

TRENTON AREA SOUP KITCHEN
BOARD OF TRUSTEES – MEETING MINUTES
TUESDAY, FEBRUARY 16, 2016
ETS
PRINCETON, NJ

Present: Faria Abedin, Al Altomari, Linda Bell, Ken Buttner, Mara Connolly Taft, Tracey Destribats, Joe Devaney, David Geltzer, Michael Gluck (via teleconference), Salim Manzar, Jim Parker, Laney Sokolow, Sajid Syed, Kathy Wooley, Leichena Young, Executive Director Dennis Micai, Fundraising Consultant Irwin Stoolmacher.

Absent: Qareeb Bashir, Pam Kelly, Krystal Knapp, Mike Rothwell, 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.

ADOPTION OF MINUTES. A **motion to accept the December 15, 2015 minutes** was made by Faria Abedin, seconded by Laney Sokolow, and approved with Mara Connolly Taft, Joe Devaney, David Geltzer, and Sajid Syed abstaining.

There was no Board meeting in January 2016.

COMMENTS BY THE CHAIR. Jim's opening comments pointed out that we have a number of important and good things, as well as good opportunities, to discuss at the meeting.

TREASURER'S REPORT. The January financial reports were distributed prior to the meeting. Joe distributed a Cash Payment Flow chart trending/projecting cash inflow and outflow for the period July 2015 through July 2016. At this point the chart is for information only; no action is recommended.

DIRECTOR'S REPORT. Dennis reported that Kienna Childs Alexander has resigned from the Board due to conflicting commitments. An updated Board roster and his monthly report were distributed prior to the Board meeting. Items highlighted at the meeting included:

- Meal counts are now up by 4,565 over a similar period last year.
- On February 3, we opened our 12th satellite site at the Bethel World Outreach Ministries International on Martin Luther King Boulevard in Trenton.
- Thanks to the Gluck Walrath law offices for a generous donation which will sponsor a day of meals, in perpetuity, in memory of their deceased co-worker Doris Jiggetts.
- Our annual Volunteer Appreciation Brunch will be held at TASK on Saturday, April 16, from 10 am – 12 noon. All Board members are encouraged to attend.
- The annual Ernie White Christmas Show for the benefit of TASK was very successful.
- For the past few months Dennis has been involved in several advocacy issues generally dealing with SNAP (Supplemental Nutrition Assistance Program) payments, and has testified before committees at the Statehouse. He explained program changes which threaten to cut or eliminate food stamps for 160,000 working poor and jobless New Jerseyans and encouraged Board members to contact their legislators.

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

- Fundraising/Endowment.
 - ✓ Since the last Board meeting, we had an extraordinary number of donations in both the \$100-\$250 range, and the over \$250 range.
 - ✓ The joint TASK/TCAT (Trenton Community A-TEAM) fundraiser is scheduled for April 30 from 6 – 10 pm. The TCAT Board is fully committed to support the event. Use of the Windsor Athletic Center, an extraordinary facility, has been secured at no cost. We expect to have 10 different performers, lots of food, a silent auction and an exciting evening. We are looking for both corporate and individual sponsors. Individual tickets are only \$50. It is hoped that all Board members will attend and encourage friends and family to also attend.
 - ✓ End-of-the-year mailings went out on time. Total collections were down somewhat from last year. The prior year total reflected two one-time donations and another donation which will likely be received later this year. With the exception of these three donations, overall fundraising was comparable to last year.
 - ✓ We will be sending out a lapsed donor mailing and a spring new donor appeal which will target individuals based on results of the most recent mailing and the Drexel study.
- Succession Planning. We received 91 applications for the Executive Director position. The Board Succession Planning Committee was presented with 18 applicants that met the basic position requirements. The committee met and pruned the group to 11 candidates. The remaining 80 applicants were advised that they were no longer being considered for the position. Irwin contacted three references for each of the 11. On February 11, the reference information was presented to the committee. After much discussion, the committee decided to interview six of the 11. Interviews will be scheduled, and a small number of applicants will be presented to the Board for their final determination.

COMMITTEE REPORTS.

- Governance Committee. No report.
- Finance Committee. Information covered in Treasurer’s report.
- Investment Committee. Salim Manzar met with our Merrill Lynch representative again today. Funds that were scheduled for reinvestment have been reinvested under the guidelines of our current investment policy. Presently, only Jim, Tracey Destribats, Marty Tuchman and Bob Workman are approved for access to all detailed information regarding our investment accounts. Salim has requested that he, Mike Rothwell (vice-chair of the Investment Committee) and Sajid (Board vice-chair) be added to this list. The committee continues to work on updating our 2005 investment policy and will bring their recommendations to the Board.
- Development Committee. David reported that our Board event at the McCarter Theatre this coming Friday is again sold-out. See other development committee information in the consultant’s report.
- Program Committee. The committee did not meet in January.
- Strategic Plan. No new report.
- Succession Planning. See consultant’s report.

OLD BUSINESS – BUILDING EXPANSION. The Board had an extensive discussion regarding the proposed two-story building addition to the TASK facility on Escher Street, including the professional fees budget submitted by consultant JC Mudgett Design Group, bids received pursuant to TASK’s issuance of an RFP, known and estimated costs, and financing options. Sajid **moved that the Board commit to the proposed building extension at a cost not to exceed \$1.1 million which TASK will self-fund.** The motion was seconded by Faria, and unanimously approved. Al Altomari **moved that the following contracts related to the building addition be approved: Mills + Schnoering Architects (Architect), Sweetwater Construction Corp. (Preconstruction Services), JC Mudgett Design Group (Project**

Management Services), and JC Mudgett Design Group (Furniture, Fixtures and Equipment Services).
The motion was seconded by Leichena Young and unanimously approved.

EXECUTIVE SESSION. The Executive Director was excused. The Board completed Dennis' annual review and unanimously voted on a salary adjustment based upon his outstanding performance.

ADJOURNMENT. A **motion to adjourn** was made by Mara, seconded by Linda Bell, and unanimously approved. The meeting was adjourned at 8:58 pm.

NEXT MEETING SCHEDULED FOR MARCH 8, 2016 AT ETS. **(NOTE ONE-TIME CHANGE FROM USUAL 3RD TUESDAY.)**

Respectfully submitted,
Kathleen M. Wooley
Secretary
February 29, 2016