



Zoom IFM Board Meeting, November 2, 2021 at 9:00 a.m.

Board Officers

Phil Alonso, Executive Director
Naomi Cabral, Development Director
Venus Paxton, Program Manager - **Absent**
Bob Thurman, President
Rick Kahil, Vice President
Sandy Hakala, Treasurer
Robert Emmett, Assistant Treasurer - **Absent**
Laura Perry, Assistant Treasurer
Maxine Palmer, Secretary

Board Members

Tim Gizzi, Calvary Bible - **Absent**
_____, Christian Science Church - **Absent**
Deborah Wilder, Church of Latter Day Saints of N.C.
Carol Fegté, Emmanuel Episcopal
_____, First Baptist Church - **Absent**
Gaye Rogers, Grace Lutheran
Kari Gaul, Grass Valley United Methodist - **Absent**
Eleanor Kenitzer, United Methodist of N.C.
Jim Schroeder, Peace Lutheran
Diane Chang, Seventh Day Adventist
_____, Sierra Center for Spiritual Living - **Absent**
Joan Denzler, Sierra Pines Methodist
Julie Clutter, Sierra Presbyterian
Jeff Hebert, St. Canice
Linda Grube, St. Patrick's
Karen Hoida, Trinity Episcopal of N.C.
Judi Wade, Twin Cities
Anne Lyon, Unitarian Universalist

It was confirmed we had a quorum.
Prayer was led by Naomi Cabral.

Jeff Hebert moved to approve the September 2021 minutes as written. Anne Lyon seconded the motion. The motion was approved with all in favor. Laura Perry shared that the current loss from the Treat Street booth is \$3,144.98 (\$1,000 was reported in the minutes). There is about \$1,000 worth of leftover soda from the booth at IFM and Carmen (HOLA Tortillas) has agreed to purchase it over time for her store. Phil felt the final loss will be at least \$2,000.

Q3 Client Statistics - Rick Kahil

- Of our clients, 75% are adults and 25% are children. This has remained pretty constant.
- The average number of visits per distribution day in Q3 was 130. Daily visit totals have increased in Q4 and are now close to last year's daily totals.
- IFM has given out 32.8% more food this year compared to last year.
- Bob shared that clients are saying how much they appreciate our fresh food on social media.
- Rick shared that the retail value of the food given out is up 53%.
- 38% of clients only come in for food once or twice a year.
- IFM currently has 10,334 different client families (22,095 different individuals).
- Bob suggested IFM encourage clients to sign up for medical insurance during the open enrollment period along with Cal Fresh. Phil said they would include it in the December client newsletter.
- Diane said in her husband's (doctor) experience, most clients have medical but not dental or vision. Phil said that United Way does a once-a-year event for dental and vision care. IFM could support this event by advertising it.

Q3 Financial Report - Sandy Hakala

- Revenue for Q3 was \$167K. This is \$61K over our conservative budget of \$106K.
- Food expense for Q3 was \$115K. This is \$25K over budget.

- Q3 staff expenses were \$35K. This is right on budget.
- Q3 operating expenses were \$38K and right on budget.
- Year-to-date net revenue is \$199K. This is \$56K under budget.
- IFM's cash balance is \$1.186M. Last year at this time, it was \$616K.
- \$500.1K is at RW Baird. The income from this account has not yet been booked. Sandy and Laura are going to discuss how to do this.
- The money at RW Baird is divided into two portfolios. Portfolio A (13% stock funds, 6% balanced funds, 79% taxable bond funds, 2% cash) has \$1.1K dividends and \$7.3K gains. Portfolio B (11% stock funds, 4% balanced funds, 85% taxable bond funds) has \$1.1K in dividends.
- Nothing at RW Baird has been sold for realized gains. Jeff felt this is an ultra-conservative portfolio and suggested we revisit our strategy in January to try to keep up with inflation.
- Sandy said that if interest rates in banks increase, we may also consider moving some back to banks.
- Bob said we will discuss the long-term strategy more at the January meeting. We will also discuss the CDBG grant and how we may need to supplement parts of it with cash (due to inflation).

Bookkeeper Position - Sandy Hakala and Phil Alonso

- The Executive Committee is recommending a paid bookkeeper position for 20 hours per week at \$25 per hour to replace one of the current Assistant Treasurer volunteer positions. The fully-loaded hourly rate would be \$31. The fiscal impact would be \$32,240 annually.
- The volunteer Assistant Treasurer currently spends 10-12 hours per week, every week, on IFM work and the job requires specific skills. IFM is growing and Phil feels this is really a core position. The CDBG grant reporting will increase the workload to about 15 hours per week and Phil needs an additional 5 hours per week for administrative help. This brings the total hours per week for the new position to 20.
- The bookkeeper position will be fully funded for the next two years, mostly by the CDBG grant.
- Phil said additional funding sources will be sought at the end of the two-year period. This position will report to the treasurer. Bob said we will re-visit this position two years from now but felt it was probably unlikely we would revert back to an unpaid position. Sandy shared that this being an unpaid position is possibly the reason we lost Karen (the previous volunteer assistant treasurer).
- **Jeff Hebert moved IFM create a paid bookkeeper position at an average of 20 hours per week and at a cost of \$5400 for the remainder of 2021. Eleanor Kenitzer seconded the motion. The motion was approved with all in favor.**
- The bookkeeper position will be built into the 2022 budget that will be voted on by the Board in January.
- No changes will be made to the other current Assistant Treasurer volunteer position that is responsible for recording donations and assisting with donor acknowledgments.

Grants Update - Phil Alonso and Naomi Cabral

- The CDBG grant award of \$465,000 will be reimbursed as funds are used. The cost of the refrigerated truck to be purchased is higher than the amount in the grant. Delivery of the new truck is not expected until July or August of 2022. The current truck will be street legal until January 2023. Placer Food Bank is allowing IFM to decide what to do with the current truck (return it to them or sell it out of state). Due to its age and on-going issues, Rick Kahil suggested giving the old truck back to Placer Food Bank. Bob has begun conversations with potential contractors for the generator.
- A California Non-Profits grant in the amount of \$25,000 to help pay for utilities was awarded in October 2021. Naomi wrote this grant.
- We are waiting to hear about a Community Resiliency grant of \$100,000 and a BriarPatch CAUSE grant of \$6,000 for food insecurity.
- Naomi and Phil plan to apply for food insecurity grants from WestAmerica Bank, United Way and Wells Fargo.
- Deborah Wilder suggested IFM contact each of the seven local rotary clubs and request \$2,000 in support. She also suggested this request could be expanded to include the Elks, Lion's Clubs, and Kiwanis. Phil felt these organizations could also be potential volunteer pools. Bob suggested IFM make a methodical, annual approach to all of these organizations.

Donor Metrics and Acknowledgment - Phil Alonso and Naomi Cabral

- Individual donations for Q3 were \$147,393 which is \$95,963 less than Q3 2020. 2020 was an anomaly because of COVID-19. There were 92 new donors in Q3, probably due to recent newspaper and social media efforts. Phil said he would look at donor retention numbers.
- Beginning in October, donor lists will be requested every two weeks from Robert Emmett so donor acknowledgments can be done within a month of receipt of the donation. Karen Poskus is handling the acknowledgments now but may need help when Sponsor A Family donations begin.
- Deborah Wilder asked how many were monthly recurring donors. Phil thought maybe 30-40 but he will try to get a more specific number.

Hunger Run - Phil Alonso and Naomi Cabral

- \$2,000 was paid to Alta Sierra for use of the course.
- There were 35 runners. 25 were pre-registered and 10 showed up at the course. The virtual run continues from October 30th to November 13th.
- There were 25 volunteers.
- Seven business sponsors contributed a total of \$4,574 and registration funds were \$818, for a total gross revenue of \$5,392. Total expenses for ads, etc., were not reported yet.
- Phil and Naomi suggest keeping this as IFM's primary signature event. They felt we need to consider a less expensive venue. Phil stressed the venue should, however, be a unique, fun place runners don't usually get to go.

Sponsor A Family - Phil Alonso and Naomi Cabral

- Phil said Board members will have hard-copy fliers and cards in their mailboxes at IFM by 1:00 p.m. tomorrow. These will also be on the website. It is hoped people will mail these cards to friends and family saying that a donation has been made in your name to IFM. Phil asked that Board members put up the fliers and pass out cards to their congregations and others.
- Media blitz activities are planned for social media, KNCO, ads in The Union, etc.
- Naomi said a mass mailing will go out early next week and that she has volunteers to help stuff envelopes. Gay asked to have a copy of the mass mailing letter to give to members of her congregation.
- Giving Tuesday is December 7th and IFM will be participating through a digital and social media campaign.

Operations Update - Phil Alonso

- Phil said there is a need to recruit more traffic control volunteers to deal with exceptionally long lines of cars. Rick shared that he feels we will need more on an on-going basis and not just for the holidays.
- IFM will be open two Saturdays, November 20th and December 18th, from 3:00-6:00 pm to distribute holiday meals only. Phil said he needs to recruit 2 check-in volunteers for those dates. Diane asked how this would be advertised. She emphasized that we really just want holiday meal clients only (to shorten lines on regular distribution days). Rick Kahil said he would try to identify them and send a list with phone numbers to Phil. Phil could then arrange phone calls to these clients.
- Food Access Saturday will have holiday bags and regular food for clients on November 13th and December 7th. Phil still needs to meet with the new Executive Director at United Way to discuss phasing out Food Access Saturday and shifting the focus to the school pantry program and the Toy Run.
- United Way has taken the lead on this year's Toy Run. IFM will be contributing 300 bags of food (sides) and United Way will provide the meat. IFM will also provide the use of the truck and a volunteer truck driver. Rick and Phil will discuss how to monitor IFM client participation.
- Cal Fresh initial contacts are trending down. Q3 applications started and completed are about the same as Q1 and Q2. 300 staff hours were used in Q3 for approximately 15 applications. Rick Kahil suggested we consider whether this program is productive enough for the staff time involved.
- Phil alerted the Board members to the possibility we will go over the food budget slightly for 2021. 18% of our food purchases so far have been local. Diane Chang expressed delight that more and better food is being provided to clients since IFM is doing so well financially. Phil said next year's food budget will need to be larger because of inflation and for the purchase of more locally produced food.

Board Meeting Dates - Bob Thurman

- Bob suggested the next Board meeting be moved from November 23rd to December 7th.
- **Jeff Hebert made a motion to move the regularly scheduled November 23rd Board meeting to December 7th at 9:00 a.m.. Joan Denzler seconded the motion. The motion passed with all in favor.**
- Bob reminded Board members that the annual meeting is January 25th, 2022, at 9:00 a.m. Board members are encouraged to invite their clergy. The meeting may be virtual again but Jeff is checking to see if St. Canice Hall is available. It is a large venue and social distancing would be possible. Jeff will let us know in December.

Respectfully submitted,
Maxine Palmer
IFM Secretary