

## Minutes – Sept. IFM Board Meeting, 2013

The following board members attended:

|                  |                                    |
|------------------|------------------------------------|
| Lani Brunmeier   | Twin Cities                        |
| Bill Dempsey     | Sierra Presbyterian                |
| Mary Albrecht    | Grace Lutheran                     |
| Debi Johnson     | First Baptist, Grass Valley        |
| Nels Nelson      | Christian Science                  |
| Pat Paddock      | Unitarian Universalist             |
| Marnie Ratkovsky | Emmanuel Episcopal                 |
| Bernie Delgado   | St. Canice Catholic                |
| Rick Kahil       | G.V. United Methodist              |
| Bill Kerler      | Calvary Bible                      |
| Jim Schroeder    | Peace Lutheran (for Bob Fulkerson) |
| Joan Denzler     | Sierra Pines Methodist             |
| Diane Chang      | Seventh Day Adventist              |

Absent:

Gabrielle Boulard Sierra Center for Spiritual Living

Also attending: Five officers and four volunteers

The meeting opened with a prayer led by Bill Kerler

**ACTION:** Minutes of August meeting approved.

### **Financial Report**

- Confirmed that quarterly financial report vs. monthly is preferred
- Audit Update
  - CPA firm will do audit. Fee is \$4,000 to \$5,500.
  - Audit will support requirements of both USDA and United Way.
  - USDA audit may not be required if less than \$500k is funded in cy.
- Conversion from Quicken to Quickbooks is in process
- 2012 Annual Report – still in progress. Difficult to report numbers of clients as some come often, others not.

### Executive Director Report

- Hourly update: Much time spent on Operations. About 20 hours per week. Time will be spent on Gala Event set for next May.
- Food Report: Postal Workers Drive successful. About \$9,000 worth of food.
  - Will make no major changes in the purchase of food until we move to new building.
- Volunteers:
  - **Maintenance Supervisor needed** badly.
  - Also, **fundraising help**, especially with Safeway food drive, urging customers to buy bags for IFM.
  - Nov. 16 – Safeway will promote purchase of bags with IFM clients participating. **Need coordinator** for this event.
  - Eventually, **need someone to take over holiday distribution.**
- Fundraising: May 3, Gala Event, Latin carnival theme
- Paulette’s Nov. 8, 5 to 8 p.m. Spaghetti dinner. All board members will be given 10 tickets to sell.
- Grants: Bill Kerler seeking grant opportunities.
- Procedure for giving food to non-profits: groups must fill out application and appear before the IFM board. (Rick K. will send list of all present groups.)
- Logos: Need logo that can be blown up and still look clear. Three new logos were presented. The third option was chosen by the Board with or without proposed small revisions.
- Mural on wall to be duplicated in new building
- **ACTION:** Move to pay up to \$600 for similar mural in new building. Passed.
- Website: In “About Us,” adding policies and procedures and governing documents and newsletters.
- Church reps asked to link IFM website to church websites.

### Real Estate

- Close of escrow delayed by one week due to injury of City Building official. New close is targeted for week of Oct 7.
- Mold: Building now 100 % free of mold.
- USDA requirements Letter of Conditions is complete.

**Real Estate (cont)**

- Fidelity bond for five IFM individuals found to be inadequate – now \$750/yr verses prior cost of \$250/yr.
  - **ACTION:** Motion to approve additional \$500 for a total of \$750 for bond (annual) to meet USDA requirements.
- New building property and liability insurance quote in process. Total premium estimated to be in range of \$7,500 per year for both Whiting St and Henderson St buildings.
  - **ACTION:** Motion to approve up to \$7,500 for building insurance for both buildings (temporary for old building). Passed.
- Status of Layout of building: Front office team layout completed. Distribution and packing still to be decided. Team will meet soon.
- Whiting Street building will be listed for sale upon close of escrow.

**Planning Committee**

- Committee disbanded and resurrecting as 2014 Planning/Budget Cycle focused on four deliverables.
  - Strategic Plan
  - 2014 Operations Plan
  - 2014 Budget
  - Standardized Metrics and Reporting
- Annual Meeting – Jan. 28
  - Need host church and ideas for guest speakers.

**New Business**

- ED signing authority to be defined

**Next Meeting Board Meeting**

- Oct. 22 location to be confirmed.
- Will need some chairs.