



**Zoom IFM Meeting of the Board and Member Churches, April 28, 2020 at 9:00 a.m.**  
(There was no meeting in March because of the COVID-19 crisis and stay-at-home order.)

#### **Board Officers**

Phil Alonso, Executive Director  
Naomi Cabral, Development Director  
Bob Thurman, President  
Rick Kahil, Vice President  
John Brusher, Treasurer  
Robert Emmett, Assistant Treasurer - **Absent**  
Karen Holt, Assistant Treasurer - **Absent**  
Maxine Palmer, Secretary

#### **Guests**

Todd Parker, GV United Methodist  
Sandy Hakala, Candidate for Treasurer  
Bernie Delgado, Volunteer

#### **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 - **Absent**  
Diane Chang, Seventh Day Adventist  
\_\_\_\_\_, Sierra Center for Spiritual Living - **Absent**  
Joan Denzler, Sierra Pines Methodist  
\_\_\_\_\_, Sierra Presbyterian - **Absent**  
Jeff Hebert, St. Canice  
Nancy Koring (Jeff Hebert), St. Patrick's  
Judi Wade, Twin Cities  
Anne Lyon, Unitarian Universalist

#### **Opening Remarks**

The Board meeting today was held by computer using Zoom.

Prayer was led by Tim Gizzi.

It was confirmed we had a quorum.

**Regarding the February minutes, Gaye Rogers asked that "Bomsch" be changed to "Bamsch". Eleanor Kenitzer moved the minutes be approved as amended. Tim Gizzi seconded the motion. The motion was approved with all in favor.**

It was announced that John Brusher, Treasurer, and his wife, Mary Jane, are moving to be closer to their new granddaughter. Their outstanding commitment to volunteer work for IFM has been greatly appreciated and they will both be missed. John has been working with Sandy Hakala—who is considering filling the role of Treasurer. Sandy is a CPA and has served in this role for other organizations.

#### **Financial - John Brusher**

- Balance sheet is in great shape. IFM has met its strategic reserve target allowing a loan pay down of \$40k on the USDA loan leaving a balance of \$141k.
- The Matching Campaign was a great success so revenue for Q1 was \$29k over budget.
- Expenses were \$10.8k under budget largely due to Placer Food Bank prices and Ray's buying prowess. Even though we are under budget, we are providing more food to our clients.
- With revenue up and expenses down, net revenue for Q1 was \$39.9k better than budget.
- Q2 revenue is expected to be better than budget due to some of the Matching Campaign donations arriving in April. Revenue April to date is \$24k over budget.
- Q2 expenses are expected to be near budget.
- John expressed concern that food expenses may increase if the Placer Food Bank quits offering some of our regular items and Ray would be forced to purchase them at higher prices elsewhere. IFM is also seeing a spurt in new clients. Bob encouraged continued vigilance with fundraising efforts.
- John received the engagement letter for the audit. USDA loan requires an audit every other year.

## **Fund Development - Phil Alonso and Naomi Cabral**

- The **Matching Campaign** was very successful this year. The matchers increased their donations to \$60k. Donors contributed \$120,000—for a total Campaign effort of approx. \$180,000. Efforts leading to this success included:
  - Ads purchased in The Union and a “button” on The Union website soliciting donations.
  - An increased numbers of letters mailed. Naomi thanked all the volunteers who stuffed envelopes.
  - Electronic newsletter appeals.
  - Coverage on Facebook and sharing posts. \$200 worth of pushes on Facebook.
  - Paid-for interviews and regular mentions on KNCO.
  - A bump in donations the second half of the month which was a COVID-19 response.
  - Phil thanked all the Board members for getting the word out to the congregations.Robert Emmett will look at the number of new donors, average donation per donor, etc., for the May Board meeting.
- **Grants** received in Q1 were West America Bank (\$1,250) and Sorooptimists (\$1,000). Grants were \$6k under budget for Q1. Phil and Naomi are working on/waiting results for the following grants:
  - Safeway (\$10,000)
  - No Kid Hungry (an international grant)
  - Impact Foundry (\$50,000)
  - United Way grant due the end of the month.
  - EFSP (\$20,000)
  - Nevada County Relief Fund (through county)
  - Community Development Block Grant (CDBG) (\$450,000 over two years)  
This grant would help purchase a new refrigerated truck, a generator, expand gardens (Garden Gals and Sierra Harvest), and increase client cooking education. Our current refrigerated truck has more than 400,000 miles on it and, with new clean air regulations, will not be allowed for use in Jan. 2023.
  - Bob gave kudos to Phil for taking the lead in partnering with other local agencies for a coordinated effort to get COVID-19 relief funds and for other grant opportunities.
- An **IFM Fund Plan** was shared by Phil and will be e-mailed to all Board members. It includes fundraising events such as:
  - Benefit Concert (September), Community Dinners (June, July, August), Hunger Run (September), Paulette’s Spaghetti Dinner (October) with COVID-19 back-up plans.
  - Food Drives at Grocery Outlet ( August/Sept.), Raley’s (July), and Safeway (May/June).
  - A partial list of grants, a list of marketing outlets, and donor management .
  - Donors giving \$500 or more will receive a personal thank you call. \$200 or more will be sent a handwritten thank you. Quarterly, letters will be sent to all donors.
  - Shred Day @ Owen’s Financial was moved to the fall but Owen’s is still planning to donate to us.
  - Marc Cuniberti has a Matching Campaign during April for IFM in which Marc will donate \$250 per day for 8 days if donors will match this \$250.
  - Karen Holt is exploring alternative ways of fundraising through everyday purchases.

## **Operations - Phil Alonso and Rick Kahil**

- The COVID-19 drive-thru distribution has had a 115.6% increase in new clients, a 106.7% increase in reactivated clients, and a 7.8% increase in total clients. 74.1 % of IFM’s clients have incomes below the HSS poverty guidelines. 2012 to date, we have served 8,813 different client families and 18,313 different individuals. These statistics do not include the expanded reach Senior Grocery Bag program, United Way, and High School Food Pantry clients.
- IFM is partnering with local agencies to allow them to pick up bags of food for clients. IFM is still given the family size, name, etc.
- IFM expects to continue the drive-thru another month, at least. There have been enough volunteers most days. Rick, Rita, and Connie are doing much more work than normal with the drive-thru process. Since

we are being more flexible with clients, there will be an adjustment to get the regular process back up to speed and the client area volunteers may need help.

- Phil has found an administrative assistant. Emily Lewis, a UC Santa Cruz sociology major, is part of a fellowship program to work with nonprofits to help build their infrastructure. During May, she will be working as an intern 15-20 hours/week along with her class studies. June/July/August, Emily would be available to intern 40 hours/week at IFM. As an intern, she would get course credit for her work. This would be an unpaid intern position. Diane Chang said she would check to be sure this is legal.  
**Marnie Ratkovsky moved to approve Emily Lewis as an administrative intern assistant for Phil pending further confirmation from Diane Chang regarding its legality. Joan Denzler seconded the motion. The motion was approved with all in favor.** (Diane Chang confirmed after the meeting that it is okay for IFM to have an intern position.)
- IFM is still looking for a volunteer to shadow Ray Moore to learn his system for purchasing. Missy and Lynn (distribution volunteers) have offered to take over the ordering of food for Food Access Saturday and food for the holiday distributions. This will make Ray's job a little easier.
- Phil met with Ray, Rick, and Jorge (Director of Operations Placer Food Bank) regarding possible food challenges and increased costs due to COVID-19. May need to pay more for some items at other sources if they are no longer available at the Placer Food Bank.
- Phil is checking on having the floors at IFM professionally cleaned.

Respectfully submitted,  
Maxine Palmer  
IFM Secretary