



Zoom IFM Board Meeting, July 27, 2021 at 9:00 a.m.

Board Officers

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

Guests

Deborah Wilder, Church of Latter Day Saints

Board Members

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

We did not have a quorum with only eight Board members in attendance. We need nine for a quorum.

Naomi Cabral led the group in prayer.

Deborah Wilder from the Church of Latter Day Saints was introduced. She coordinated a recent food drive for IFM at the Church of Latter Day Saints. Deborah, an attorney who is active in a construction consulting business, would like to see her congregation be more involved with IFM.

Minutes

Jeff Herbert asked that corrections be made in the Investment Strategy section of the June 22nd minutes to reflect \$500,000 in Baird and that the investment strategy will be \$250,000 in 20% equities/80% cash and \$250,000 in 15% equities/85% cash. The corrected minutes for the June 22nd Board meeting and the minutes for the June 29th Board meeting will be approved at the next meeting.

Finance - Sandy Hakala

- **Revenues** YTD are ahead of budget by \$142,000. Even though we are still ahead of plan, Sandy expressed concern that we have had two consecutive months of being significantly behind last year's totals. This may indicate a new trend. We conservatively budgeted \$180,000 for Q2 and Q2 revenue was \$215,00 or \$35,000 over budget. Business contributions and grants helped push us over budget.
- **Food expense** YTD continues to be under budget by \$27,000. Q2 was \$13,000 under budget. We have spent \$11,000 more this year than last year to date on more and better quality food.
- **Staff expenses** of \$32,000 for Q2 were right on budget. This is \$7,000 over Q2 2020.
- **Operating expenses** were \$33,000 for Q2 which is \$3,000 under budget.
- **Cash balance** at the end of June was \$1.196 million. At the end of Q2 in 2020, our cash balance was \$400,000.

- Tim Gizzi asked why we call it profit when we are a non-profit organization. Sandy agreed that profit is probably not the appropriate term. Other, more appropriate terms suggested were net assets, excess revenue, or revenue over expenses. Sandy will research the appropriate term for it.

Investment Strategy - Sandy Hakala

- Ken at Baird is currently working to implement the investment strategy agreed upon by the Board. He is moving money into various funds.
- Since they have just started investing the funds, Sandy said she would not have a report on how it is doing until the end of Q3.

Grants - Phil Alonso

- **CDBG** grant for \$465,000 is expected to be voted on by the Board of Supervisors August 24th and is fully expected to be approved.
- **EFSP** grant for \$15,000 for food only was awarded in May 2021. Laura Perry is doing a great job tracking the expenses to be charged to this grant.
- **Teichert** grant for \$4,000 for new heating/AC units was approved in June and the work was completed in July. This grant funded a little more than half of the cost of the two units installed.
- **CSBG** grant for \$50,000 for food and staff time was awarded in June 2021. IFM can go retroactive with expenses to be applied to this grant.
- **Albertson's Foundation** for \$50,000 for food for families with children was awarded in July.
- There are plans to apply for grants from United Way, West America Bank, and Wells Fargo Bank for an amount totaling \$5,000 for food insecurity.
- Grants from Dutch Brothers and Sorooptimist are pending. A California Non-Profits grant was not successful.
- The total for all grants is \$589,000 (or \$119,000 plus \$5,000 pending without CDBG).
- Rick Kahil asked if school backpacks for children would be an acceptable expense for the CSBG grant. Phil said he would check on this since it would free up money for families to spend on other household bills.

CDBG Grant - Phil Alonso

- Final approval for the CDBG grant is expected on August 24th when the Nevada County Board of Supervisors votes on this grant for \$465,000 (to be used for items listed below).
- The funding period in which to submit expenses will be September 1, 2021 to December 31, 2023.
- A **generator** for \$55,200 will be ordered as soon as possible. This generator will cover the entire building. (After the meeting, Bob Thurman asked to correct this to say the generator will cover the refrigerator and freezer and a couple of plugs in Suite B. If we have money and space for a larger whole building generator, we may consider it.)
- A **refrigerated truck** for \$130,000 will be purchased right away. Phil is currently looking at a refrigerated box truck 22-24 feet long that is slightly used. The truck we have now has 450,000 miles on it and can no longer legally be used beginning January 2022.
- **Expand reach** for \$70,000 for increased client access to food.
- **Procure produce** for \$65,000 from local producers.
- **Garden education** program for \$34,800.
- **Nutrition education** program for \$25,000 for classes and to pay Wendy for her services.
- **Cold kitchen** for \$85,000 to be reconsidered at a later date.
- **Expand Program Manager** position to 30 hours per week to help with all the extra work generated by this grant.
- A motion will be needed at the next Board meeting to proceed with the expansion of the Program Manager position once the Board of Supervisors vote to approve the grant.

Client Statistics - Rick Kahil

- The client demographics have only varied about 1% during the 10 years Rick has been doing this. Of our clients, 75.2% are adults, 24.8% are children, 27.4% are senior and 7.2% are homeless.
- In 2020, we had a spike caused by a lot of new clients and re-activated clients. Then during 2021, other services in the community kicked in, thus our client numbers for 2021 have dropped.

- The average visits per distribution day for Q2 are 117, which is 25.2% lower than Q2 2020.
- IFM gave out 80,904 bags of food in Q2, which is 37.7% higher than Q2 2020.
- Families are probably coming in less often because we are giving out more and better quality food.
- Phil thanked Rick, Rita and Connie for all the data collecting and behind the scenes work. Phil feels we are so successful with grants because we have good data. Phil also shared that non-profits have had to be flexible to meet the community needs. Phil thanked the Board for embracing this flexibility.

Donor Management - Phil Alonso

- Phil shared a chart showing the number of acknowledgments and calls completed this year for donations.
- IFM began the year sending acknowledgments quarterly, but has gradually moved to sending postcards, letters, and making calls on a monthly basis. June 1-30 was the first month of “monthly acknowledgments”.
- On average, there are around 200 donations per month.
- Karen, a volunteer, makes all the calls to donors.
- Phil said they hope to get the handwritten letters to donors giving \$1,000 or more out sooner. There were 5 handwritten letters for the month of June and they are not scheduled to go out until July 29th.
- Number of donors per month compares pretty closely to 2019 (pre-pandemic). 2020 had much higher donor numbers per month because of COVID-19.

CalFresh - Phil Alonso

- From Q3 2019 to Q2 2021, there were 15-20 applications completed per quarter.
- Rick suggested adding staff hours used for the CalFresh program to this report.
- During this time period, there has been a decrease in the number of conversations Steve has had with clients regarding CalFresh. The change to drive-through distribution has given him less time to interact with clients and gather names for Naomi to call regarding the CalFresh program.
- In July, the county just renewed our CalFresh contract for another year.

Fund Development - Phil Alonso and Naomi Cabral

Treat Street Booth at the Fair

- The opportunity to have a food booth at the fair came up about 10 days ago and we decided to go for it.
- Hola Tortilla of Nevada City will help IFM volunteers make approximately 3,000 tamales ahead of time to be kept in the IFM freezer until needed each day at the fair.
- The booth will also be offering beans, rice, flan-like dessert and a hibiscus drink. Jeff Hebert suggested we also consider offering water so customers getting food don't need to stand in yet another line for a drink.
- Naomi has a way for volunteers to sign up using Sign-up Genius. Volunteers are needed each day starting yesterday for 2-3 hours each day until the fair starts, helping to make tamales at Hola Tortilla. Volunteers are also needed for 4-and 5- hour shifts (5 volunteers per shift) in the food booth at the fair. Volunteers will be given free admission to the fair the day they volunteer.
- Naomi said she has about 25 volunteers already but needs about 30 more.
- Phil said the goal is to make about \$10,000. IFM will be splitting the expenses and the profits with Hola Tortilla.
- Phil got discounted meat from SPD for the tamales and is purchasing produce from local farms.
- IFM and the Food Bank of Nevada County will also have a booth at the fair on community service day (Thursday).
- IFM is a sponsor for the fair this year and featured in their ads/pamphlets.
- Rick Kahil encouraged Phil, Naomi, and Board members to check in on the booth at the fair to offer support to the volunteers.

Citizens Who Care

- Phil thanked a Lake Wildwood group called Citizens Who Care that recently held a recycling event for IFM.
- It was more successful than they expected and they plan to make it a monthly event.
- IFM has agreed to let them use the IFM truck to transport the recycled material for redemption.

- This same group picks up trash along Highway 20 for LWW.

Freedom Festival

- Grocery Outlet and Penn Valley True Value Hardware teamed up to hold a concert in LWW on July 2nd called the Freedom Festival for the benefit of IFM and the Food Bank of Nevada County. About \$5,000 was made in donations and raffle tickets the night of the concert.
- Phil thanked both of these businesses for the efforts.
- The festival/concert kicked off a month (July) of donations being collected by Grocery Outlet. If a customer donates \$5, they receive a \$5 coupon from Grocery Outlet. IFM and Food Bank of Nevada County will share the proceeds.
- Both Safeways are also collecting donations for IFM during the month of July.

Church of Latter Day Saints

- Deborah Wilder is a guest at today's meeting and is also the person who coordinated a recent food drive for IFM at the Church of Latter Day Saints.
- Phil thanked Deborah and her church for their donation of several bags of food.
- Deborah expressed a desire to see her church become more involved in support of IFM and asked about the process required for her church to become a member of the Board.
- Deborah offered to be on a fundraising committee.

Benefit Concert and Dinner

- A benefit concert and dinner is planned for September 18th. It will be held in the IFM parking lot.
- Naomi hopes to have a comedian to kick off the night, followed by a performance by Purdon's Crossing with dinner being served during the performances.
- Eleanor Kenitzer offered to help Naomi with the food preparation since she often does this for her church. It was also suggested Hola Tortilla be considered to provide the food.
- Naomi agreed with Rick that food handlers would need to be licensed.
- Naomi said she is going to see if Peace Lutheran will let us use their kitchen.
- Tickets for the concert and dinner will probably be \$20-\$30. The goal is to make \$10,000 with ticket sales and sponsorships.

4th Annual Hunger Run

- The Hunger Run returns to Alta Sierra on October 30th.
- Up-front costs will be approximately \$2,000 with the goal of making about \$5,000—mostly from sponsorships.
- We are keeping it simple this year with no food. Phil said they are considering a Halloween theme.
- Naomi is also exploring a virtual option.

Operations - Phil Alonso

- Phil shared that the distribution line inside the building has been streamlined. Baskets for distributors are pre-filled with the pre-bagged food. The new line no longer blocks one of the fire exits. Since we are now allowing clients to come in weekly, it is hoped the new distribution process will be faster and able to handle the larger numbers of clients expected during the holidays.
- Venus also up-dated and added fire extinguishers throughout the building.
- The Executive Committee has been having discussions regarding whether to require all volunteers to mask or not mask in light of the current Delta variant surge. After some discussion with the Board, it was decided to continue with guidelines required by the local health department and not have IFM exceed the current guidelines. IFM will encourage all volunteers to consider wearing masks in light of the current surge and that all un-vaccinated volunteers will be told they are required to mask inside under current state and county guidelines when near others. Rick shared that with our current level of new cases in Nevada County, we would be in the most restrictive tier if the tiers were still being used. Eleanor shared that we should be protecting the organization itself by taking preventive measures. IFM will change its requirements if the county changes its requirements.

The next Board meeting date will be announced within the next two weeks.

Respectfully submitted,
Maxine Palmer
IFM Secretary