

**MINUTES**  
**TASK Board of Trustees Meeting**  
**At TRENTON CATHOLIC ACADEMY**  
**NOVEMBER 13, 2012**

- **Call Meeting to Order** - 6:15
- **Attendance** - Tracey Destribats, Dennis Micai, Jim Parker, Irwin Stoolmacher, Pam Kelly, Sajid Syed, Marty Tuchman, Kieanna Childs Alexander, David Geltzer, Bob Workman, Ken Buttner, Laney Sokolow, Mike Rothwell, Qareeb Bashir, Faria Abedin
- **Mission Statement/Moment of Silence** - Moment of silence observed since Emilio was absent. Emilio is home. His sister & niece are checking in on him. PT is coming too the home. Mike R will have folks from Pennington Market check on him daily.
- **Adoption of Minutes** - minutes will be voted on next month
- **Chairperson's Comments** – will be e-mailed by Tracey
- **Old Business—Kitchen Consultant Agreement--VOTE** – Miguel Miranda, representative from One Degree Hospitality, addressed board.
  - Need for 20% growth & demand projected for TASK.
  - Menus weren't always matching supplies, nutrition & food cooking quality could be improved,
  - Unox / Rationale (venders) for combi-ovens (adds humidity or cooks dry) which cook by programming requiring less supervision & skill. Recommended Unox ovens for price value.
  - He suggested transporting food to satellite kitchens in family style containers to be served & kept warm on site to improve quality & presentation.
  - Also suggested solar power added to building as back-up if power goes out.
  - Human Resources support (RE suggestion of letting a toxic staff member go) and using personnel to the best of their talents. Management training.
  - 3 section proposal - building, equipment, human resource side - can contract all 3 sections or less - \$30,000 with \$5000 donation back to TASK & \$2500 reduction in fee if all 3 sections are contracted reducing cost to \$22,500.

### Questions:

- Qareeb asked for clarification on building maintenance section & if ODH would have access to obtaining materials at a lower price than TASK. Miguel said that depended on the vender.
- David asked if the 90 day timeline was realistic. Miguel felt it would be doable unless they had trouble obtaining supplies, especially solar.
- Ken asked how difficult it would be to service the Unox ovens since they are Italian made. Miguel noted that their East Coast office is in Newtown & there are other area support groups.
- Michael R asked about payment options to hold final payment until after we are fully satisfied with services, perhaps 30 days after project is done. Miguel said that would be acceptable knowing TASK's reputation.
- Faria asked how long the oven vender had been in business. Miguel wasn't sure, but said he'd find out.
- David asked for references of groups ODH had done HR work for in the past. A few were mentioned. Dennis said he'd contact Miguel & get a list.
- Michael R asked how long the company had been in business. Miguel noted that ODH has only been around as a partnership for a year, but his partner has been in the business 40 years & 20 years for him.
- Ken asked about parts & labor warrenties on the ovens. (2 year warrenty)
- Dennis noted that we spent over \$14,000 on equipment repairs this year. The new equipment cost would be approximately \$100,000. The proposal from Unox is to prep ahead of time & swap old for new over a Saturday with no down time for TASK.
- Concerns were raised over the price for the HR piece & the equipment quality. There was concern over possible negative press if equipment wasn't American made.
- **MOTION for VOTE** - We enter into a contract with One Degree Hospitality for \$17,500 with a walk-out clause after the first 2 phases, building repair & maintenance and kitchen equipment repair & maintenance (including multiple bids for American made equipment along with Unox) with payment of \$7500 after the first 2 phases & another \$10,000 if we exercise the option for phases 3 & 4. (Marty motion with Sajid second) -

**VOTE - passes unanimously** (11 votes) Laney & Kieanna had to leave prior to vote

- **Treasurer's Report** - Bob W - Good News - cost restraint & budgeting is going well, Bad News - large reduction in donations (\$150,000 down from prior years)
- **Director's Report** - Handouts for current board & committee rosters – please check for accuracy.
  - Thanks to the board members for attending the GED celebration dinner. It meant a lot to staff & graduates.
  - 11,000 meals up during the last 4 months compared to last year,
  - A-Team sold a lot of art work during Trenton-wide art festival last Saturday.
  - We had to be closed on Tuesday after Hurricane Sandy due to power loss - Salvation Army offered meals that day. Reopened on Wednesday & helped out with meals in the community as well as at TASK.
  - Volunteers cancelled after hurricane, but Jaime put out a note on Facebook & got a great response from TCNJ & Rush Holt and his office staff.
  - Kitchen staff member severance was accepted by staff member discussed last month.
  - Thanks to Geltzer Family & Tracey & Friends for holiday help for our families.
- **Consultant Report (Fundraising/Endowment)** – Irwin - We have approached foundations that have funded us in the past. Responses have not yet been received. There are hopes we will be funded by most of them. Hurricane Sandy charities may also cause a reduction in our donations. We're sending out 72,000 donor mailings. It's expected that we will still do well, but perhaps not as well as in the past.
  - Myss event will bring in \$17,500+
  - March 1, 2013 - Sweet Honey & the Rock @ McCarter -
  - Endowment at 97% of goal of \$2,000,000
  - Souper Fest - April 20, 2013 - 10:00-2:00 at War Memorial -
  - New Donor campaign with 72,000 targeted mailings. History says even if 1st year doesn't pay off, 2nd year request does
  - Bequest Campaign
- **Committee Reports**
  - Finance – See Treasurer & Fundraising / Endowment
  - Audit Committee - No Report
  - Development - No Report

- Program - Qareeb & Faria – Many thanks for hard work of committee - Patron Survey on will take place on Nov. 14th, plans to rename facility after Emilio (perhaps mid-January), team advisory group, Thanksgiving Day activities, Teen Leadership group with representatives from local HS to coordinate community service activities at TASK
- Strategic Plan - No Report
- Investment - No Report
- Governance - Ken- still looking for volunteers to take at-large & officer positions, he recommended that we stagger member terms since we currently have 50% of the board coming up to the end of their terms at the end of 2012.
- **Motion for adjournment** – motion by Mike R & Pam - unanimously passed - adjourned at 7:52
- **Next Meeting** Scheduled for December 18, 2012 may be cancelled due to the holidays