



Feeding families, fueling hope

IFM

Phone: 530 273-8132

E-mail: info@interfaithfoodministry.org

Web: www.interfaithfoodministry.org

Agenda

- | | |
|-------------|---|
| 8:30-9:00 | Mingle and Mix w/Tour of Building |
| 9:00-9:05 | Opening Remarks & Introductions |
| 9:05-9:10 | Prayer By Pastor Kent Schaaf – Grace Lutheran Church |
| 9:10-9:15 | Secretary To Confirm Voting Quorum |
| 9:15-9:20 | Motion To Approve November meeting minutes |
| 9:20-9:35 | Special Guest – Mike Dent, Dir of Social Serv, Nevada Cty |
| 9:35-9:55 | 2014 Year-end Review |
| 9:55-10:55 | 2015 Operating Plan and Budget |
| | Motions & Votes: |
| | 1. 2015 Operating Plan & Budget |
| | 2. Nevada County Grant Funding |
| | 3. Operating Reserve Guidelines |
| | 4. Loan Pay Down Strategy |
| | 5. IFM Board Officers |
| | 6. Executive Director position |
| 10:55-11:00 | 2015 Calendar Review & Closing Remarks |

Vision and Mission

Vision

A community where no one should feel the hurt of hunger.

Mission

Interfaith Food Ministry feeds the hungry and works to reduce food insecurity in Nevada County. We help to sustain health, human dignity, and the opportunity for individuals to realize their full potential.

Strategic Goals

Stakeholders United To A Common Purpose

- Help our **Community** better understand what IFM does and how it benefits everyone.
- Actively support and help develop **Community Leaders and Partners** who share a common goal to end hunger and support healthier living.

Superior Financial Performance, Integrity & Stewardship

- Increased services and expenses will require **Sustainable Funding** sources and improved **Expense Management**.
- Be known for **Transparency, Accountability, Reporting,** and **Governance** compliancy.

Volunteer & Organizational Development

- Our volunteer staff will be encouraged to **Grow, Diversify, and Learn**.
- **Preserve our culture**

Deliver Through Operational Effectiveness & Efficiency

- **Optimize** technology, processes, and facilities.
- **Evolve Services** that support nutrition and a healthier lifestyle
- **Mitigate Risk** through ongoing focus on safe food handling practices, volunteer safety, and superior management.
- **Balance Simplicity** of the operation with the need to expand, evolve, and comply.

2014 Review

2014 Year-end Review - Accomplishments

- Expenses managed well
- De-Escalation training completed and ongoing plan in place
- Collaboration - 16 non-profits receiving food, new holiday collaboration with FBNC, Center For the Arts, Health and Human Services, Public Health Dept., Placer Collaborative
- New ground breaking with grants
- Successful transition to new building
- Sold Whiting Street building
- Hunger to Health - healthier options (eggs, peanut butter, brown rice) and cooking classes)
- Executive Committee formalized and meeting regularly

2014 Year-end Review - Challenges

- Donations less than plan (also less focus this year).
- Filling key positions - PR Marketing, Fundraising, Webmaster, Operations VP.
- Consistency in operations given the diversity of volunteers.
- Managing increased food costs.
- Engaging board and churches.

2014 Significant Facts

Client Profile

4762 (+37%) Registered families

3398 (+12%) Unique families

1134 New registered families

73% Adults

27% Children

11% Seniors

4.2% Homeless

Family Demographics

1 - 40%

2 - 20%

3 - 15%

4+ - 25%

Families with children - 36%

Visit Information

62,239 individuals served - +7%

25,148 families served - +13%

21% of our clients used our services 1 time only

67% of our clients used our service 3 times or more

Average 484 client visits a week - +13%

Food Provided

89,490 Bags of food +13%

\$275,260 spent on food +12%

Est market value of food - \$1,960,359 +12%

Holiday Meals Provided to Families

Easter - 886

Thanksgiving - NCFB

Christmas - 1067

2014 Year-End Client Stats

Interfaith Food Ministry Client Stats As Of December 31, 2014

Interfaith Food Ministry Client Stats As Of December 31, 2014				
Client Profile	2013	2014	Incr/Decr	% Inc/Decr
Total Registered Families	3,628	4,762	1134	31%
Families Who Used Our Services	3,047	3,398	351	12%
Adults	72%	73%	1%	1%
Children	28%	27%	-1%	-2%
Seniors (Included in Adult C	10%	11%	1%	13%
Homeless	2.9%	4.2%	1.3%	46%
Visit Information	2013	2014		
Total # Of People Served	58,399	62,239	3840	7%
Client Visits To Whiting St	22,272	25,148	2876	13%
Average Client Visits/Week	428	484	55	13%
% Who Visited 1 Time	23%	21%		
% Who Visited 2 Times	12%	12%		
% Who Visited 3+ Times	65%	67%		
Food Provided	2013	2014		
Total Grocery Bags	79,170	89,490	10,320	13%
Avg Bags/Family	3.55	3.56	0.010	0%
Avg \$ Value of One Bag (Staples + Food)	\$22	\$22	-\$0.17	-1%
\$ Value Of Food Distributed	\$1,747,712	\$1,960,359	\$212,647	12%
Donated	\$1,501,665	\$1,685,099	\$183,434	12%
Purchased	\$246,047	\$275,260	\$29,213	12%

2014 Financial Report

Highlights

➤ Revenue

- Individual donations were lower than expected by \$35.5K
- Grants & Business Contributions made of part of the shortfall (over-achieved by \$5.1K & \$4.4K)

➤ Expenses

- Managed well-Total \$3K variance to revised budget

➤ Balance Sheet

- Ending cash position was \$163.1K

2014 Financial Report

Profit & Loss Statement

in \$K		
		Actual
		2014
REVENUE		
Business Contributions		\$17
Individual Contributions		\$257
Fundraisers		\$46
Grants/Other		\$21
Total Revenue		\$340
EXPENSES		
Food and Food Supplies		\$264
Staff Expense		\$21
Other		\$100
Total Expenses		\$385
NET ORDINARY INCOME		\$(44)
OTHER I & E		
In-Kind Revenue		\$804
In-Kind Expense		\$804
Whiting Gain/Expenses Net		\$76
NET INCOME		\$32

2015 Operating Plan & Budget

2015 Operating Plan and Budget

Major Areas of Focus

- Healthy foods and healthy habits
- Operational efficiency (Clients In/Out Faster)
- Volunteer safety
- Volunteer staffing
- Seek increased & sustainable funding
- Public Relations
- Feeding the Hungry & Feeding The Soul

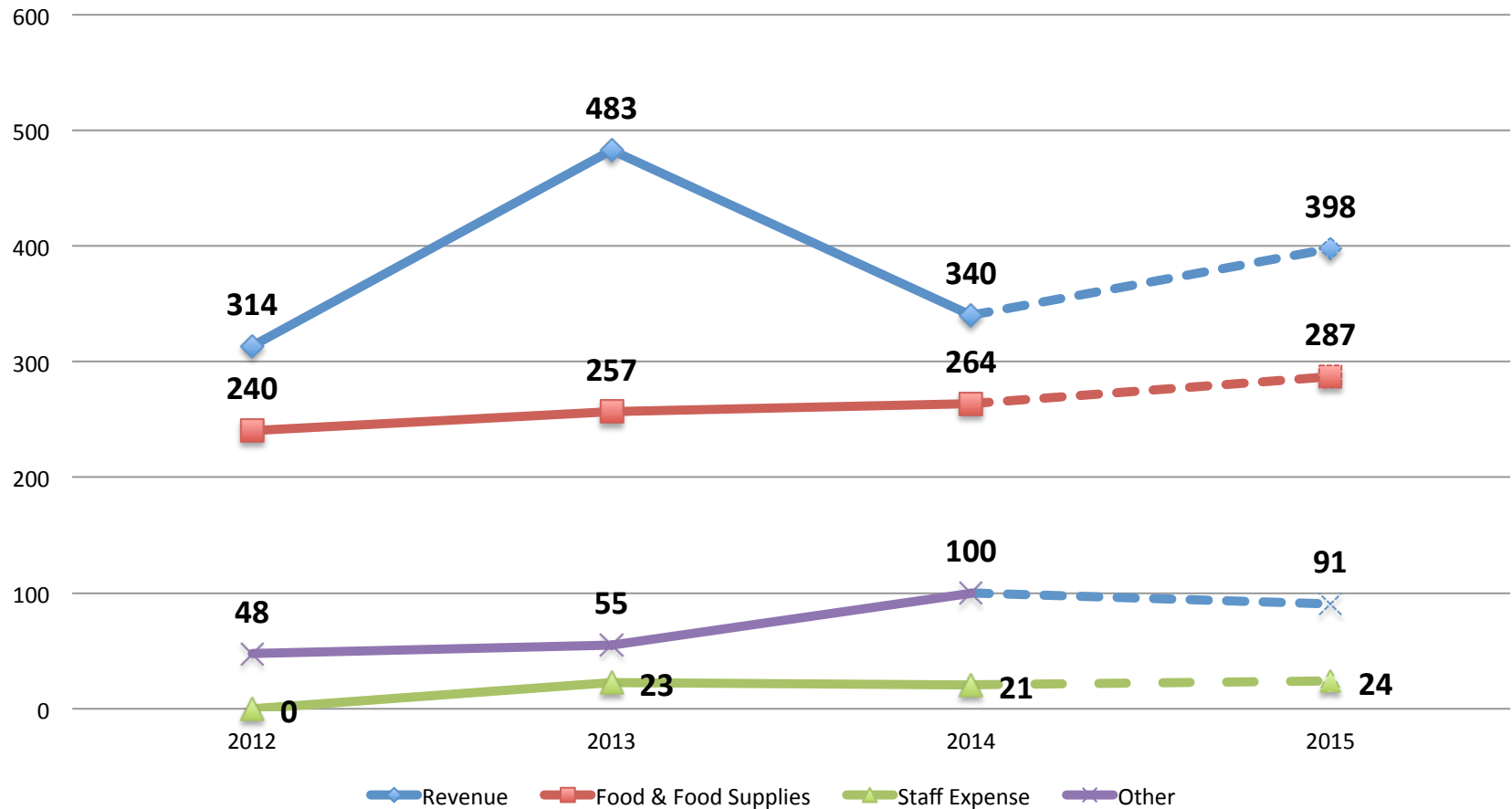
2015 Operating Plan and Budget

Major Assumptions

- No planned return to weekly service
- Client demand forecasted to increase - net 7%
- Revenue expected to be up 17% due to increases in Grants and Matching Campaign (Ind. Donations)
- Food expenses expected to increase by 9% (client growth 7%, inflation 2%)
- All other expenses expected to be down 5%
- Continuation of part-time ED position – no change in salary but adding sick pay policy that is legally required (\$.2K expense).

2015 Operating Plan and Budget

Trended P&L



Facility Fund Contributions by Year

2011 - \$97.0K

2012 - \$36.4K

2013 - \$127.6K

2014 - \$2.5K

2015 Operating Plan and Budget

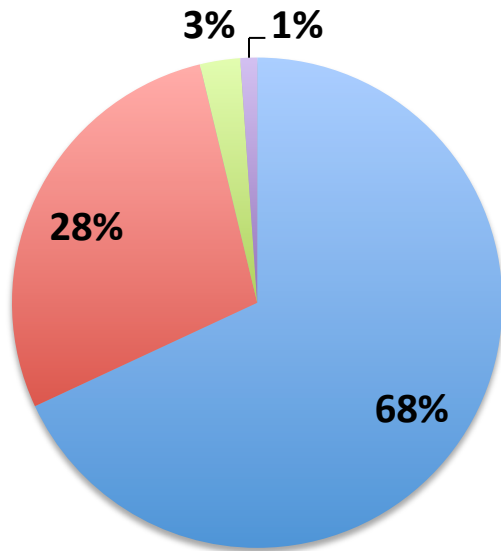
Budget Recommendation

in \$K				
	Actual	Budget		
	2014	2015	YoY	% inc/dec
REVENUE				
Business Contributions	\$17	\$17	\$0	0%
Individual Contributions	\$257	\$277	\$20	8%
Fundraisers	\$46	\$46	\$(0)	0%
Grants/Other	\$21	\$59	\$38	184%
Total Revenue	\$340	\$398	\$58	17%
EXPENSES				
Food and Food Supplies	\$264	\$287	\$23	9%
Staff Expense	\$21	\$24	\$3	16%
Other	\$100	\$91	\$(10)	-9%
Total Expenses	\$385	\$402	\$17	4%
NET ORDINARY INCOME	\$(44)	\$(4)	\$40	-91%
OTHER I & E				
In-Kind Revenue	\$804	\$802	\$(3)	0%
In-Kind Expense	\$804	\$802	\$(3)	0%
Whiting Gain/Expenses Net	\$76	\$-	\$(76)	-100%
NET INCOME	\$32	\$(4)	\$(36)	-113%

2015 Operating Plan and Budget

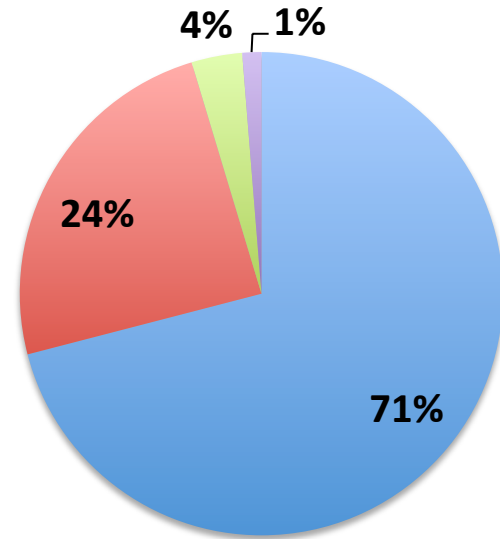
Expense Allocation-Food & Food Program

2014 = 96.2%



■ Food ■ Food Program
■ Fundraising ■ Admin

2015 = 95.3%



■ Food ■ Food Program
■ Fundraising ■ Admin

2015 Operating Plan and Budget

Grants (\$58.5K Plan/\$84K Ask)

- Soroptimists - \$5K/\$10K
- MSSB - \$2K/\$2K
- United Way - \$10K/\$15K
- SaveMart CARES - \$2K/\$2K
- WestAmerica Bank - \$1.5K /\$1.5K-Rec \$.5K
- RMH Charities - \$9K/\$12K
- Safeway/EI - \$5K/\$5K
- Sierra Health Foundation - \$0K/\$10K
- Starbucks - \$0K/\$2.5K
- CSBG* - \$24K/\$24K

2015 Grant Committee – Kathy Mollet, Lise Hinman & Rick Kahil

* = Requires Motion to Approve and Vote

2015 Operating Plan and Budget

CBSG Grant

- CBSG = Community Services Block Grant, Nevada County
- Originally applied for \$52,150 March 17, 2014 but were denied.
- Follow-up meeting with Health & Human Services leadership to understand denial and position IFM for future grants.
- In December HH&S contacted IFM offering \$24k with conditions.
 - Conditions include providing client demographic information not currently obtained by IFM (See next slide for draft form)
- Nevada County Board of Supervisors approved grant on Jan 13, 2015.
- Grant is not binding without IFM Board approval.
- Actions to provide requested information include
 - Surveying each client one time (HH&S will provide assistance for one month).
 - Modifying SoxBox to accommodate additional data fields (NTE \$1,000).
 - Providing summary report of findings to HH&S (**No client names provided**).
- **Recommended Motion:** Approve receipt of CBSG grant, contract#14F-3029 in the amount of \$24,000

2015 Operating Plan and Budget

CBSG Grant

Interfaith Food Ministry CBSG Data Collection Form **Registered Clients**

DRAFT Rev1 20-Jan-15

Please complete the requested information to the best of your ability. **NONE** of your personal information will be shared outside of IFM. IFM respects your privacy and will do its utmost to protect your information. The information you provide will help us obtain more money for nutritious food. Completion of this form is not required for you to obtain food but will help IFM obtain additional funding for food and operations if you do. If you elect to 'opt-out' of completing this form please fill-in your name, address, sign, and date.

Name:		
Address:		
City:	State: CA	Zip Code:

Health Insurance

# of Persons In Family with Health Insurance	
# of Persons Without Health Insurance	
# of Disabled Persons In Family	

Education Level all persons 24 Yrs or older (# of People)

0-8 Grade	
9-12 Non Graduate	
High School Graduate/GED	
12+ no degree	
College Grad AA or Higher	

Ethnicity/Race (# of People)

Hispanic, Latino, or Spanish Origin	
Not Hispanic, Latino or Spanish Origin	
White	
Black or African American	
American Indian or Alaskan Native	
Asian	
Native Hawaiian or Other Pacific Islander	
Other	
Multi-Race (any two or more of above)	

Income Source For Entire Family

	\$/Month
TANF (Food Stamps)	
SSI	
Social Security	
Pension	
General Assistance	
Unemployment	
Employed + Other	
Employed Only	
Other	

Family Type (Check One)

Single Parent/Female	Single Parent/Male	
Two Parents	Single Person	
Two Adults - No Kids	Other	

Housing (Check One)

Own	
Rent	
Homeless	
Other	

Anyone In Family (Check One)

Farmer	
Migrant farmworker	
Seasonal Farmworker	

IFM Client Signature: _____

Date: _____ **Opt-out**

2015 Operating Plan and Budget

Fundraisers

- Shredding Day - \$4K in May
- Gala Event – Net \$32K in May
- Paulette's - \$7K in September
- New Fundraiser – Matching Campaign – \$30K
Matchers/\$30K Donations - March and April
- Possible New Fundraiser – Year End Appeal –
Only if revenue is short of projection

Operating Reserve *Guidelines*

➤ Reasons for Having *Guidelines*

- Creates donor and funder confidence
- Reserving is a strong indicator of prudent/forward thinking management
- Indicates organization's commitment to reliable program delivery and sustainability

➤ Board Dynamics

- Board is conservative and takes a long term view to ensure that there are always resources available

➤ How much cash should IFM carry?

- Industry average is between 3 and 6 months of cash on hand.

- Recommended Motion: Carry no less than 3 months and no more than 6 months of operating cash to be measured forward each December 31st, taking into consideration at least a 2 year trending window

Operating Reserve Guidelines

Calculation

Annual expenses divided by 12, multiplied by 3 to get minimum reserve and multiplied by 6 to get maximum reserve

Projection

Ending Cash for 2014 - \$163.1K

Ending Cash for 2015 - \$150.4K

Based on IFM 2015 proposed budget

3 months cash \$99.9K

4.5 months cash = \$149.8K

6 months cash = \$199.8K

Loan Pay Down Strategy

- No pay-down recommended in 2015
 - except*
 - \$2.5K in donations received in 2014 that were targeted for Building Fund
- Evaluated at each year end
- Targeted Building Fund donations will be paid against the loan in the first quarter of the following year
- When and if cash exceeds 6 months (looking forward) there will be a recommendation for loan pay-down

- **Recommended Motion:** No pay-down recommended in 2015 except for donations that are specifically targeted to pay down the building loan.

Board Officer Vote

➤ Nominees

- President – Bob Thurman
- Vice President – Rick Kahil
- Treasurer – Kathy Mollet
- Assistant Treasurer – Peggy Wymer
- Secretary – Susie Nelson

➤ **Recommended Motion:** To approve all nominees for 2015 IFM Board officer positions as listed above.

Executive Director Position

➤ Areas of Responsibility

- Operations
- Fund Raising
- Administration

➤ Expectations - 20-25 hrs per week

➤ Time Allocation	OPS	Fundraising	Admin	AVG/WK
2013 (9mos)	58%	32%	10%	27 hrs
2014 (12mos)	80%	15%	5%	27 hrs

- **Recommended Motion:** Renew the Executive Director position for 2015 with the objective to spend more time on Fundraising and less time on Operations to get the allocations more in line with 60 - 65% OPS, 30% Fundraising and 5-10% Admin.

2015 Calendar

IFM 2015 SCHEDULE OF EVENTS

Event	When	Activity/Location	Time
Board Meetings	4th Tuesday	Each Month - IFM	9:00 - 11:00 am
Annual Meeting	Jan. 27	IFM	Tuesday, 9:00 - 11:00 am
Matching Campaign	March/April	Raise funds	
<u>EASTER</u>	<u>April 5</u>	<u>Distribution Days</u>	<u>Monday, March 30</u> <u>Wednesday, April 1</u> <u>Friday, April 3</u>
<u>Fill the Trailer</u>	<u>May 1-4</u>	<u>Grocery Outlet</u>	<u>Fri - Mon, 8 am - 8 pm.</u>
<u>Hands Against Hunger</u>	<u>May 2</u>	<u>IFM</u>	<u>Saturday, 5 pm - 9 pm</u>
<u>Shred Day</u>	<u>May 16</u>	<u>Owens Plaza</u>	<u>Saturday, 8 am - noon</u>
<u>Volunteer Luncheon</u>	<u>May 19</u>	<u>Twin Cities Church</u>	<u>Tuesday, 11:00 am</u>
MEMORIAL DAY	May 25	IFM CLOSED	Monday
LABOR DAY	Sept. 7	IFM CLOSED	Monday
<u>U.S. Postal Drive</u>	<u>Sept. 14</u>	<u>Prepare Boxes</u>	<u>Monday, 2-4 pm</u>
<u>Food Collection</u>	<u>Sept. 15</u>	<u>Sort Food</u>	<u>Tuesday 12-4 pm</u>
	<u>Sept. 16</u>	<u>FM CLOSED - Sort</u>	<u>Wednesday</u>
<u>Spaghetti Dinner</u>	<u>Sept. 26</u>	<u>Paulette's</u>	<u>Friday, 5-8 pm</u>
Food Bank of Nev. Co.	Nov. 17, 19	Thanksgiving meals	
THANKSGIVING	Nov. 27	IFM CLOSED	Friday
CHRISTMAS	Dec. 25	IFM CLOSED	Friday
<u>CHRISTMAS</u>	<u>Dec. 25</u>	<u>Distribution Days</u>	<u>Monday, Dec. 14</u> <u>Wednesday, Dec. 16</u> <u>Friday, Dec. 18</u> <u>Monday, Dec. 21</u> <u>Wednesday, Dec. 23</u>
NEW YEAR'S DAY	Jan. 1, 2016	IFM CLOSED	Friday

UNDERLINED ACTIVITIES INDICATE A NEED FOR ADDITIONAL VOLUNTEERS

A Place At The Table