

Feeding Families, Fueling Hope

2013 Annual Meeting, January 28, 2014



Web: www.interfaithfoodministry.org

Phone: 530 273-8132

Email: info@interfaithfoodministry.org

Mail: PO Box 1174 Grass Valley, CA 95945

Agenda

- 8:30 - 9:00 Mingle, Coffee & Snacks
- 9:00 - 9:05 Welcome - Bob Thurman
- 9:05 - 9:15 Prayer - Reverend Michael Griffin
- 9:15 – 9:30 General Business - Introductions, Confirm Quorum, Approve November Minutes
- 9:30 - 9:45 2013 Report
 - Highlights - Sue Van Son
 - Financials & Key Measures – Rick Kahil and Kathy Mollet
- 9:45 - 10:00 Hospitality House & Salvation Army – Approve Request For Food
- 10:00 - 10:10 Henderson St Construction & Whiting St Sale Update – Bob Thurman & Kathy Mollet
- 10:10 - 10:25 Guest Speaker: Paul Haas - The \$4.50 Food Challenge
- 10:25 - 11:00 2014 Looking Forward
 - Approve Mission revision and Strategic Plan – Bob Thurman
 - Approve 2014 Budget – Kathy Mollet
 - Approve 2014 Operations Plan – Sue Van Son
 - 2014 Calendar – Sue Van Son
- 11:00 - 11:10 Election IFM Officers
- 11:10 - 11:15 Next Meeting – February 25, 9am, Whiting Street

2014



Mission & Vision

Core Values

Strategy

2014 Budget

2014 Operations Plan

GOT CHANGE?



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Vision & 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, helping to sustain health, human dignity, and the opportunity for individuals to realize their full potential.

Values - The Foundation To Deliver



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.

Strategic Goals

Volunteer & Organizational Development

- Our volunteer staff will need 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



A LOOK *at the* **BUDGET**

2014 Budget Assumptions

- Henderson Street construction complete by March 1, 2014 with a move in by April 1, 2014
- Whiting Street marketed for sale but NOT forecasted to sell in 2014 (conservative approach). Building assumed to be unoccupied by April 1, 2014
- Total clients served forecasted to increase 27%. Assumes return to weekly service July 1 + 4% increase in client demand
- Total food costs expected to increase by 20% (3% inflation offset by 3% cost savings and increased distribution offset by reduction in bag/client of 1.22 to 1.04)
- Continuation of paid part-time Executive Director, same salary but an entire year in 2014

2013 vs. 2014 Budget

in \$K	Actual	Budget	YoY	% inc/dec
	2013	2014		
REVENUE				
Business Contributions	\$22	\$18	\$(4)	-18%
Individual Contributions	\$340	\$318	\$(21)	-6%
Fundraisers	\$106	\$115	\$9	8%
Grants/Other	\$15	\$12	\$(4)	-25%
Total Revenue	\$483	\$463	\$(20)	-4%
EXPENSES				
Food and Food Supplies	\$256	\$308	\$51	20%
Staff Expense	\$23	\$25	\$3	12%
Other	\$55	\$115	\$60	110%
Total Expenses	\$334	\$448	\$114	34%
NET ORDINARY INCOME	\$149	\$14	\$(134)	-90%
INKIND				
In-Kind Revenue	\$867	\$900	\$33	4%
In-Kind Expense	\$867	\$900	\$33	4%
NET INCOME	\$149	\$14	\$(134)	-90%

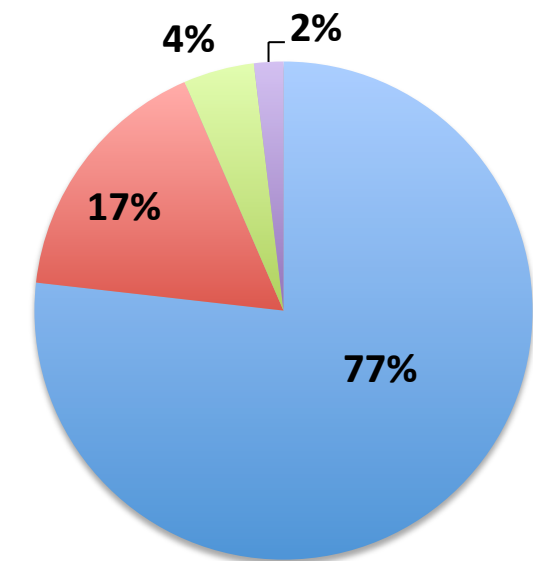
2014 Budget-Other Expense Detail

in \$K	Actual	Budget	YoY	% inc/dec	
	2013	2014			
OTHER EXPENSES DETAIL					
Accounting Charges	\$1	\$4	\$3	238%	Audit
Bank Fees/PayPal	\$1	\$1	\$0	9%	
City,County,State Fees	\$2	\$4	\$2	82%	New Building
Depreciation	\$4	\$10	\$5	126%	New Building
Fundraising/Special Events	\$7	\$7	\$(0)	-3%	
Insurance	\$2	\$8	\$6	239%	New Building
Landscaping	\$-	\$1	\$1	0%	
Loan Interest	\$3	\$19	\$15	496%	New Building
Misc.	\$0	\$0	\$0	13%	
Office Expense	\$2	\$3	\$0	3%	
Repairs/Maintenance	\$6	\$14	\$8	133%	New Building
Small Furniture/Fixtures	\$-	\$5	\$5	0%	New Building
Training	\$-	\$1	\$1	0%	
Trash Disposal	\$9	\$11	\$2	24%	New Building
Utilities	\$15	\$27	\$11	76%	New Building
Volunteer Mileage	\$1	\$1	\$0	8%	
Total Other Expenses	\$55	\$115	\$60	110%	

Expense Allocation

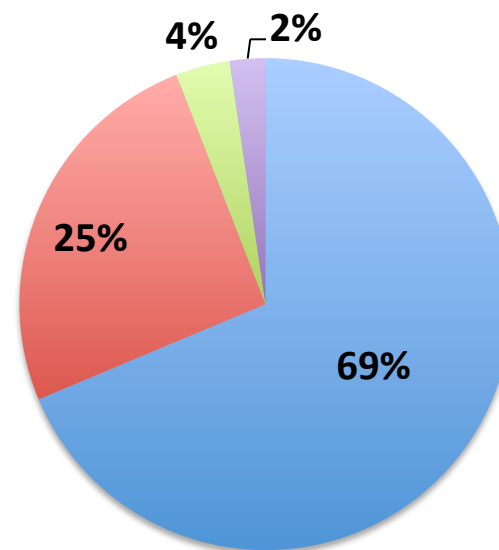
Food & Food Program

2013 = 93.5%



■ Food ■ Food Program
■ Fundraising ■ Admin

2014 = 94.1%



■ Food ■ Food Program
■ Fundraising ■ Admin

2014 Operation Goals



2014 Goals and Objectives

Deliver Through Operational Effectiveness and Efficiency

- Prepare new building to begin service at Henderson Street by April 2, 2014
- Support efficient and effective transition to new building
 - Communicate to volunteers, clients, and the community
 - Conduct open house/ribbon cutting, April 2014
 - Develop new procedures and train Supervisors to implement
 - Develop standardized distribution and sorting practices
- Return to weekly service for all clients by July 1, 2014 (volunteer and donation dependent)
- Continue to evolve Hunger to Health initiative
 - Increase amount and quality of protein products available to County's low income residents (County grant requirement)
 - Provide healthier food options, cost and client dependent (low sodium, no hot dogs, brown rice, etc)

2014 Goals and Objectives

Volunteer and Organizational Effectiveness

- Groom leaders and establish backups for key IFM positions
- Board President and ED to meet semi-annually with all volunteers
- Develop volunteer safety plan and practices – Train and post
- Actively recruit new volunteers and develop introductory training program
- Develop and formalize Executive Committee
- Acknowledge volunteers through luncheon and other means

2014 Goals and Objectives

Stakeholders United To A Common Purpose

- Develop consistent communication with present donors
- Support & collaborate with other community food services (NCFB, Salvation Army, Health and Human Services, etc)
- Communicate - Who are our clients, how can they be helped, how does the community benefit?
- Define and develop Partner recognition program
- Collaborate with local restaurants
- Support increased Board and church advocacy
- Support United Way fundraising efforts

Superior Financial Performance, Integrity, and Stewardship

- Income - Meet 100% of expense requirements through fundraisers, various donor management initiatives, and grants
 - Target operational fundraising goal is \$115K from one major, five smaller, & Operation Turkey fundraisers
 - Target grant goal: \$11.5K from United Way and/or other opportunities
 - General donations to fund remaining expense requirements \$336K
 - Historical analysis to better target donor giving patterns and with development of targeted donor campaigns
 - Maintain sufficient capital replacement fund for long-term repair/replacement of Henderson St building assets
- Expense
 - Reduce food costs by 3% to offset inflation factor without reduction in quantity or quality

Superior Financial Performance, Integrity, and Stewardship

- **Fiduciary and Stewardship**

- Provide requested metrics to Nevada County that supports freezer grant of \$15,000
- Comply with all tax reporting laws including collection of sales tax on all applicable 'sales'
- Comply with all raffle reporting requirements
- Conduct and comply with 2013 financial audit that supports United Way partner requirements and other grant opportunities
- Comply with USDA loan "Letter of Conditions"
- Provide summary and full 2013 Annual Report
- Conduct annual insurance review and seek to reduce costs
- Implement improved banking services including online bill pay, payroll services, and better overall online capabilities which support better internal controls
- Ensure all grocery store receipts are approved by the receiver and turned over to the Treasurer (quite a few missing in December as an example)
- Design and implement a signature authorization matrix

Officer Election

<u>Position</u>	<u>Nominated November 26, 2013</u>
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Board President	Bob Thurman
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Board Vice President	Rick Kahil
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Assistant Treasurer	Bernie Del Gado
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Secretary	Connie Wright
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Note: A new Treasurer, Kathy Mollet, was elected via electronic vote on December 15, 2013 effective January 1, 2014.

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