

**Food Bank of Delaware  
Board Meeting  
Minutes  
September 24, 2012**

**Present:** Patricia Beebe, Nancy Cotugna, Patrick Kelly, Scott Sukeena, Sue Snider (via phone), Julie Miro Wenger, Tarrie Miller (via phone), Jason Swift, Julia Wheeler, Margaret England Briggs, Amar Shah, T.J. Roe

**Absent:** George Reissig

**Staff:** Sanjay Malik, Kim Kostas

---

The meeting was called to order by Scott Sukeena at 4:03 p.m. Sukeena introduced new board member, Jason Swift of Barclays. The group went around the table for introductions.

**Approval of Minutes**

The first order of business was to review the minutes of the last board meeting held **June 25, 2012**. Scott Sukeena asked for a motion to accept the minutes as written. (I didn't catch who did this) accepted the motion, and Julie Miro Wenger seconded the motion. All voted in favor to accepted the minutes.

**Milford Expansion**

The groundbreaking was held for the Milford expansion project on Monday, September 17. There was a good presence by members of the press and elected officials. Castle, Carper, Sussex County Council President and Kent County Levy Court President all spoke. Lunch was served following the event by students from The Culinary School. Many people are excited about the expansion project.

Beebe updated the Board on the status of the Delaware Economic Development Office application for funding for the capital campaign. The Food Bank has withdrawn their application because DEDO made their decision based on inaccurate information. The report indicates that FBD received \$194,800 from the state of Delaware. This is incorrect as the money was from the federal government. DEDO proposed funding the organization in the amount of \$8,000. This is based on a tax formula for new hires. Amar Shah questioned why the amount was so low. Discussion ensued on the political process involved in these decisions. Patricia shared the list of organizations who have been funded by DEDO, and nonprofit organizations are included.

**Blue Jean Ball Update**

Kim Kostas briefly updated the board on the Blue Jean Ball. Help is needed with silent auction items and ticket sales. Julie Miro Wenger reminded board members to bring items for the "Board's Best" basket for the silent auction.

**Fiscal Year 2013 Budget**

Sanjay presented the proposed budget. Lines 1-18 include unrestricted income. This year the organization received a 1.8 percent increase in grant-in-aid. Restricted income can be found on lines 20-45. The new budget shows the decrease in after-school nutrition program contracts. Also new is the Community Supported Agriculture program in the amount of \$100,000. Line 32 shows the decrease in Summer Food Service Program meals. Backpack Program income was increased on line 26. Total income is found on lines 66 and 67. Expenses can be found on lines 69-122. Sukeena indicated that the Food Bank has a

break-even budget. The budget is conservative and balanced. Revenue amounts are brought in through direct mail and contributions. They are conservative predictions based on history.

Some board members questioned the increased budget for waste disposal on line 105. The increase is due to the increase in produce use (some loads are not good) and the Food Bank is getting more perishable foods from retailers.

Sukeena requested a motion to accept the budget as written. Patrick Kelly accepted the motion and Sue Snider seconded the motion. All were in favor.

### **June Financials**

Sanjay reviewed the July Financials. We should be at eight percent of the Fiscal Year. Significant donation income includes: Feeding America, \$125,000 (for beverage-style mobile pantry truck), \$25,000 Sussex County Council (Milford Capital Campaign), \$20,000, The Culinary School, \$12,500, Partners in Caring.

The Food Bank of Delaware is switching banks (TD Bank to Bank of America). This was due in part to Bank of America's ability to provide a financing option to bridge the gap for the capital campaign if needed.

### **Committee Reports**

Julie Miro Wenger explained the duties of the Advancement Committee. The committee is responsible for helping to raise money for the organization and members also make phone calls to thank major donors. It consists of T.J. Roe, Julia Wheeler and Wenger. Wenger encourage the board to donate to the Board's Best Basket for the silent auction. She hopes for 100% board participation. Wenger reported that the committee did not meet over the summer.

Sue Snider reported that the Governance Committee is responsible for nominations of directors and officers and mentors board members. She discussed the number of hours required as a board member. Only one person met the required amount of 52 hours another came it at 51.5 hours. On average board members spend 35 hours per year. It was recommended to modify hours from 52 to 41. It was indicated that hours may seem unrealistic.

The proposal is as follows:

- 12 hours/year: Attending board meetings
- 12 hours/year: Committee meetings
- 12 hours/year: Attending/participating in special events
- It's recommended to eliminate hours related to giving and getting donations
- Other hours include volunteering and contributing to best of board member's ability

The board would like to see the proposed hours in writing and will be placed on the agenda for the next board meeting for a vote.

The Governance Committee is looking to bring on new board members. Nancy Cotugna and Sue Snider are scheduled to go off the board at the end of the fiscal year. A formal process will be developed to train board members.

Margaret England Briggs reported that the Strategic Plan Committee consists of four people. She and Noreen Poole recently met with Charlotte regarding volunteerism. The group is ready to reconvene in the next month.

The Finance Committee is led by Patrick Kelly. The group consists of Regan Garey (former board member) and Scott Sukeena. The committee oversees the financial position of the organization. A meeting is scheduled for next week to discuss the Food Bank's endowment and improved performance of funds

It was decided that new board member Jason Swift will serve on the Finance Committee.

### **Program Report**

Beebe distributed the new organizational chart. The annual staff retreat was held this year at the Children's Beach House in August. The morning was spent discussing last year's organizational goals and the goals for the current fiscal year. The budget was reviewed. The Culinary School provided lunch and the afternoon was spent socializing and spending time on the beach.

Beebe discussed why the organization is no longer bidding on meal contracts. Beebe indicated that regardless the children will be fed by other vendors. The Food Bank of Delaware will be focusing its efforts on outreach to children who will not be fed. Although one million dollars is lost due to not bidding on contracts, the organization is in a healthy financial state.

Efforts will be focused on increasing feeding programs in schools, the new mobile pantry program, increasing the Backpack Program, a new Community Supported Agriculture Program and increasing SNAP Outreach efforts.

With no further business, Scott asked for a motion to dismiss. T.J. Roe accepted the motion and Julie Miro Wenger seconded the motion. Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Kim Kostas  
Communications Director