



Feeding families, fueling hope

IFM

Phone: 530 273-8132

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Interfaith Food Ministry 2015 Annual Meeting January 26, 2016



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Agenda

- | | |
|-------------|---|
| 8:30-9:00 | Mingle and Mix |
| 9:00-9:05 | Opening Remarks & Introductions |
| 9:05-9:10 | Prayer |
| 9:10-9:15 | Secretary To Confirm Voting Quorum & Signed Voting Forms |
| 9:15-9:20 | Motion To Approve November meeting minutes |
| 9:20-9:30 | Review of Vision, Mission, Strategy |
| 9:30-9:40 | Request For Food – Divine Spark, Sierra Roots, Alano Club |
| 9:40-10:00 | 2015 Year-end Review Incl Motion to Approve CY2015 Budget |
| 10:00-10:30 | 2016 Plan and Budget - Motion to Approve |
| 10:30-10:40 | IFM Bylaws - Motion to Approve |
| 10:40-10:50 | Executive Director & Development Director Position Update |
| 10:50-11:00 | IFM Board Officers – Motion to Approve |
| 11:00-11:05 | Closing Remarks |

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.

Request For Food

Gold Country Alano Club

Sierra Roots

Divine Spark

Motion To Approve





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2015 Review

2015 Accomplishments (just a sampling)

- Expenses managed well, less than 2% variance.
- Matching Campaign a success.
- Grant writing gained momentum.
- Board Approval for new part-time position.
- First cooking classes for clients.
- Higher producing garden providing fresh produce for clients.
- Collaboration with multiple agencies for holiday food distribution.
- Successful holiday gift card campaign.
- New vendors who provide fresher, less expensive and more convenient food products.
- Implemented new data collection system to support County reporting.

2015 Year-end Review - Challenges

- Finding volunteers for key leadership positions.
- ED position not sufficient for accomplishing increasing IFM demands.
- Food Committee consistently challenged to afford more nutritious food.

2015 Significant Facts

Client Profile

5710 Registered families (+20% over ye 2014)
3483 Unique families
948 New registered families
71% Adults
29% Children
24% Seniors
4.3% Homeless

Family Demographics

1 - 40%
2 - 20%
3 - 14%
4+ - 26%

YTD Visit Information - 4Q14 vs 4Q15

66,505 individuals served - +7%
25,598 families served - 2%
21% of our clients used our services 1 time only
67% of our clients used our service 3 times or more
Average 492 client visits a week - +2%

YTD Food Provided - 4Q14 vs 4Q15

96,256 Bags of food +8%
\$271,146 spent on food -1%
Est market value of food - \$2,127,797 +12%
Holiday Meals Provided to Families
Easter - 840
Thanksgiving - 919
Christmas - 828

Interfaith Food Ministry Client Stats As Of December 31, 2015

Client Profile	2014	2015	Incr/Decr	% Inc/Decr
Total Registered Families	4,762	5,710	948	20%
Families Who Used Our Services	3,398	3,483	85	3%
Adults	73%	71%		
Children	27%	29%		
Seniors (Included in Adult C	11%	24%		
Homeless	4.2%	4.3%		
Visit Information	2014	2015		
Total # Of People Served	62,239	66,505	4,266	7%
Total Client Visits	25,148	25,598	450	2%
Average Client Visits/Week	484	492	9	2%
% Who Visited 1 Time	21%	21%		
% Who Visited 2 Times	12%	11%		
% Who Visited 3+ Times	67%	68%		
Food Provided	2014	2015		
Total Grocery Bags	89,490	96,256	6,766	8%
Avg Bags/Family	3.56	3.76	0.2	6%
Avg \$ Value of One Bag (Staples + Food)	\$21.91	\$22.11	\$ 0.20	1%
\$ Value Of Food Distributed	\$1,960,359	\$2,127,797	167,438	9%
Donated	\$1,685,099	\$1,856,651	171,552	10%
Purchased	\$275,260	\$271,146	-4,114	-1%

The value of food distributed is \$13 per bag of staples and \$24 per bag of non-staples

The age range for seniors was lowered from 65+ to 55+ to conform to CSBG guidelines in Jan 2015

2015 Financial Report

Highlights

➤ Revenue

- Individual donations were higher than expected by \$92.3K (Matching and anonymous donation)

➤ Expenses

- Managed well-\$8K under budget – 2% variance

➤ Balance Sheet

- Cash ended within reserve guideline with excess applied to loan pay down and 2016 solar project

2015 Financial Report

Preliminary Profit & Loss Statement

(External Audit on 1/28/16)

in \$K	
	Actual
	2015
REVENUE	
Business Contributions	\$15
Individual Contributions	\$384
Fundraisers	\$40
Grants/Other	\$53
Total Revenue	\$493
EXPENSES	
Food and Food Supplies	\$278
Staff Expense	\$24
Operations	\$92
Total Expenses	\$394
NET ORDINARY INCOME	\$99
OTHER I & E	
In-Kind Revenue	\$857
In-Kind Expense	\$857
NET INCOME	\$99

2015 Operating Plan and Budget

- Motion to Retroactively Approve and Vote on the 2015 Operating Plan and Budget



Note: The 2015 Operating Plan and Budget was approved and voted on at the January 2015 meeting, but was not properly recorded in the meeting minutes. This vote is being done retroactively in order to comply with audit and 'good housekeeping' requirements.



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2016 Operating Plan & Budget

2016 Operating Plan and Budget

Major Areas of Focus

- More spend on nutritious food and focus on cooking classes
- Major fundraisers – Solar & Matching
- New part-time position for Development Director
- Volunteer leadership focus is key
- Install solar
- Expanded/better community collaboration

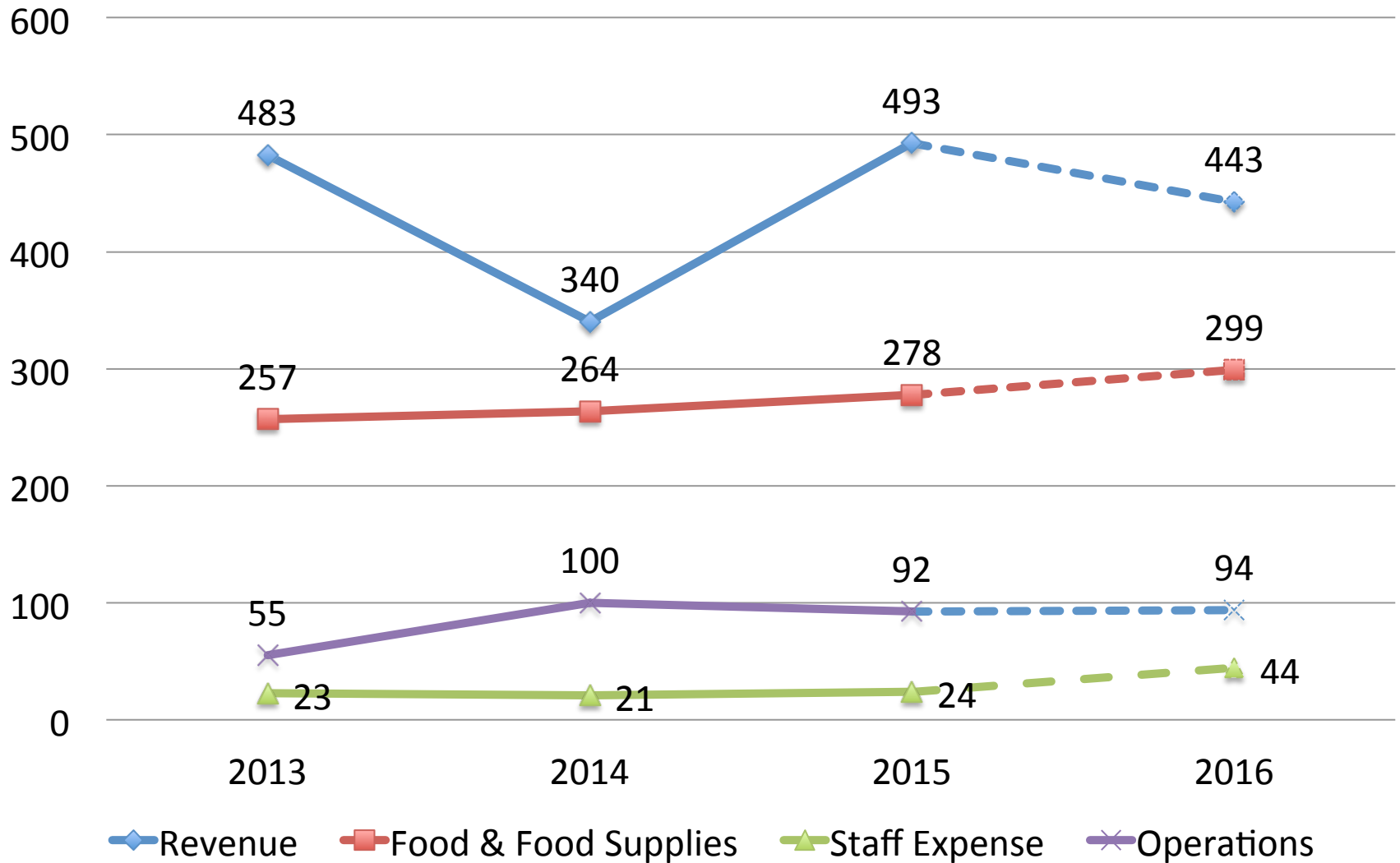
2016 Operating Plan and Budget

Major Assumptions

- Revenue expected to be down due no Gala and less Matching, offset partially by Grants
- Food expenses expected to increase by 8% (client growth 6%, inflation 2%)
- All other expenses expected to be up 2% (audit expense in 2016 & inflation offset by electricity savings)
- Continuation of part-time ED position and increase of new position expected by March – \$44K budget

2016 Operating Plan and Budget

Trended P&L



2016 Operating Plan and Budget

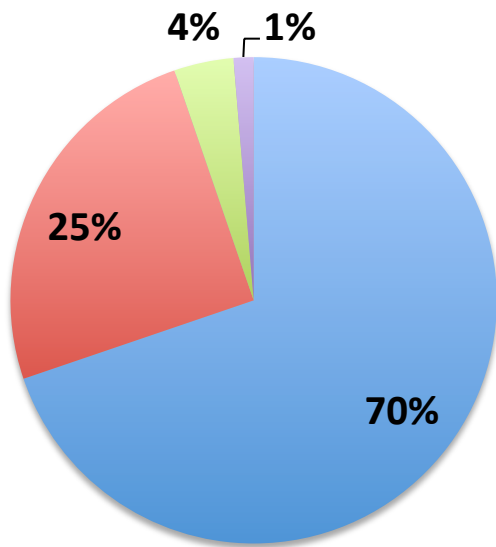
Budget Recommendation

in \$K				
	Actual	Budget		
	2015	2016	YoY	% inc/dec
REVENUE				
Business Contributions	\$15	\$14	\$(1)	-9%
Individual Contributions	\$384	\$310	\$(74)	-19%
Fundraisers	\$40	\$30	\$(10)	-26%
Grants/Other	\$53	\$89	\$36	68%
Total Revenue	\$493	\$443	\$(50)	-10%
EXPENSES				
Food and Food Supplies	\$278	\$299	\$22	8%
Staff Expense	\$24	\$44	\$21	87%
Operations	\$92	\$94	\$1	1%
Total Expenses	\$394	\$437	\$44	11%
NET ORDINARY INCOME	\$99	\$5	\$(94)	-95%
OTHER I & E				
In-Kind Revenue	\$857	\$853	\$(3)	0%
In-Kind Expense	\$857	\$853	\$(3)	0%
NET INCOME	\$99	\$5	\$(94)	-95%

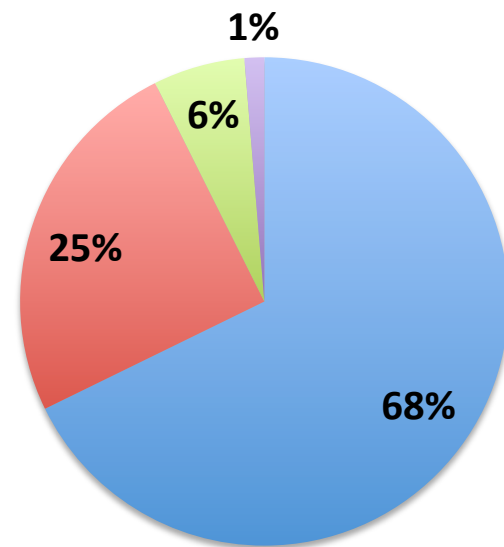
2016 Operating Plan and Budget

Expense Allocation-Food & Food Program

2015 = 94.6%



2016 = 92.6%



■ Food ■ Food Program ■ Fundraising ■ Admin

2016 Operating Plan and Budget

Grants (\$88.8K Plan/\$189.3K Ask)

- Soroptimists - \$1K/\$2.4K
- MSSB - \$2K/\$2K
- CSBG #1 - \$13K/\$13K
- CSBG #2- \$24K/\$60K
- USDA- \$27.6K/\$28.9K
- WestAmerica Bank - \$.5K /\$1K
- A& B Foundation - \$0/\$10K
- Weinberg Foundation - \$0/\$10K
- Ghidotti – LOI - \$0/\$10K
- Welz Family Foundation –
LOI - \$0/\$2.5K
- United Way - \$9K/\$15K
- Safeway- \$1.2K/\$2.5K
- Grass Valley Elks - \$2K/\$2K
- SaveMart CARES - \$3K/\$3K
- Wells Foundation- \$0K /\$2.5K
- Soroptimists - \$1K/\$5K
- Pacific Builders- \$0/\$7.5K
- Teichert – LOI - \$0/\$7.5K
- Land O'Lakes -- \$0/\$0K
- Walmart- \$.5K/\$.5K
- Church of LDS- \$4K/\$4K

Grant Committee – Kathy Mollet, Lise Hinman & Rick Kahil

Green – In Process or Sent

Blue – Awarded/Received

Black – To do

2016 Operating Plan and Budget

Fundraisers with Goals

- Solar e-Fundraiser - \$20K in February
- Shredding Day - \$4K in May
- Matching Campaign - \$70K in May
- Paulette's - \$6K in September

2016 Calendar

IFM 2016 SCHEDULE OF EVENTS

Event	When	Activity/Location	Time
<u>Board Meetings</u>	<u>4th Tuesday</u>	<u>Each Month – IFM</u>	<u>9:00 – 11:00 am</u>
<u>Annual Meeting</u>	<u>Jan. 26</u>	<u>IFM</u>	<u>Tuesday, 9:00 – 11:00 am</u>
NEW YEAR'S DAY	JAN. 1	IFM CLOSED	Friday
Solar Campaign	February	On-line	
<u>EASTER</u>	<u>March 19</u>	<u>Distribution Days</u>	<u>Saturday, 9 am – 1 pm</u>
<u>Fill the Trailer</u>	<u>April 1 – 4</u>	<u>Grocery Outlet</u>	<u>Fri – Mon, 8 am – 8 pm.</u>
Matching Campaign	May	Match \$30,000	
<u>Shred Day</u>	<u>May 21</u>	<u>Owens Plaza</u>	<u>Saturday, 8 am – noon</u>
<u>Volunteer Luncheon</u>	<u>May 17</u>	<u>Peace Lutheran</u>	<u>Tuesday, 11:00 am</u>
MEMORIAL DAY	May 30	IFM CLOSED	Monday
4TH OF JULY	July 4	IFM CLOSED	Monday
LABOR DAY	Sept. 5	IFM CLOSED	Monday
<u>Spaghetti Dinner</u>	<u>Sept. ?</u>	<u>Paulette's</u>	<u>Friday, 5-7:30 pm</u>
<u>U.S. Postal Drive</u>	<u>Sept. 26</u>	<u>Prepare Boxes</u>	<u>Monday, 2-4 pm</u>
<u>Food Collection</u>	<u>Sept. 27</u>	<u>Sort Food</u>	<u>Tuesday 12-4 pm</u>
<u>(no closure)</u>	<u>Sept. 29</u>	<u>Finish Sorting Food</u>	<u>Thursday 12-4 pm</u>
<u>THANKSGIVING</u>	<u>Nov. 19</u>	<u>IFM – drive thru</u>	<u>Saturday, 9 am – 1 pm</u>
THANKSGIVING	Nov. 25	IFM CLOSED	Friday
<u>CHRISTMAS</u>	<u>Dec. 17</u>	<u>IFM – drive thru</u>	<u>Saturday, 9 am – 1 pm</u>
CHRISTMAS	Dec. 26	IFM CLOSED	Monday

UNDERLINED ACTIVITIES INDICATE A NEED FOR ADDITIONAL VOLUNTEERS

2016 Operating Plan and Budget

- Motion to Approve and Vote on the 2016 Operating Plan and Budget



IFM Bylaws

- Motion to Approve and Vote on the amended IFM Bylaws dated January 26, 2016 as presented at the November 24, 2015 Board meeting.





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Agenda (continued)

- IFM Bylaws
- ED "Timecard"
- ED & DD Job Roles & Hiring Plan
- 2016 Board Officer Vote
- Closing Remarks

Agenda (continued)

- IFM Bylaws
- ED “Timecard”
- ED & DD Job Roles & Hiring Plan
- 2016 Board Officer Vote

Executive Director Job Actuals

➤ Areas of Responsibility

- Operations
- Fund Raising
- Administration

➤ Expectations - 20-25 hrs per week

➤ Time Allocation	OPS	Fundraising	Admin	AVG/WK
2013 (9mos)	58%	32%	10%	27 hrs
2014 (12mos)	80%	15%	5%	27 hrs
2015	74%	16%	10%	24 hrs

New ED and Development Director Job Roles

Executive Director

Reports to Board President

Manage Operations

Food Service

Volunteers

Facility

Hunger to Health

Food Committee

Client Relations

Face of IFM – Primary Spokesperson

Support Fund Development

Backup Development Director

Development Director

Reports to Board President

Fund & Food Raising

Event Coordination

Fundraising Committee

Donor Relations

Grant writing

Food Drives

Public Relations

Marketing & Social Media

Technology/IT

Backup Executive Director

Development Director (DD) Hiring Plan

- Sue Van Son will continue as IFM Executive Dir.
- Solicit internal candidates first (preference to hire DD internally)
- Only post externally if no qualified internal candidate
- Executive Committee to make hiring recommendation to Board for final approval
- Goal: Hire by March 1 (aggressive)

Board Officer Vote

➤ Nominees

- President – Bob Thurman
- Vice President – Rick Kahil
- Treasurer – Kathy Mollet
- Assistant Treasurer – Karen Holt
- Secretary – Susie Nelson

➤ **Recommended Motion:** To approve all nominees for 2016 IFM Board officer positions as listed above.



God Unemployed Issue Assistance Faces Folks
Mobility Interviews Gas Emotional Thank Retired Disabled Milk
Ends Blessing Wife Away Car Eat
Help Vietnam Patient Future Paying Picky Out
Cancer Harder Senior Wins Habits Sweets Now Hopefully
Gas Mom Security Good Single Eat
Fixed Without Stress Meet Ifm Continue Stamps Wonderful Widow Place Mortgage Made
Organization Cracks Big Kitty
Life Difficult More Need Myself
Diet Volunteer Bread Part Years Low New Ways
Cheaper Bills Issue Building God Used Work
Gap Come Probably Rent Buy Ends Know
Nice Job Came Out Extras Always Ministry Quickly Survive Social
Vet Injured Gets Healthy Starches Mental Threw Feeding Ourselves
Being Lost Movement Enough Car Betweenvet
Happy Stress Very Much Medicaid Moved
Falling Junk Well Less Many Ago Maybe Two Giving Help
Time Retired Janice Putting Look Need Half Usually Anymore Family Sometimes Want
Dad Volunteer Need Mom Doing Many Cheers
Come Weeks Choice Without Paying
Better Freedom Old Medicare Hard Income Without Bottom Wages Money Paycheck Health