

TRENTON AREA SOUP KITCHEN
BOARD OF TRUSTEES – MEETING MINUTES
TUESDAY, AUGUST 22, 2017
AGILE THERAPEUTICS
PRINCETON, NJ

Present: Al Altomari, Qareeb Bashir, Bruce Chung, Mara Conolly Taft (via teleconference), Tracey Destribats, Joe Devaney, David Geltzer, Michael Gluck (via teleconference) Pam Kelly, Dennis Micai, Jim Parker, Mike Rothwell, Sajid Syed, Marty Tuchman (via teleconference), Kathy Wooley, Leichena Young, Executive Director Joyce Campbell, Consultant Irwin Stoolmacher, Building Consultant John Mudgett.

Absent: Faria Abedin, Linda Bell, Ken Butner, Salim Manzar, Kathy Schroeher, Laney Sokolow, Bob Workman.

CALL TO ORDER.

- The meeting was called to order at 6:09 pm by Chair Sajid Syed. It was hosted by Vice Chair Al Altomari at the offices of Agile Therapeutics in Princeton.
- This was a special meeting of the Board called by the Chair and the Executive Committee to focus solely on the building renovation and expansion. The AIA Standard Form of Agreement which Sweetwater Construction Company presented to TASK for signature on August 8, 2017 is significantly higher than the amount anticipated when the building project was approved by the Board in February 2016. Before moving further, the Executive Committee recommended a review by the full Board prior to our next regularly scheduled Board meeting.

BUILDING EXPANSION/RENOVATION UPDATE AND DISCUSSION. After his introductory remarks, Sajid turned the meeting over to Executive Director Joyce Campbell. Joyce had previously supplied all Board members with details from our meeting minutes, beginning in November 2015, referencing the project and changes in the project; a schematic of the proposed facility, including both the expansion and renovated areas; and the most recent budget estimates for the project including Sweetwater costs and associated costs. Her PowerPoint presentation included the vision for the expanded facility, a timeline covering changes in the project since the initial budget approval in February 2016, recommended considerations, and possible options to reduce costs. All present then entered into a lengthy and comprehensive discussion.

ACTIONS TAKEN/FUTURE PROCEDURES

- **Al moved the building project be separated into two phases--the expansion phase and the renovation phase; that we only move forward at this time with the expansion phase; and that the renovation phase be put on hold pending future review and approval.** The motion was seconded by Bruce Chung and unanimously approved.
- **Bruce moved that TASK seek a rebid of costs related solely to the building expansion (excluding any renovations or changes to the current building), and that rebids be solicited from the two qualified bidders who originally submitted bids for the building project in January 2016—Sweetwater Construction Company and Scozarri Builders Inc.** The motion was seconded by Dennis and unanimously approved.
- Construction consultant John Mudgett will prepare documents for rebid of the project and get back to Sajid and Joyce within a week.

(8 pm. John left the meeting.)

- It was the consensus of the Board that, in the future, our consultant, John Mudgett, will report information regarding change orders or any other building project revisions and related costs to

the Executive Committee through Sajid, as well as to Joyce. The Executive Committee, with input from the Director, will approve same or seek approval from the full Board as appropriate.

ADJOURNMENT. A **motion to adjourn** was made by David Geltzer, seconded by Pam Kelly, and unanimously approved. The meeting was adjourned at 8:10 pm.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 19, 2017, 6 PM, AT ETS.

Respectfully submitted,
Kathleen M. Wooley
Secretary
August 23, 2017

DRAFT