

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

**Present**

Sammie Hutchison (Pantry Manager)  
Cindy Hunt (Receiving Specialist)  
David Smith (CFO)  
Amy Clements (Secretary)  
Jared Clements (Volunteer)  
Amy Rome (ARo) (Community Engagement Team Chair)

**Absent**

Cheryl Smith (Treasurer)  
Thomas Kyle Campbell III (President)

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 6:05pm 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 Organization agenda is approved.**

**Pantry Manager's Report (Sammie Hutchison)**

Is parking the FRT truck in front of the pantry after the Saturday shifts working ok for Canyon Bible church meetings on Sunday? Yes.

### **Pantry Statistics for January and February 2024**

During January there were 557 unique households and 1683 unique individuals served. During February there were 541 unique households and 1652 unique individuals served. During January we added 32 new households. During February we added 27 new households.

### **Home Delivery Routes**

During the past two months (January and February) Sammie added two households and removed three households from the home delivery routes. The home delivery crew is currently serving twenty two households in approximately twelve trips total per month. Sammie has been able to find two new home delivery drivers and currently has enough help.

David suggested that in order to make a delivery trip worthwhile, drivers only take full boxes to delivery clients and not include produce only boxes later in the month.

Sammie would like to develop a home delivery code of conduct due to the rude/inappropriate behavior of some Home Delivery clients. The Home Delivery client code of conduct would include those we deliver to and what behavior is expected from them if they would like deliveries to continue. It was suggested that Sammie H, Amy C and Amy R (Aro) modify the current client code of conduct to reflect the behaviors expected of Home Delivery clients.

### **Volunteer Training and Code of Conducts**

Amy Rome (Aro) suggests revamping the volunteer training. Aro would be willing to help develop the code of conduct. It was suggested by Amy Clements that volunteers be required to sign the code of conduct each year in July to recertify just like clients. **Amy Clements will send out the draft for everyone to update.**

### **Link2Feed and July Recertification**

The Link2feed July recertification team is being put together by Sammie. She has been asking all link2feed certified individuals for their July availability. We need to come up with recertification criteria and start informing clients via a written note by **April 1st**. Also, Cindy, Cheryl and David do not need administrator access anymore. Removing their access should allow Sammie to bring in others instead in order to help make corrections etc. within Link2Feed. It was suggested that Linda Scott could be included as administrator.

### **Receiving Manager's Report (Cindy H)**

Food Rescue opportunities include Walmart at 6:30 am MWF and Smith's at 6:30 am on TTH. Cindy is still in need of about ten volunteers to help pick up food including five drivers and five ride along volunteers.

Volunteers have already started picking up the Walmart and Smith's food rescue items. We received over 1100 lbs of food from Walmart on Monday, March 11, 2024. Right now it is hard to tell how much we will end up getting from Smith's on a regular basis because RRFB hadn't picked up their regular items for three days.

Cindy would like to drop our Costco pickup all the way but if we are going to keep picking up from Costco we need to find seven drivers and seven ride along partners. David suggests that we use the following criteria to decide whether we keep picking up from Costco: It needs to not be a hassle for us and we need to get enough food to make it worth the trip (we can check this by comparing the weight of the donation we get from Costco with the weights from the Smith's and Walmart pickups). Cindy reports that the Smith's and Walmart pickup amounts have already exceeded the usual amount we get from Costco. Cindy also reports that she needs 2-3 receiving volunteers on MWF. Amy Clements will post these needs in the EMHS weekly newsletter to see if we can find any help. Amy Rome has posted this need on facebook. Some people have responded but nothing panned out. Cindy is ok with her phone number being posted in the EMHS newsletter.

Anything the CET can do to help with the food rescue? Cindy says the time of day is a problem (early in the AM). Cindy would like people for the receiving team who can lift, drive the truck and help unpack. CET would like to help maybe contact churches and Lion's Club. Please pass on the need for receiving volunteers to our community. Sammie asks if we can start giving an extra produce box now that we seem to have more produce. Cindy says the receiving team can't unload and store any more then they already are so we cannot do extra produce boxes right now.

## **Community Engagement Team Report (ARo)**

### **Cedar Crest Tire and Triangle Community Outreach**

The Cedar Crest Tire outreach went well. Ron at Triangle was excited to have a sign made and for us to visit and celebrate their efforts as well. Cindy suggests we print a sign with our Logo on it for the Triangle. Amy Clements suggests that we include a thank you to our East Mountain community and the Triangle along with the Logo. David has four large Logo signs that he was planning on covering the old Logo on our other signs with. We can print another one and use that on our bucket at the Triangle. Amy Rome will measure how tall the bucket is when she goes to pick up the coin boxes.

### **Social Media Updates**

Social media engagement during the last sixty days includes fourteen new followers this month (March 2024). We have an average reach of approximately 200-400 followers for each post. Our highest number of likes was the post on Uta with 740 and community engagement of 245.

We have a total of 1,242 total followers on Facebook. 83% of them are women and 17% of them are men. Followers live in the following places (listed highest to lowest) : ABQ, Edgewood, Moriarty, Sandia Park and Tijeras. So far we have had no "unfollows".

Rachael Howell and Marge Peterson still have access. Are they still active users? No. They were the first administrators and no longer need access. It is ok to remove them.

## **Fundraising update**

Our coin boxes are earning an average of \$100.00 per week at the Triangle. We are seeing a minimal yield from our other boxes (between \$4 - \$40 per pick up). Pick up for these boxes is irregular and does not happen on a weekly basis.

Volunteers have removed coin boxes from Cabra, Rumor and Lantern Ridge. We still need to remove one from Burger Boy. There are two boxes in Edgewood; one at Tractor Supply and one at Trails West. So far we are seeing only a minimal yield from these boxes. CET would like to place more boxes in Edgewood but we need volunteers to partner with selected businesses and be willing to pick up coin boxes on a regular schedule (right now Cheryl is helping with coin box pick up).

We have been losing one coin box a week from Triangle due to breakage. New, more durable, coin boxes have been ordered. They are plastic mason jars with locking lids. ARo and her husband will figure out how to cut slits in the lids. Sammie (and Dan) can help too if needed. Cindy has some mason jar lids that ARo or whomever is working on this can use to practice on. Cheryl would also be happy to order more jars/lids so we have extra to practice on too. ARo would also like to figure out how to attach our information to the jars so people can find us if they need help or have questions. She would like to include our website, address and phone number. David can develop a QR code and we can make stickers for the jars with info.

The benefits of continuing to place coin boxes with businesses in our community is that the boxes create a small stream of fundraising and they increase our name recognition within the community.

Amy Rome has composed a letter about the different ways businesses can partner with the Pantry. The letter is from Kyle to our potential business partners and will hopefully help with volunteer recruitment and fundraising.

So far the CET does not have a strategy for approaching large corporate partnerships. Amy Rome has a foundation contact in Santa Fe (Mabee Foundation?). She will be meeting with them this week (week of March 11 2024).

We may not need any more funding if we can figure out the USDA and Bernco grants soon. For now, all grant applications are on hold until we resolve the road blocks with Bernco and the USDA. ARo wants us to generate a list of possible donors who can be approached for donations. David suggests contacting Bill who has a lot of community contacts in order to put that list together.

## **Annual Community Fundraising Event**

Amy Rome wants to hold an annual event on our property. **Amy Clements will contact Amy and other CET members about possible event ideas.**

### **Gratitude Project Update**

CET Gratitude Specialist sent 187 thank you notes for 2023 donations and 28 for January 2024 donations. 26 donors were on both lists. One 2023 donor did not give in January and one January donor was new.

Client impact stories may be sent out with the next round of Thank you cards. They may also be shared on Facebook.

What should CET do with returned thank you cards? David suggests that Cheryl add the donors from the returned cards to her list of donors who get an e-card and then CET can email them a card instead. ARo will be the one who emails the donors their thank you cards.

ARo is working with a Graphics Designer to come up with a new thank you card design for printing. It's going poorly but she feels confident that it will work out. ARo feels that the Directors should make time to help with Pantry outreach by delegating other responsibilities to volunteers.

### **Paid Employees**

ARo feels that we need to pay most of our employees like our pantry manager, a warehouse manager and other positions. Many other food pantries have paid positions. Paying someone to do these jobs would free up time for the Directors to participate in community outreach. **No motion was made to hire paid employees for the pantry.**

### **New Business**

Community Garden Presentation by Caroline Hess. Caroline was not in attendance. Information will need to be shared via email or at our next meeting.

### **Additional Business**

The time and location of our next meeting will be decided via email. **Reminder:** we will be returning to our previous single meeting format.

### **New Building**

What happens if funding for the new building doesn't materialize? ARo has some ideas about how to fund the new building through grant writing. Would the Directors be willing to hire someone as a professional grant writer (they would be awarded a percentage of the total amount of the grant if the grant is awarded)? ARo will ask around to see if she can find anyone willing to do grant writing for us for free. She currently doesn't have any recommendations. David agrees that we should hire other people in the future. He suggests that for now we should focus on building our own purpose-built building and go from there. David hopes that a new building will encourage other people from the community to volunteer and that our work will be less reactive and have more vision.

Pantry may raise funds for the new building on its own. Amy Clements posed the question of the possibility of expanding our current building. Cindy doesn't want to expand this building because the parking lot would still be a problem and it wouldn't be as functional as the new space would be so we should continue to focus our efforts on funding the new building. The USDA has to be spent or start by 9/30/24.

**Meeting Adjourned**

Amy Clements makes a motion to adjourn the Organization meeting. Cindy seconds this motion. Motion passes. Meeting is adjourned.

  
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Amy Clements Secretary

Attest

  
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Thomas Kyle Campbell III President