



**IFM Meeting of the Board and Member Churches, November 27, 2018, at 9 a.m.**

**Board Officers Present**

Phil Alonso, Executive Director  
Kate Laferriere, Development Director  
Bob Thurman, President  
Rick Kahil, Vice President  
John Brusher, Treasurer  
Maxine Palmer, Secretary

**Board Members Present**

Tim Gizzi, Calvary Bible  
Janet Kelly, Christian Science Church  
Marnie Ratkovsky, Emmanuel Episcopal  
Gaye Rogers, Grace Lutheran  
Cheri Eckholt, Grass Valley United Methodist  
Jim Schroeder, Peace Lutheran  
Diane Chang, Seventh Day Adventist  
Pam Sufleski, Sierra Presbyterian  
Jeff Hebert, St. Canice Catholic  
Nancy Koring, St. Patrick's  
Judi Wade, Twin Cities  
Connie Wright, Unitarian Universalist  
Eleanor Kenitzer, United Methodist of Nevada City

**Absent**

Debi Johnson, First Baptist, G.V.  
Sharon Ross, Sierra Center for Spiritual Living  
Joan Denzler, Sierra Pines Methodist

The group was led in prayer by Kate Laferriere.

It was confirmed that we have a quorum.

Jeff Hebert moved to approve the October minutes, and Cheri Eckholt seconded the motion. The minutes were approved.

## **SIERRA COLLEGE STAFF AND STUDENTS REQUEST FOR FOOD**

### **Anita Bagwell, Supervisor of Student Services at Sierra College**

- Anita Bagwell, as well as two student representatives, Colleen and Karen, expressed a desire to partner with IFM to provide students in need with food. 80% of the students at Sierra college are low income. The state of California is now offering one free year of college to students who never thought they would be able to go to college. Many of these students and others need support with food to help them meet the demands of studying. Phil will work with Anita to further this partnership. Jeff Hebert also suggested some of the students might offer to volunteer at IFM.

## **NEW BOARD MEMBER**

### **Eleanor Kenitzer - Nevada City United Methodist**

- Eleanor shared that Nevada City United Methodist has had its own food closet but feel at this point they need to partner with a larger organization. The members of the church voted to close their food closet and to begin a partnership with IFM.
- Nancy Koring moved to approve Eleanor Kenitzer representing Nevada City United Methodist as a new member of the board. Jim Schroeder seconded the motion and it was approved.
- From fund raisers they hold at Christmas and Easter, United Methodist of Nevada City presented a check to IFM in the amount of \$750.

## **ANNUAL FORM RENEWING COMMITMENT TO IFM**

### **Bob Thurman - Annual Meeting Reminder**

- Bob reminded board members to invite clergy to the annual meeting to be held January 22nd, 2019, at 8:30 a.m. at IFM.
- Remember to complete the Annual Form renewing commitment to IFM and bring it to the meeting or give to Phil Alonso.

## **ANNUAL MEETING PREVIEW**

### **Bob Thurman - Strategies and Goals**

- Seek to diversify revenue stream.
- Increase % of revenue from grants because individual donations are getting harder to get.
- Explore basic expense management control.
- Extend our reach to clients by partnering with Meals on Wheels, Sierra Harvest, United Way and others.
- Encourage fiduciary oversight and transparency.
- Investigate possible food prep area at IFM.
- Possible Goals/Measures of Progress might include Zero Hunger, Zero Waste, Zero Accidents and food illness & 20/25 whole-sum food goal.

### **John Brusher - Budget Assumptions for 2019**

#### **Revenue**

- Individual donations averaged 53% of revenue in last 3 years. Assume we can increase donor count with outreach, publicity and partnerships.
- Fundraisers averaged 28.5% of revenue in last 3 years. Assume an increase over 2018 as 2019 will include a Gala.
- Grants averaged 15% of revenue in last 3 years. Assume an increase over 2018 by identifying new sources.
- Business contributions are forecast at flat compared to last year, excluding Raley's contribution, which is expected at zero in 2019.
- Risk is that the trend for all categories of donors is declining.

#### **Expenses**

- Food cost is 62% of total expense budget.
- Food cost for 2019 is expected to be near 2018 budget level. Current assumption is a 2.5% growth in clients in 2019. Assuming we will continue to get favorable food pricing from Placer County Food Bank, these savings can be utilized to buy higher quality fresh food for clients from Placer County Food Bank as well as local growers.

## **2019 Profit & Loss Summary**

- Revenue, compared to 2018, is expected to tick up a little.
- Expenses include no new major expenses. Food costs are expected to be flat. Staff expense will be up \$11K (to reflect a full-year expense for Executive Director). Operation expenses are expected to be up \$10K due to increases in fundraising (Gala), depreciation (parking lot, floor in Suite A), and fuel (PCFB truck).
- Cash Flow assumes no loan down payment in 2019. Net revenue is expected to be slightly negative and is dependent on ending cash balance at 12/31/18. Assume we can maintain cash reserve of 4.5 times monthly expenses.

## **YEAR-END FUNDRAISING**

### **Kate Laferriere**

- Sponsor a Family goal for this year is 3,000. 657 families have been sponsored to date. Please encourage friends and families to sponsor a family.
- Feed the Need saw donations quadruple on the day IFM volunteers stood at the doors at both Safeways encouraging participation. Safeway has so far delivered three pallets of food from this fundraiser.
- Hunger Is (Safeway Grant Program) gave IFM a check for \$6800 for its store ambassadors that worked in September 2018.
- Christmas Craft Fair gave a discount to those entering who donated a can of food. IFM received 19 full boxes of food. Fair management was impressed with IFM's organization and is eager to partner in the future.
- Giving Tuesday was promoted through Facebook and through Guide Star.
- KNCO will have Kate Laferriere on to promote Sponsor a Family.

## **OPERATIONS UPDATE**

### **Phill Alonso**

- Phil will attend Kiwanis this month to promote IFM.
- The new director (Janeth) from gold Country Community Services wants to partner more with IFM. Their Gold Country Meals on Wheels program currently serves 160 seniors with an additional 200 seniors on the waiting list. IFM currently works with them on the gleaning program.
- Sierra Harvest has identified 6 local schools with the most needy families. They partner with these schools on gardens and would like to send extra food to these schools.
- Food Access Saturday (IFM/United Way) on November 10th had a good turn-out. Turkeys and Thanksgiving meals were distributed to 56 families.
- Thanksgiving Meal Distribution was a success. A total of 1,204 families received Thanksgiving meals (1127 IFM, 13 Salvation Army, 56 Specialty). There was some leftover food and turkeys so the early Christmas distributions will have the choice of turkey or ham. For the Christmas distribution, Food Bank gave us 900 USDA frozen hams, canned green beans, and cranberry sauce. There will be a Food Bank sign-in sheet at the window. Salvation Army purchased margarine and biscuits for us.
- Development Director position currently filled by Kate Laferriere will be vacant in May or June of 2019. The position currently includes fundraising/events, social media/marketing, grants, and donor management. Phil has had 3 people express interest and is hoping this number will grow. It is possible to divide this position between 2 people if needed.
- A volunteer Facilities Manager (fix-it person) is needed. This, too, can be 2 or 3 people.
- Drivers are still needed along with packers and sorters.

**Next meeting will be January 22, 2019, 8:30 a.m. This will be the Annual Meeting so please invite your congregation's leadership. Please bring completed Board Member Forms.**

The meeting was adjourned.

Respectfully submitted,  
Maxine Palmer, Secretary