

**MINUTES
OF THE
EAST MOUNTAIN FOOD PANTRY INC
Bi-MONTHLY Executive MEETING
Held Tuesday, March 12, 2024**

Present

Sammie Hutchison (Pantry Manager)
Cindy Hunt (Receiving Specialist)
David Smith (CFO)
Amy Clements (Secretary)
Jared Clements (Volunteer)

Absent

Cheryl Smith (Treasurer)
Thomas Kyle Campbell III (President)
Amy Rome (ARo)(CET Chair)

In the absence of Corporate President Thomas Kyle Campbell III, Corporate Secretary Amy Clements conducted the meeting.

All Members and Directors signed Waiver of Notice for a Special Meeting of Members and Directors.

Meeting is called to order at 8:15 pm by Amy Clements.

Amy Clements makes a motion to accept and approve the agenda as is (the agenda was previously emailed to all Directors, Members and volunteers and posted in the pantry and any suggested changes to the content had been made before the meeting). Cindy seconds the motion. **The Executive agenda is approved.**

Pantry Manager's Report (Sammie Hutchison):

Sexual Harassment

There have been no other reports of sexual harassment observed or brought to the attention of either Cindy or Sammie. Amy Clements asks do we want to develop a corporate sexual harassment policy? David suggests not doing so because it would only apply to employees not to volunteers.

Distribution notes

Sammie is aiming for consistency in the quantities delivered to clients by making sure volunteers are not playing favorites and distributing food, including produce, to all clients equally. It is a struggle with some volunteers because they work more than one shift during the week and there are different amounts of produce available on different days and they don't adjust the quantity they give out. It is asked if the volunteers may require additional training or oversight during shifts. David would like to know which items are being given out inequitably. Sammie states that produce and larger items sometimes don't match the family size. Cindy and Sammie have been working on making more things available.

Emergency boxes

Some clients are in desperate need of help with food insecurity. Cindy does not want to turn anyone away. There are two types of instances where emergency boxes are given 1) clients who come in with none of the information they need to certify and 2) people who call or come in needing extra help during the month after they have received their full box and one produce-only box. Cindy would like to know how often clients are calling or coming in asking for extra food assistance during the month. Based on Link2Feed data and personally fielding the calls, Sammie estimates that there have been 5-8 Emergency boxes given to clients needing more help during the month after receiving their full box since January 2024.

Sammie states that the rule she has been following for this type of situation is the client is able to have only three emergency boxes per year which generally equals about one every four months.

Grants and Finances (David/Kyle/Amy C):

USDA Grant -Stansbury can't help us and we probably won't be able to build if we don't have it worked out due to lack of time.

BernCo Grants (the 2023 Junior Bill & 2023 Capital Outlay). We need to develop a list of equipment we would like to buy with the grant money. David would encourage everyone to look at the email that was sent last Thursday, March 7, 2024.

BernCo Grant(s) (2024) Right now we do not know how much is available through this grant. Hopefully we will be told soon.

Suzanne Barfus is a volunteer with grant writing experience. She is happy to help with all aspects of grant writing including researching grants and the grant writing itself. David suggested that Amy Clements create a grant writing section on the Task Tracker to track which grants are being worked on. It should include who is in charge, who the grant is with, the dollar amount, the due date, what can be funded and when notification occurs.

Sammie would like to know if we have funds available to match funds for grants that require matching like some of the Lions Club grants. David says that yes we should have money available for those types of grants.

Finances

In order to make the monthly financial reports easier to read, David cut down the amount of information he is including in them starting with the February 2024 monthly finances report that was emailed out several weeks before the meeting. He would like to know if we would like him to include even less information in March's report than the information he included in February's report. Are we only interested in the Operational funds available? Is there anything else we would like his reports to focus on? **No feedback was given.** Please see Appendix 1 for the current financial report.

Sammie would like to know if the overage shown in the budget in the employee salary section is from her or Cheryl putting in more hours than was budgeted for. David replied that this time of year it is always Cheryl because there are so many things to do to close out the previous year and get projects going for the new year.

Sammie would like more guidance on when she is required to put in volunteer hours and when she should be clocked in as an employee. Cindy feels that if Sammie is on the clock as a manager and covering volunteer's shifts she should be paid (clocked in as the pantry manager). David also feels that Sammie should be involved in covering shifts as a paid manager/volunteer. Sammie would like to know how her time should be billed if she doesn't get her paperwork done during regular business hours? Does she still get paid to do it? Should she be clocking in as the manager when she is working on it? It was asked approximately how many hours she had logged in "volunteer" (off the clock) hours during January and February. Sammie stated that she logged fifteen hrs over her budgeted hours in January and about fifteen hrs in February. Cindy would like to know if the data entry volunteers can help with some of Sammie's tasks. If the Directors would like the shift leads to take over some of those tasks they will need some training and access to the google drive to print labels. Sammie says shift leads also need training on what their responsibilities are and we will need to add those responsibilities to the procedures manual. This is because pre-shift meetings focus mostly on filling shift positions and distribution information. They do not include training on what the responsibilities are for shift leads. **David requests that Sammie make a list of her responsibilities and another list of the duties of the shift leads.** It is suggested that we should set up a Google drive for volunteers and shift leads for sticker printing/scanning and labeling so Sammie won't have to stop what she is doing when volunteers need more labels and she can ask them to help with some of the paperwork.

New Business:

Collaboration Policy change (Cindy)

Cindy would like to discuss the Pantry's community collaboration policy. She would like to propose that we change our policy to include some criteria that, if met, would allow us to partner with a community partner. She proposes that we approve the following criteria: 1) the community partner must be a non-profit organization and 2) there must be a direct benefit to our clients. Cindy makes a motion to amend our current policy and accept these criteria for working with community partners in the future. Amy Clements seconds the motion. **Motion is accepted. The pantry will now partner with other organizations based on these criteria.** Cindy also stated that these should be related to food (human food) only.

Cindy proposes that now that our policy allows for collaboration, we work with the State of New Mexico WIC program and start passing out WIC applications to our senior clients that will allow them to spend around \$100.00 in extra SNAP benefits at Farmers markets over the summer and into the fall months. The Pantry will only cover the cost of printing the applications. Qualifying clients who are interested will need to fill out the applications and mail them in on their own. Cindy will contact WIC and see if she will send us some copies of the application so we don't need to make as many. Cindy also proposes that we participate in the Double Bucks program through RR and Feeding America. This program usually starts in April or May. Cindy will pass on more information later when she hears more about the program from RRFB.

David reminds everyone that if we are going to help it's going to take more time to meet everyone's needs. David also feels that all four Directors need to be included in making the decision of which programs we participate in and that a decision should be made on a case by case basis even if the program goes along with our mission. Cindy and Sammie will write up the procedure for the parking lot and email it to Amy Clements for inclusion in the Corporate Procedures Manual.

Pantry and Parking Lot Security/Cameras (Amy and Jared Clements):

For detailed slides of the presentation please see Appendix 2. We recommend the 180 degree field of view Reolink Duo 2 cameras placed at the locations shown in pink on the drawing in appendix two. We feel that this will allow for surveillance of the property and allow theft and other crimes to be filmed for documentation purposes.

Camera vendor and model comparison were discussed. It was decided that we go with the Reolink Duo 2 cameras because of the wider field of view, the separate solar panels (for easier camera placement and charging) and the quicker reaction time. See appendix two for a detailed comparison. After several minutes of discussion on the purpose cameras serve in maintaining property security and whether it is worth it to spend the money to install a lot of cameras or a few cameras at very specific points it was suggested that maybe we should just buy dummy cameras (at \$5.00/ camera plus batteries). It was suggested that we need a view of the gate to be able to determine if it is open or closed and possibly to see who goes in and out of the property. David

suggested that we cut back on the number of cameras. Cindy stated that at a minimum we need two cameras we can check the snow with. David offers to make a "measuring stick" for snow depth with the reflective tape and numbers. Cindy accepts the offer. David will figure out how to put the ruler together. Cindy also asks if we can add more lights or different lights that turn on quicker to increase safety in the parking lot especially in the morning in the winter when it's dark. It is decided that Jared and Amy Clements will revamp the camera layout to include fewer cameras and create a final map showing the location of the cameras in the areas discussed tonight and share the updated slides with David and Kyle who will make the final decision on the system before the cameras are purchased. It was also decided that the current Eufy camera should be moved to outside suite A. It was asked that if we are only using a few cameras should we upgrade from the Eufy camera system to the Reolink camera system? It was decided that yes everyone would prefer the higher quality cameras.

In addition to the cameras, it was suggested that we should also install signage letting visitors know that the property is being monitored. David will have metal signs made for the solar panels and equipment that let potential copper thieves know that the wiring is not copper (it's aluminum). Hopefully, this will deter thieves from tampering with and damaging the solar panels and equipment.


The Independent

Sammie would like to discuss allowing The Independent newspaper to place a newspaper stand on the property. The paper is free. She would like to propose placing it near suite A on the porch or near the chains by the driveway. David feels that the porch area is already too cluttered. Sammie proposes putting a box near the mailboxes in the parking lot. There is some confusion over where Sammie is suggesting. Because it is late and everyone needs to get home Sammie will send out an explanatory email and a decision will be made that way.

Meeting Adjourned

Amy Clements makes a motion to adjourn the meeting. Cindy seconds the motion. The meeting is adjourned.

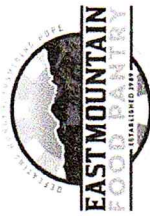
Attest



Amy Clements Secretary



Thomas Kyle Campbell III President



EAST MOUNTAIN FOOD PANTRY
29 FEBRUARY 2024
STATEMENT OF ACTIVITIES
(CONSOLIDATED)

	2024 BUDGET		February-2024		February-2024	
	ANNUAL AMOUNT	MONTHLY AMOUNT	MONTHLY AMOUNT	MONTHLY VARIANCE	YTD AMOUNT	YTD VARIANCE
CONSOLIDATED STATEMENT OF ACTIVITIES						
CONSOLIDATED REVENUE (% of Budget):						
General 13%	124,900	10,408	17,961	7,553	22,182	1,366
Grants 16%	157,000	13,083	27,823	14,740	51,004	24,838
In-Kind 64%	629,800	52,483	32,464	(20,019)	85,543	(19,423)
Interest	15,100	1,259	2,614	1,355	5,319	2,801
Processing Fees	200	17	34	17	35	1
Rental 6%	58,900	4,909	4,806	(103)	9,567	(251)
Restricted			350	350	350	350
Other Revenue (UBI) 1%	5,000	417	840	423	840	6
TOTAL CONSOLIDATED REVENUE	990,900	82,576	86,892	4,316	174,840	9,688
CONSOLIDATED EXPENSES:						
Advertising	2,500	208	1,253	1,045	1,414	998
Client Items:						
In-Kind	629,800	52,483	32,464	(20,019)	85,543	(19,423)
Inventory	60,300	5,025	6,473	1,448	11,371	1,321
Purchased	690,100	57,508	38,936	(18,572)	96,914	(18,102)
Total Client Items	70,900	5,909	5,498	(411)	10,895	(923)
Depreciation	8,900	742	34	(708)	70	(1,414)
Fees	13,800	1,150	4,323	3,173	4,323	2,023
Insurance	13,900	1,158	349	(809)	1,399	(917)
Maintenance	119,500	9,958	13,374	3,416	28,761	8,845
Staffing	10,400	867	363	(504)	1,446	(288)
Supplies	2,000	167	40	(127)	78	(256)
Taxes (Property & NMGR)	8,900	742	1,074	332	1,868	384
Transportation	15,300	1,275	1,280	5	2,454	(96)
Utilities						
TOTAL CONSOLIDATED EXPENSES	956,200	79,684	66,524	(13,160)	149,620	(9,748)
NET CONSOLIDATED	34,700	2,892	20,368	17,476	25,220	19,436
FOOD PANTRY METRICS						
Number of Meals from Donations			28,940		76,250	
Number of Meals Distributed			33,708		84,471	
Number of Volunteer Hours			1,181		2,532	
Number of Meals Provided per Volunteer Hour			29		33	

7% over budget
95% over budget
(19%) under budget
111% over budget
2% over budget
(3%) under budget
no budget
1% over budget
6% over budget
240% over budget
(19%) under budget
no budget
13% over budget
(16%) under budget
(8%) under budget
(95%) under budget
88% over budget
(40%) under budget
44% over budget
(17%) under budget
(77%) under budget
26% over budget
(4%) under budget
(6%) under budget
336% over budget

Appendix 1-Finances (continued)



EAST MOUNTAIN FOOD PANTRY

29 FEBRUARY 2024

**STATEMENT OF FINANCIAL POSITION
(CONSOLIDATED)**

	Feb-2024 YTD	2023 YEAR-END
CONSOLIDATED FINANCIAL POSITION-NET WORTH		
Consolidated Assets:		
Current Assets:		
Cash and Cash Equivalents:		
Checking	29,038	68,986
Investments	625,488	540,179
Petty Cash	106	19
Savings	16,026	11,017
Total Consolidated Cash and Cash Equivalents	670,659	620,200
Accounts Receivable	28,463	41,356
Inventory	31,620	31,620
Prepaid Expenses & Deposits	17,744	17,744
Total Consolidated Current Assets	748,486	710,920
Non-Current Assets:		
Property and Equipment:		
Buildings	163,000	163,000
Equipment	155,158	154,965
Improvements	425,661	425,661
Land	167,000	167,000
Total Consolidated Property and Equipment	910,819	910,626
Accumulated Depreciation	(134,740)	(123,845)
Total Consolidated Non-Current Assets	776,078	786,781
Total Consolidated Assets	1,524,564	1,497,700
Consolidated Current Liabilities:		
Accounts Payable	1,980	1,538
Benefits Accrual	3,310	2,108
Unearned Revenue & Deposits	4,450	4,450
Total Consolidated Current Liabilities	9,740	8,096
Total Consolidated Net Assets	1,514,824	1,489,604
Consolidated Net Assets:		
Net Assets With Donor Restrictions	43,350	43,000
Net Assets Without Donor Restrictions	1,471,474	1,446,604
Total Consolidated Net Assets	1,514,824	1,489,604

240302

Appendix 1-Finances (concluded)

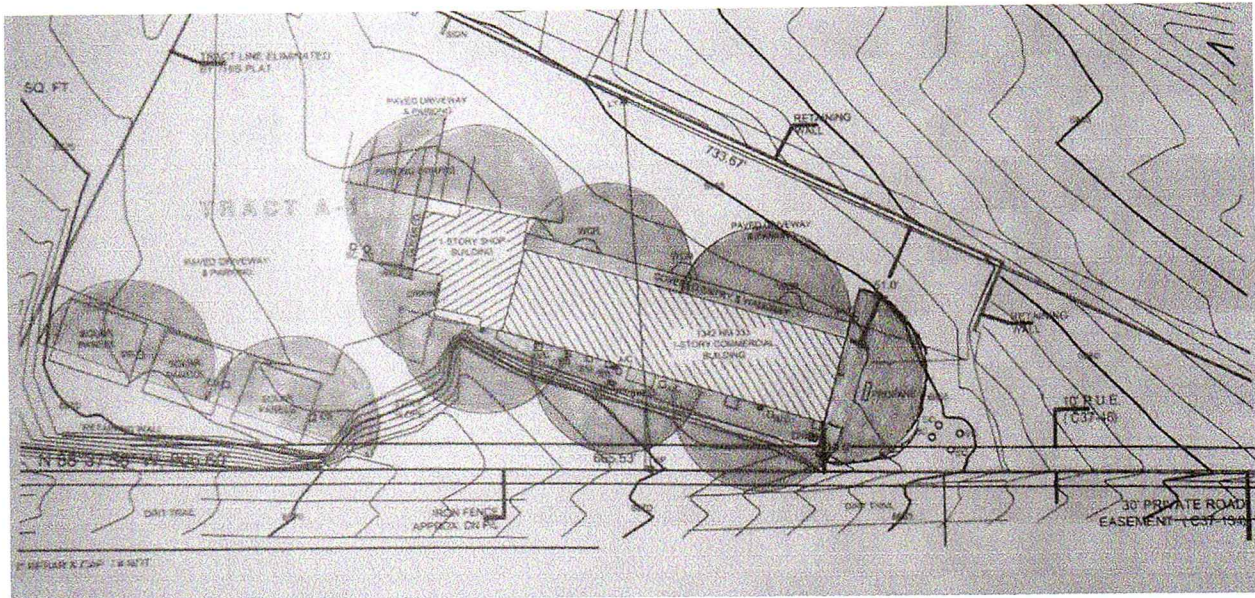


EAST MOUNTAIN FOOD PANTRY
29 FEBRUARY 2024
STATEMENT OF ALLOCATED POOLS

	Feb-2024 YTD	2023 YEAR-END
STATEMENT OF ALLOCATED POOLS		
Food Pantry:		
Accounts Payable	1,325	784
BUSH	181,663	181,663
BUSH-Allocated	45,837	45,837
Co-op	1,919	1,919
Designated-Restricted	\$ 43,350	43,000
Designated-Unrestricted	92,754	76,678
Designated-Allocated	\$	
Inventory	31,620	31,620
MACI	154,848	149,785
MACI-Allocated		
Operating Cash	68,608	68,346
Total Pantry Pools	621,924	599,632
Property:		
Accounts Payable	655	754
Designated-Restricted	\$	
Designated-Unrestricted		
Designated-Allocated	\$	
Loan		
MACI	72,205	66,566
MACI-Allocated		
Operating Cash	45,942	37,410
Sick Leave Accrual	3,310	2,108
Unearned Revenue & Deposits	4,450	4,450
Total Property Pools	126,562	111,288
TOTAL POOLS	748,486	710,920
Notes: \$Donor Restricted or already Committed		

240302

Appendix 2



Pink semi-circles represent the placement of the cameras and their field of view.

Camera vendor and model comparison

Eufy S220 SoloCam	Reolink Duo 2
No subscription On-device storage Cloud/internet access Battery/solar powered Wifi networking	No subscription On-device storage Cloud/internet access Battery/solar powered Wifi networking
FOV - 135°	FOV - 180° ½ the cameras for full coverage
Integrated solar panel - limited power, doesn't work under solar panels or porch	Separate larger solar panels, up to 6 Watts, 14 ft cord
Camera-based motion detection 1 second lag Triggers on tree motions ~10m detection	Passive IR motion detection, Near zero lag IR - warm body/vehicle detection ~10m detection
\$100	\$260

Camera quantities and Amazon pricing (checked microSD size, should be 128 GB):

5x \$200 Reolink Duo 2 wifi/battery and 6W solar panel

<https://www.amazon.com/gp/product/B0BBTBXKVC>

1x \$159 Reolink Argus Eco Ultra wifi/battery and 6W solar panel

<https://www.amazon.com/gp/product/B0CDP8RYHT>

6x \$26 128 GB microSD card

<https://www.amazon.com/gp/product/B09NBQ4K87>

Total cost: **\$1,321.88**