



Zoom IFM Board Meeting, December 8, 2020 at 9:00 a.m.

Board Officers

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

Guests

Todd Parker
Bernadine Delgado
Carol Fegte - Emmanuel Episcopal
- Trinity Episcopal
- New Board Member
Laura Perry - New Assistant Treasurer

Board Members

Tim Gizzi, Calvary Bible
Janet Kelley, Christian Science Church - **Absent**
Marnie Ratkovsky, Emmanuel Episcopal
_____, First Baptist Church - **Absent**
Gaye Rogers, Grace Lutheran
Kari Gaul, Grass Valley United Methodist
Eleanor Kenitzer, N.C. United Methodist
Jim Schroeder, Peace Lutheran
Diane Chang, Seventh Day Adventist
_____, Sierra Center for Spiritual Living - **Absent**
Joan Denzler, Sierra Pines Methodist - **Absent**
_____, Sierra Presbyterian - **Absent**
Jeff Hebert, St. Canice
Nancy Koring (Jeff Hebert), St. Patrick's
Judi Wade, Twin Cities
Anne Lyon, Unitarian Universalist

Rick said he saw Nancy Koring and that she sounded good and that Nancy said to say hi to everyone. It was confirmed we had a quorum.

Eleanor Kenitzer led the group in prayer.

Jim Schroeder moved the November minutes be approved as submitted. Eleanor Kenitzer seconded the motion. The motion was approved with all in favor.

Introductions & New Assistant Treasurer

- Bob Thurman welcomed Carol Fegte who will be replacing Marnie Ratkovsky as a representative for Emmanuel Episcopal on the Board. Carol is a volunteer on Thursdays at IFM stocking shelves. She expressed how impressed she is with IFM and is excited to become a Board member.
- Bob thanked Marnie for her many years of service to the Board. Marnie plans to continue her volunteer work as a receptionist at IFM as soon as her new shoulder heals enough.
- Sandy Hakala shared that Karen Holt, Assistant Treasurer, is retiring February 1, 2020 and plans to travel in her new RV. Bob said Karen will be missed and has been a valuable asset. Phil wanted to give her a special acknowledgement for all she has done to help him with all the new grants and the accounting that goes along with them. Naomi shared that Karen Holt will be featured in the December newsletter.
- Sandy Hakala introduced Laura Perry as her recommendation to replace Karen Holt as Assistant Treasurer. Sandy has a lot of experience working with Laura and feels she has the skills to do a good job. Laura recently finished coursework for a degree in accounting and is excited about using her new skills to volunteer for IFM.
- **A motion was made by Jeff Hebert to remove Karen Holt as Assistant Treasurer, install Laura Perry as the new Assistant Treasurer, and to put Laura Perry on the following bank accounts: Tri Counties accounts ending in 3008 and 7316 and the Wells Fargo account ending in 6445. Marnie Ratkovsky seconded the motion. The motion was approved with all in favor.**
- Laura will begin cross-training through the month of December with Karen. Then Laura will take control in January with Karen there for support.

2021 Budget Preview - Sandy Hakala

Revenue Assumptions

- Taking into account the uncertainties for 2021, the projected revenue is \$625K, a 35% decrease from 2020.
- This assumes revenue from Businesses will be the same as 2019, Individual contributions will be the same as 2018 plus 10%, and grants will be \$110K. Fee for Service (re-payments from partnerships for food) will be \$55K. This revenue assumption does not include the CDBG Grant.

Food Expense

- Total food expense is projected to be \$385K, which is a 22% increase over 2020.
- This total assumes projected costs for locally grown/produced food will be \$60K, Food for Partner Organizations will be \$57K and other purchases, \$268K. Much of the Food for Partner Organizations \$57K will be reimbursed in the Fee for Service above in revenue.

Staff

- Salaries for staff are currently under review.
- Sandy is setting a benchmark of 20% of revenue for staff expenses.

Operations Expenses

- Projected Operations Expenses for 2021 is \$140K, which is a 5% increase over 2020.
- Operating Efficiency Improvements (largely COVID-19 related) will be 10K.

The bottom line is to expect 2021 to be breakeven at best, and possibly for expenses to exceed revenue by 30-40K. IFM has money in its accounts (due to community generosity this year) to cover possible expenses that exceed revenue. Sandy is currently researching donated food costs and will be using a new “standard” in 2021. She will send out the proposed 2021 Budget before the January Board meeting.

Reserve

- At Sandy’s urging, a five year facilities maintenance/replacement reserve has been established to cover things such as the roof, refrigerator and freezer, AC/Heater units, parking lot sealing/re-striping, etc.
- An initial amount of \$112K has been set aside because of the age of some of these things—and there will be an annual amount of \$16K added to the account.
- Sandy feels that since we are now funding a facilities maintenance/replacement reserve, we can back off on the monthly operating expense reserve—from 4-6 months to 2-3 months.

Sandy shared IFM has had two stock donations added to the account at Baird and that we need to put in place an investment policy. Baird will work with IFM on this at no charge. Sandy also suggested we move the Facilities Reserve to Baird so it gets more than a money market rate. The Board has already approved an account at Baird.

Next Steps

- Sandy is near completion of a Profit and Loss Budget and creating a projected cash flow and balance sheet. She is busy creating a 5 year Annual Plan (2021-2025) and is analyzing ending cash. She feels comfortable recommending a \$40K payment on the USDA loan (for our current building) this year. Diane Chang said that many donors want to be sure their donations go to the benefit of our clients. Rick assured Diane we have increased the amount and quality of food we are giving clients (See Rick’s Client Stats below.)
- **Jim Schroeder made a motion to pay \$40K toward the USDA loan this year, which will take the balance down to approximately \$86,000. The motion was seconded by Eleanor Kenitzer. The motion was approved with all in favor.**

2019 vs. 2020 Distribution Stats YTD - Rick Kahil

- Of an estimated 15,000 Nevada County Food Insecure Individuals, IFM reached 54.1% in 2019 and 65.5% in 2020.
- Unique families served has gone from 3,662 in 2019 to 4,326 in 2020—an increase of 18.1%.
- Unique individuals was 8,120 in 2019 and went up to 9,828 in 2020—an increase of 21%.
- Total family and individual visits were up between 4.2 and 4.4 % respectively in 2020.
- Total bags of food in 2019 was 93,602 and in 2020, 125,628 bags were given out—an increase of 34.2%.

New Program Manager - Phil Alonso

Phil introduced Venus Paxton, who is the new Program Manager. She started in the position December 1st and will be at IFM all distribution days to manage operations. Her job will include expanding and improving operations, partnerships and outreach to the community. Venus has been a volunteer at IFM for approximately 4 years and was chosen by her peers to be supervisor for the Thursday crew. She has experience with gardening and gained knowledge of food safety/food handling from work as a waitress.

Operations - Phil Alonso

COVID Protocols

Phil has added cautions regarding travel in his morning announcements. Volunteers that travel should follow guidelines, get a test and isolate before coming back to IFM. Volunteers sign in each day and answer COVID health questions. He reminds everyone to remain vigilant.

Kiosk Update

Four booths were purchased for check-in volunteers. Phil was recently told the ship date was set back to December 18th. He will e-mail volunteers regarding this and hopes to have them in place by January.

Thanksgiving Distribution

The cost of turkeys went from 19 cents per pound last year to \$1.65 this year—for a total cost of \$16,000 for chickens and turkeys for Thanksgiving distribution. This is one of those unexpected food costs. Luckily, IFM had a Safeway grant for \$10,000 to put towards this purchase. Approximately, 1100 families received holiday meals and 1,086 of them were new families. Jeff Hebert asked about the Christmas hams and they have already been secured from Grocery Outlet.

Toy Run

The Toy Run (motorcycle riders) usually goes from the Rood Center to the Fairgrounds. This year, however, the fairgrounds is unable host the event so Phil said IFM would do it. The Toy Run will go from 12:00-6:00 at IFM this Saturday, December 12th, with toys being dropped off first and families driving through later to pick up toys and holiday meals. Connie, Rick and Anna have searched our client lists for families with children that may want to participate.

Partnerships

- The High School Food Pantry continues with a drive-thru model.
- The senior meals and groceries from IFM through Gold Country Senior Services continues.
- We have two new partnerships next year, one with Friendship Club and another with two domestic violence groups through the CSBG grant.
- Rick also shared TK Momentum is a courier service for about 10-12 of our families who cannot get to IFM to pick up their food. It is expected the number of clients using this service will grow.

Fund Development - Naomi Cabral

- Acknowledgements have been sent out to about 400 donors for the 3rd quarter.
- For Sponsor a Family, 1,720 letters were sent and so far we have raised \$98,577. Our goal was \$100,000.
- Naomi is beginning to plan for the Matching Campaign that will be held in the month of March and first week of April. She will contact the 8-10 matching donors who pledge \$40-50K in January. Naomi plans to begin advertising the campaign in February and preparing the mass mailing.

Personnel—Board Members and Officers Only - Bob Thurman

- There was discussion regarding bonuses for personnel.
- **Jeff Hebert made a motion to increase Phil's salary to the new required minimum wage level which takes effect 2021. The motion was seconded by Anne Lyon. The motion passed with all in favor.** This motion will allow us to increase his salary to this new level beginning January 1st.

The next Board meeting will be January 26th, 2021 at 9:00 a.m.

Respectfully submitted,
Maxine Palmer
IFM Secretary

