



## Zoom IFM Meeting of the Board and Member Churches, May 26, 2020 at 9:00 a.m.

### 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

### 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 - **Absent**  
Jim Schroeder, Peace Lutheran  
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

The Board meeting today was held by computer using Zoom.

Prayer was led by Diane Chang.

It was confirmed we had a quorum.

**Marnie Ratkovsky moved the minutes be approved as submitted. Jeff Hebert seconded the motion. The motion was approved with all in favor.**

### Treasurer

- Jeff Hebert nominated Sandy Hakala for treasurer of IFM (to replace John Brusher who moved). The nomination was seconded by Gaye Rogers. There will be a vote on this nomination at the June meeting. Sandy will check with the banks to see what is required for the transition. Bob Thurman will check on wording for the motion and resolution.
- Sandy shared that she has worked with the Nevada City School District for the last 5 years and, in that position, she had set up several reserves. This month, she will do an analysis and develop a plan for some possible additional reserves at IFM. Sandy thanked John Brusher for leaving things so well organized.
- Bob shared that a commitment was made to the Board that the budget would have a reserve of at least 4 1/2 - 6 months. Sandy will review the reserve and investment strategy and make recommendations at a forthcoming Board meeting.
- Bob expressed concern the community may be tapped-out by all the non-profits in this area and that the latter part of this year may get tougher for donations.

### Matching Campaign - Phil Alonso and Naomi Cabral

- Robert Emmett created a chart of March Matching Campaign Stats for 2017-2020. Phil presented the chart which shows all categories have improved greatly. The average amount of \$268 per donor (not including matcher donors) is especially impressive for 2020. The number of new donors at 66 for 2020 is 3 times more than in 2019. The total amount raised for 2020 was \$191,239.00 and is \$50,000 more than 2019. Phil will send a copy of this chart to all Board members.

- Phil thanked the Board members and their congregations for all their efforts in the Matching Campaign.
- The expanded e-mail list, large number of letters mailed, and IFM's increased social media footprint by Naomi all contributed to the success of the campaign.
- The COVID-19 crisis hitting in the middle of the Matching Campaign also boosted the donations.
- Jim Schroeder said the stimulus checks from the government were another reason many of the donors felt they could contribute more to IFM.
- Naomi felt that even with this success, IFM is directly related to relief and we have a legitimate reason to continue asking for more financial support.
- Bob Thurman suggested a final action would be to review the lessons learned from this campaign.

#### **Grants - Phil Alonso and Naomi Cabral**

- Phil shared an IFM Fund Development Plan for 2020 that was created by Naomi Cabral. It is an extensive list of all the ways IFM solicits funds with details about each item.
- To date, there are 13 grants listed. Three grants were already received (Safeway \$10,000, WestAmerica \$1,250, and Soroptimist \$1,000). Eight grants are pending (Nev. Co. Emergency Fund \$20,000, EFSP \$20,000, EFSP/CARES \$50,000, CDBG \$465,000, Safe Credit Union \$50,000, No Kid Hungry \_\_\_\_, Soroptimist GV \$2,000, Teichert \$3,900). A United Way Partner grant for \$20,000 is due May 28th.
- Phil hoped grants may help mitigate any loss in donations later in the year.
- Rick gave kudos to Naomi and Phil for the Fund Development Plan for 2020.
- Bob feels this plan will make us less reactive and will assist with key actions.

#### **Fundraising Events - Phil Alonso and Naomi Cabral**

- The month of September is Hunger Action Month and IFM has four events planned around this time. The Benefit Concert (Sept. 12th), Hunger Run (Sept 26th), and Paulette's Spaghetti Dinner (October 16th), and Community Dinners, all have COVID-19 back-up plans outlined on the Fund Development Plan.
- Marc Cuniberti has his own matching campaign (\$10,000) going for April and May for IFM.
- Shred Day @ Owen's Financial has been postponed until the fall. Owens plans to donate to IFM even if the event does not take place.

#### **Volunteer Luncheon - Phil Alonso**

- The Volunteer Luncheon will not be held this year. Judi Wade was asked to let Twin Cities Church know it has been cancelled.
- Anna Gloria, IFM's volunteer coordinator, will be soliciting people to call volunteers to thank them for their service, check on their well-being, ask them if they are coming back, and to update their contact information.

#### **Donor Management - Naomi Cabral**

- Naomi is beginning work on the Thank You Program. She will be asking volunteers to help stuff letters, make calls and write thank you notes.
- All donors who donated the first quarter will receive letters.
- Donors who gave \$500-\$2500 will also receive phone calls thanking them.
- Donors who gave \$2500-\$5000 will receive hand-written thank you cards.

#### **COVID-19 - When to return to a normal distribution - Phil Alonso**

- Bob Thurman would like to present a plan for returning to normal distribution at the June Board meeting.
- Phil said the current drive-thru distribution will continue through June with clients possibly returning to the building in early July.
- Jeff Hebert said volunteers and clients should all wear masks.
- Rick shared that 80-90% of the clients are wearing masks now. He suggested IFM order masks for Steve to hand to those clients without masks.
- Phil suggested the new model might accommodate those who want to stay in their car (process them in their car) and those who want to come inside. He also felt some of our partner organizations might even be willing to deliver IFM food to clients.

- Phil said there would be a limited number of clients allowed inside at one time, tape on the sidewalk/floor would ensure social distancing, face masks and hand sanitizing station would be available, plexiglass barriers would be installed for receptionists and interviewers, food in client area would be pre-bagged, and clients would not be allowed to go in and out.
- Kari Gaul, who volunteers at distribution putting bags into cars, said clients feel safer with the drive-thru system. Those with children prefer not to take them in the building. Phil thanked Kari for being there every distribution day.
- Diane Chang feels anxious about clients being in the building so soon. It is difficult to get clients to comply to wearing masks and social distancing.
- It was suggested Connie touch base with all the front office volunteers. They may not be willing to come back yet.
- Phil assured Board members that if there is a flare up in COVID-19 cases in Nevada County, IFM would immediately go back to the drive-thru distribution.
- Rick suggested we not go too fast too soon and that the county guidelines be followed.
- It was suggested the parking spaces be numbered. Jim Schroeder (a volunteer pusher) said numbers would be very helpful.
- Marnie shared that it is impossible to get social security numbers, address documentation, etc., with drive-thru distribution. Do we need all this information? Phil agreed it is a big barrier for some people. Proof of address is required by the local police to keep IFM from giving food that needs to be cooked to the homeless. Social security numbers provide proof of the number of family members. Phil suggested clients might be able to send some of this documentation online.
- Rick suggested a task force be organized to resolve this issue and present a plan at the June Board meeting. Phil (with Maxine's help) will start this week on developing the task force and scheduling a Zoom meeting to gather feedback and address concerns.

#### **Volunteer Needs - Phil Alonso**

- Some individuals have been identified to help with facility maintenance, but a leader is still needed.
- Emily Lewis, IFM's new intern, has been working with Phil on developing and improving the administrative systems and tools that support the overall operations of IFM.
- Ray Moore has a two-person team (Missy Nicols and Lynn Forrette) who have taken over the food procurement obligations related to the Saturday FAS Program. Eventually, they will also take over the food ordering for the Holiday season.

#### **Food Costs - Phil Alonso**

- Due to COVID-19 interruptions in supply, it is expected our food costs will exceed the budget by \$10,000 per month for the rest of the year. Canned food and soup now costs IFM 3 to 5 times more—if it can be found at all. IFM must now pay for eggs.
- The food committee is looking at where adjustments can be made. Peanut butter is now offered once a month in the staples instead of weekly.

#### **Twin Cities Food Drive - Phil Alonso**

- This was a great success. Thanks to Judi Wade and Naomi Cabral who manned the table, and to the volunteer truck drivers Jim Ellisor, Jack Bacon, and Frank Bordieri. And thanks to Pastor John Fairchild and the Twin Cities volunteers that made the event happen!
- 100-120 banana boxes of food was collected along with nearly \$600 in donations.

#### **Human Resources - Bob Thurman**

- Phil did an extensive review of Naomi's performance and she has met expectations. The Executive Committee discussed and approved the 3% salary increase allowed in the current budget.
- Phil has suggest Naomi's hours be increased to 40 hours/week. Bob suggested we look at the financial impact of this and will bring this back to the Board later.
- Bob is currently exploring alternatives to the standard increase in wages for Phil Alonso. He is looking at a student loan repayment program and/or a possible health account where money could be set aside tax free for health costs. The student loan repayment program is the most likely choice.
- Bob is working with Diane Chang and a CPA to determine what is possible and what needs to be done.

- Phil will be working on Steve's review.

The meeting was adjourned.

Respectfully submitted,  
Maxine Palmer  
IFM Secretary