

TRENTON AREA SOUP KITCHEN  
BOARD OF TRUSTEES – MEETING MINUTES  
TUESDAY, JUNE 20, 2017  
NRG  
PRINCETON, NJ

**Present:** Al Altomari, Linda Bell (via teleconference), Bruce Chung, Mara Conolly Taft, Tracey Destribats, Dennis Micai, Jim Parker, Mike Rothwell, Kathy Schroehner (via teleconference), Laney Sokolow, Sajid Syed, Marty Tuchman, Kathy Wooley, Bob Workman, Executive Director Joyce Campbell, TASK Manager of Finance and Administration Xiumei Chen, Consultant Irwin Stoolmacher, Building Expansion Consultant John Mudgett.

**Absent:** Faria Abedin, Qareeb Bashir, Ken Butner, Joe Devaney, David Geltzer, Michael Gluck, Pam Kelly, Salim Manzar, Leichena Young.

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

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

ADOPTION OF MINUTES. The minutes of April 18 and May 16 were reviewed. Marty Tuchman **moved to accept the April and May minutes** and Jim Parker seconded the motion. All who had attended approved, with Linda Bell, Sajid and Bob Workman abstaining from the vote on April's minutes; and with Al Altomari, Linda, Bruce Chung, Mara Connolly Taft, Tracey Destribats, Dennis Micai, Marty and Bob abstaining from the votes on May's meeting.

BUILDING EXPANSION UPDATE AND DISCUSSION.

- The Board was pleased to have consultant John Mudgett with us to discuss the latest plans for completion of the TASK renovation and building extension project.
- A map, timeline, and outline of project phases were distributed. Construction is planned to take place in three stages. Currently the proposed timing is Phase 1: August 21 – September 22, Phase 2: September 4—October 6, and Phase 3: September 18 – January 19, 2018.
- Renovations in the current building space will necessitate the closing of this area. These renovations have been scheduled first to allow TASK to serve outside during the warmer months. It is estimated that TASK can re-occupy their existing space on or about October 9. Roughly speaking, September 15 – October 15 will be the most inconvenient for TASK.
- A brief discussion was held regarding the use of prevailing wages on the upcoming construction project. Since the City of Trenton owns the property, and since TASK has always held to the prevailing wage requirement, the use of prevailing wage for this project was confirmed.

(6:40 pm. Kathy Wooley arrived late due to a home emergency.)

- Groundbreaking will be scheduled in August.

(6:45 pm. John Mudgett left the meeting following his report.)

- Joyce Campbell advised that John Mudgett's contract needs a modification due to the extended time the project has taken because of the need to apply for a change in use. The projected added cost is \$8,000, with an additional \$2,000 contingency. Dennis **moved to amend our contract with John to allow for \$8,000 additional costs along with a contingency of \$2,000.** The motion was seconded by Laney Sokolow and unanimously approved.

#### TREASURER'S REPORT.

- The May financial reports and the proposed fiscal year 2018 budget documents were distributed prior to the Board meeting. Treasurer Joe Devaney was unable to attend the meeting due to a family graduation.
- TASK Manager of Finance and Administration Xiumei Chen attended the meeting to explain budget highlights and answer Board questions. Items reviewed included the three new positions discussed earlier, health insurance, need for beds for formerly homeless patrons, the Send Hunger Packing program (additional schools, three-day weekend needs), memberships and fees, and the possibility of a different payroll contractor.
- Consultant Irwin Stoolmacher reviewed income projections.
- Dennis pointed out that possible Federal cuts next year are likely to increase the needs of our clientele.
- **All moved that the FY2018 budget be adopted as proposed.** The motion was seconded by Jim and unanimously approved.

(7:07 pm. Xiumei left the meeting following the vote.)

DIRECTOR'S REPORT. Joyce reviewed some highlights of the Executive Director's monthly report which was distributed prior to the meeting.

- Currently 46% of all meals are served at Escher Street.
- United Way is providing a \$15,000 grant for the summer to support our meal service in Hightstown and Princeton as part of their Summer Strike Out Hunger Campaign.
- In coordination with its Hope Week, the Trenton Thunder honored TASK at its game on Saturday, June 10. Joyce got to throw out the first pitch. The Thunder partnered with Toyota, and two truckloads of food were donated. Also, Thunder players volunteered that week to serve meals at TASK. The activities were great publicity for TASK!
- This last month significant time was spent preparing for the Bank of America Neighborhood Builder grant. The funding would be targeted to using the building evenings and weekends, and would be in collaboration with several partners.
- On May 24, members of the SHARE project took a trip to McCarter Theatre to see "Intimate Apparel," historical fiction taking place in 1905 that aimed to tell a story of the type of character we usually don't get to hear about—an illiterate African American seamstress in New York City. There has been much positive feedback from the attendees.
- The FunkTASKticks have received an invitation to perform at the Grounds for Sculpture.
- A strategic plan update, including factors related to technology and the new building, will be provided at a later date.

CONSULTANT'S REPORT. Irwin reviewed his monthly report which was sent to Board members prior to the meeting.

- TASK has again (for nine out of the past ten years) received a Four Star Rating from Charity Navigator. Even more exceptional to note is that we have earned a 100% rating. This is a real feather in our cap and every effort will be made to expose the community-at-large to the good news. Very few organizations receive a 100% score. *This year only 53 of the 8,010 charities evaluated by Charity Navigator received a perfect score; and TASK was the only organization in New Jersey to receive a perfect score.* This is a wonderful reflection of the hard work of the staff and Board, and of the organization's commitment to sound stewardship.
- We continue to meet our overall fundraising projections.
- A capital campaign mailing has been sent to our major donors. Irwin will follow up on the mailing.

- Preliminary plans are being made in preparation for the building expansion groundbreaking ceremony.

#### COMMITTEE REPORTS.

- Governance Committee. No report.
- Audit Committee. No report.
- Investment Committee. In Salim Manzar's absence, Joyce reported that funds have been transferred to the "Perpetuity Gift" restricted endowment account at Merrill Lynch.
- Development Committee. No report.
- Program Committee. The minutes from the TASK Program Committee of June 12 were distributed prior to the meeting. Joyce reviewed three items contained therein.
  - The Bordentown site is up to 100 meals. For this newest site, Muslims Against Hunger supply the food and TASK supplies the trays, utensils and sometimes extra food to fill in.
  - One of our Adult Education Program (AEP) students has been hired to work part-time at the Capital City Farm, and another to work part-time with the Greenwood Avenue Farmers Market.
  - Two people are actively using the Healthy Heart Program, and we are working to expand awareness of the program among our AEP students.
- Human Resources Committee. Based on the committee's recommendation, Dennis **moved that the Executive Director be authorized to approve salary adjustments, without first seeking Board approval, as long as the salary falls within the approved range for that position.** The motion was seconded by Mike Rothwell and unanimously approved..

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

THE NEXT MEETING IS SCHEDULED FOR TUESDAY, JULY 18, 2017, 6 PM, AT ETS.

Respectfully submitted,  
Joyce Campbell, Executive Director  
Kathleen M. Wooley, Secretary  
July 17, 2017