

**Bi-Monthly
Organization Meeting Minutes
11 November 2023**

Held at 8:00am at Canyon Bible Church at 1342 NM 333 Suites D and E in Tijeras NM in Bernalillo County.

Present:

Kyle Campbell
Amy Clements
Bill Butler
Sammie Hutchison
Amy Rome
David Smith
Cindy Hunt

Kyle calls the meeting to order.

David makes a motion to approve the Agenda as it was presented via email to all present earlier in the week. Bill seconds the motion. Motion passes. **The Agenda is approved.**

David proposes that we change the title of our meetings from Bi-monthly Meeting of the Board of Directors to Bi-Monthly Organization Meeting. He proposes this change so that our members and volunteers, who may attend and present projects and share their opinions, feel welcome. Making this change would require making changes to the Meeting Notice, the Agenda, the public Agenda and the Meeting Minutes and all other documents that are associated with our Bi-monthly Meetings. David makes a motion that we change the title of our Bi-monthly meetings as presented. Cindy seconds the motion. Motion passes. **Meetings will now be titled/called Bi-monthly Organization Meetings.**

Financial Report:

October Finances: The proposed Budget for 2024 went out via email last week. David and Cheryl did not receive any feedback about any budget items. Any changes or additions to the proposed 2024 budget need to be made before our annual meeting on December 9 2023. **Please see Appendix A for a copy of the proposed 2024 East Mountain Food Pantry (EMFP) budget.**

BernCo Grant: Funds became available on November 9 2023. The grant period runs through June 30 2024. We are still waiting on some other funding from BernCo. BernCo changed their grant process for 2024. They asked us to put in a proposal for the 2024 New Mexico State Legislative session. We were awarded 235,000 in response to our submitted proposal. We need our Legislatures to sponsor a Bill to fund the Pantry. County Commissioner Olivas suggested two names of individuals to contact about sponsoring a Bill but those individuals are not currently legislators. We need to find a volunteer to reach out to the Legislatures in other counties (Torrance and Santa Fe) so that we can hopefully get them to help sponsor a Bill to support the Pantry. Sammie will provide the number of clients from each county that we serve.

New Mexico State Junior Bill Funding (administered by BernCo): Funds became available the first week in November 2023. This grant covers general operating costs and capital outlay projects. If we want capital outlay items we will have to have them redo the purchase order for the grant so we can purchase those items. No capital outlay items are listed for now because we can't change it back. All of this money has anti-donation clauses attached stating that the government cannot just donate money or items to a non-profit. County Commissioner Olivas was able to allocate 30,000.00 for the Pantry. We were able to get pledges for the freezers/refrigerators totaling 110,000.00. We still need at least 60,000.00 more dollars to fund the freezers/refrigerators. We have other outstanding pledges that haven't been paid to us yet. Cindy: If we reach our goal and we still have pledge money coming in can we use it for other things for the new building? David: Yes as long as it's not donated for a specific purpose (i.e a restricted donation).

USDA Grant: Representative Stansbury's office was going to have someone from Washington D.C. work on the wording of the grant. We were told it was a grant but it's still written as a loan. David is hoping the USDA will not be involved except to pay for the building.

It was suggested that we have Joe (the architect) add the freezer/refrigeration system into the original building plans so we don't end up having to pay for the development of two sets of plans. Kyle has a concern about including the freezer in the plans in case we have to prove we have the money but we haven't had it all donated yet...David still hopes we can get the money as a grant so we don't have to prove that we have the funding we need for the freezer/refrigeration systems.

Will the General Contractor manage the project or will we? The General Contractor will get bids from other companies on what they don't build themselves.

BUSH funding and MACI and operating cash is 130,000.00 The Pantry has 61,000.00 in it and MACI has 40,000.00 in it currently. The Directors can make the decision to move funds around when the time comes and if the USDA asks for it.

Pantry Manager's Report (Sammie Hutchison):

Link2Feed Statistics: There were 51 new households and 11 anonymous. Since 2020 we have doubled the number of households we have been serving in a month.

Distribution notes: We are no longer giving out Partial or more than 1 Produce Only box a month. Cindy would also like to stop giving out emergency boxes due to being short on funds to purchase food. July and August's Emergency box numbers were the highest due to giving clients who didn't have their paperwork to reregister during recertification Emergency boxes. There were 95 Emergency boxes given out during July, 43 Emergency boxes given out in August, 26 in September and 22 in October. We do have some undocumented clients that are coming for more than one Emergency box per month. The problem is they will never have their needed paperwork.

David: We can raise the amount of money we use for buying food if that would help.

Kyle: Is it fair to other clients that these undocumented clients are getting more than one Emergency box per month? Sammie: We are registering everyone the same way.

Emergency boxes need to be tracked in Link2Feed even if an individual doesn't have their paperwork. This is the only way we will know whether or not someone has already been given an emergency box.

On average, we are serving three people per household. Shifts are busy right now with more than 10 families coming per hour. Sammie would like the Directors to consider allowing her to open another shift. David and Cindy would like to see people asked to come at different/other times first when shifts may not be as busy. Sammie will gather statistics on when the most people are coming (i.e. when our busiest times are).

Property Management Report (Sammie Hutchison):

Roof leaks: Sammie has been working with East Mountain Roofing to get the leaks in the roof found and fixed. The new repairs are not under warranty. Bill suggests that we need to put a new roof on the whole building. Sammie proposes fixing the leak in Unit A and the two leaks in Unit F. She makes a motion asking that the Directors allow her to go ahead and get the leaks fixed in these suites without direct Board approval as long as the total cost is under 500.00. Bill seconds. Motion passes. **Sammie will work with East Mountain Roofing to get the leaks fixed.**

Septic Lines: The camera survey has been done. The survey showed that there are dips in the septic lines that need to be raised to allow sewage to flow to the septic tanks. Sammie is waiting for the estimate from Aztec Wastewater. The Directors need to approve the estimate/cost before repairs can begin. As soon as she gets the estimate Sammie will forward it to the Directors for approval.

Drywall: Bill will find someone to fix the drywall once the leaks have been repaired.

Automatic Property Gate Repairs: Dan Hutchison replaced the battery in the motor. The gate is still hard to open and close. It should not be that hard. It needs to be repaired or it will burn out the motor. Can it be fixed by Valley Fencing? Kyle would like to talk directly to Valley Fencing about the rollers. Kyle will contact Valley Fencing and set up an appointment to have their technicians come out and talk to him about the gate.

CET Team Report (Amy Rome):

Current Projects: The North 14 Food Drive, held at the beginning of October, built some good will and awareness from communities on North 14. We have also had a good community response on FaceBook with over 1700 people following us. We are also on Instagram and NextDoor. People from the community are bringing donations based on what we post on FaceBook. Cindy: Can Amy R put the Target Circle info on Instagram and NextDoor? Yes. We are getting about 150.00 a week from the coin boxes.

Future projects: Future projects include an external newsletter and donor thank you cards. Dee will reach out to Cheryl to work on thank yous. Amy R also suggests that we do bigger fundraisers to get more people in our community engaged. There are two kinds of events that we could host: A family event in the parking lot during the summer and a high-end fundraising event for our business partners during the year like a nice dinner at a restaurant in Albuquerque. The family event during the summer would have fun events for kids. We would charge a cover fee. CET would like to expand the coin boxes to Edgewood and Tijeras. Some CET members can also help write grants. Jason at RoadRunner has three food rescue sites for us. Is the truck ready? No. We need to find and train drivers. David and Pat are currently the only drivers. Cindy wants us to coordinate food drives and food rescues to make sure we have drivers and the truck is available, a receiving team to unload and space for the items in the pantry. Cindy will provide a list of volunteers to ask for help. Amy R and Sammie will reach out to clients via a sign on the free cart.

Volunteer Retention: Why are some of our volunteers leaving or not stepping up? People volunteer for two reasons: Joy and they like the mission of the food pantry.

How should we show our volunteers they are appreciated? Any suggestions? We have tried a Volunteer BBQ but we had a low turnout. Is it worth it? It was suggested that we celebrate volunteer's anniversaries and/or birthdays. Could we include this info in the newsletter? Could we hold a volunteer cookie and coffee break in the church? Volunteer info spreadsheet has people's start dates. Shift leaders could help by coordinating this at the beginning of the shift.

Asphalt Lawsuit (Kyle): Paving happened Oct 2020, Oct 19 2021 and April 2022. Kyle will file the lawsuit Monday.

Parking lot striping: Kyle and Bill can do it on a Sunday afternoon after Canyon Bible's church block is over. Cindy: Can we use the orange barriers that you fill with water? No. They take up too much space to allow people to park.

Retaining Wall: Bill has another lead on finishing the wall. Cindy's landscaping contact gave us a bid for 19,000 to finish the wall. This bid included additional stone to finish the current wall. He said he would charge 17,000 to finish the wall with what we already have stone/bricks for. We will need to order more capstone either way.

Inverters: Wait until we switch power to the new building and then upgrade the system.

Final plans: Kyle and David will work on this.

New Pantry Lock: David will order it now that the BernCo grant is turned on.

Manuals: Amy C will keep plugging away editing them. Sammie is writing the Pantry Manager's manual. We need to publish the Volunteer Manual version soon by including a link to it in the News You Can Use newsletter.

Grants: Amy R-CNM gives grants. Sandia Labs gives grants. Kyle will finish the Washington Fed grant (Amy C will forward it to him).

County Zoning NM 333 Dollar General: We need to be involved in this process. Kyle will attend the County meetings and make sure our thoughts and opinions are shared. The zoning for this area is currently all agricultural zoning.

Food ordering opportunities: Cindy has contacted Sysco and Shamrock and set up accounts so we can order things in bulk.

Members/membership: No new members. Jeri will be the receiving specialist but doesn't want to be a member. Pat will be the equipment manager but does not want to be a member. Marci and Karen will help by being volunteer advocates but also do not want to be members. Amy C will send Amy R the email that discusses what being a

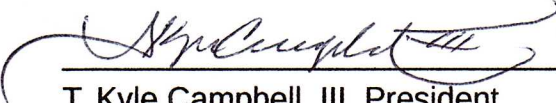
member is. How do we encourage more involvement from members? Amy R suggests making sure we ask for specific help on specific projects and that our goals are clearly stated. Since we were incorporated in Spring 2018 it's been only reactive not strategic planning because we have been experiencing so much growth. Hopefully we can switch to more strategic planning soon.

Motion was made to adjourn, moved and passed. The Meeting is adjourned.



Amy L. Clements, Secretary

ATTEST:



T. Kyle Campbell, III, President

Appendix A - Draft EMFP 2024 Budget

EAST MOUNTAIN FOOD PANTRY 2024 BUDGET

Annualized (through 10/31/23)
Adjusted
Calculation
none
credit adjustment
Rounded to: \$10s, \$100s, \$1000s

NOTES:

	2023 BUDGET AMOUNT	2023 ACTUALS Thru Oct-2023	10 Month Average	2023 ANNUALIZED AMOUNT	2024 BUDGET ANNUAL AMOUNT	MONTHLY AVERAGE	% Chg YOY
FOOD PANTRY BUDGET							
FOOD PANTRY REVENUE:							
General Fund Allocated:	145,000	103,956	10,396	124,747	124,700	10,392	(14%)
Designated	-	131,371	13,137	157,645	-	-	-
MACI	5,000	-	-	-	-	-	(100%)
Total Allocated	5,000	131,371	13,137	157,645	-	-	(100%)
Governmental Grants	100,000	105,510	10,551	126,612	157,000	13,083	57%
In-Kind:	655,900	509,686	50,969	611,623	611,600	50,967	(7%)
Total In-Kind	655,900	509,686	50,969	611,623	611,600	50,967	(7%)
Processing Fees	100	143	14	171	200	17	100%
Interest	1,900	12,333	1,233	14,799	8,900	742	368%
Other Income (UBI)	4,200	5,234	523	6,281	5,000	417	19%
TOTAL FOOD PANTRY REVENUE	912,100	868,232	86,823	1,041,878	907,400	75,618	(1%)
FOOD PANTRY EXPENSES:							
Allocated:							
Designated	-	125,241	12,524	150,289	-	-	-
General	-	23,190	2,319	27,828	-	-	-
MACI	5,000	-	-	-	-	-	(100%)
Total Allocated	5,000	148,431	14,843	178,117	1,800	150	(28%)
Advertising	2,500	747	75	897	-	-	-
Client Items (81% of Budget Expenses):	655,900	509,686	50,969	611,623	611,600	50,967	(7%)
In-Kind (75% of Budget Expenses)	90,000	31,778	3,178	38,134	47,700	3,975	(47%)
Purchased	745,900	541,464	54,147	649,757	659,300	54,942	(12%)
Total Client Items	8,200	10,255	1,026	12,306	19,700	1,642	140%
Depreciation	8,500	7,812	781	9,374	8,500	708	0%
Fees:							
Auditing	-	73	7	87	-	-	-
Banking	200	141	14	169	200	17	0%
Filing	100	143	14	171	200	17	100%
Processing	8,800	8,168	816	9,802	8,900	742	1%
Total Fees	3,900	4,789	479	5,746	7,000	583	79%
Insurance	9,500	5,192	519	6,231	7,600	633	(20%)
Maintenance:							
Normal	9,500	5,192	519	6,231	7,600	633	(20%)
Total Maintenance	9,500	5,192	519	6,231	7,600	633	(20%)
Staffing:							
Gross	68,400	48,784	4,878	58,541	69,400	5,783	1%
Sick Leave	2,280	956	96	1,147	2,300	192	1%
Taxes	5,200	3,737	374	4,485	5,300	442	2%
Workers Compensation Fee	1,100	17	2	21	-	-	(100%)
Total Staffing	76,980	53,494	5,350	64,193	77,000	6,417	0%
Supplies	4,900	7,781	778	9,338	9,300	775	90%
Transportation	8,500	7,467	747	8,961	9,000	750	6%
Utilities	8,300	7,776	778	9,331	11,200	933	35%
TOTAL FOOD PANTRY EXPENSES	882,480	795,565	79,558	954,678	810,800	67,567	(8%)
NET FOOD PANTRY	29,620	72,667	7,265	87,200	96,600	8,051	226%

\$100s annualized
none
\$100s annualized
Total Allocations-Miscellaneous
\$1,000s estimate (BerrCo)
\$100s annualized
Total InKind-Operations
\$100s annualized
\$100s annualized minus 40%
\$1,000s estimate
TOTAL FOOD PANTRY REVENUE

expense directly based on revenue
none
expense directly based on revenue
Total Pantry Allocations
\$100s annualized plus 100%
expense directly based on revenue
\$100s annualized plus 25%
Total Pantry Client Items
\$100s annualized plus 60%
\$100s estimate
none
\$100s annualized
expense directly based on revenue
Total Pantry Financial Fees
\$100s current plus 20%
\$100s \$400/mth to Prop + (annualized +40%)
Total Pantry Maintenance

Manager (\$38K) + Bookkeeper (\$35K) (95% of total to Pantry)
3-1/3% of Payroll, \$100s
\$100s based on tax rates (7.65% total)
\$100s annualized
Total Staffing
\$100s annualized
\$100s annualized plus 20%
TOTAL FOOD PANTRY EXPENSES
NET FOOD PANTRY

Appendix A - Draft EMFP 2024 Budget (continued)

EAST MOUNTAIN FOOD PANTRY 2024 BUDGET

	2023 BUDGET		2023 ACTUALS		2023 ANNUALIZED		2024 BUDGET		% Chg YZY
	ANNUAL AMOUNT	ANNUAL AMOUNT	YTD Thru Oct-2023	10 Month Average	AMOUNT	AMOUNT	ANNUAL AMOUNT	MONTHLY AVERAGE	
PROPERTY REVENUE:									
Suite Rental	36,900		33,240	3,324	39,888	42,200	3,517	14%	Annualized (through 10/31/23)
Suite Electricity	14,100		12,641	1,264	15,170	16,700	1,392	18%	Adjusted
Allocated:									Calculation
MACI	75,000		5,000	500	6,000	6,000	500	(92%)	none
Total Allocated	75,000		5,000	500	6,000	6,000	500	(92%)	\$100s current
Interest	1,700		4,933	493	5,919	5,900	492	247%	\$100s annualized plus 10%
TOTAL PROPERTY REVENUE	127,700		55,814	5,581	66,977	70,800	5,901	(45%)	\$100s annualized
PROPERTY EXPENSES:									
Allocated:									Total Allocations
MACI	75,000		(22,557)	(2,256)	(27,068)	6,000	500	(92%)	\$100s annualized
Total Allocated	75,000		(22,557)	(2,256)	(27,068)	6,000	500	(92%)	expense directly based on revenue
Depreciation	30,000		28,457	2,846	34,149	33,800	2,817	13%	Total Property Allocations
Fees:									\$100s current
Filing	30		1,360	136	1,632	-	-	(100%)	\$100s current
Total Fees	30		1,360	136	1,632	-	-	(100%)	\$100s annualized
Insurance	12,000		5,928	593	7,114	6,800	567	(43%)	Total Property Allocations
Maintenance	900		18,426	1,843	22,111	6,000	500	567%	\$100s current plus 20%
Staffing:									\$100s estimate
Gross	3,200		1,361	136	1,633	3,700	308	16%	Manager (\$38k) + Bookkeeper (\$35k) (5% of total to Property)
Sick Leave	107		45	5	54	100	8	(7%)	3-1/3% of Payroll, \$100s
Taxes	245		104	10	125	300	25	22%	\$100s based on tax rates (7.65% total)
Workers' Compensation Fee	100		9	1	10	-	-	(100%)	\$100s annualized
Total Staffing	3,652		1,519	152	1,823	4,100	341	12%	Total Property Staffing
Supplies	240		494	49	593	600	50	150%	\$100s annualized
Taxes	2,000		2,496	250	2,995	2,000	167	0%	\$100s estimate
Transportation	100		-	-	-	-	-	(100%)	\$100s annualized
Utilities:									\$100s annualized plus 10%
Electric	1,200		1,958	196	2,350	2,600	217	117%	\$100s annualized
Septic	500		-	-	-	-	-	(100%)	\$100s annualized
Solid Waste	1,400		850	85	1,020	1,100	92	(21%)	\$100s annualized plus 10%
Water	500		374	37	449	500	42	0%	\$100s annualized plus 10%
Total Utilities	3,600		3,183	318	3,819	4,200	351	17%	Total Property Utilities
TOTAL PROPERTY EXPENSES	127,522		39,307	3,931	47,169	63,500	5,293	(50%)	TOTAL PROPERTY EXPENSES
NET PROPERTY	178		16,507	1,650	19,808	7,300	608	4001%	NET PROPERTY
EMFP CHANGE IN NET ASSETS									
			89,174	8,915	107,008	103,900	8,659	249%	EMFP CHANGE IN NET ASSETS

Legend:
Annualized (through 10/31/23)
Adjusted
Calculation
none
needs adjustment
needs adjustment
 Rounded to: \$10s, \$100s, \$1000s

NOTES:

\$100s current
 \$100s annualized plus 10%
 \$100s annualized
 Total Allocations
 \$100s annualized
TOTAL PROPERTY REVENUE
 expense directly based on revenue
 Total Property Allocations
 \$100s current
 \$100s annualized
 Total Property Allocations
 \$100s current plus 20%
 \$100s estimate
 Manager (\$38k) + Bookkeeper (\$35k) (5% of total to Property)
 3-1/3% of Payroll, \$100s
 \$100s based on tax rates (7.65% total)
 \$100s annualized
 Total Property Staffing
 \$100s annualized
 \$100s estimate
 \$100s annualized
 \$100s annualized plus 10%
 \$100s annualized
 \$100s annualized plus 10%
 \$100s annualized plus 10%
 Total Property Utilities
TOTAL PROPERTY EXPENSES
NET PROPERTY
EMFP CHANGE IN NET ASSETS

Appendix A - Draft EMFP 2024 Budget (concluded)

EAST MOUNTAIN FOOD PANTRY
2024 BUDGET

	2023 BUDGET ANNUAL AMOUNT	2023 ACTUALS Thru Oct-2023	YTD 10 Month Average	2023 ANNUALIZED AMOUNT	2024 BUDGET ANNUAL AMOUNT	2024 BUDGET MONTHLY AVERAGE	% Chg YZY
CAPITAL BUDGET							
PANTRY CAPITAL							
Capital Equipment	5,000	116,881	11,688	140,258	5,000	417	0%
Computer Equipment	2,500	5,243	524	6,292	5,000	417	100%
Furniture	2,500	-	-	-	5,000	417	100%
Equipment (Expensed)	-	1,175	117	1,410	5,000	417	-
TOTAL PANTRY CAPITAL	10,000	123,299	12,329	147,959	20,000	1,668	100%
PROPERTY CAPITAL							
Buildings	-	-	-	-	-	-	-
Improvements	75,000	-	-	-	-	-	(100%)
Equipment (Expensed)	100	261	26	313	300	25	200%
Land	-	65,000	6,500	78,000	-	-	-
TOTAL PROPERTY CAPITAL	75,100	65,261	6,526	78,313	300	25	(100%)
TOTAL EMFP CAPITAL EXPENDITURES	85,100	188,560	18,855	226,272	20,300	1,693	(76%)

NOTES:

\$100s estimate
 \$100s estimate
 \$100s estimate
 \$100s estimate
 Above expensed amount is also included in Pantry Expenses: Depreciation & Expensed Equipment
TOTAL PANTRY CAPITAL

\$100s annualized
 \$100s annualized
 N/A
TOTAL PROPERTY CAPITAL

TOTAL EMFP CAPITAL EXPENDITURES

Legend:

Annualized (through 10/31/23)
Adjusted
Calculation
none
needs adjustment
Rounded to: \$10s, \$100s, \$1000s