

**NEW YORK COMMON PANTRY
MINUTES
FULL BOARD MEETING
TUESDAY OCTOBER 1, 2013, 6:00PM
NEW YORK COMMON PANTRY
8 East 109th Street, New York, NY 10029**

BOARD ATTENDANCE:

PRESENT:

SHERRELL ANDREWS, MARY ANDRYC, BRAD BECKSTROM, HARTLEY BERNSTEIN, ELAINE CLARK, DIDI FENTON-SCHAFFER, MICHAEL FITZSIMONS, CANDICE FRAWLEY, KATHERINA GRUNFELD, ROBERT HETU, LINDSAY HIGGINGS, LINDA HOLT, ANNE HUNEKE, PETER KAUFMAN, ANNE MACKINNON, GERRY MEISTRELL, DOREEN MORALES, MICHAEL NACHMAN, LITE SABIN, ANDREW SKOBE, WENDY STEIN, SHANNON TYREE BROWN, STEPHEN GRIMALDI

ON PHONE:

KATHY NALYWAIKO

EXCUSED:

CAMILLE KELLEHER, SARA MOSS, REBECCA ROBERTSON, VERONICA STUBBS

ADVISORY COUNCIL ATTENDANCE:

PRESENT:

JAMIE HIRSH

NOT PRESENT:

EDWARD GALLAGHER, ANDREA HAGELGANS, PAT KELLY, SUSAN KESSLER, MICHAEL KUTCH, NEDA NAVAB, MADELEINE RICE, ALETA SHIPLEY, ELAINE WEISS

NOMINATING COMMITTEE:

SHERRELL ANDREWS

Sherrell presented the Nominating Committee's recommendation that Shannon Tyree Brown be elected to the Board of Trustee. After reviewing the recommendation and resume, Wendy Stein moved, Michael Nachman seconded the motion that Shannon be elected, and the motion was adopted unanimously. Michael Fitzsimons welcomed Shannon to the board.

MINUTES:

After the minutes were read, Sherrell moved, Elaine Clark seconded the motion, and the minutes of the Full Board Meeting of June 3, 2013 were adopted, unanimously.

BOARD CHAIR REPORT

MICHAEL FITZSIMONS

Michael welcomed the members of the board. He noted that not only is he the new chairman of NYCP, but all committee heads, with the exception of Candice Frawley and Wendy Stein, are new to their positions. Consequently, Michael has been meeting with all committees to set concrete goals for the coming year. These goals, and many ideas are enumerated in the reports from the committee chairs. NYCP now serves over 150 zip codes, i.e.75% of zip codes, in New York City, including the poorest one in the USA.

Special Friends of the Pantry: Wendy Stein reminded the Board that creation of this group for higher-level donors, both board and non-board members, remains one item from the Strategic Plan yet to be implemented. Didi Fenton-Schafer and Veronica Stubbs are heading this effort. They are meeting to finalize a name for this group, set requirements for entry, and further define how this group will serve to recognize major Board and non-Board donors.

EXECUTIVE DIRECTOR'S REPORT

STEPHEN GRIMALDI

Overview: Stephen referred the Board Members to his written Report for greater detail, but summarized his report saying that FY13 had been a good year: organizational finances are in good shape with major items (as well as all areas) coming in under budget, revenues exceeded projections, rebranding was accomplished, the annual benefit was successful, and most service goals were surpassed. NYCP's response to SuperStorm Sandy was impressive and continued through September while simultaneously continuing to run all other Programs. Even without the demands from Sandy, meals and services showed enormous increases: NYCP provided 2.5 million meals across all programs, serving 38,000 individuals, a 24% increase over the prior year. The total return on investment (ROI) was \$9.85 in our case management program.

Toyota: The Food Bank of New York City introduced NYCP to Toyota in 2012. As a result, Toyota did an analysis of the functions of the pantry operation, utilizing the principles of "Kaizen," or "improvement", a philosophy of practices aimed at continually improving workplace processes. As a result, the pantry room has been reorganized, improving flow, quickening the process and increasing client satisfaction, a finding confirmed by the results of a client survey conducted in May. Other recommendations made by the Toyota team, including better utilization of space outside the pantry food room, had to wait until the SuperStorm Sandy related activities were terminated. These changes are now being implemented, and have begun to increase efficiency in the pantry program.

Awards: Park Avenue United Methodist Church awarded NYCP its Community Partner Award at its first annual Homecoming Gala. Stephen expressed his thanks to the Park Avenue Methodist Church and to Board Trustee, Doreen Morales.

Mount Sinai Hospital Auxiliary Board awarded NYCP the 2013 Jan Paneth Community Service Award. Stephen voiced NYCP's appreciation to the Mt. Sinai Auxiliary Board and to Trustee Brad Beckstrom for this honor.

Impact and Outcomes Grids, FY2013 and FY2014: These grids are meant to provide in a clear, coherent and succinct format the goals for the year and a means to gauge their achievement. These grids are ready-made for presentation to external organizations, including Charity Navigator, and other stakeholders. As can be seen, although FY 2013 was quite a challenging year, of the 47 goals enumerated 44 were met or exceeded, a wonderful accomplishment.

Stephen drew the Board's attention to the impact and outcomes grid for FY2014. Agency Goals, set by the Robin Hood Foundation include an increase in individual support by 10%, a goal not met in 2013, and one that presents a challenge to each Trustee. An additional set of goals listed in the 2014 Grid is the implementation or completion of pending recommendations of the Strategic Plan.

DEVELOPMENT COMMITTEE CANDICE FRAWLEY and LINDSAY HIGGINS

The goals of the committee remain to increase overall revenue and attendance at events, to encourage Board and committee members to "think broadly" of their contacts and associates when reviewing the Foundation Trustee and the Corporate Target lists. The committee will merge the goals of the Nominating and Development Committees to interest potential Board Candidates.

The 2014 "Fill the Bag Benefit, Reducing Hunger/Providing Choices" will be held on Tuesday, March 4, at the Central Park Boat House. The goal of the committee is to increase attendance to 340 guests, generate gross revenue of \$550,00.00, and secure 4 to 5 \$25,000.00 tables. The Estee Lauder Companies will receive the Corporate Partner Award; it will be presented to Deborah Krulewitch, SVP, Corp. Admin. Estee Lauder has committed to take a \$25,000.00 table. The Distinguished Partner Honoree is Michael Nachman, NYCP Trustee; Michael has also committed to a \$25,000.00 Table. The Community Partner Award will go to the Buckley School, and will be presented to the Headmaster, Gregory J. O'Melia.

Save the Date emails will go out in early October, (and postcards will be mailed by October 22, 2013).

The committee is reaching out to all Board members to ensure 100% participation, to join the benefit committee, and to reach out to friends and contacts. The commitment form is being finalized; ticket and table prices remain the same as in previous years.

Joint Schools Association: has requested that non-profits provide a volunteer service event for younger grades in place of only dances. NYCP is considering the best options but the change in format decreases by 50% the projected income in the FY2014 budget.

FINANCE COMMITTEE:**ROBERT HETU**

The goal of the Finance committee is to maintain the organization on a sound financial footing. NYCP ended FY13 in good financial condition, with a surplus of \$283,000.00. Contributions from Foundations and Corporations, from Sponsor Organizations and from Government Contracts were greater than projected, as were revenues from Fundraisers and the Benefit, while contributions from Individuals fell short. In-kind donations were significantly greater than projected. On the expense side, the three biggest items, i.e. Salaries, Benefits and Food, were all less than budgeted.

The Financial Statement, FY14 YTD shows a continued sound financial picture, although Contributions from Individuals remains a problematic area. Partly, this is due to the difficulty in accounting for individual donations made from family trusts and through Events and the Benefit.

INVESTMENT REPORT: as a result of the surplus, \$150,000.00 was moved to the investment portfolio. The funds were added to existing positions, maintaining the current asset allocations. Total investment value on August 31, 2013 stood at \$929,149.37, a slight decline for the month, but still a 13% increase for the year.

NOMINATING COMMITTEE**SHERRELL ANDREWS**

The Committee has met and set new goals for 2014. These include creating a welcome package, holding an orientation meeting and assigning a mentor to each new Board Member. The Committee will survey Board members confidentially from time to time to gauge satisfaction and to gather opinion and suggestions for board membership, increased effectiveness and levels of participation.

The Committee will also review annually the Requirements for Board Membership, including the levels of "give or get." The Committee made some changes in wording to the current "Responsibilities of Board Members" for clarification; these are not substantive changes and do not require a vote.

PROGRAM COMMITTEE REPORT**WENDY STEIN**

The goals set at the Program Committee meeting: to serve as a resource for the Board as whole in providing depth and detail to statistical reports and to provide support for the staff and administration by acting as sounding board on current and potential programs. In addition, individual members of the committee are expected to be mindful of their ability to engage personal contacts in the work of the NYCP.

The Meal Report FY13 details the full scope of an extraordinary year. The Pantry managed to provide a major increase in meals without running a deficit. The report highlights include a 16% rise in pantry services and a 21% rise in all services.

The Services Report FY13 underlines the continuing change in NYCP's purpose from primarily food delivery to services intended to help move clients out of poverty. NYCP provided services to almost 39,000 individuals, a mind-boggling 24%

increase. NYCP is developing a way to track those individuals that move on from NYCP programs. It would be useful to have this information in greater detail, including reasons why clients no longer need our services, and desirable to explore the possibility of finding resources to help evaluate programs or conduct client surveys.

At this time, NYCP anticipates that the increased demand for both pantry and other services will continue due to possible cuts to SNAP and the impacts of the sequestration.

Food Procurement Charts: Wendy drew the Board's attention to the revised food procurement charts. As noted, 37% of food was purchased, 63% was donated. Food rescue, greatly aided by the acquisition of a second van, was a major factor in the increase of food donations, as were the strengthening partnerships with food businesses (namely Trader Joe's and Fairway). The whole new program of disaster relief related to SuperStorm Sandy also helped increase donations to the Pantry. It is too soon to determine how the end of Sandy Relief will impact food procurement.

Stephen Grimaldi enumerated some of the issues potentially impacting NYCP programs. Cuts to SNAP, the food stamp program, may bring increasing demand for NYCP meal and pantry programs. The Medicaid paperless electronic benefit enrollment/verification system (POS) will end December 31, 2013, complicating our health insurance enrollment efforts.

6 Live Healthy! nutrition education classes are now being held in the Bronx. A Social Worker intern, who is a graduate of the French Culinary Institute, is interested in providing additional food preparation job training.

Clients wishing to receive invitations for Thanksgiving Turkeys must recertify. Copies of the form listing the documents needed for recertification was distributed. Wendy reminded the Board that no documents are required for hot meal service.

SPONSORING ORGANIZATION COMMITTEE MEETING: ANNE HUNEKE

The Committee will report to the Full Board after its first meeting, which will be held as scheduled on October 8, 2013.

Michael thanks the members for their attendance and closed the meeting.