

**QUARTERLY MEETING MINUTES OF BOARD OF DIRECTORS OF THE
EAST MOUNTAIN FOOD PANTRY INC.
SATURDAY APRIL 8, 2023**

The Quarterly Meeting of the East Mountain Food Pantry was called to order by the Board President, David Smith, at 8:01 AM on Saturday, April 8th. The meeting was held at Canyon Bible Church with 6 of the 7 Directors present. Bill Butler was absent. One additional individual was present, Cheryl Smith, Treasurer.

Paperwork:

- All Directors Signed the Waiver of Notice for Special Meeting of Directors
- The Agenda was emailed to all Directors to review two weeks prior to the meeting.

Cindy Hunt made a motion to Approve the Agenda as presented. Motion was seconded by Kyle Campbell. Discussion was asked for with none being voiced. The vote was taken and the motion carried.

Consent Calendar:

(These activities are on-going and if more information is desired, contact the listed person.)

- Business and Church Support (Bill B. on-going)
- Co-Op (Kyle C. on-going)
- Gardening Classes (Sammie H.)
- Grants-Outstanding (Kyle C./Amy C.)
- Parking Lot Repairs (Kyle C. e-mail)
- Parking Lot Striping (Kyle C.)
- Procedure Manual Updates (Dorlaska C. on-going)
- Retaining Wall Behind Solar Arrays and Area Cleanup and Landscaping (Bill B. on-going)
- RRFB/Feeding America Grant for Refrigerated Truck Purchase (Sammie H.)
- Snow Plowing, Mowing and Property Cleanup (Amy C. on-going)
Snow Camera Installed
- Solar Production Constraints (Bill B. & David S. e-mail)
- USDA Grant Application (Stansbury Grant) due 20 April 2023 (e-mail on-going)
Final building plan adjustments after submittal (off-line meetings and e-mails)
- UWCNM 2022-2023 Inventory Grant (Cindy H. on-going)
- UWCNM 2023-2024 Grant Request Submitted (Kyle C.)
- Website Updates (Sammie H./Cindy H.)

A motion was made by Kyle Campbell to Approve the Consent Calendar with acknowledgement that these activities are on-going and any discussion or questions should be addressed with the person in charge. Amy Clements seconded, there being no discussion the vote was taken with the motion carried.

Finances reported by David Smith:

- The Audit Status has been in process since Feb. Lee Baldwin said it should be finalized hopefully this coming week.
- The NM/BernCo Grant for fiscal year 2023-2024 set-aside \$235,000 for EMFP. Michelle Lujan Grisham signed the bill 7 April but we need to verify that she didn't do a line-item veto. The \$135,000 in funding received through the NM Legislative Session last year (2022-2023)

has covered the cost of the pantry operations for this past year. We are hoping that the coming year's funding will cover new building shelving & other things as needed besides food. It is noted that the funds won't be available until after July 1st 2023 and will again be administered through BernCo.

- Current Financial Resources
Current Assets \$470K
Current Liabilities \$8K
- New Building Construction Maximum Dollar Commitment from EMFP
A requirement within the USDA (Stansbury) grant is how much additional funding is available from our resources. There was discussion as to how much of the EMFP budget could be added to the \$712,500 coming from Federal Funds provided by Melanie Stansbury.

A motion was made by Sammie Hutchison to allocate up to \$287,500 which would make a round \$1M combined project. Cindy Hunt seconded and there being no further discussion, the vote was taken and motion carried.

Old Business:

- With David Smith's upcoming resignation as President, there has been some individual discussion to consider dividing up the President's duties by creating a new Corporate Officer position and to nominate David as Chief Financial Officer. After checking our By-Laws and Articles of Incorporation, a new officer position would require changing both items. An option could be that a Director may want to oversee the Financial Planning as their area of focus. That would not require any change to be needed.

Sammie Hutchison made a motion that we would not need to create a new Officer position. Cindy Hunt seconded and the motion carried.

- David Smith will be resigning as President no later than May 15th, 2023, assuming 2022 audit and 2022 tax returns are completed, both dependent on when the Independent Auditor finishes his audit.
- We will begin a search for new President as this is the last quarterly meeting David will preside over, with our next meeting scheduled for July 8th, 2023.
- Kyle Campbell has volunteered to be Acting-President after David's retirement until one is selected.
- We have been discussing adding another Board Member/Director. We have reached out to Amy Rome and she is interested in finding out more about the duties of Member, Director and possibly President. Dorlaska Cammack will reach out to her and set up a meeting. A committee will interview Amy sometime after the Congressional/USDA report is due on 4/20/23. Each will be able to assess the compatibility of the other and ask questions to see if this will be a good fit.

Amy Clements made a motion to nominate Amy Rome as a Member and proceed with an interview. The motion was seconded by Cindy Hunt, and there being no further discussion the motion carried.

- Client Recertification will begin July 1st, 2023 for the next fiscal year. There has been discussion of a needed Client Verification Procedure to collect more accurate information. Data Intake Volunteers have expressed concern with their being required to 'certify' a client's information as correct when there has been no 'proof' of information provided.

Sammie Hutchison & Cindy Hunt will work with Dorlaska Cammack on contacting TEFAP/FANS (Food and Nutritional Services) regarding the 'certify' language and how much leverage an agency has to require 'proof' of client information given when recertifying eligibility for the coming year.

New Business:

- We are in need of a visible Community Outreach and Volunteer Recruitment Program to bring in additional volunteers and financial support. We will need a committee to be visible and to work on upcoming projects. Amy Rome has been suggested as possibly being interested in spearheading the committee.
- The Greater Edgewood Chamber of Commerce is sponsoring a Home Show event at Estancia Valley Classical Academy on Saturday, May 6th, 2023 from 9-2. As a member of the Chamber we can purchase/staff a Table to promote the Food Pantry. The cost of a table is \$75.


Sammie Hutchison made a motion to spend \$75 to staff a table at the event. Cindy Hunt seconded the motion. Discussion was that Sammie is willing to staff the table, pass out literature, and answer questions regarding volunteers and items/funds needed. Others are welcome/encouraged to join her. Motion Carried.

- KEMR, also a Chamber member, is willing to run 2 Weeks of PSA spots for free for us. Sammie will ask Amy to work with her to do the PSA—focus on: volunteers, new building & support for general operations.

Additional Business:

- Next Quarterly Meeting of Board of Directors on 8 July 2023 at 8:00 AM

There being no further business, Sammie Hutchison made a motion to adjourn the meeting and was seconded by Cindy Hunt. Motion carried – Meeting adjourned.



David M. Smith, President



Sammie E. Hutchison, Secretary