



IFM Annual Meeting of the Board and Member Churches, January 24, 2017

Board Officers Present

Sue Van Son, Executive Director
Kate Laferriere, Development Director
Rick Kahil, Vice-President
Kathy Mollet, Treasurer
Mary Ellen Tracy, Secretary

Board Members Present

Gaye Rogers, Grace Lutheran
Hilary Dart, Sierra Center for Spiritual Living
Judi Wade, Twin Cities
Diane Chang, Seventh Day Adventist
Joan Pell for Joan Denzler, Sierra Pines Methodist
Debi Johnson, First Baptist, G.V
Cheri Eckholt, Grass Valley United Methodist
Nancy Koring, St. Patrick's
Jeff Hebert, St. Canice Catholic
Leal Portis, Unitarian Universalist
Marnie Ratkovsky, Emmanuel Episcopal
Jim Schroeder, Peace Lutheran
Pam Sufleski, Sierra Presbyterian
Tim Gizzi, Calvary Bible

Absent

Bob Thurman, President
Jan Kelly, Christian Science Church

Introductions were made and attending clergy were welcomed.

Sue Van Son led us in prayer.

Board secretary confirmed a quorum was in attendance.

Minutes of the November 22, 2016 meeting were approved unanimously.

Sue Van Son

Sue shared IFM's 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.

2016 ACCOMPLISHMENTS

Sue Van Son reviewed a list of accomplishments for 2016 including hiring a Development Director, creating and beginning to implement a nutrition policy with increased client communication regarding this policy, and better meeting the needs of the homeless population.

2016 CHALLENGES

Among the challenges shared were finding volunteers for the many off-site activities and some difficulty with the CalFresh start up and need for 3 more volunteers.

2016 KEY DISTRIBUTION FACTS

Rick Kahil

- The number of new families served is down 23%..
- The number of individuals served is down 13%.
- The amount of food given to families is up 5%.
- 92,534 grocery bags of food were given to clients

2016 FINANCIAL REPORT

Kathy Mollet

Summary balance sheet, profit and loss statement, and highlights vs. budget were shared.

- Total revenue better than expected by \$47,400. This was due mainly to an unexpected donation of \$15,000 and the matching campaign.
- Food, food supplies, and staff expenses were underspent, and operations expenses were overspent.
- Ending cash on 12/31/16 was \$268,700.

2017 PLAN AND BUDGET

Major Areas of Focus - Kate Laferriere and Sue Van Son

- Three major fundraisers – matching campaign, Gala (all proceeds going to pay off the building) and Hunger Run
Note: sponsors for tables and donations for silent auction needed for gala.
Note: Hunger Run will be Sept. 23 on a course going through Grass Valley. It will be a family event.
- Increase followers of IFM's newsletter, Facebook, and website

- Create a diverse, systematic, and sustainable development plan to meet annual funding needs
- Expand/enhance community collaboration
- Promote 30 years of IFM serving Nevada County
Note: Feb. 14 will be declared IFM Day at 9:00 at the Rood Center
- Continue and enhance CalFresh advocacy program
- Collaborate with Public Health in the area of Diabetes
- Partner with United Way to open for distribution one Saturday a month
- Deepen the implementation of the nutrition policy
- Expand cooking classes, refining the sign-up process

Note: IFM is concerned about our clients who are diabetic or pre-diabetic. We are watching the sugar content of the food we buy such as peanut butter and cereal. There is a focus on protein and produce. Broccoli will be purchased for the next few months.

Major Financial Assumptions

Kathy Mollet

- Revenue expected to be flat
- Food expenses expected to increase by 18% (more nutritional food and Saturday distribution one Sat. a month beginning in May)
- All other expenses down by \$14,000 (no external audit and anticipated solar system savings)
- Continuation of part-time Executive Director and Development Director
- Gutter replacement not to exceed \$3,000 (capital expenditure)

Kathy shared budget recommendations, the trended profit and loss of 2014-2017, the expense allocation for food and food program of 2016 and 2017 projections (note: in 2017 there is a 93.2% projection for food and food programs)

Cash on hand - \$269,000

Cash required per guideline - \$151,000

Recommendation: pay down USDA loan by \$90,000 in February 2017

Goal: Pay off the loan by 2021

2017 Grants and Fundraisers

Kate Laferriere

2017 Grants (\$83,000 Budgeted/\$77,100 Ask)

Grants listed as in process, awarded, and still to do.

2017 Fundraisers with goals

Sponsored by IFM

- Matching campaign - \$80,000
- Gala - \$30,000
- Paulette's Spaghetti Dinner - \$5,200
- Grand Prix (Hunger Run) - \$12,000
- Sponsoring a Family - \$7,000

Coordinated with other organizations

- E-Scrip sign-ups with SPD and Save Mart - \$3,000
- Shred Day with Owens Financial \$4,000
- Independence From Hunger with Grocery Outlet - \$6,500

A motion to approve the 2017 operating plan and budget as presented was voted on and approved unanimously by the fourteen present Member Church's voting representative.

A motion to approve paying down the USDA loan by \$90K in February 2017 was voted on and approved unanimously by the fourteen present Member Church's voting representative.

A motion to approve gutter capital expenditure of up to \$3K was voted on and approved unanimously by the fourteen present Member Church's voting representative.

2017 Schedule of Events

Sue Van Son

Calendar was presented.

Underlined activities indicate a need for additional volunteers.

Holiday distribution Saturdays are problematic in terms of traffic. There will be a change for Easter distribution. It will be held each distribution day for the 2 weeks prior to Easter. Clients will receive a mini bag with their meat selection. Clients will then be poled and their feedback will be evaluated to see if we also change the Thanksgiving and Christmas distributions.

Suite A Use Discussion

Sue Van Son

- No current policy regarding who should use Suite A
- Various entities, mainly non-profits, have requested use recently
- Project Heart was recently approved
- Executive Committee Usage Guideline Recommendations:
 - USDA compliant
 - Insurance provided by user
 - No affect on IFM programs
 - Minimal impact on staff
- There is no charge for users
- Question of how this might affect property taxes was raised
- Diane Chang will look into this and report back at the next meeting.
- Vote postponed

Board Officer Vote

Nominees:

President – Bob Thurman Vice

President - Rick Kahil Treasurer –

Kathy Mollet Assistant Treasurer

– Karen Holt

Secretary – Mary Ellen Tracy

Motion to approve all nominees for 2017 IFM Board Officers as listed above was approved unanimously.

Executive Director and Development Director Job Hours Summary

Rick Kahil

Executive Director – Sue Van Son

Areas of Responsibility

- Operations (major) – 81% time
- Administration – 8% time
- Fund Raising (Jan. – March)- 11% time

Expectations –20-25 hrs. per week

Average hours per week for 2016 – 23 hours

Development Director (April – December) Kate Laferriere

Areas of Responsibility

- Operations (minor) - 2% of time
- Administration – 12% of time
- Fundraising (major) 86% of time

Expectations – 20-25 hrs. per week

Average hours per week – 23 hours

Those in attendance expressed appreciation for the dedication of these two directors in their ongoing work at IFM to feed the hungry and reduce food insecurity.

Request for Food

Sue Van Son

North Gold Senior Mountaineers is a non-profit located in North San Juan asking to receive food from IFM. They would use this food to feed lunch to seniors. Rusty, their cook, would come at the end of our distribution day once a week to see what was left that he could use to make lunch. He would take only food that was donated, not purchased. The food they receive would not take away from our families.

Motion to approve this request for food was approved unanimously.

Meeting adjourned. Next board meeting is scheduled for February 28th.

These meeting minutes provide a record of significant conversations and agreements presented on January 24, 2017. In the case where there may be discrepancies between these minutes and the presentation, the meeting minutes shall prevail. For your reference the presentation is available on the IFM website www.interfaithministry.com.