

Food Bank of Northern Nevada

Board of Directors Meeting

RBL: "Come with meeting results in mind. Leave with action commitments in hand."	
Meeting Title	Board of Directors Meeting
Date & Time	Thursday, May 27th, 2021 -- 5:00 p.m. – 7:00 p.m.
Location	Zoom URL: https://zoom.us/j/94305301641?pwd=akE3M1pNTZBR3dyMjJVWExoSigvUTog Meeting ID: 943 0530 1641 Passcode: 250375
Attendees	<p><u>Present</u>: Barbara Allen, Letitia Anderson, Sherman Baker, Lynne Barker, Craig Etem, Heidi Foster, Evelyne Harvey, John Lipinski, Rodger Stone, Nancy Wong, Tony Wynn.</p> <p><u>Absent</u>: Dusty Casey, Karen Munson, Jeremiah Relaford.</p> <p><u>Staff</u>: Nicole Lamboley, Brian Edwards, Karen Senger, Leah St. Marie.</p> <p><u>Guest</u>: Parvaneh Carter.</p>
Meeting Purpose: <ul style="list-style-type: none"> • Take Action on April Minutes • Board Member Enrichment • Review and Approve April Financials • Board Discussion Items • Staff Presentation 	

Agenda	
Time / Lead	Task/Result
5:05 pm / John Lipinski	<p>I. Welcome / Call to Order</p> <p>A. Introduction of Guests - Prospective Board Members</p> <p><u>Result</u>: Orient to desired outcomes of meeting</p>
Notes/Insights Next Steps John called meeting to order. Board Members and Staff welcomed and introduced themselves to prospective Board Member, Parvaneh Carter; she shared her background and interest in joining the FBNN Board. Participants are reminded that Board discussions, presentations, and documents contain sensitive and FBNN proprietary information. Information is shared to facilitate Board discussions and is NOT to be shared with third-parties.	
5:15 pm / Karen Senger	<p>II. Board Member Enrichment</p> <p>A. Fundraising with Grants - Karen Senger, Senior Grant Writer/Coordinator</p> <p><u>Result</u>: Enhance understanding of FBNN programs and operations</p>
Notes/Insights Next Steps	

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Time / Lead	Task/Result
	Karen prepared a video presentation regarding the FBNN's grant writing program. Board Members reviewed the recording and handouts prior to the meeting. Karen answered questions regarding the grant-writing process and noted she anticipates there will be more agencies competing for grants next Fiscal Year. John thanked Karen for her presentation and great work with grants.
5:25 pm / John Lipinski, Tony Wynn, Brian Edwards	III. Action Items A. Consent Agenda <ol style="list-style-type: none"> 1. Approve Minutes from April 1st, 2021 Board Meeting 2. Finance Committee Reports <u>Result:</u> Approval of Meeting Minutes and Financials
	Notes/Insights Next Steps The Board reviewed meeting minutes from April 1, 2021. Tony moved to approve the April 2021 minutes, which was seconded by Leticia, and passed unanimously. Tony and Brian presented the Financial Report and highlighted items on the Balance Sheet as of the end of April 2021. Expenses remain within budget. Rodger moved to accept the Financial Report, seconded by Sherman, and passed unanimously. FBNN submitted an RFP for annual audit. Bids were presented and discussed during Finance Committee. Brian requested approval to transfer \$31,000 from the Reynolds Repair and Maintenance Account to cover maintenance expenses. Tony moved to transfer the funds, which was seconded by Rodger and passed unanimously.
5:38 pm / John Lipinski, Barbara Allen, Nicole Lambole, Brian Edwards	IV. Discussion Items A. Committee Reports <ol style="list-style-type: none"> 1. Governance Committee <ol style="list-style-type: none"> a. FY22 Board Elections <u>Result:</u> Report and discussion of Board Committee presentations
	Notes/Insights Next Steps John provided the Governance Report with updates regarding four prospective Board Members, two of whom decided to withdraw from consideration at this time due to personal and time commitments. Governance submitted the applications of Rich Jersey and Parvaneh Carter for Board consideration. Barbara reported Governance's proposed slate for the FY 2022 FBNN Board Officers: John for Chair, Dusty for Vice Chair, Nancy for Secretary, and Heidi for Treasurer. Additional nominations were solicited by email and from the floor, with no additional nominations being proposed. Jeremiah will submit the proposed slate of officers for elections during the June 2021 Special Meeting.
5:47 pm / Nicole Lambole	V. Staff Presentation A. President's Report B. Fall/Winter Events Calendar C. Board Retreat Follow-Up/Action Steps

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	<u>Result:</u> Report and discussion of staff presentations
Notes/Insights Next Steps Nicole shared the President's Report and reviewed the: <ul style="list-style-type: none"> • Status of The Emergency Food Assistance Program (TEFAP) audit findings, • Current FBNN mask policy, • PBS (Channel 5) will broadcast an ARTEFFECTS episode highlighting the mural painted in the volunteer area, • Anthem Prescription Pantry Grant, • Renewal of the Healthy Nevada grant to expand coverage to Carson City and Lyon Counties, • Expansion of Commodity Supplemental Food Program (CSFP) for seniors in Jackpot, NV, • Passage of two Nevada Legislative bills will expand benefits to some clients in our state. <p>John thanked Nicole and expressed the Board's appreciation to her, Shane, and the Staff for their continued efforts to advocate for our clients.</p>	
6:18 pm / John Lipinski/ Other Board Members	V. Upcoming Meetings and Other <ul style="list-style-type: none"> A. Next Finance Committee Meeting: Monday, June 21st, 2021 at 8:00 am B. Special Board Meeting to Approve Budget & Board Elections: Thursday, June 24th, 2021 at 5:00 pm <u>Result:</u> Awareness of meeting schedule and discuss new issues
Notes/Insights Next Steps Board reviewed upcoming meeting schedule – with potential meeting for July meeting to Wed, 21st. John thanked guest Parvaneh Carter for attending the Board Meeting. This was the last meeting attended by Barbara Allen and Evelyne Harvey. All the Board Members expressed their deep appreciation for their hard work and service, their sadness that they are leaving, and their desire to see them at future Food Bank activities. Motion by Tony to adjourn open session, seconded by Letitia.	
6:28pm / John Lipinski	VI. Executive Session <ul style="list-style-type: none"> A. Preliminary FY22 Budget Discussion & Timeline B. FA Conference and Poverty Simulation Feedback C. Board Member Insights – Pandemic LL/Important Decision D. FY22 Goals <u>Result:</u> Prepare for FY22.
Notes/Insights Next Steps The Board went into Executive Session. Brian and Nicole presented the FY22 Preliminary Budget with projected revenue, expenses, and staffing. <ul style="list-style-type: none"> ➤ Action: Nicole will email the presentation to the Board. Owner: Nicole ➤ Action: Board Members should submit any questions, comments or concerns to Brianbedwards@fbnn.org by Friday, June 11. A tentative ZOOM budget briefing meeting was scheduled for 4:30 pm, June 17, to respond to Board questions and comments. Finance Committee will review the final FY22 Budget on June 21. On June 24, at 5:00 pm, the Board of Directors will meet to review and ratify the FY22 Budget. Owner: All Board Members. 	

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Board Members shared their feedback about attending FA Conference and participating in the Poverty Simulation. Board Members also previously provided inputs for lessons learned during the pandemic.

- Action: Compile inputs and share with Board. Owner: John

The Board discussed the two prospective Board Members and voted unanimously to invite both, Rich Jersey and Parvaneh Carter to join the FBNN Board of Directors

- Action: John will invite Rich and Parvaneh to become Board Members. Owner: John

John noted that there was 100% Board participation with time and treasure, and Board donations exceeded the cost of the canned food used in the display.

7:15 pm /
John Lipinski

VII. Adjournment

Notes/Insights Next Steps

Tony moved to adjourn Executive Committee, which Leticia seconded, and passed unanimously.

Prepared and Submitted by:

Approved by:

Nancy Wong, Secretary

John Lipinski, Chair