

**Executive Session Bi-Monthly
Meeting Minutes
13 January 2024**

Held at 9:30am at Canyon Bible Church at 1342 NM 333 Suites D and E in Tijeras NM in Bernalillo County.

Present:

Kyle Campbell (President)
David Smith (CFO)
Cheryl Smith (Treasurer)
Amy Clements (Secretary)
Cindy Hunt (Receiving Specialist)
Sammie Hutchison (Pantry Manager)

Manager's Report (Sammie Hutchison):

Sexual Harassment: Sexual harrassment is unacceptable. Sammie needs to watch out for it and give a warning or let the volunteer (perpetrator) know that they can't come back. The volunteer (victim) needs to come forward so the situation can be handled. They can talk to their shift lead, the pantry manager, a Director or an Officer. Always have another volunteer with you when you talk to someone about sexual harassment like this with a volunteer so there is a witness.

Shift lead training: We will hold a shift lead training meeting in the Spring. Cindy would like to be included in the development so she can train her receiving shift leads. No date set yet. Sammie will try to get it set up this week.

Property Manager Report (Sammie Hutchison):

Ola has a pest problem. Sammie will be meeting the exterminator on Friday (01/19/2024) to try to resolve this.

Sammie will write down entry and security system codes and instructions on how to enter each suite and put these instructions in the safe where we can all access them in case there is an emergency and we need to enter one of them.

Should the Corporation hire a paid property manager or ask a volunteer to take over as property manager?: Note: A company who does property management will cost the pantry about 500.00/month (payment is calculated by a percent of rent) with the expense of handling snow and weeds, maintenance, repairs bills, rent collection etc added to that amount. Sammie feels that our tenants need a point person they can talk to about problems during business hours. Sammie wants to continue to be the point person for our tenants instead of hiring a property manager or asking a volunteer to be the point person. She doesn't feel overwhelmed with these extra duties added to the pantry management like we were worried she might. Her property management responsibilities take her anywhere from 30 minutes to 5 hours a month depending what needs to be taken care of.

Do we want a property manager? **Kyle makes a motion to let Sammie continue to manage the property.**

Financial Report (Cheryl/David):

Cheryl has changed the reporting for Bernco.

Cheryl and David will get all necessary information to the auditor by the end of Jan.

The USDA grant meeting is on Wednesday, Jan 17, 2024. Hopefully we will get our questions about the requirements of the grant/loan answered.

Are we planning on applying for the RRFB grant? Can we/do we want to ask for money from RRFB for a forklift (drivers must be certified)? We should try asking BernCo for it first and then RRFB if Bernco says no. Kyle will look into the grant.

Snow removal: Parker Byrd will be plowing the parking lot and will shovel in the shaded area north of the building as well. He will need to fill out and submit a w-4 and I-9 to get paid. Amy C has a contact (Jeff Levitt) who can shovel the sidewalks and shaded area for 15.00/hour if needed. Cindy will ask for his contact information if Parker doesn't work out.

RNH Asphalt: The RNH asphalt lawsuit has been filed. Kyle is just waiting to hear from them/their lawyer.

Solar Panel Inverter: Remove for agenda. Wait until later.

New Building Designs/Discussion with the Architect: Kyle will email him on Monday and invite him to the USDA meeting.

Procedure for task tracking: Tasks need to be tracked but the majority of Directors decided not to require constant checking in on tasks listed on the tracker. Amy C will set up a shared document to track tasks on the shared google drive and share it with everyone.

Cedar Crest Tire Sign: Amy C would like permission to update the sign for Cedar Crest Tire with the new sign paid for by the pantry. David makes a motion to use part of the 2500.00 advertising budget to cover the sign development and printing. Kyle seconds David's motion. **Motion passes.** Amy C will work with Kevin at Cedar Crest Tire to update his sign.

Kyle makes a motion to adjourn the Executive Session of the Bi-monthly Organization meeting. David seconds. Motion passes. **Meeting adjourned.**



Amy L. Clements, Secretary

ATTEST:



T. Kyle Campbell III, President