

TRENTON AREA SOUP KITCHEN
BOARD OF TRUSTEES – MEETING MINUTES
TUESDAY, DECEMBER 15, 2015
ETS
PRINCETON, NJ

Present: Al Altomari, Linda Bell, Ken Buttner, Tracey Destribats, Michael Gluck, Pam Kelly, Salim Manzar, Jim Parker, Mike Rothwell, Laney Sokolow, Kathy Wooley, Leichena Young, Executive Director Dennis Micai, Fundraising Consultant Irwin Stoolmacher.

Absent: Faria Abedin, Qareeb Bashir, Kienna Childs Alexander, Mara Connolly Taft, Joe Devaney, David Geltzer, Krystal Knapp, Sajid Syed, Marty Tuchman, Bob Workman.

CALL TO ORDER. The meeting was called to order at 6:12 pm by Chair Jim Parker.

MISSION STATEMENT/MOMENT OF SILENCE. Dennis Micai read the TASK Mission Statement and Jim led the Board in a moment of silence.

COMMENTS BY THE CHAIR.

- Jim reported that 91 applicants applied for the Executive Director position by the November 20 deadline. Following an initial review, 18 applicants were assessed to meet the basic position requirements. Copies the application documents for these 18 were, or will be, distributed to the members of the Succession Planning Committee which is made up of the Executive Committee members, committee chairs and Al Altomari. Jim proposed three dates for the Succession Planning Committee to meet to begin further screening. Depending on members' availability, the committee will meet on January 5, 6, or 13 at 7:30 am in Michael Gluck's office.
- Jim requested that the Board committees schedule their meetings for 2016 in advance so that they can be put on the calendar. These dates will be announced at our January Board meeting.

ADOPTION OF MINUTES. A **motion to accept the November 17, 2015 minutes** was made by Michael, seconded by Pam Kelly, and approved with Linda Bell, Tracey Destribats, Laney Sokolow and Leichena Young abstaining.

TREASURER'S REPORT. Treasurer Joe Devaney was unable to attend. The November financial reports were distributed prior to the meeting. No questions were addressed to Dennis.

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

- Board members are invited to attend the Annual Holiday Party for the Adult Education Program students on the morning of December 23.
- On Thanksgiving 350 patrons were served a traditional meal and also given another hot meal to take home. Trenton Mayor Eric Jackson and family assisted with kitchen prep. Congresswoman Shirley Turner and family assisted with serving. Thanks again to the Geltzer Family Foundation for providing food baskets to 257 families so that they could enjoy their Thanksgiving meal at home.
- Holiday Express was at TASK today with entertainment and gifts.
- On Sunday, December 20, the Annual Ernie White Christmas Show will be held at Princeton Manor. This is the fifth year that the event has benefited TASK. Significant funds have been

raised in the past. Everyone is encouraged to attend, not merely because it benefits TASK, but because it is a really great show.

- The Building Expansion Committee met on December 14 and decided that a “design build” approach would be used where we would be requesting bids for services, as opposed to bids for the entire process. The committee feels that this allows us to set parameters for budget control. A mandatory bidders’ conference will be held on January 15 at TASK for all potential bidders.

CONSULTANT’S REPORT. Irwin Stoolmacher’s written/verbal reports covered the following:

- Fundraising/Endowment.
 - ✓ The Trenton Community A-TEAM (TCAT) Board has voted to fully support a TASK/TCAT joint fundraising event this spring. A possible site, and an alternative site, for the event have been identified.
 - ✓ End-of-the-year mailings went out on time. At the conclusion of our year-end efforts, we will evaluate the results and determine the amount of funds the Board wants to earmark for the building expansion.
 - ✓ The Development Committee is in the process of working with staff to produce a building expansion fundraising feasibility plan. Based on the results of the end-of-the-year fundraising and subsequent to obtaining more detailed building costs, the Committee will present to the Board a recommendation regarding the scope and timetable of a proposed Capital Fundraising Campaign.
- Succession Planning. Irwin reported that he is satisfied that the broad recruitment net we cast has secured a diverse, qualified applicant group. Further screening/assessment will begin at the Succession Planning Committee meeting in early January..

COMMITTEE REPORTS.

- Governance Committee. The terms of three current Board members are scheduled to expire December 31. **Michael moved that Quareeb Bashir, Laney Sokolow, and Marty Tuchman be reappointed to three-year terms on the TASK Board of Trustees.** The motion was seconded by Mike Rothwell and unanimously approved.
- Finance Committee. No report.
- Investment Committee. Salim Manzar reported that the committee meeting with Merrill Lynch went well. Salim will be the new contact person, with Mike as his backup. The committee has asked for quarterly reports from Merrill Lynch and for more information regarding commissions. The committee continues to work on updating our 2005 investment policy and will bring their recommendations to the Board.
- Development Committee. See information in Consultant’s Report.
- Program Committee. The committee’s next meeting is scheduled for January.
- Strategic Plan. No new report.
- Succession Planning. See chair’s comments and consultant’s report.

NEW BUSINESS. Dennis reported that the Rescue Mission Day Center has proved successful in its first year of operation, serving an average of 85 persons per day. **Mike moved that TASK renew its MOU with the Rescue Mission in continue funding for the Day Center, with two minor changes. The program will no longer be referred to as a pilot program and a 30-day opt out clause for either party will be added.** The motion was seconded by Pam and unanimously passed.

ADJOURNMENT. A **motion to adjourn** was made by Pam, seconded by Leichena, and unanimously approved. The meeting was adjourned at 6:42 pm.

NEXT MEETING SCHEDULED FOR JANUARY 19, 2016 AT ETS.

Respectfully submitted,
Kathleen M. Wooley
Secretary
January 2, 2016