

TRENTON AREA SOUP KITCHEN  
BOARD OF TRUSTEES – MEETING MINUTES  
TUESDAY, SEPTEMBER 16, 2015  
ETS  
PRINCETON, NJ

**Present:** Faria Abedin, Al Altomari, Qareeb Bashir, Linda Bell, Ken Buttner, Mara Connolly Taft, David Geltzer, Jim Parker, Mike Rothwell, Laney Sokolow, Sajid Syed, Kathy Wooley, Executive Director Dennis Micai, Fundraising Consultant Irwin Stoolmacher.

**Absent:** Kienna Childs Alexander, Tracey Destribats, Joe Devaney, Michael Gluck, Pam Kelly, Krystal Knapp, Salim Manzar, Marty Tuchman, Bob Workman, Leichena Young.

CALL TO ORDER. The meeting was called to order at 6:14 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.

ADOPTION OF MINUTES. A **motion to accept the June 16, 2015 minutes** was made by Faria Abedin, seconded by Mara Connolly Taft, and approved with Qareeb Bashir and Laney Sokolow abstaining. A **motion to accept the July 21, 2015 minutes** was made by Mara, seconded by Faria, and approved with Linda Bell, Mike Rothwell and Sajid Syed abstaining.

COMMENTS BY THE CHAIR. Jim conveyed Investment Committee Chair Salim Manzar's regrets that he was unable to attend tonight's meeting and presentation by our Merrill Lynch representative. Ken Buttner has joined the Development Committee. Dennis will send out an updated membership list of the TASK Board Committees. Noting that there was not a quorum at the July Board meeting, Jim began the discussion of what can be done to avoid this situation in the future. (The dialog was temporarily tabled upon the arrival of the Merrill Lynch representative—see below—and resumed after his departure.) All board members will be asked to confirm their attendance or inability to do so prior to each meeting. The Governance Committee, chaired by Michael Gluck, will be asked to determine what follow-through steps are appropriate in the case of Board members whose attendance has been limited in the recent past.

INVESTMENT COMMITTEE. As invited by the committee, Zack Warringer of Merrill Lynch reviewed the investment portfolios of the two endowment funds (restricted and unrestricted) which he manages for TASK. Copies of detailed status reports for both accounts were distributed; and Board members' questions and comments were addressed.

TREASURER'S REPORT. In the absence of the Treasurer, Dennis presented the financial reports for August. We are doing well in the first two months of our fiscal year. Dennis and Treasurer Joe Devaney plan to meet with Xiumei Chen, Manager, Finance and Administration, to review financial operations.

DIRECTOR'S REPORT. Dennis distributed a list of dates and locations for 2016 Board meetings. He reviewed highlights of his monthly report which was sent out prior to the Board meeting.

- The annual graduation celebration dinner for students who have passed the high school equivalency test will be held at TASK on Wednesday, October 21, at 6:30 pm. This year students

who have achieved ServSafe certification also will be honored. All Board members are invited to attend this inspiring event.

- The number of meals served in the first two months of this fiscal year has decreased compared to the prior year.
- Almost 400 backpacks filled with school supplies were distributed to children at TASK and satellite locations.
- In the coming month, Dennis will be working with the Executive Committee to codify TASK procurement policy and define specific bidding procedures required at various monetary levels.
- Thanks to the Parker family—Jim, Janice, and Jaime—for coordinating the one-day riders at the Battle Against Hunger ride.
- Statistics regarding the 2015 Mercer County point-in-time homeless count were distributed. This year special emphasis will be placed on reducing/eliminating the number of homeless veterans.
- An initial space planning concept has been developed. It involves adding a two story addition on land TASK currently uses as a park. Program goals and diagrams were distributed and discussed. The City has given a preliminary OK. Staff is excited about the possible addition; Board members appeared to like the concept and options presented. A building committee will be established when needed at a later date. Dennis will keep the Board advised.
- TASK's lease on the Escher Street property has 14 years remaining. An extension with the City will be negotiated.

CONSULTANT'S REPORT (FUNDRAISING/ENDOWMENT). Irwin Stoolmacher's report covered the following:

- A two-tiered lapsed donor mailing is planned.
- Our new donor acquisition effort will be built on the findings and recommendations of the Drexel study.
- The annual Board event will be held at McCarter Theatre on Friday, February 19. Sixty seats will be reserved for the performance of the Midtown Men, four stars from the original Broadway cast of Jersey Boys. As maximum seating in the dining room has been reduced from 70 to 60, please let David Geltzer know as soon as possible how many tickets you want for the event.
- We continue to receive excellent exposure in area newspapers and on the web. A future newsletter will emphasize our commitment to partnerships/collaborations with area congregations and nonprofits to implement our satellite feeding programs.

#### COMMITTEE REPORTS.

- Succession Planning. Irwin distributed the following to all Board members: A draft position description for the Executive Director, the proposed recruitment ad to be placed in newspapers and other media, a list of places to advertise the Executive Director position, and a proposed time line for the recruitment process. The proposed position description document began with the description which had been in use and was enhanced by Board and staff recommendations. All documents were refined at the September 2 meeting of the Succession Planning Committee. Irwin requested that Board members contact him with any suggestions for further revisions or refinement
- Finance. No report.
- Development. David reiterated that he Drexel report has proved to be very useful in planning development strategies.

- Program. Co-Chairs Qareeb and Faria met with the Committee at TASK on September 16. Nine members were in attendance. Qareeb complemented the TASK staff working with the committee. The committee discussed the three types of high school equivalency test currently in use. They met the new Social Worker Julie Janis. Because of an influx to the Rescue Mission of people from outside Mercer County, the number of people receiving mail at TASK had ballooned to over 400. New verification requirements have greatly reduced this number. The computer classes and satellite operations are going smoothly. Almost 400 backpacks were distributed to school children; 200 Thanksgiving baskets are planned. A second person is waiting for the results of the ServSafe certification test; our first graduate received a job offer immediately after he showed the employer his certificate. Teens for TASK has started up for the school year. Beginning the week of September 22, TASK will be providing 20 meals, three times per week, to students at the Trenton Circus School Afterschool Program. The annual TASK opinion survey for patrons is in progress.
- Strategic Plan. No report.
- Audit. No report.

NEW BUSINESS. Dennis reported that the grease trap in the kitchen prep area is broken and replacement and additional, extensive repairs are required. He obtained three written estimates. The bid from W. W. Plumbing & Heating was considerably lower than the other two. Dennis indicated that this contractor also appeared most interested in the job. A **motion to award a contract in the amount of \$24,000 to W. W. Plumbing & Heating for grease trap replacement/repairs** was made by Sajid, seconded by Mike, and unanimously approved.

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

NEXT MEETING SCHEDULED FOR OCTOBER 20, 2015 AT ETS.

Respectfully submitted,  
Kathleen M. Wooley  
Secretary  
October 17, 2015