

TRENTON AREA SOUP KITCHEN
BOARD OF TRUSTEES – MEETING MINUTES
TUESDAY, MAY 19, 2015
ETS
PRINCETON, NJ

Present: Al Altomari, Ken Buttner, Joe Devaney, David Geltzer, Pam Kelly, Krystal Knapp, Salim Manzar, Jim Parker, Mike Rothwell, Laney Sokolow, Sajid Syed, Kathy Wooley, Executive Director Dennis Micai, Fundraising Consultant Irwin Stoolmacher.

Absent: Faria Abedin, Qareeb Bashir, Linda Bell, Kienna Childs Alexander, Mara Connolly Taft, Tracey Destribats, Michael Gluck, Emilio Papa, Marty Tuchman, Bob Workman, Leichena Young.

CALL TO ORDER. The meeting was called to order at 6:16 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 now staying with his sister. Dennis, Irwin Stoolmacher and Steve Leder (former Board member) visited him last Saturday.

ADOPTION OF MINUTES. A **motion to accept the April 2015 minutes** was made by Mike Rothwell, seconded by Sajid Syed, and approved with Al Altomari, Joe Devaney, Pam Kelly and Laney Sokolow abstaining.

COMMENTS BY THE CHAIR.

- Jim noted that we had a lot on the May agenda, including ratification of a new treasurer, proposed revisions to job descriptions and salary ranges, and succession planning.
- Because of personal responsibilities and other commitments, Bob Workman has requested that a new Treasurer be appointed. He still wishes to remain on the Board. Jim and other Board members complimented and thanked Bob for his excellent service the past seven or eight years as Board Treasurer. Joe has agreed to step up and serve as our new Board Treasurer. A **motion to ratify Joe's appointment as Treasurer for the two-year term through the end of 2016** was made by Sajid, seconded by David Geltzer, and unanimously and enthusiastically approved. Congratulations and thanks to Joe.

TREASURER'S REPORT.

- As Joe needs time to acclimate to the Treasurer's responsibilities, Dennis presented the April financial statements. Although our overall income is down somewhat from last year at this time, he again explained that the difference is primarily related to two large one-time-only church donations received last year.
- Dennis reported that the proposed draft budget for fiscal year 2016 (beginning July 1, 2015) would be mailed to all Board members in the coming weeks. The Manager of Finance and Administration had unexpected family obligations in China and will not return until May 20. Also, budgeted employee salaries will depend on tonight's Board vote on new position categories and proposed salary ranges.

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

- Updated Board listings (with two minor changes) have been sent to Board members.

- The satellite site at First Baptist Church in Princeton began serving Tuesday evening meals on May 5. The satellite site at Holy Apostles Episcopal Church in Yardville is ready to go in June. This will bring our total number of operating satellite sites to ten.
- The New Horizons Treatment Center's (NHTC) mobile treatment van started providing services on May 4. Thus far, they are serving less than ten people per day and there have been no problems. Although originally parked at the end of Escher Street near TASK, because of difficulties in turning the vehicle, it recently has been parked near the SRO residence further up the street. Dennis and Programs and Services Manager Jaime Parker will meet with NHTC officials again on June 2. No changes are expected.
- Dennis has been contacted by the space consultant recommended by Board member Mara Connolly Taft. He will be visiting our site before submitting a proposal. Mara has also found an anonymous donor who will cover our space consultant costs.
- Staff continues in contact with Ernie White and friends regarding 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.
- Additional coverage has been secured under our Directors and Officers (D&O) insurance policy, raising the limit from \$1 to \$2 million dollars and adding two new riders.
- David suggested that we invite representatives from our D&O insurer and our general insurer to make presentations to the Board. Dennis will invite them to either our July or our September Board meeting.
- We are working to bring additional schools into our Send Hunger Packing program. Dennis has spoken to Trenton Mayor Eric Jackson regarding participation by Trenton schools.

CONSULTANT'S REPORT (FUNDRAISING/ENDOWMENT).

- As indicated in Irwin's written report, TASK continues to receive positive news coverage, especially regarding our new satellite sites.
- He participated in the initial meeting of the Succession Planning Committee on May 11.
- Irwin and the Development Committee are continuing to consider various types of niche marketing and creative ways to approach different groups with our appeal letters.
- Two new foundations from which TASK could seek funds, particularly for our satellite feeding sites, have been identified.

COMMITTEE REPORTS.

- Finance. Following up on last month's discussion regarding suggested changes in the distribution of funds in various accounts, Dennis and Manager of Finance and Administration Xiumei Chen reviewed our accounts and proposed some redistribution in accordance with the Board's general recommendations. The proposal, outlined in Dennis' memorandum of May 7, entitled "Redistribution of Funds Currently Held in Operating Accounts," was directed to the Finance and Investment Committees and presented to the entire Board for their consideration. It recommended that \$160,000 be transferred from operating to the capital reserve fund and that \$400,000 be transferred from operating to the general endowment fund. The remaining operating funds would be distributed among banks in accord with FDIC insurance limits. **A motion to approve the transfer of operating funds as outlined in the May 7 memorandum,** was made by Krystal Knsp and seconded by Salim Manzar. Following a discussion among Board members, particularly pertaining to the transfer to the endowment fund, the motion was passed unanimously.

- **Development.** David indicated that, while the Development Committee had not yet received the final report from the Drexel study, the Committee is already working on an assortment of techniques to segment donors and create more personal and niche-directed correspondence. He reviewed some of the many options under consideration. On behalf of the Board, Jim thanked the Development Committee for their hard and innovative work.
- **Program.** Qareeb Bashir was unable to attend the Board meeting, but asked Dennis to convey some of the areas covered during the last meeting of the Program Committee.
 - ✓ Five patrons have completed the ServSafe program conducted by TASK's Manager of Kitchen and Food Services, Paul Jensen, a certified ServSafe instructor. They will be given a pretest at TASK prior to taking the final test for State certification.
 - ✓ The property next to TASK, site of D&R Greenway's proposed Capital City Farm, has been cleared. A meeting is scheduled for June 2 to plan the next steps.
 - ✓ Forty teens have signed up for Teens for TASK for next year. The group will be meeting June 1.
 - ✓ Jaime will be meeting with the volunteer for the photo program.
- **Investment.** Marty Tuchman was not able to attend the Board meeting this evening and there was no report. Dennis distributed copies of the TASK Investment Policy. Salim suggested a meeting of the Committee to review the 2005 policy. Mike suggested that the monthly financial statements provided to the Board also contain quarterly recaps of our investment accounts. Our Merrill Lynch representative has been invited to meet with the Board on an annual basis. Dennis will get in touch with him to arrange the next meeting/presentation.
- **Strategic Plan.** Dennis provided a newly annotated the Strategic Plan detailing additional actions that have occurred in the last month. In response to a question from Kathy Wooley, he will check to see if/why the new cups need to be doubled when used for coffee and other hot liquids.
- **Succession Planning.** Jim reported on the committee's first meeting which was held on May 11.
 - ✓ As a large number of applicants are expected and, as knowledge of the social services sector in our area could be advantageous, the committee decided that the recruiting focus for the next Executive Director (ED) should remain in New Jersey.
 - ✓ After review through the committee process, the committee anticipates bringing the top three candidates to the full Board for a final interview.
 - ✓ Based on questionnaires completed by committee members, a good start has been made on identifying key competencies/characteristics required of the next ED. Questionnaires, plus a copy of the ED's current position description, also will be sent to all other Board members. Please return the questionnaire to Jim as soon as possible.
 - ✓ A search consultant will be obtained.
 - ✓ An initial timeline has been established with the goal of making the final determination by March 1, 2016. This will allow the candidate time to give advance note for a June 1 starting date and two months to work with Dennis prior to his leaving on August 1.

Jim reiterated that any other person(s) on the Board who would like to join the Succession Planning Committee would be welcome.
- **Human Resources.**
 - ✓ With the assist of consultant Janet Rosenzweig, new and revised job descriptions were created for all staff positions (except the Executive Director). A package containing these descriptions, as well as two organizational charts, was forwarded to all Board members prior to the meeting. Dennis discussed additions and other changes contained in the package. A TASK "Value Statement" is now included in all position descriptions.

The kitchen and food services supervisory position has been moved to the manager classification and some lines authority have been changed. Laney **moved that the job specifications and organization charts be adopted as presented.** The motion was seconded by Sajid, and unanimously approved.

- ✓ The consultant also prepared a package benchmarking salary ranges for each job classification (manager, coordinator, professional, and technical). Multiple data sources were reviewed, and a salary range for each position at TASK was proposed. Sajid **moved that the salary recommendation package be adopted as presented.** The motion was seconded by Joe, and unanimously approved. The new salary ranges will be included when the FY2016 budget is submitted for review in June.

ADJOURNMENT. A **motion to adjourn** was made by Mike, seconded by Pam, and unanimously approved. The meeting was adjourned at 7:35 pm.

NEXT MEETING SCHEDULED FOR JUNE 16, 2015 AT ETS. A BOARD PHOTO WILL BE TAKEN.

Respectfully submitted,
Kathleen M. Wooley
Secretary
May 26, 2015