



Zoom IFM Meeting of the Board and Member Churches, September 22, 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 - **Absent**
Karen Holt, Assistant Treasurer - **Absent**
Maxine Palmer, Secretary

Guests

Hilary Dart
Todd Parker
Emily Lewis

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 - **Absent**
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

No Board meeting was held in August.

Prayer was led by Naomi Cabral.

It was confirmed we had a quorum.

Jeff Hebert moved the July minutes be approved as submitted. Joan Denzler seconded the motion. The motion was approved with all in favor.

Financials - Sandy Hakala

- Revenue for August is over-budget \$80,000, making us ahead of plan by \$352,000 year-to-date.
- Food expenses are under budget \$7,000 year-to-date.
- Other operating expenses are under budget \$10,000, primarily due to fundraising expenses being down and because we have not received the audit bill.
- At the end of August, we had an ending cash balance of approximately \$600,000.
- Since CD's have such low interest rates right now, Sandy is leaning toward making additional payments to the loan balance. She prefers, however, to wait until the budget process is complete to decide this.
- The Executive Committee is meeting September 30th to discuss a budget for the next 3 to 5 years.
- Bob will eventually gather input for the budget from the Board. He also felt the revenue we've experienced this year is unlikely in up-coming years, so we need to carefully consider one-time versus on-going expenses as we build the new budget.
- Diane expressed concern there may be an up-tick in clients if/when Food Bank discontinues its weekly distributions.
- The Student Loan Repayment Program has begun for Phil. Sandy is working on the process to be sure it is audit compliant. This program is only good through December, 2020. Phil thanked the Board.

Fund Development - Naomi Cabral

- Naomi shared a slide of the eight grants received in the last 4 months totaling \$237,775. The EFSP Cares food grant for \$127,000 is not yet in the bank account.

- Phil will send out a restricted grant table to Board members. Phil and Karen Holt are actively monitoring all funds to be sure they are spent correctly and in a timely fashion.
- Bob suggested Naomi begin looking forward for grant opportunities for next year. Naomi agreed that fall is an active time for grant applications and she is monitoring it. There is a county CSBG grant (\$50,000) for which IFM could submit an application.
- Phil asked Board members to keep this confidential for now, but IFM has received verbal confirmation we received the CDBG grant for \$465,000 to be used over a two year period. The priorities for this grant right now are to hire a Program Manager (to assist Phil) and to purchase a generator. The grant also includes the purchase of a new refrigerated truck, more client education, better food, etc. Once approved officially, Phil will share an outline of the projects included in the grant. Bob and Phil are working with Rob, the county grant consultant, to see what they can begin doing now.
- Phil is currently working on a job description for the Program Manager position. The position would be 20-25 hours per week and would be in charge of the distribution, attend food committee meetings, work on client data with Rick Kahil, work on new partnerships, etc.
- Benefit Concert - was all virtual from IFM and went well. Eleanor did a great job as host. It is available to watch on You Tube. The results of the concert will be shared at the next meeting. Phil commended Naomi for her work on the concert. Bob suggested this be an annual event and that the emphasis be more on reminding people how they can help at IFM and not just fundraising. September is National Hunger Action Month and is a good time to hold the concert. Rick suggested Naomi check the community calendar for possible conflicts with other events.
- Hunger Run - Alta Sierra notified us the in-person run was no longer an option. The Gold Country Grand Prix Event (run/walk) will be entirely virtual over a two week period beginning September 26th.
- Paulette's Spaghetti Dinner - Naomi spoke with Paulette yesterday and she can have indoor dining with 50% capacity. Paulette is selling tickets in her restaurant. Naomi felt take-out was probably an option and Diane suggested volunteers be outside to help with take-out. Naomi will up-date the Board later.
- IFM has received \$8,000 from Facebook contributions this year.
- Sponsor a Family - Naomi will send a communication to Board members in a week or so. She will have materials ready for early October. Board members will get hard-copy cards and there will be gift certificates on-line.
- Donor Management - The first and second quarter thank you letters went out. Jim Schroeder called a list of mid-level donors to thank them for their donation. He has offered to continue to do as many calls as required. He has found it to be a rewarding endeavor. Seven volunteers are currently hand writing notes to upper-level donors.

Operations - Phil Alonso

- IFM's COVID-19 protocol includes requiring masks, gloves, social-distancing and limited contact with clients. Phil asked the Board if a temperature check should be implemented. It was agreed this would not catch asymptomatic individuals. Phil will, however, immediately begin having volunteers sign in and out each day and answer two questions regarding their exposure to coronavirus. This will be a valuable tool in the event contact tracing is needed. Diane suggested Phil review the guidance sheets for food banks regarding this procedure.
- 60-70% of the clients prefer the drive-thru process over going inside.
- Phil is currently working on a plan for the check-in process during inclement weather.
- Volunteer Status - Anna Gloria submitted a final report on the volunteer phone survey. Of the 180 who completed the survey, 60% are currently not volunteering, 40% are actively volunteering. Phil reported that distribution could use more help from 8:00-10:00 on some days. Diane suggested we implement a short morning shift of volunteers for distribution. Timing for the shifts could be flexible for individuals. Bob felt we need to work on recruitment, ways to entice volunteers, and a welcoming training process for new volunteers.

The next three Board meetings will be October 27th, November 24th, and December 22nd.

Respectfully submitted,
 Maxine Palmer
 IFM Secretary

