



## Zoom IFM Meeting of the Board and Member Churches, July 28, 2020 at 9:00 a.m.

### Board Officers

Phil Alonso, Executive Director  
Naomi Cabral, Development Director  
Bob Thurman, President  
Rick Kahil, Vice President  
Sandy Hakala, Treasurer  
Robert Emmett, Assistant Treasurer  
Karen Holt, Assistant Treasurer - **Absent**  
Maxine Palmer, Secretary

### Guests

Bernie Delgado  
Todd Parker

### Board Members

Tim Gizzi, Calvary Bible - **Absent**  
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  
Jim Schroeder, Peace Lutheran  
Diane Chang, Seventh Day Adventist  
\_\_\_\_\_, Sierra Center for Spiritual Living - **Absent**  
Joan Denzler, Sierra Pines Methodist - **Absent**  
\_\_\_\_\_, 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 Naomi Cabral.

It was confirmed we had a quorum.

**Eleanor Kenitzer moved the June minutes be approved as submitted. Jeff Hebert seconded the motion. The motion was approved with all in favor.**

### Q2 Financial Summary - Sandy Hakala

- Q2 Revenue was ahead of budget by \$166K. This was largely due to contributions from individuals during the Matching Campaign and an increase in grants received.
- Q2 Food Expense was over-budget by \$2K. Extra expense for the Easter distribution was part of this.
- Operating Expenses were below budget by \$8K—largely because we haven't received the bill for the audit and fundraising expenses were down because some fundraisers were cancelled due to COVID-19.
- Q2 Net Revenue/Bottom Line was \$155K.
- \$45K was used to pay down the loan, \$16K was used to purchase assets, and \$101K was put in the bank.
- Authorized signatures were completed at Tri Counties Bank and Wells Fargo to install Sandy Hakala as treasurer. Chase Bank has some additional requirements IFM is considering.

### Grant Summary - Phil Alonso and Naomi Cabral

- IFM has received a total of \$83,675 in grants so far in 2020 (\$50,000 budgeted). In addition to these grants, there are several 2019 grants with which IFM still has account balances. Phil thanked Karen Holt for all her hard work tracking the use of funds for all the restricted-use grants.
- IFM is also an active participant in grants through our partner organizations. The Senior Grocery Bag program (\$6,372), Friendship Club (\$5,000), and the United Way High School Food Pantry (\$15,000) are all up and running.

- A handful of grants have been applied for and IFM is awaiting results. The largest of these grants are the EFSP/CARES grant for \$200K (for food only) and the CDBG grant for \$465K. Results for these two grants are expected in August. The EFSP/CARES grant is a dollar for dollar matching grant.

### Reserve Strategy - Sandy Hakala

- Sandy checked on interest rates on CD's and they are too low to consider laddering CD's as an investment at this time. She plans to talk to a financial consultant about other options.
- Sandy would like to wait until we get the results for the CDBG and EFSP/CARES grants before deciding any reserve strategy. If IFM is awarded these two grants, IFM may need additional staff and the budget may need a total remodel.

### Food Costs - Rick Kahil and Sandy Hakala

- Rick shared that a survey of the actual food value we give out per bag has not been done for five years.
- Sandy and Rick met at IFM last Friday to begin taking notes of items included in the bags. They plan to do the same on a Monday and Wednesday.
- An up-dated estimate of actual food value per bag will be included when/if the budget is remodeled.
- Bob stressed to always question why we need this information to determine the level of effort and detail.

### Fund Development - Naomi Cabral

- The Benefit Concert, Saturday, Sept. 12th from 3:00-5:00, will consist of three bands (Boston Ravine, Heifer Belles, and The Public String Band) and will be live-streamed from IFM. The proceeds will go towards the holiday food program. Father Seth has agreed to be a sponsor (\$1,000) and Board members are encouraged to help identify other sponsors. Naomi has a flier and press release for the event that she will send to all Board members by e-mail and in their boxes at IFM. Board members are encouraged to include the flier in their newsletters and to hang it on boards at their church.
- The Hunger Run, September 26th, at Alta Sierra Golf Course will be offered as a virtual and as an in-person event with runners being socially distanced. Food options will be available when the tickets are purchased for the event. Sponsorship materials are being completed by the graphic designer. Board members will be able to send out information by e-mail.
- Donor Acknowledgements are kicking off next week. Naomi thanked Robert Emmett for researching and submitting the donor list. Naomi is currently separating the donors into separate lists—those receiving form letters, those receiving a call, and those receiving handwritten notes. Naomi has been busy building teams to stuff envelopes, make calls, and hand write notes.

### Operations - Phil Alonso

- Rick Kahil shared that compared to last year, the drive-thru distribution at IFM has 41.1% more reactivated clients, average visits per day is 155 (down 10.3%), and number of bags distributed increased 18.2%. When you include the families being served in our partner programs (senior bags, high school pantry, etc.), **IFM is serving more 18.2% food to approximately 6% more families.**
- Bob has requested Phil strengthen the COVID-19 protocols in light of the increase in cases in western Nevada County. The Task Force meetings have been completed and Susie and Diane are completing a thorough compliance document that includes county, state, and federal guidelines. Phil thanked them for all their efforts. Volunteers choosing not to comply with the mask requirement are offered other ways to support IFM. Phil is going to purchase devices to check the temperatures of volunteers and Chrome Books to help simplify the check-in process.
- Bob shared that the SS#'s requested of clients have been used to confirm family size and help with identification for people with the same name. This requirement, however, is seen as a barrier for some families. In the spirit of simplifying our check-in process, Board members present felt we could try dropping this as a requirement for new clients, but we would check for any issues quarterly. **A motion was made by Jim Schroeder to remove Social Security numbers as a requirement for clients receiving food from IFM. Jeff Hebert seconded the motion. The motion passed with all in favor.**
- Anna Gloria and her team have almost completed the volunteer survey. Data will be presented at the next Board meeting.

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

- Bob completed all of his research regarding the CARES Act Tax-exempt Student Loan Repayment Program for 2020. As a result, Bob is recommending that we adopt a policy to provide qualifying employees tax free student loan reimbursements.
- To be eligible for this benefit, an employee must be full-time, have a performance rating higher than “meets expectations”, and have been on payroll for at least 6 months. The tax-free amount available for reimbursement is \$5,250 and is retroactive (retroactive date is being confirmed by our tax advisor). Legislation is not clear on this point. The program will be administered by our Treasury group in order to comply with any tax reporting requirements. If the program is extended by Congress, IFM will vote to continue the benefit into 2021.
- **Jeff Hebert made a motion for IFM to adopt a policy allowing Phil Alonso to participate in the CARES Act 2020 Tax-exempt Student Loan Repayment Program. The program would be retroactive to January 1, 2020 (Bob to confirm retroactive date) and provides up to \$5,250 reimbursement for student loan payments payable through the end of the year. To receive this benefit, the employee must be employed for at least 6 months and must have “exceeded expectations” on their evaluation. Should this program be extended by the federal government past December 31, 2020, this policy will also be considered for extension. Eleanor Kenitzer seconded the motion. The motion passed with all in favor.**

The next Board meeting will be Tuesday, August 25th, at 9:00 a.m.

Respectfully submitted,  
Maxine Palmer  
IFM Secretary