

TRENTON AREA SOUP KITCHEN
BOARD OF TRUSTEES – MEETING MINUTES
TUESDAY, NOVEMBER 17, 2015
ETS
PRINCETON, NJ

Present: Faria Abedin, Al Altomari, Ken Buttner, Mara Connolly Taft, Joe Devaney, David Geltzer, Michael Gluck, Pam Kelly, Salim Manzar, Jim Parker, Mike Rothwell, Laney Sokolow, Sajid Syed, Kathy Wooley, Executive Director Dennis Micai, Fundraising Consultant Irwin Stoolmacher.

Absent: Qareeb Bashir, Linda Bell, Kienna Childs Alexander, Tracey Destribats, Krystal Knapp, Marty Tuchman, Bob Workman, Leichena Young.

CALL TO ORDER. The meeting was called to order at 6:07 pm by Chair Jim Parker.

MISSION STATEMENT/MOMENT OF SILENCE. Dennis Micai read the TASK Mission Statement and led the Board in a moment of silence. Dennis reported that Lew Thorn had passed away at the age of 96. Lew had served on the TASK Board as member and Treasurer for many years, and had volunteered at TASK as recently as a year ago.

PRESENTATIONS. As invited visitors were on hand to make two presentations to the Board, Jim reordered the agenda to start with these presentations.

- Space planner's report and proposals. John C. Mudgett of JC Mudgett Design Group, Inc. reported that the initial phase of the space planning project has been completed. He presented, for the Board's consideration, three proposals for moving ahead through the next stages of completing the building addition. The first proposal was an update to the project management services proposal approved at TASK's October Board meeting. It outlined a team approach and identified participants on the team, discussed the status of the needed Planning Board approval, and outlined estimated hours for his project management tasks. The second proposal listed professional fees currently proposed for the building addition project. The third proposal covered the process for getting the appropriate furniture and equipment in place for the addition. Some discussion followed, but decision on the proposals was tabled until after the next visitors gave their presentation.
- ADP Resource proposal for human resources administration solutions, compliance solutions, payroll, and employee relations services. Lisa Ferrera and Will Iraca of ADP Resource discussed the company's written proposal (originally distributed at the October Board meeting) and showed slides highlighting the need for, and advantages of, this HR solution. Board questions and comments were addressed. A vote on the proposal was tabled until after the visitors left.

ADOPTION OF MINUTES. A **motion to accept the October 20, 2015 minutes** was made by Pam Kelly, seconded by Michael Gluck, and approved with Faria Abedin, Mara Connolly Taft and Laney Sokolow abstaining.

TREASURER'S REPORT. Joe Devaney presented the October financial reports as well as a Cash Projection report which he created after working with Xiumei Chen, TASK's Manager of Finance and Administration. The projection report identifies times when it may be prudent to move funds from a cash status to an investment pool in anticipation of future needs such as the building addition.

SPACE PLANNER'S PROPOSALS.

- Following extensive discussion, it was the consensus of the Board that, in addition to the team approach already outlined by our space planning consultant, we should also look at the more traditional bidding approach. Our goal is to expedite the transparency process. Dennis will discuss this with John Mudgett and request a parallel outline covering the traditional process.
- Also, it was the consensus of the Board that an ad hoc Building Committee needs to be created. Members willing to serve on this committee should contact Jim Parker. The committee will review the parallel processes and present their recommendation(s) to the Board.
- The space planner's proposal identified an engineering firm that had assisted TASK in the past. As this company completed the site survey for TASK's last two building additions, work by them on the new project would be an update to the documents submitted previously. Mara **moved that we award the site survey contract to Princeton Junction Engineering.** The motion was seconded by Michael and unanimously approved.

ADP RESOURCE PROPOSAL. The ADP Resource proposal was reviewed. Dennis indicated that TASK staff looked into a similar program run by another company, but found the ADP services less expensive and more comprehensive. Additionally, TASK had used this company's payroll services in the past and was not satisfied. TASK staff switched to ADP and has been pleased with their payroll services for many years. Charity Navigator is likely to favorably consider non-profits who utilize complete HR administration services. Michael **moved that we accept the ADP Resource proposal and begin services before the end of 2015 to secure offered discounts.** The motion was seconded by Salim Manzar and unanimously approved.

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

- The annual graduation celebration dinner at TASK on October 21 was a huge success. Hal English, the keynote speaker, was inspiring and graduates and their families were happy and proud. Thanks to staff member Diane Subber for coordinating the event and to all Board members who were able to attend.
- Meal counts are starting to pick up.
- To date, efforts to reduce the number of homeless veterans In Mercer County have reduced the number from 90 to 15.
- Thanks to the generosity of the Geltzer Family Foundation, approximately 250 families will enjoy their Thanksgiving meal at home this year.
- Staff has met with a Mercer Street Friends Food Bank representative, and we are well into the planning process for a program offering summer meals for children. The program was inspired by our late Board member Emilio Papa.
- A record number of children (183) participated in the Halloween party. Four volunteer groups provided assistance.
- Congresswoman Bonnie Watson Coleman and staff will be serving lunch at TASK on November 23 and December 7.
- D & R Greenway has planted trees along Escher Street. The area is looking much nicer with the trees and the new fence and sign at the Capital City Farm site.

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

- Fundraising/Endowment.
 - ✓ The annual Board event at McCarter Theatre scheduled for February 19 is fully subscribed.
 - ✓ Irwin has met with the Development Committee of the Trenton Community A-TEAM (TCAT) regarding a proposed TASK/TCAT joint fundraising event. The Development Committee will

- bring the proposed parameters to the next TCAT Board meeting, emphasizing the commitment required on TCAT's part. If approved, a subcommittee will begin working on the event. The proposed ticket cost is \$50 per person
- ✓ We have implemented an aggressive, targeted new donor acquisition effort; we are on target for the end-of-the-year appeal/annual report; and we are working to secure year-end publicity to support our fundraising efforts.
 - Succession Planning. The deadline for applicants for the Executive Director position is November 20. To date, we have received 77 applications. The Succession Planning Committee will meet in January to begin assessment of the pruned applicant pool.

COMMITTEE REPORTS.

- Finance Committee. No report.
- (7:55 Michael left due to previous commitment.)
- Investment. Salim reported that the committee will be meeting with Dennis and Merrill Lynch to review and take charge of our investments. The committee also will review TASK's investment policy. Salim is looking for an investment expert to join the committee. In the meantime, he has identified an ad hoc advisor who is located out-of-state..
 - Finance. No report.
 - Development. David Geltzer indicated that the committee is conducting a feasibility study regarding funding of the new building addition. A proposal will be presented to the Board in April or May.
 - Program. Because of ongoing holiday preparations and events, the committee will not meet again until January.
 - Strategic Plan. No new report.
 - Succession Planning. See consultant's report.

COMMENTS BY THE CHAIR. Jim closed the meeting remarking on the strong attendance this month. He reminded members to let the Chair know in advance if they will attend scheduled monthly meetings. In the future, Secretary Kathy Wooley will send out the final draft of the minutes approximately five days before the next scheduled Board meeting and ask members to respond as to whether or not they expect to be in attendance.

ADJOURNMENT. **By unanimous consent the meeting was adjourned at 8:09 pm.**

NEXT MEETING SCHEDULED FOR DECEMBER 15, 2015 AT ETS.

Respectfully submitted,
Kathleen M. Wooley
Secretary
December 14, 2015