



## Zoom IFM Board Meeting, May 25, 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 - **Absent**  
Sandy Hakala, Treasurer  
Robert Emmett, Assistant Treasurer - **Absent**  
Laura Perry, Assistant Treasurer  
Maxine Palmer, Secretary

### Guests

Gary Grube

### Board Members

Tim Gizzi, Calvary Bible  
\_\_\_\_\_, Christian Science Church - **Absent**  
Carol Fegte, Emmanuel Episcopal  
\_\_\_\_\_, First Baptist Church - **Absent**  
Gaye Rogers, Grace Lutheran - **Absent**  
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  
Ken Buchanan, Sierra Presbyterian  
Jeff Hebert, St. Canice  
Linda Grube, St. Patrick's  
Karen Hoida, Trinity Episcopal of Nevada City  
Judi Wade, Twin Cities  
Anne Lyon, Unitarian Universalist - **Absent**

It was confirmed we had a quorum.

### Introduction of New Board Members - Bob Thurman

- Linda Grube is the new Board member representing St. Patrick's. She and her husband have lived in Grass Valley 35 years and are honored to be a part of IFM.
- Ken Buchanan is considering being a Board member representing Sierra Presbyterian.
- Karen Hoida is the new Board member representing Trinity Episcopal of Nevada City. She has lived in Nevada City 9 years and as a volunteer at IFM, was excited to see the quality of the food IFM gives to clients.
- Both Ken Buchanan and Karen Hoida mentioned that it was Carol Fegte who encouraged them to become Board members.
- Phil welcomed everyone and shared how the coordination of so many churches is unique in this area. He also emphasized that there are many different kinds of volunteer opportunities at IFM.
- Jim Schroeder made a motion to approve Trinity Episcopal of Nevada City as a new member congregation to the Interfaith Food Ministry Board of Directors. Carol Fegte seconded the motion. The motion was approved with all in favor.

Prayer was led by Naomi Cabral.

Jeff Hebert moved the February and April minutes be approved. Kari Gaul seconded the motion. The motion was approved with all in favor.

### Client/Partner Survey - Phil Alonso

- Prior to confirming an investment strategy, IFM is in the process of completing a client/partner survey to see if there are any client needs today that should be addressed. To date, approximately 450 client surveys have been completed.

- Data from these surveys is being entered and Phil hopes to have the results in June. This information will be used to help us to decide our investment strategy.
- Phil is also talking to IFM's partner agencies (Hospitality House, United Way, Friendship Club, Campus Life, Spirit House Day Centers, Domestic Violence Center, Food Bank of Nevada County, Gold Country Senior Services, high schools, and more) to determine any needs they may have. So far, some have expressed a desire to share in our food buying power. This could mean IFM would need more food storage space. Some partners have also expressed a desire for more client services (such as CalFresh and other things) and education.

#### **Donor Acknowledgment - Naomi Cabral and Phil Alonso**

- Naomi has been working on enhancing the donor acknowledgment process.
- Donors were acknowledged on a quarterly basis at the beginning of 2021. Between January 1-April 15th there were 1,151 donations (777 unique). 750 postcards were sent to every donor with an address and 54 handwritten notes were sent to donors giving \$1,000 or more. Karen Poskus (a volunteer) made 312 phone calls to donors.
- The goal is to eventually complete donor acknowledgments on a monthly basis. From April 15th-May 15th, there were 206 donations (194 unique). 193 postcards were sent, 6 handwritten notes were mailed, and 125 phone calls were made.
- Linda asked if these acknowledgments included non-monetary donations. Phil said these acknowledgments were only for monetary donations from individuals, churches, businesses and service clubs. They hope to work on acknowledging in-kind donations in the near future.
- Jim Schroeder has also made many calls to donors and asked for more lists to call.

#### **Fund Development - Naomi Cabral**

- We lost Paulette's Spaghetti Dinner (due to retirement), but we still have the Match Campaign and Sponsor a Family—both mail-in campaigns.
- Naomi said IFM's Facebook donations were \$10,000 last year and help off-set the loss of Paulette's.
- Naomi is currently working on a Benefit Concert and Hunger Run (both virtual) that are both scheduled for September. She is working on getting sponsors.
- A Shred Day was just held by Owen's Financial for IFM that brought in \$8,000. They've been doing this fundraiser for IFM for about four years.
- Bob shared that the goal of fundraising is to help the community understand the issue people face with food insecurity. Our fundraisers will hopefully draw people toward volunteering as well as donating.
- Naomi expressed a desire to speak at more churches regarding IFM's program and volunteer needs.

#### **Grant Update - Phil Alonso**

- Phil shared that IFM was recently awarded the CSBG grant for \$50,000. Most of this is designated for food for our new Domestic Violence partner groups and for single parent families impacted by the pandemic.
- We were just awarded the EFSP grant for \$15,000. This grant is also designated for food.
- Teichert awarded IFM \$4,000 to go toward the replacement of IFM's old AC/Heat units.
- The CDBG grant for \$500,000 is still going forward. This grant will provide a generator, refrigerated truck, possible cold kitchen, expanded garden program, and more locally purchased food. Once received, this money must be spent within 2 to 2 1/2 years.
- A grant was written to Cal Nonprofits for \$25,000 and is still pending.
- A grant written to Albertsons for \$25,000 was denied. Last year IFM received approximately \$73,000 in donations from Albertsons (\$50k, \$10k, \$13k). This year, they asked for financial documents with the grant proposal and since their grants are needs-based, we didn't qualify.
- There are plans to apply soon for grants from the Welz Family Foundation (\$5k), the Sierra Health Foundation (\$6k), Grocery Outlet Independence From Hunger program (\$7k), and Wells Fargo (\$5k).

#### **COVID Protocols - Bob Thurman**

- IFM currently has a mask mandate for volunteers and clients in accordance with county and state requirements.

- Diane Chang shared that June 15th, the state government plans to drop the mask mandate for those who are vaccinated. Diane said she is still waiting for the CalOSHA guidelines that are expected May 28th. At this point, we don't know if Nevada County will choose to be more restrictive than the state because we are still in the red tier.
- Bob announced that on June 15th, IFM will comply with county and state recommendations.
- When asked if volunteers should designate their vaccine status on the sign-in sheet, Phil said he did not want to create division. He said he was not comfortable with mask enforcement for some and not others. He would prefer the honor system and that IFM would continue to provide masks and gloves. Diane shared that vaccinated people are at very little risk.

#### **Expense Approval - Phil Alonso**

- Board approval is needed for any expense over \$1,000 that is not budgeted.
- Phil would like to do a deep cleaning and degreasing of the floors in the whole building.
- The Cleaning Solution has given Phil a bid of approximately \$1800 to deep clean and degrease the floors. Volunteers will help move everything. Phil suggested a motion for \$2,000 to be sure all costs are covered.

**Jeff Hebert made a motion \$2,000 be approved for the deep cleaning and degreasing of all the floors at IFM. Joan Denzler seconded the motion. The motion was approved with all in favor.**

#### **Facilities - Bob Thurman**

- Bob has contacted Brewer Heating and Air Conditioning to replace three AC/Heat units. A portion of the costs will be funded by the Teichert grant (\$4k) and the remaining balance will come from the facilities reserve.
- Bob said we need to repair the entire roof. This is fully funded through the facilities reserve. The solar panels will have to be removed first.
- Bob said there is a plan to remove the islands in the parking lot to improve through-traffic for clients and for Beam Center trucks. Again, this is fully funded by the facilities reserve.

#### **General Business - Bob Thurman**

- Michele Gaudinier, Human Resources volunteer, just finished updating the Employee Handbook. This new version will be signed and given to current and new paid employees.
- Jeff asked if volunteers should receive this handbook. Diane said we have a summary list of things we give to volunteers so there is no need they receive the entire handbook.
- Bob also asked Michele to do a Compensation Study of nonprofits in the area to get salary and benefits information. This information will be used to see if we're being equitable. Bob said we will have a recommendation for staff compensation at the next Board meeting.

#### **Zoom or In-Person Board Meetings - Bob Thurman**

Bob asked Board members, "Assuming masks go away June 15th, what do you think about in-person Board meetings?" Some Board members said they would like in-person meetings. Others said they prefer to continue Zoom meetings. Some felt it was easier to hear the discussion in a Zoom meeting—especially if you have hearing issues. Bob suggested a combination Zoom and in-person meeting might be a good solution. In the meantime, we will continue Zoom meetings.

Next Board meeting will be held June 22nd at 9:00 a.m. by Zoom. Bob also asked the Board members to consider going to quarterly meetings (instead of monthly).

Respectfully submitted,  
Maxine Palmer  
IFM Secretary