. Thanks also to Robert Hetu for reaching out to law firms to take tables. Media coverage was also good.

The dates for the Spring Benefit, 2014, have been narrowed to March 4 or March 6, and two venues are under consideration. Thanks to Sara Moss, the Corporate Honoree will be the Estee Lauder Foundation, which will take a \$25,000.00 table,

provide items for goodie bags and a silent auction item. Other honorees are being lined up. Wendy expressed the sentiment of the Board in extending thanks and kudos to Candice for this wonderful and successful event. Wendy also thanked Candice for creating the five-year analysis, which is most informative.

Trustee lists of Foundations: Candice requested that the committee review the list of trustees of foundations that either have been or will be approached, and to let her know if there are any potential personal contacts.

The Board Thank You Breakfast for the staff will be held on Tuesday, June 4, 2013, at 9:00 AM at the Pantry. All board members are invited to attend, and to contribute either support or breakfast foods.

PROGRAM COMMITTEE REPORT

LINDA HOLT

Meal Report, April 2013: The results for April are similar to those itemized for March in the accompanying report. There was an overall increase of 20% in cumulative Meals served. The Wednesday Pantry increased by 34%, the Thursday Pantry also increased, other days fluctuated. While Live Healthy! is being revamped, including the introducing of an physical activity aspect, the numbers will continue to be low, because there were no classes held during staffing changes. The Dignity Meal Program appears slightly lower due to better portion control.

The Sandy Emergency Relief program has been astonishing: over 123,400 meals, including 5200 hot meals delivered to areas, some still without electricity. The Pantry continues to make multiple van deliveries to each to the stricken areas. In some cases, NYCP is the only provider of services and supplies. As a result, NYCP has developed many new relationships with grass-roots community organizations and non-profits. The Food Bank Of New York has come to rely upon NYCP as the go-to partner, to the extent that it has given NYCP funds for a van to continue the effort. The city effort will continue until the end of June, when the needs will be reassessed.

Services Report: July 2012 – March 2013: The total number of Individuals served has increased by 10% over FYTD 12. The number of household receiving benefits is essentially the same, and total benefit value has decreased: most existing clients have received all available benefits, and the system is saturated. Total meals across all programs, including Sandy Relief, increased by 343,599 meals or a 19% increase. Unduplicated people served in the Pantry increased by 19%, children alone by 14%: clearly the trend in an increase in clients. Live Healthy! figures are still down due to the cessation of the program during its reconfiguration. Project Dignity showed increases in some services and decreases in others. Service other than food remained relatively steady.

SPONSORING ORGANIZATION COMMITTEE MEETING: A meeting with the Sponsoring Organization Representatives and staff of some of the organizations was fruitful, and resulted in a valuable exchange of information, understanding of shared values, and a discussion of various volunteer opportunities.

The members of the Board again thanked Wendy for her inspired leadership during her term of office in shepherding the Yorkville Common Pantry into this new and exciting period of its existence.