

**East Mountain Food Pantry Inc
Bi-monthly Organization Meeting
May 11, 2024**

Present:

Thomas Kyle Campbell III (President)
Amy Clements (Secretary)
Cheryl Smith (Treasurer)
Cindy Hunt (Receiving Manager)
Sammie Hutchison (Pantry Manager)
David Smith (Chief Financial Officer)

Absent:

Amy Rome (Community Engagement Team Chair)

Kyle Campbell calls the meeting to order (at 8:07am).

Paperwork:

- All Members and Directors signed the Waiver of Notice for a Special Meeting of Members and Directors.
- All present Directors and Members reviewed and approved the Agenda.

Pantry Manager's Report (Sammie Hutchison):

- The number of new households registered during March was 31. There were 41 new families registered during April. We also added two more families to the home delivery routes during the past two months.
- We served 534 unique households in March and 552 in April.
- Recertification begins July 1st 2024. Sammie has put together a calendar of recertification shifts that need to be covered. Volunteers trained in Link2Feed are checking their schedules and signing up for shifts when they are available.

- Are we planning on being opened or closed on the 4th of July? 4th of July is not listed as a day that we are closed on the quarter sheet we hand out to clients. Yes the Pantry should be closed on 4th of July.
- Shift lead training: Shift lead responsibility list was emailed out last Fall. Sammie got a lot of negative feedback from many of the shift leads. She'll keep training shift leaders to take over tasks.
- Code of Conducts-All clients and volunteers need to sign a new code of conduct each year. The signed code of conducts need to be scanned into the Google drive. **Amy Clements will finish the edits to these two docs and share with everyone for feedback. Kyle should read over both documents as our in-house lawyer.**
- Sammie proposes that we celebrate our volunteers in October as well as April. The notebooks, mints and pens were well received by our crews.
- David suggests that we order volunteer t-shirts. **Amy Clements will talk to Tamne at One Stop and check online for prices for silk screening shirts for the Pantry.**

Receiving Manager's Report (Cindy Hunt):

- Food Rescue: March's total amount of rescued food was 12,766 pounds. April's total amount of rescued food was 18,457 pounds.
- RoadRunner Food Bank: March's total was 34,967 pounds. April's total was 43,856 pounds.
- We are in desperate need of volunteers to help with food rescue. We currently only have seven. The time that Cindy has to be away driving the truck or riding with the driver leaves the other food rescue volunteers scrambling to get everything counted, weighed and put away. There are definite signs of burnout among the food rescue team. Putting requests in the weekly newsletter has not yielded any additional help.

- For the RoadRunner Food Bank crews we have six volunteers. Again, on mornings when Cindy has to leave to drive or ride with food rescue the RoadRRunner Food Bank volunteers have to work even harder to get things inventoried and stocked.
- Not all volunteers are able to attend each food rescue or RRFB delivery. There are also volunteers who take extended vacations or are out for surgeries, etc. **Sammie would like to ask clients if they would be willing to help with the receiving.**

Community Engagement Team Report (Amy Clements) :

- CET member Jan G. has been working on the Triangle grocery outreach. Ron and she have discussed the logistics of thanking both the Triangle's customers and the Triangle's employees. Jan and the other CET members will work on putting those ideas into action during June.
- Amy Clements approached the CET team about putting together an annual community fundraising event for EMFP. During the discussion, having a party on the Pantry's property came up. The logistics of doing this were discussed. An alternate location of Venus park in Edgewood was suggested. After more discussion of the logistics of organizing a fundraiser were discussed, it was determined that with only six active CET members available to plan and execute the fundraiser there wasn't enough time and energy to plan and carry out something this large.

Finances (David/Cheryl): E-MAILED

- Monthly Reporting: The monthly financial reports were e-mailed to all the members. The Consolidated Statement of Activities is shown in Attachment A. David asked if there were any questions, there were none.

Grants (David/Kyle):

- The USDA has been difficult to get information from. It was suggested that we apply for an extension. The deadline for starting the work on the new building is currently Sept 6, 2024. David suggested we ask for an extension until Dec 31, 2024. We also need to find another architect since our other one quit. Kyle will ask local general contractors if they know of a good architect.
- BernCo 2023 Grant Purchases: David has applied for the purchase of two Connex. After the Connex are approved, he will apply for the needed shelving for the new building and the walkie.
- Other Grant Opportunities: Kyle is working on the Larry H. Miller Foundation grant and the Sandia Labs Grant. We may get as much as 25,000.00 from each of them. United Way has been supporting us for three years so we may be asked to take a year or more off. David has been working on a RoadRunner grant. He's not sure how much we may get from them. The MS Dos foundation in Texas reached out to us to ask about supporting the pantry. David talked to their representative about how much we can ask for. Their application will be out at the beginning of June.

New Business:

- Adding new Members: Request for an assistant secretary
- The suggestion was made to order metal signs to mark pantry parking spots on the building and along the fence. **David will order the signs.**

Additional Business:

- **The next Special Bi-monthly Organization Meeting will be held beginning at 8:00 am Saturday, July 20, 2024 at Canyon Bible Church.**

Amy Clements will check with Amy Rome to make sure this date and time work for her.

Meeting Adjourned:

David motions that we adjourned. Kyle seconds David's motion to adjourn.
Meeting is adjourned.



Amy Clements, Secretary

Attest:



Thomas Kyle Campbell III, President



EAST MOUNTAIN FOOD PANTRY
30 APRIL 2024
STATEMENT OF ACTIVITIES
(CONSOLIDATED)

	2024 BUDGET		April-2024		April-2024		
	ANNUAL AMOUNT	MONTHLY AMOUNT	MONTHLY AMOUNT	MONTHLY VARIANCE	YTD AMOUNT	YTD VARIANCE	
CONSOLIDATED STATEMENT OF ACTIVITIES							
CONSOLIDATED REVENUE (% of Budget, YTD):							
General	124,900	10,408	48,914	38,506	81,996	40,364	97% over budget
Grants	157,000	13,083	20,119	7,036	102,511	50,179	96% over budget
In-Kind	629,800	52,483	82,123	29,640	244,066	34,134	16% over budget
Interest	15,100	1,259	2,979	1,720	11,105	6,069	121% over budget
Processing Fees	200	17	13	(4)	69	1	1% over budget
Rental	58,900	4,909	4,692	(217)	19,043	(593)	(3%) under budget
Restricted				(417)	350	350	no budget
Other Revenue (UBI)	5,000	417		(417)	850	(818)	(49%) under budget
TOTAL CONSOLIDATED REVENUE	990,900	82,576	158,839	76,263	459,989	129,685	39% over budget
CONSOLIDATED EXPENSES:							
Advertising	2,500	208		(208)	1,507	675	81% over budget
Client Items:							
In-Kind	629,800	52,483	82,123	29,640	244,066	34,134	16% over budget
Inventory							no budget
Purchased	60,300	5,025	4,822	(203)	23,167	3,067	15% over budget
Total Client Items	690,100	57,508	86,945	29,437	267,233	37,201	16% over budget
Depreciation	70,900	5,909	5,674	(235)	21,874	(1,762)	(7%) under budget
Fees	8,900	742	3,924	3,182	4,015	1,047	35% over budget
Insurance	13,800	1,150	124	(1,026)	14,704	10,104	220% over budget
Maintenance	13,900	1,158	403	(755)	5,997	1,365	29% over budget
Staffing	119,500	9,958	9,001	(957)	45,245	5,413	14% over budget
Supplies	10,400	867	400	(467)	2,432	(1,036)	(30%) under budget
Taxes (Property & NMGR)	2,000	167	199	32	818	150	23% over budget
Transportation	8,900	742	551	(191)	3,750	782	26% over budget
Utilities	15,300	1,275	1,009	(266)	4,712	(388)	(8%) under budget
TOTAL CONSOLIDATED EXPENSES	956,200	79,684	108,229	28,545	372,288	53,552	17% over budget
NET CONSOLIDATED	34,700	2,892	50,610	47,718	87,701	76,133	658% over budget
FOOD PANTRY METRICS							
Number of Meals from Donations			63,150		187,864		
Number of Meals Distributed			66,219		204,818		
Pantry Expenses/Delivered Meals (avg cost per meal)			\$1.58		\$1.69		
Number of Volunteer Hours			1,407		5,056		
Number of Meals Provided per Volunteer Hour			47		41		