



*Feeding Families, Fueling Hope for 30 Years*

# Interfaith Food Ministry 2016 Annual Meeting January 24, 2017



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## Agenda

9:00-9:15	Mingle and Mix
9:15-9:20	Opening Remarks & Introductions
9:20-9:25	Prayer
9:25-9:30	Secretary To Confirm Voting Quorum
9:30-9:35	Vision and Mission
9:35-10:00	2016 Year-end Review
10:00-10:40	2017 Plan and Budget - Motion to Approve
10:40-10:45	2017 Calendar
10:45-10:55	Suite A Use Discussion
10:55-11:05	IFM Board Officers – Motion to Approve
11:05-11:10	ED & Dev Director Job Hours Summary
11:10-11:15	Request For Food – North Gold Senior Mountaineers
11:15-11:20	Motion To Approve November 2016 meeting minutes
	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.



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# 2016 Review

# 2016 Accomplishments

- Revenue on target and food costs well under budget
- Hired Development Director
- Matching Campaign continues to be successful
- Grant writing successful in meeting budget goals
- KVMR Town Hall Broadcast - Food Insecurity Summit
- Received recognition for collaboration with Nevada County Department of Public Health
- Installation of solar power
- Nutrition Policy created and began implementation
- Increased client communication per nutrition policy
- Cooking classes including a crock pot cooking class
- Continued collaboration with Public Health Department (cooking classes, nutrition policy...)
- Cal Fresh advocates (contract written to Health and Human Services)
- Successful distribution of 3 holiday meals (Easter, Thanksgiving and Christmas) in collaboration with FBNC, Salvation Army, and Ladies Relief Society – Total families served was 2,111
- Postal Workers Food Drive cancelled - TCC stepped up
- Better meeting the needs of the homeless population

## 2016 Challenges

- Finding volunteers for the many off-site activities
- Postal Workers Food Drive cancelled
- Solar campaign didn't meet budget goal
- Issues with homeless population
- Start up of CalFresh was difficult resulting in the loss of volunteers
- Constant challenge to manage communication between leadership, 450 volunteers and approximately 3500 client families

# 2016 Key Distribution Facts

## Client Demographics

- Adults 74%
- Children 26%
- Seniors (55+) 27%
- Homeless 5%

## Client Trends

- New families -23%
- Families Served -8%
- Individuals Served -13%
- Average Family size -5%

## Distribution

- Total client visits -8%
- Average visits per distribution day -10%
- Amount of food given families +5%
- Open 152 days for regular distribution and 3 holiday distribution days
- Holiday Meals (Easter, Thanksgiving, and Christmas) to 2,111 families.
- 92,534 grocery bags of food

# 2016 Financial Report

## Summary Balance Sheet

in \$K	Actual
	2016
<b>Current Assets</b>	
Checking/Savings	\$268
Other Current Assets	\$61
<b>Total Current Assets</b>	<b>\$329</b>
<b>Fixed Assets</b>	<b>\$861</b>
<b>TOTAL ASSETS</b>	<b>\$1,190</b>
<b>Liabilities</b>	
Current Liabilities	\$60
USDA Loan	\$366
<b>Total Liabilities</b>	<b>\$426</b>
<b>Equity</b>	<b>\$764</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$1,190</b>



# 2016 Financial Report

## Profit & Loss Statement

in \$K		
		Actual
		2016
<b>REVENUE</b>		
Business Contributions		\$21
Individual Contributions		\$350
Fundraisers		\$27
Grants/Other		\$92
Total Revenue		\$490
<b>EXPENSES</b>		
Food		\$250
Staff Expense		\$40
Operations		\$110
Total Expenses		\$400
<b>NET ORDINARY INCOME</b>		\$90
<b>OTHER I &amp; E</b>		
In-Kind Revenue		\$642
In-Kind Expense		\$642
<b>NET INCOME</b>		\$90

# 2016 Financial Report

## Highlights vs. Budget

### ➤ Revenue

- Total revenue was higher than expected by \$47.4K primarily due to matching campaign and unexpected \$15K donation in December

### ➤ Expenses

- Food/Food Supplies underspent by \$49K
- Staff Expense underspent by \$4.5K (delay in hiring)
- Operations expenses overspent by \$15.7K primarily due to Repairs & Maintenance \$4.4K (Fence, mats, benches), Utilities \$6.4K (delay in Solar and higher Waste Management), and Volunteer Expense \$2.4K (T-shirts)

### ➤ Balance Sheet

- Ending cash at 12/31/16 was \$268.7K



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# 2017 Plan & Budget

## 2017 Major Areas of Focus

- Major Fundraisers - Matching, Gala & Hunger Run (new)
- Increase followers of IFM's Newsletter, Facebook & Website
- Create a diverse systematic sustainable Development Plan to meet annual funding needs.
- Expand/enhance community collaboration
- Promote 30 Years of IFM serving Nevada County
- Continue and enhance Cal Fresh advocacy program
- Public Health collaboration in the area of Diabetes
- United Way partnership to open one Saturday a month
- Deepen implementation of Nutrition Policy
- Expanding cooking classes, refining signup process

## 2017 Major Financial Assumptions

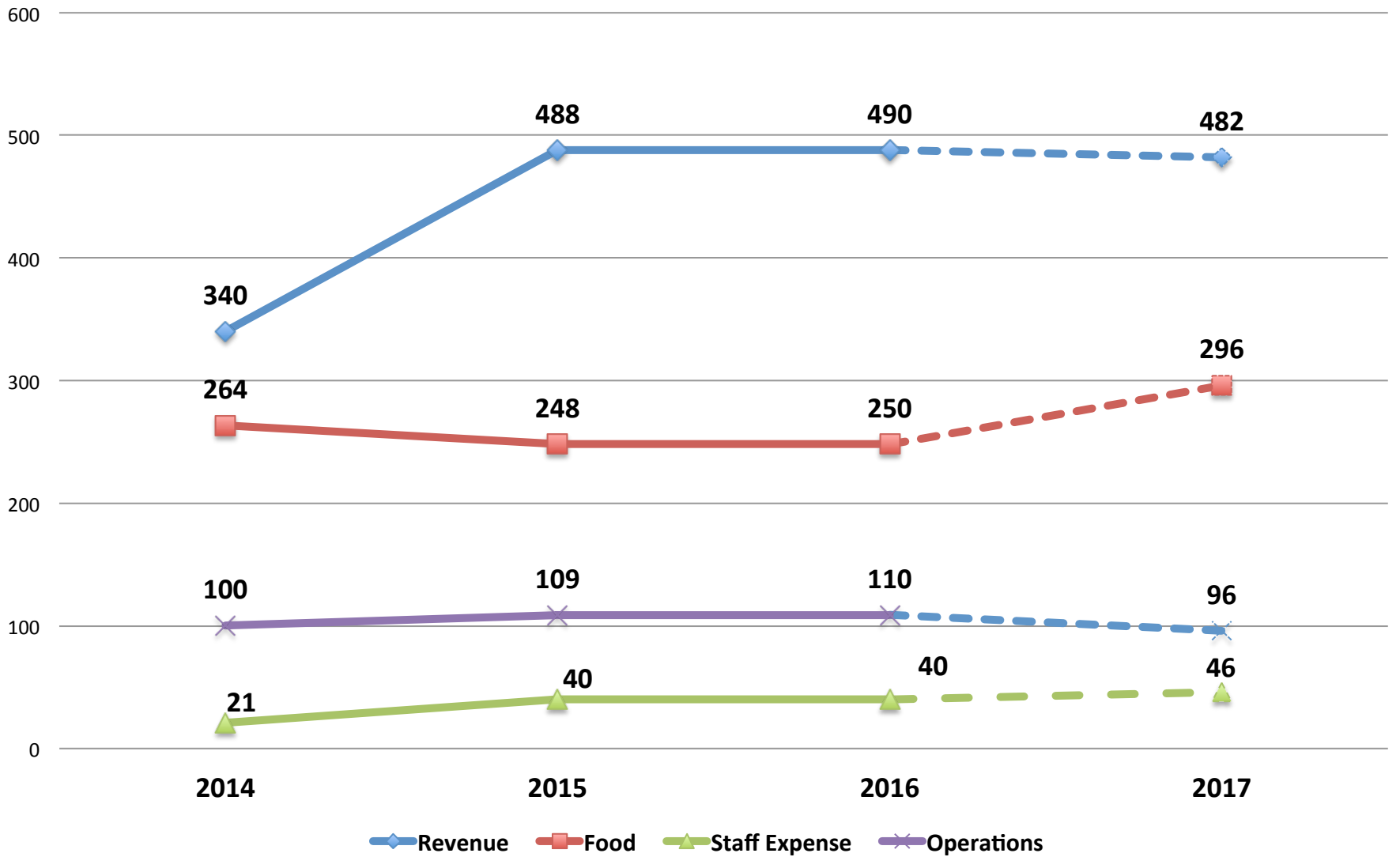
- Revenue expected to be flat year over year
- Food expenses expected to increase by 18% (more nutritional food and Saturday distribution starting in May )
- All other expenses expected to be down by \$14K (no external audit and anticipated solar system savings)
- Continuation of part-time ED and DD positions \$46K budget including 3% salary increase for Executive Director position
- Gutter replacement not to exceed \$3K (capital expenditure)

# 2017 Budget Recommendation

in \$K	Actual	Budget	YoY	%inc/dec
	2016	2017		
<b>REVENUE</b>				
Business Contributions	\$21	\$18	\$(3)	-14%
Individual Contributions	\$350	\$315	\$(35)	-10%
Fundraisers	\$27	\$54	\$27	100%
Grants/Other	\$92	\$95	\$3	3%
<b>Total Revenue</b>	<b>\$490</b>	<b>\$482</b>	<b>\$(8)</b>	<b>-2%</b>
<b>EXPENSES</b>				
Food	\$250	\$296	\$46	18%
Staff Expense	\$40	\$46	\$6	15%
Operations	\$110	\$96	\$(14)	-13%
<b>Total Expenses</b>	<b>\$400</b>	<b>\$438</b>	<b>\$38</b>	<b>10%</b>
<b>NET ORDINARY INCOME</b>	<b>\$90</b>	<b>\$44</b>	<b>\$(46)</b>	<b>-51%</b>
<b>OTHER I &amp; E</b>				
In-Kind Revenue	\$642	\$721	\$79	12%
In-Kind Expense	\$642	\$721	\$79	12%
<b>NET INCOME</b>	<b>\$90</b>	<b>\$44</b>	<b>\$(46)</b>	<b>-51%</b>

# Trended P&L

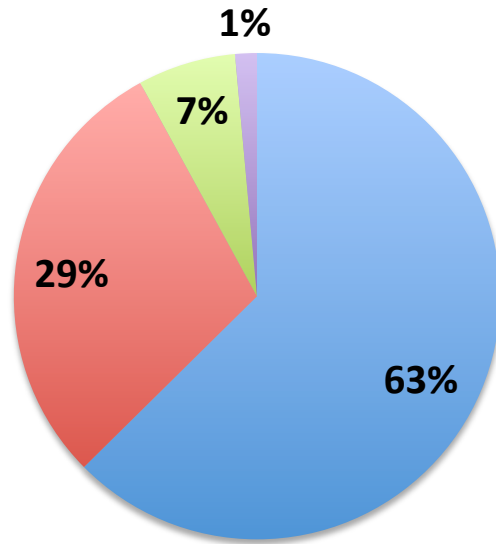
## 2014-2017



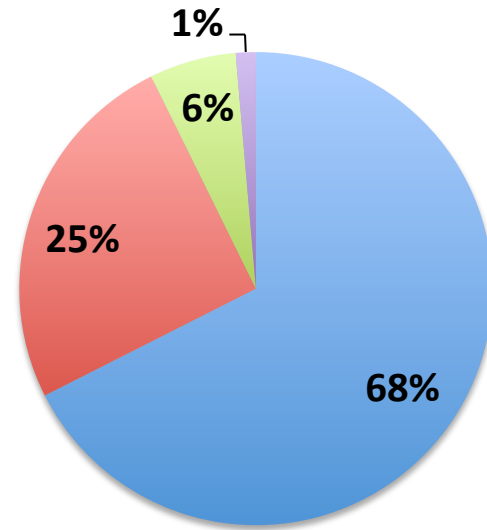
# 2016 vs. 2017

## Expense Allocation-Food & Food Program

**2016**  
**92.0% Actual vs.**  
**Projection of 92.6%**



**2017**  
**Projection**  
**93.2%**



■ Food ■ Food Program ■ Fundraising ■ Admin



Cash Guideline vs.  
Cash on Hand at 12/31/16  
**Opportunity**

- Cash on hand = \$269K
- Cash required per guideline = \$151K

**Recommendation to pay down USDA loan by  
\$90K in February 2017**

Future *possible* pay downs & regular payments:  
@\$72.5K in 2018, 2019, 2020 and \$14K in 2021

# 2017 Grants (\$83K Budgeted/\$77.1K Ask)

- |                     |               |                         |             |
|---------------------|---------------|-------------------------|-------------|
| • Church of LDS     | \$3K/\$3K     | • Teichert Grant        | \$3K/\$3K   |
| • CSBG              | \$31.8K/\$0K  | • United Way            | \$9K/\$9K   |
| • Extra CSBG Funds  | \$11.7K/\$0K  | • Wells Foundation      | \$3K/\$12K  |
| • Grass Valley Elks | \$2K/\$2K     | • WestAmerica Bank      | \$.5K/\$1K  |
| • Land O'Lakes      | \$0K/\$2K     | • UW-Saturday Dist.     | \$12K/\$12K |
| • Pacific Builders  | \$0K/\$7.5K   |                         |             |
| • Safeway           | \$1.2K/\$2.5  | <b>New Applications</b> |             |
| • SaveMart Cares    | \$3K/\$3K     | • El Initiative         | \$0K/10K    |
| • Soroptimists GV   | \$1K/\$1.3K   | • Nevada City Elks      | \$0K/\$2K   |
| • Soroptimists SF   | \$1.8K/\$1.8K | • Waste Management      | \$0K/\$5K   |

Grant Committee - Kate Laferriere, Lise Hineman & Rick Kahil

Green – In Process or Sent

Blue – Awarded/Received

Black – To do

# 2017 Fundraisers with Goals

## Fundraisers Sponsored by IFM

	<u>Timeframe</u>	<u>Revenue</u>
• Matching Campaign	March 2017	\$80,000
• Gala	May 6, 2017	\$30,000
• Paulette's Spaghetti Dinner	Sept 2017	\$5,200
• Grand Prix	Sept 24, 2017	\$12,000
• Sponsoring a Family	Nov & Dec 2017	\$7,000

## Fundraisers Coordinated With Other Organizations

• E-Scrip Sign-ups with SPD & Save Mart	Ongoing	\$3,000
• Shred Day with Owens Financial	May 20, 2017	\$4,000
• Independence From Hunger w/Grocery Outlet	June 2017	\$6,500

## IFM 2017 SCHEDULE OF EVENTS

<u>Event</u>	<u>When</u>	<u>Activity/Location</u>	<u>Time</u>
Board Meetings Annual Meeting	4th Tuesday Jan. 24	Each Month - IFM IFM	9:00-11:00 am Tuesday, 9:00-11:00 am
Matching Campaign	March	Match \$40,000	
Fill the Trailer	March 31-April 3	Grocery Outlet	Fri-Mon, 8 am-8 pm
EASTER	April 3 -14	IFM -	Two weeks of distribution
Gala - Brick by Brick	May 6	IFM	Sat, 5 pm-9 pm
Volunteer Luncheon	May 16	?	Tuesday, 11:00 am
Shred Day	May 20?	Owens Plaza	Sat, 8 am-noon
MEMORIAL DAY	May 29	IFM CLOSED	Monday
LABOR DAY	Sept. 4	IFM CLOSED	Monday
CONGREGATIONS	Sept. 17	Congregations	Local gatherings
<u>FOOD DRIVE</u>			
Spaghetti Dinner	Sept.	Paulette's	Friday, 5-7:30 pm
Hunger Run	Sept. 23	IFM start	Sunday, TBD
Sponsor a Family for the holidays	Nov/Dec	mail/on-line	
Holiday bags	Nov/Dec	Safeway, Raleys, PV Holiday Market	Safeway only - Saturday
THANKSGIVING	Nov. 13 - 22	IFM	Two weeks of distribution
THANKSGIVING	Nov. 25	IFM CLOSED	Friday
CHRISTMAS	Dec. 11 - 22	IFM	Two weeks of distribution
CHRISTMAS	Dec. 25	IFM CLOSED	Monday
NEW YEAR'S DAY	Jan. 1, 2018	IFM CLOSED	Monday

UNDERLINED ACTIVITIES INDICATE A NEED FOR ADDITIONAL VOLUNTEERS

# 2017 Operating Plan and Budget

- Motion to Approve the 2017 Operating Plan and Budget as presented.
- Motion to Approve paying down the USDA loan by \$90K in February 2017.
- Motion to Approve gutter capital expenditure of up to \$3K





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## General Business Agenda (cont.)

- |                 |   |
|-----------------|---|
| 10:45-10:55     | Suite A Use Discussion                            |
| 10:55-11:05     | IFM Board Officers – Motion to Approve            |
| 11:05-11:10     | ED & Dev Director Job Hours Summary               |
| 11:10-11:15     | Request For Food – North Gold Senior Mountaineers |
| 11:15-11:20     | Motion To Approve Nov 2016 mtg minutes            |
| Closing Remarks |   |

# Suite “A” Use Discussion

IFM currently does not have policy to help determine who, if anyone at all, should use Suite A. Over the past several month various entities have requested use of Suite A space to conduct limited activities related to their ‘business’. Most requests are from non profits generally unrelated to providing food.

One such entity, Project Heart, was recently approved to use Suite A on a weekly basis for a year term at no cost. Examples of other recent requests include – Church, band, photography club.

Executive Committee Usage Guideline Recommendation –

1. USDA compliant
2. Insurance provided
3. No affect on IFM programs
4. Minimal impact on staff

➤ **Recommended Motion:** To Approve Suite A Usage Guidelines



## Board Officer Vote

### ➤ Nominees

- President – Bob Thurman
- Vice President – Rick Kahil
- Treasurer – Kathy Mollet
- Assistant Treasurer – Karen Holt
- Secretary – Mary Ellen Tracy

➤ **Recommended Motion:** To approve all nominees for 2017 IFM Board officer positions as listed above.





# Executive Director Job Actuals

- Areas of Responsibility
  - Operations (major)
  - Administration
  - Fund Raising (Jan – March major, April– Dec hired Dev Dir)
- Expectations - 20-25 hrs per week

➤ Time Allocation	OPS	Fundraising	Admin	AVG/WK
2013	57%	34%	9%	27 hrs
2014	80%	15%	5%	27 hrs
2015	74%	16%	10%	24 hrs
2016	81%	11%	8 %	23 hrs

# Development Director Job Actuals (April – Dec)

➤ Areas of Responsibility

- Operations (minor)
- Administration
- Fund Raising (major)

➤ Expectations - 20-25 hrs per week

➤ Time Allocation	OPS	Fundraising	Admin	AVG/WK
2016	2%	86%	12%	23 hrs

# Request For Food

North Gold Senior Mountaineers

Motion To Approve IFM providing  
North Gold Senior Mountaineers food



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



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# Backup

# 2016 Significant Facts

## Client Profile

6438 Registered families (+13% over ye 2015)  
 3343 Unique families  
 728 New registered families (-23%)  
 74% Adults  
 26% Children  
 27% Seniors  
 5.0% Homeless

## Family Demographics

1 - 41%  
 2 - 20%  
 3 - 13%  
 4+ - 26%  
 Families with children - 34%

## Visit Information - 2015 vs 2016

57,969 individuals served (-14%)  
 23,547 families served (-8%)  
 22% of our clients used our services 1 time only  
 67% of our clients used our service 3 times or more  
 Average 454 client visits a week (-10%)

## Food Provided - 2015 vs 2016

92,534 Bags of food (-4%)  
 \$244,637 spent on food (-10%)  
 \$1,814,468 in donated food (-2%)  
 Est market value of food - \$2,059,105 (-3%)  
 Holiday Meals Provided to Families (2,111)  
     Easter - 476  
     Thanksgiving - 909  
     Christmas - 726

## Interfaith Food Ministry Client Stats As Of December 31, 2016

Client Profile	2015	2016	Incr/Decr	% Inc/Decr
Total Registered Families	5,710	6,438	728	13%
Families Who Used Our Services	3,483	3,343	-140	-4%
Adults	71%	74%		
Children	29%	26%		
Seniors (Included in Adult C	24%	27%		
Homeless	4.3%	5.0%		
Visit Information	2015	2016		
Total # Of People Served	66,505	57,969	-8,536	-13%
Total Client Visits	25,598	23,547	-2,051	-8%
Average Client Visits/Week	492	453	-39	-8%
% Who Visited 1 Time	21%	22%		
% Who Visited 2 Times	11%	11%		
% Who Visited 3+ Times	68%	67%		
Food Provided	2015	2016		
Total Grocery Bags	96,256	92,534	-3,722	-4%
Avg Bags/Family	3.76	3.93	0.2	5%
Avg \$ Value of One Bag (Staples + Food)	\$22.11	\$22.25	\$ 0.15	1%
\$ Value Of Food Distributed	\$2,127,797	\$2,059,105	-68,692	-3%
Donated	\$1,856,651	\$1,814,468	-42,183	-2%
Purchased	\$271,146	\$244,637	-26,509	-10%

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

# 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.