



Feeding families, fueling hope

IFM

Phone: 530 273-8132

E-mail: info@interfaithfoodministry.org

Web: www.interfaithfoodministry.org

Agenda

Sign-in, Prayer, Approve June meeting minutes

Nevada County Health Report - Lynne LaCroix

Mid-year Review and Course Corrections

New Business

Volunteer Waiver

ED Overtime

Calendar Update

Hot Topics

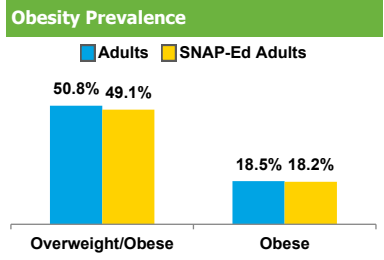
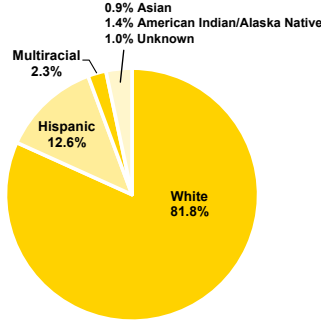
Meeting Close

Nevada County Health Report

Lynne LaCroix



SNAP-Ed Eligible Demographics Less than 185% Federal Poverty Level	
Total	24,029 (24.6%)
Ages (<185% FPL)	
Children <6 years old	1,695 (31.8%)
Children 6-17 years old	4,018 (30.0%)
Adults 18-64 years old	14,441 (24.1%)
Seniors 65 years and older	3,875 (20.3%)
Race/Ethnicity (<185% FPL)	

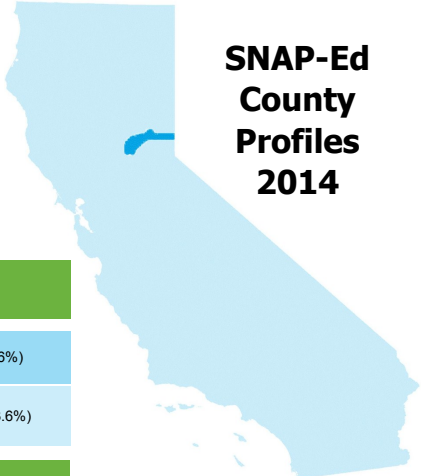


Low Income Children		
	Overweight/Obese	Obese
Age 2-4 years	23.7%	10.3%
Age 5-19 years	31.8%	15.6%

Environment	
Number of recreational facilities per 100,000 residents	21.3
Percent of children and teens (1-17) who have a park or open space within walking distance	73.0%
Percent of low income population that had limited access to healthy food	5.3%
Percent of zip codes that have grocery stores, produce stands or farmer's markets	75%
Percent of restaurants that are fast-food	34.0%

Population below Federal Poverty Level
11.6%

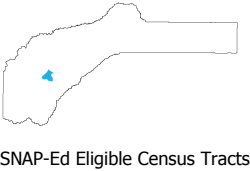
Food Insecurity Rates
13.1% Overall
20.9% Children



SNAP-Ed County Profiles 2014

Other Federal Nutrition Assistance Programs	
CalFresh Participants	7,389 (7.6%)
Students Eligible for Free/Reduced Price Meals (FRPM)	5,458 (43.6%)

SNAP-Ed Eligible Locations	
Census Tracts	SNAP-Ed Eligible Census Tracts
20	1 (5.0%) all races
Schools	SNAP-Ed Eligible Schools
43	18 (41.9%)



Physical Activity and Nutrition			
Physical Activity			
Adults engaged in regular walking in the past week	32.2%		
Adults who did not exercise in the past month	13.8%		
Children (5-11) physically active at least 1 hour everyday	49.0%		
Fruits and Vegetables consumed 5 or more servings yesterday			3+ times yesterday
Children (2-11)	SNAP-Ed Children	Teens (12-17)	Adults
73.1%	b	b	36.1%

Fast Food consumed 1 or more times in the past week			
Adults	SNAP-Ed Adults	Children/Teens (2-17)	SNAP-Ed Children/Teens (2-17)
49.1%	47.1%	45.1%	50.1%

Sugar-Sweetened Beverages consumed 1 or more per day	
Children and Teens (2-17)	37%

Nevada

^b unstable estimate

For CalFresh information, call 1-877-847-3663. Funded by USDA SNAP-Ed, an equal opportunity provider and employer. Visit www.CaChampionsForChange.net for healthy tips. Prepared by CDPH.

Please refer to [Data Sources and Methodology](#) for more information on the data above.



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Mid-year Review - July 22, 2014



Complete



In Progress & On-track



Cancelled or Off-track



Vision and Mission

Vision

A community where no one should feel the hurt of hunger.

Mission

Interfaith Food Ministry feeds the hungry and works to reduce food insecurity in Nevada County. We help to sustain health, human dignity, and the opportunity for individuals to realize their full potential.

Strategic Goals

Stakeholders United To A Common Purpose

- Help our **Community** better understand what IFM does and how it benefits everyone.
- Actively support and help develop **Community Leaders and Partners** who share a common goal to end hunger and support healthier living.

Superior Financial Performance, Integrity & Stewardship

- Increased services and expenses will require **Sustainable Funding** sources and improved **Expense Management**.
- Be known for **Transparency, Accountability, Reporting,** and **Governance** compliancy.

Volunteer & Organizational Development

- Our volunteer staff will be encouraged to **Grow, Diversify, and Learn**.
- **Preserve our culture**

Deliver Through Operational Effectiveness & Efficiency

- **Optimize** technology, processes, and facilities.
- **Evolve Services** that support nutrition and a healthier lifestyle
- **Mitigate Risk** through ongoing focus on safe food handling practices, volunteer safety, and superior management.
- **Balance Simplicity** of the operation with the need to expand, evolve, and comply.

Interfaith Food Ministry Client Stats As Of June 30, 2014

Client Profile	2013	Jan - Jun 2014	Incr/Decr	Inc/Decr
Total Registered Families	3,628	4,163	535	15%
Adults	72%	73%		1%
Children	28%	28%		-2%
Seniors	10%	11%		10%
Homeless (Part of Adult Count)	2.9%	3.8%		30%
Visit Information	Jan - Jun 2013	Jan - Jun 2014		
Total # Of People Served	28,134	30,160	2026	7%
Total Client Visits	11,156	12,166	1010	9%
Unique Clients	2,327	2,489	162	7%
Average Client Visits/Week (13 Weeks)	429	468	39	9%
% Who Visited 1 Time	24%	23%	-1%	-4%
% Who Visited 2 Times	14%	13%	-1%	-7%
% Who Visited 3 or More Times	63%	64%	1%	2%
Food Provided				
Total Grocery Bags	36,721	41,471	4750	13%
Avg Bags/Family	3.29	3.41	0.12	4%
Avg \$ Value of One Bag (Staples + Food)	\$21.30	\$22.55	\$1.24	6%
\$ Value Of Food Distributed	\$782,264	\$935,064	\$152,800	20%
Donated	\$669,745	\$806,914	\$137,169	20%
Purchased	\$112,519	\$128,150	\$15,631	14%

Values of food distributed, donated, and purchased are based on cash accounting and old method of determining food distributed \$\$\$ at \$13 per staple bag and \$24 per bag of other food.

June Financial Reports



IFM Balance Sheet

Jun 30, 14

ASSETS

Current Assets

Checking/Savings

10000 · Cash

155,110.37

Total Checking/Savings

155,110.37

Other Current Assets

12100 · Prepaid Insurance

3,052.76

Total Other Current Assets

3,052.76

Total Current Assets

158,163.13

Fixed Assets

16000 · Fixed Operating Assets

818,210.15

Total Fixed Assets

818,210.15

TOTAL ASSETS

976,373.28

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

21000 · Accrued Liabilities

3,914.17

Total Other Current Liabilities

3,914.17

Total Current Liabilities

3,914.17

Long Term Liabilities

23000 · USDA Loan Payable

405,440.07

Total Long Term Liabilities

405,440.07

Total Liabilities

409,354.24

Equity

30030 · Temporarily Rest. Net Assets

372,917.22

32000 · Unrestricted Net Assets

169,751.10

Net Income

24,350.72

Total Equity

567,019.04

TOTAL LIABILITIES & EQUITY

976,373.28

IFM Income Statement

	<u>Jan - Jun 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
40000 · Business Contributions	5,704.14	8,880.00	-3,175.86	64.24%
42000 · Individual Contributions	75,018.35	107,406.00	-32,387.65	69.85%
43000 · Fund Raisers	39,291.27	67,000.00	-27,708.73	58.64%
44000 · Other Revenue	2,113.84	6,500.00	-4,386.16	32.52%
Total Income	<u>122,127.60</u>	<u>189,786.00</u>	<u>-67,658.40</u>	<u>64.35%</u>
Expense				
70000 · Food and Food Supplies	110,402.11	116,157.00	-5,754.89	95.05%
73000 · Staff Expense	9,058.31	12,826.02	-3,767.71	70.62%
75000 · Other Expenses	54,367.19	58,204.78	-3,837.59	93.41%
Total Expense	<u>173,827.61</u>	<u>187,187.80</u>	<u>-13,360.19</u>	<u>92.86%</u>
Net Ordinary Income	-51,700.01	2,598.20	-54,298.21	-1,989.84%
Other Income/Expense				
Other Income				
80000 · Donated Goods and Services Rev	452,404.78	450,500.00	1,904.78	100.42%
90000 · Gain on Assets	90,248.54	0.00	90,248.54	100.0%
Total Other Income	<u>542,653.32</u>	<u>450,500.00</u>	<u>92,153.32</u>	<u>120.46%</u>
Other Expense				
85000 · Donated Goods and Services Exp.	452,404.78	450,500.00	1,904.78	100.42%
91000 · Loss on Assets	940.31	0.00	940.31	100.0%
92000 · Whiting Sale Expense	13,257.50	0.00	13,257.50	100.0%
Total Other Expense	<u>466,602.59</u>	<u>450,500.00</u>	<u>16,102.59</u>	<u>103.57%</u>
Net Other Income	<u>76,050.73</u>	<u>0.00</u>	<u>76,050.73</u>	<u>100.0%</u>
Net Income	<u><u>24,350.72</u></u>	<u><u>2,598.20</u></u>	<u><u>21,752.52</u></u>	<u><u>937.22%</u></u>

2014 Revised Budget



2014 Budget Assumptions

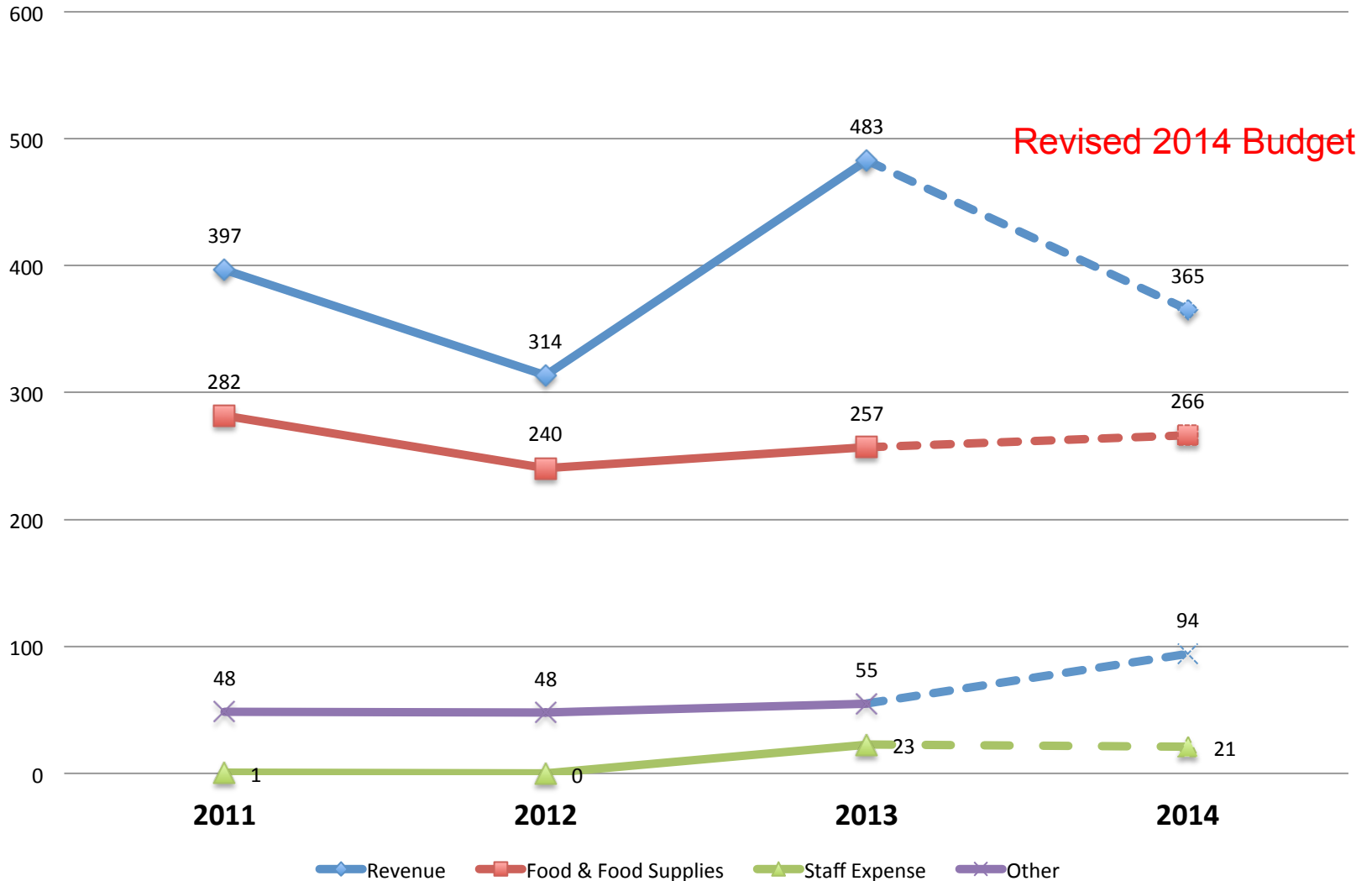
- Henderson Street construction complete by March 1, 2014 with a move in by April 1, 2014
- Whiting Street marketed for sale but NOT forecasted to sell in 2014 (conservative approach). Building assumed to be unoccupied by April 1, 2014
- ~~Total clients served forecasted to increase 27%. Assumes return to weekly service July 1 + 4% increase in client demand~~
- ~~Total food costs expected to increase by 20% (3% inflation offset by 3% cost savings and increased distribution offset by reduction in bag/client of 1.22 to 1.04)~~
- Continuation of paid part-time Executive Director, same salary but an entire year in 2014

2014 Revised Budget Assumptions

- Remove increased food budget that was for weekly distribution
- Right-size all expenses now that we know more about being in Henderson & Whiting St sale is complete earlier than expected.

IFM Trended Financials (\$K)

(excluding in-kind)



2013 vs. 2014 Revised Budget

in \$K		Revised		
	Actual	Budget		
	2013	2014	YoY	% inc/dec
REVENUE				
Business Contributions	\$22	\$11	\$(10)	-47%
Individual Contributions	\$340	\$273	\$(66)	-20%
Fundraisers	\$106	\$64	\$(42)	-39%
Grants/Other	\$15	\$16	\$1	6%
Total Revenue	\$483	\$365	\$(118)	-24%
EXPENSES				
Food and Food Supplies	\$256	\$266	\$10	4%
Staff Expense	\$23	\$21	\$(2)	-8%
Other	\$55	\$94	\$39	72%
Total Expenses	\$334	\$381	\$48	14%
NET ORDINARY INCOME	\$149	\$(16)	\$(165)	-111%
OTHER I & E				
In-Kind Revenue	\$867	\$900	\$33	4%
In-Kind Expense	\$867	\$900	\$33	4%
Whiting Gain/Expenses Net	\$-	\$77	\$77	0%
NET INCOME	\$149	\$60	\$(89)	-59%

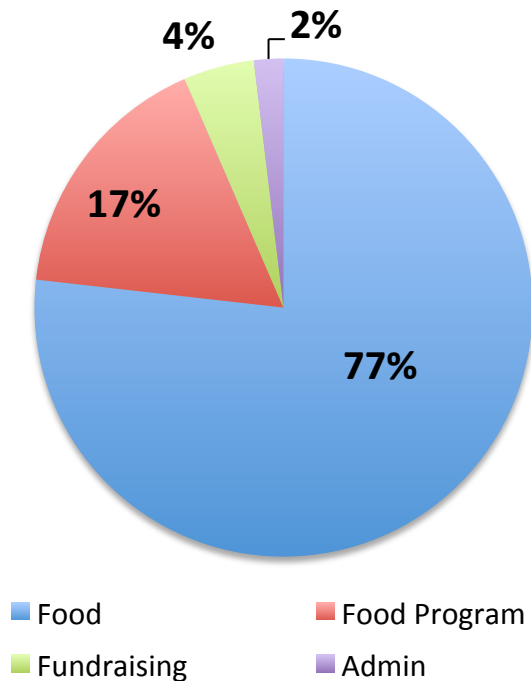
2014 **Revised** Budget-Other Expense Detail

in \$K	Actual	New Budget	YoY	% inc/dec		Prev Budget
	2013	2014				2014
OTHER EXPENSES DETAIL						
Accounting Charges	\$1	\$4	\$3	242%	Audit	\$4
Bank Fees/PayPal	\$1	\$1	\$0	11%		\$1
City,County,State Fees	\$2	\$0	\$(2)	-85%	New Building	\$4
Depreciation	\$4	\$13	\$9	202%	New Building	\$10
Fundraising/Special Events	\$7	\$7	\$(1)	-10%		\$7
Janitorial	\$-	\$3	\$3	0%	New Building	\$-
Insurance	\$2	\$6	\$4	179%	New Building	\$8
Landscaping	\$-	\$2	\$2	0%	New Building	\$1
Loan Interest	\$3	\$14	\$11	354%	New Building	\$19
Misc.	\$0	\$0	\$(0)	-4%		\$-
Office Expense	\$2	\$2	\$(0)	-8%		\$3
Repairs/Maintenance	\$6	\$2	\$(4)	-63%	New Building	\$14
Small Furniture/Fixtures	\$-	\$13	\$13	0%	New Building	\$5
Training	\$-	\$-	\$-	0%		\$1
Trash Disposal	\$9	\$13	\$4	45%	New Building	\$11
Utilities	\$15	\$12	\$(3)	-21%	New Building	\$27
Volunteer Mileage	\$1	\$2	\$1	51%		\$1
Total Other Expenses	\$55	\$94	\$39	72%		\$115

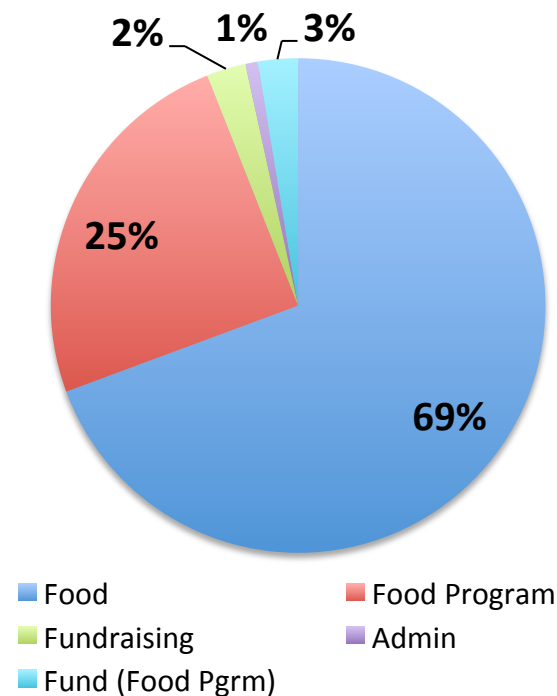
Expense Allocation – Revised Budget

Food & Food Program

2013 = 93.5%




2014 = 94.0% Forecasted




Note: In 2014 there was \$10K of expense against the facilities fund which is classed as Fundraising, however the expense was for Operations – The 3% is show separately to not distort other categories.

Superior Financial Performance, Integrity, and Stewardship

- Income - Meet 100% of expense requirements through fundraisers, various donor management initiatives, and grants.


 – Target operational fundraising goal is \$115K from one major, five smaller, & Operation Turkey fundraisers


 • Fewer events (due to focus on move and operations) and we didn't get matching \$25K from 2013 Gala. More realistic forecast for 2014 is \$64K – Paulette's, Operation Turkey, ???

 – Target grant goal: \$11.5K from United Way and/or other opportunities

• Exceeding target – United Way \$5K (\$10K granted), Ronald McDonald \$9K, MSSB - \$2K


 – General donations to ~~fund remaining expense requirements \$336K~~ **revive slowing individual and business donations**

 • Historical analysis to better target donor giving patterns and with development of targeted donor campaigns – Analysis and planning in progress

 – Maintain sufficient capital replacement fund for long-term repair/replacement of Henderson St building assets

• Board elected to maintain bldg fund for 2014 rather than pay down the USDA loan -Reevaluate at yr end

- Expense

 – Reduce food costs by 3% to offset inflation factor without reduction in quantity or quality

• Food costs are only \$11K or 5% higher in 2014 even with 9% increase in client visits)

Grant Update

Granted

- Morgan Stanley Smith Barney - \$2K
- Ronald McDonald House Grant – Awarded \$9K – July 29th
- United Way Grant Request – \$10K (\$5K in 2014)

Denied

- CSBG - Human and Health Services
- Sierra Health Foundation

Pending

- Save Mart CARES - \$2K
- West America Bank - \$1.5K

Next Up

- 2014 Goals/Focus Documented to help us know what to pursue
- A calendar will be developed to ensure we don't miss opportunities, keep track of outstanding grants and get required reporting into grantors timely


Superior Financial Performance, Integrity, and Stewardship


- Fiduciary and Stewardship

 – Provide requested metrics to Nevada County that supports freezer grant of \$15,000 – **In Process (Led by Rick)**

 – Comply with all tax reporting laws including collection of sales tax on all applicable ‘sales’ – **Complete**


 – Comply with all raffle reporting requirements – **Complete**


 – Conduct and comply with 2013 financial audit that supports United Way partner requirements and other grant opportunities – **Complete**

 – Comply with USDA loan “Letter of Conditions” – **Complete**

 – Provide summary and full 2013 Annual Report – **Complete**

 – Conduct annual insurance review and seek to reduce costs – **No update**

 – Implement better, more efficient and hopefully free banking services including online bill pay, payroll services, and better overall online capabilities (some of these will create better internal control) – **Complete**

 – Ensure all grocery store receipts are approved by the receiver and turned over to the Treasurer (quite a few missing in December as an example) – **Complete**

 – Design and implement a signature authorization matrix – **Complete**

Deliver Through Operational Effectiveness & Efficiency



- Prepare new building to begin service at Henderson Street by April 2, 2014
 - Complete



- Support efficient and effective transition to new building.

- Communicate to volunteers, clients, and the community - Complete



- Conduct open house/ribbon cutting, April 2014 - Complete



- Develop new procedures and train Supervisors to implement – Complete but challenges



- Develop standardized distribution and sorting practices – Complete but challenges



- ~~Return to weekly service for all clients by July 1, 2014 (volunteer and donation dependent).~~

- Recommend that IFM not return to weekly service 2014 - Reevaluate for 2015

- Continue to evolve Hunger to Health initiative.



- Increase amount and quality of protein products available to County's low income residents (County grant requirement)



- Provide healthier food options, cost and client dependent (low sodium, no hot dogs, brown rice, etc)

- New: The Food Committee to determine whether we feed as many as possible, even at the expense of food quality, or maintain min food quality even if it means not feeding everyone? Recommendation will be used for 2015 planning.

Volunteer & Organizational Effectiveness

- Groom leaders and establish backups for key IFM positions.
 - Looking for Ops backup
 - Need PR/Marketing lead
 - ↑ Asst Treasurer & Special Projects identified. Refer mgr, Paulette's fundraiser overseer, New Facilities Director and Maintenance Mgr in-place
- Board President and ED to meet semi-annually with all volunteers.
 - To be scheduled
- Develop volunteer safety plan and practices – Train and post.
 - Emergency response training scheduled w/GV PD
 - ↓ Develop Safety Plan and Practices – Not started, tbd, priority
- ~~Actively recruit new volunteers and~~ Develop new volunteer training program.
 - ↑ Training program in-place - Complete
- Develop and formalize Executive Committee.
 - ↑ Committee formed (Van Son, Kahil, Mollet, Thurman) and 'formalized'
- Acknowledge volunteers through luncheon and other means.
 - ↑ Volunteer appreciation lunch - Complete

Stakeholders United To A Common Purpose

- Develop consistent communication with present donors.
 - Regular IFM Newsletters sent to donors
 - Need to develop specific plan to mature and develop donor relationships – Part of “Call To Action” – In process
- Support & collaborate with other community food services (NCFB, Salvation Army, Health and Human Services, etc).
 - ↑ Providing food to Salvation Army and Hospitality House
 - ↑ Increased collaboration with NC Food Bank
 - ↑ Established relationship with new Director Health & Human Services
- Communicate - Who are our clients, how can they be helped, how does the community benefit?
 - ↑ Met w/new Publisher of The Union resulting in favorable editorial
 - ↓ New: Need to develop Marketing/PR Strategy – Defer to 2015

Stakeholders United To A Common Purpose

- Define and develop Partner recognition program
 - Recommend delay to 2015
- Collaborate with local restaurants (Jeff Peline)
 - Recommend delay to 2015
- Support increased Board and church advocacy
 - No plan, need to refocus, part of “Call To Action”
- Support United Way fundraising efforts.
 - None to date, none planned?



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Meeting Close

Volunteer Waiver

waiver

1. As a volunteer of IFM, I hereby agree to hold harmless and waive any and all claims or causes of action against Interfaith Food Ministry arising out of any cause whatsoever, including but not limited to claims arising out of negligence or intentional conduct of its employees or agents.
2. I attest that I am at least 18 years of age and agree and I am physically fit and prepared to perform the tasks assigned to me as an IFM volunteer.
3. I further agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for IFM.
4. I shall not operate a personal vehicle for volunteer activities unless I have at least the minimum amount of liability insurance required by California law.
5. Interfaith Food Ministry of Nevada County is not responsible for loss or damage to volunteer's personal property.
6. I also grant IFM full permission to use photographs of me.

I have read, understand and agree to the above IFM policies, safety and emergency procedures, and waivers:

Volunteer's Signature: _____ Date: ___/___/___

Print Name: _____

ED Overtime Compensation


- We're legally required to pay Sue for OT worked 2013 to date
- Hourly rate for calculation purposes is \$19.23/hr
- Kathy will pay \$1081.74 in a separate paycheck issued at the end of July
- Going forward OT must be approved in advance by Board President
- The ED job description and employment contract will be amended to reflect OT requirements (Diane)

IFM 2014 SCHEDULE OF EVENTS

Event	When	Activity/Location	Time
Board Meetings	4th Tuesday	Each Month – IFM	9:00 am
Annual Meeting	Jan. 28	Sierra Presbyterian	Tuesday, 9:00 am
Last Day Distribution	March 28	Whiting St.	
Move Day	March 29	Whiting St. to Henderson St.	
Settle in	March 30–31	Henderson St.	
Clean up	March 31	Whiting St.	
First Day Distribution	April 2	Henderson St.	
EASTER	April 20	Distribution Days	Monday, April 14 Wednesday, April 16 Friday, April 18
OPEN HOUSE	April 26	Henderson St. 1– 3 pm	Program at 1:30 pm
Fill the Trailer	April 4–7	Grocery Outlet	8 am – 8 pm.
Bite Out of Hunger	May 3	Nevada City Elks	5 pm – 10 pm
Shred Day	May 31	Owens Plaza	8 am – noon
Volunteer Luncheon	May 20	Twin Cities Church	Tuesday, 11:00 am
MEMORIAL DAY	May 26	IFM CLOSED	Monday
4 th of July	July 4	IFM CLOSED	Friday
LABOR DAY	Sept. 1	IFM CLOSED	Monday
LDS Food Drive	Sept. 6	Nevada City Ward	Saturday
U.S. Postal Drive	Sept. 15	Prepare Boxes	Monday, 2–4 pm
Food Collection	Sept. 16	Sort Food	Tuesday 12–4 pm
	Sept. 17	FM CLOSED – Sort	Wednesday
Spaghetti Dinner	Oct. 3	Paulette's	Friday, 5–8 pm
NU Football Team	Oct. 26	Food Drive	Sunday, 10 am – 4 pm
THANKSGIVING	Nov. 28	IFM CLOSED	Friday
CHRISTMAS	Dec. 24	IFM CLOSED	Wednesday
CHRISTMAS	Dec. 25	Distribution Days	Wednesday, Dec. 17 Friday, Dec. 19 Monday, Dec. 22

UNDERLINED ACTIVITIES INDICATE A NEED FOR VOLUNTEERS

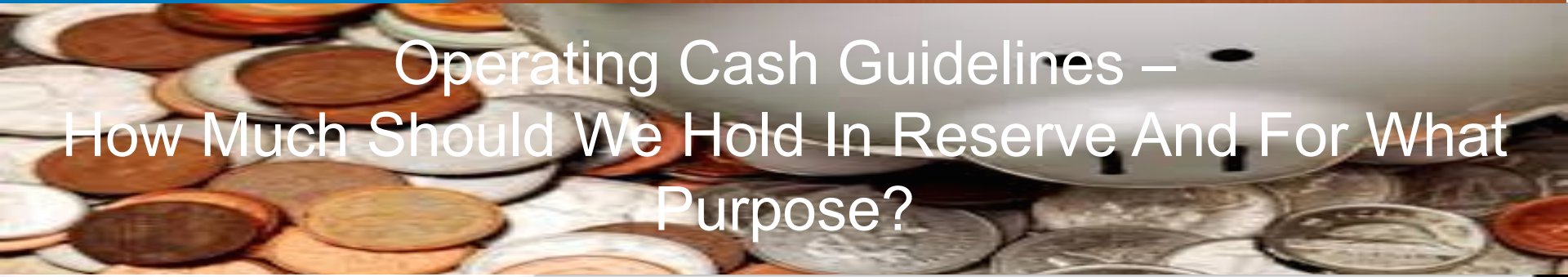
Hot Topics



Balancing Hunger, Health, & Dollars



Grants, Donations, Fundraising
A “Call To Action”



Operating Cash Guidelines –
How Much Should We Hold In Reserve And For What
Purpose?



Operational Efficiency