

TRENTON AREA SOUP KITCHEN
BOARD OF TRUSTEES – MEETING MINUTES
TUESDAY, APRIL 21, 2015
ETS
PRINCETON, NJ

Present: Faria Abedin, Qareeb Bashir, Linda Bell, Ken Buttner, Mara Connolly Taft, Tracey Destribats, David Geltzer, Krystal Knapp, Salim Manzar, Jim Parker, Mike Rothwell, Sajid Syed, Marty Tuchman, Kathy Wooley, Leichena Young, Executive Director Dennis Micai, Fundraising Consultant Irwin Stoolmacher.

Absent: Al Altomari, Kienna Childs Alexander, Joe Devaney, Michael Gluck, Pam Kelly, Emilio Papa, Laney Sokolow, Bob Workman.

CALL TO ORDER. The meeting was called to order at 6:15 pm by Chair Jim Parker.

MISSION STATEMENT/MOMENT OF SILENCE. In the absence of Emilio Papa, Dennis Micai read the TASK Mission Statement and led the Board in a moment of silence. Emilio is home from the hospital and has asked Jim to tell the Board that he misses attending the Board meetings.

ADOPTION OF MINUTES. It was noted that the year 2014 should not been used in identifying the Chair in the Call to Order section. A **motion to accept the March 2015 minutes as amended** was made by Mike Rothwell, seconded by Qareeb Bashir, and approved with Faria Abedin, Sajid Syed, and Marty Tuckman abstaining.

COMMENTS BY THE CHAIR.

- Jim spoke of the exciting possibilities, opportunities, and challenges for TASK as we move forward. He has sent out an email to the Executive Committee members and Committee Chairs soliciting their willingness to serve on the Succession Planning Committee. Any interested Board member is also invited to participate. The committee, to be established before next month's Board meeting, will initially address the process, the size of the search, criteria, ground rules, etc.
- Jim also commented on the success of the March 18 Volunteer Appreciation Brunch and the presentations made by staff. It is remarkable how much is going on every day at TASK.

TREASURER'S REPORT. Unfortunately, the Treasurer had an emergency and could not attend the meeting. Dennis asked if there were any comments or questions regarding the March financial statements that had been distributed. A discussion ensued regarding the distribution of funds in various accounts. This is an issue which will be addressed by the Investment and Finance Committees. It was noted that the ending date on the Profit & Lost Previous Year Comparison statement was April 20 of both 2015 and 2014. Other dates on the March monthly financials, as well as the dates in prior monthly P&L Comparison statements, were end of the month dates. Dennis indicated that, in the future, the various monthly financial statements all will be based on end of the month dates.

(Tracey Destribats entered during Treasurer's report.)

DIRECTOR'S REPORT. Dennis reviewed some of the highlights of his monthly report which was sent out prior to the Board meeting.

- Dennis and Program Manager Jaime Parker attended the press conference announcing the grand opening of the Coordinated Entry and Assessment Services (CEAS) Center. The Mission Day Center is vital to the process as referrals start from there. There was good media coverage of the opening.
- The start-up dates for our two new satellite locations have been pushed back slightly. TASK will be partnering with the First Baptist Church in Princeton beginning May 5. The site at Holy Apostles Episcopal Church in Yardville, which will primarily serve migrant farmers in the area, will begin in early June. This will bring our total satellite locations to 10.
- After the new sites are operating, an assessment will be made to determine if TASK will need to hire another driver on a part-time basis.
- Staff and Board member Qareeb met with New Horizons Treatment Center and City officials regarding their proposal to locate a mobile treatment (methadone) vehicle in front of TASK. New Horizons has received a grant for off-site distribution and the City indicated there is no other City-owned site where zoning would allow this activity. It was agreed that there would be a two-week pilot program beginning May 4. The van will be parked at our end of Escher Street, Monday through Friday, from 2 – 4:30 pm. New Horizons will provide security.
- Some staff have been moved around to accommodate short term space needs. Bids for a space consultant will be solicited. Board member Mara Connolly Taft will be assisting in this process.
- Mara is being honored by the Boy Scouts of America at their Tribute to Women Award Luncheon on May 15.
- Ernie White and friends are hosting their semi-annual Reock and Roll Revue on August 1 and 2. As part of the event, they will solicit donations to TASK and give a copy of Ernie's latest CD with each donation.

CONSULTANT'S REPORT (FUNDRAISING/ENDOWMENT).

- Irwin Stoolmacher began his report with a reminder that the search process for a new Executive Director is elaborate and the committee needs to start moving as soon as possible.
- The Development Committee had a fruitful discussion about the results of our spring new donor acquisition mailing. This mailing appears to have had less impact than in the past. The committee will be considering if it should remain an element of our fundraising strategy or if alternative strategies are needed.

COMMITTEE REPORTS.

- Finance. In the absence of the Treasurer, Dennis gave a follow-up to last month's vote authorizing the Executive Director to sign checks of \$5,000 or more. TASK's auditor and the insurance company have been contacted and neither sees a problem with this procedure.
- Development. David Geltzer indicated that Development issues were covered in the consultant's report.
- Program.
 - ✓ Qareeb reported that there were eight members present at the last committee meeting.
 - ✓ They discussed adult education, CEASe, computer program, SHARE project, volunteer brunch, and the New Horizons treatment van.
 - ✓ The Serv-Safe program has begun. According to Kitchen Coordinator Paul Jensen, seven persons attended the orientation and three attended the first class.
 - ✓ The possibility of Program Committee members attending the openings of the two new satellite sites was considered.

- ✓ “Two patrons were interviewed and invited to join the committee—James Covington and John Crutcher.
 - ✓ Co-chair Faria reported that all current members of the Teens for TASK have indicated a desire to return next year, and there are 10 new members. The next meeting will be June 1.
 - ✓ Jaime has found a volunteer for the photo program which will take place monthly. She is working on doing pod casting on a more regular basis.
 - ✓ Copies of a proposal for a Youth for TASK Patch were distributed. The committee recommended this proposal be instituted. Qareeb made a **motion to adopt the Youth for TASK Patch program**. The vote to adopt was unanimous.
- Investment. Marty indicated there are plans to change the distribution of funds in the various accounts held by TASK. He discussed several options. Investment, Finance and Dennis will work on the final proposal to be voted upon by the Board next month.
 - Strategic Plan. Dennis had annotated the Strategic Plan to show actions that have been taken to date. Strategies that have been addressed in some manner relate to the new satellite sites, SNAP program cuts, adult ed testing under the new Federal Common Core Curriculum standards, recyclable serving products, and space planning. Recommendations regarding a professional Case Management/Social Services employee, a comprehensive compensation analysis, and the span of control of the Internal Operations Manager will be presented to the Human Resources Committee for a vote by the Board at our May 2015 meeting.
 - Human Resources. Dennis provided a copy of a proposed separation agreement for an employee whose job title has been eliminated due to reorganization under the strategic plan. The committee recommended that this proposal be accepted. Sajid made a **motion to approve the separation agreement**. The vote in favor was unanimous.

NEW BUSINESS. Dennis reported on a fundraising proposal he received from the Eastern Service Workers’ Association. There was a consensus that no further action would be taken on this proposal.

ADJOURNMENT. A **motion to adjourn** was made by Marty, seconded by Mike, and unanimously approved. The meeting was adjourned at 7:30 pm.

NEXT MEETING SCHEDULED FOR MAY 19, 2015 AT ETS.

Respectfully submitted,
Kathleen M. Wooley
Secretary
April 22, 2015