



EAST MOUNTAIN FOOD PANTRY, INC.

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www.EastMountainFoodPantry.org

**Meeting Minutes
for
Bi-monthly Organization
Meeting
held at
Canyon Bible Church
on
Saturday, 14 September 2024
Started 8:00 am
Ended 9:54 am**

Cindy Hunt, as President, presided over the meeting.
David Smith, as Acting Secretary, took the minutes.

FYI, items in red text below need to be addressed off-line and presented at a future meeting.

Paperwork:

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

Recognition of Attendees:

- All Members, Directors, Officers, and Employees were in attendance:

Cindy Hunt,	Member, Director & President
Sammie Hutchison	Member and Distribution Manager
Amy Rome	Member
Cheryl Smith	Treasurer
David Smith	Member, Director, Chief Financial Officer & Acting Secretary

- The following Pantry Volunteers were in attendance:

Barbara Anthenat
Bruce Gaither
Jan Griffin
Karen Guziel
Barbara Rogers

We were very grateful for the contributions and suggestions made by those Volunteers in attendance. We appreciate their time and hope they and others will join us for future Meetings.

Agenda:

Review and Approval of the Agenda: David made a motion that this Agenda be accepted, Cindy seconded and the motion passed unanimously.

Voting:

- **Vote on Potential New Members by Current Members:**
Current Members eligible to vote: Amy, Cindy, David & Sammie
Nominated New Member: Vicki Wheatley
Motion: Cindy made a motion that Vicki become an additional Member, Sammie seconded and the motion passed unanimously.
- **Vote on Potential New Directors by Current Members:**
Current Members eligible to vote: Amy, Cindy, David, Sammie & Vicki (absent)
Nominated New Directors: Amy & Vicki
Motion: Sammie made a motion that Amy and Vicki become additional Directors, Cindy seconded and the motion passed unanimously.
- **Vote on new President and Vice-President by Directors:**
Current Directors eligible to vote: Amy, Cindy, David & Vicki (absent)
Nominated President: Amy
Nominated Vice-President: Vicki
Motion: Cindy made a motion that Amy become President and that Vicki become Vice-President immediately, David seconded and the motion passed unanimously, with Amy abstaining on voting for herself as President.
- **Vote on new Secretary by Directors:**
Current Directors eligible to vote: Amy, Cindy, David & Vicki (absent)
Nominated Secretary: no one was nominated as Secretary, so David will continue as Acting Secretary.
Motion: no motion
- **Affirm existing Officers:**
Current Directors eligible to vote: Amy, Cindy, David & Vicki (absent)
The following are identified as the current Officers of the Corporation:

Amy G. Rome	President
Victoria (Vicki) D. Wheatley	Vice-President
Cheryl A. Smith	Treasurer
David M. Smith	Secretary
David M. Smith	Chief Financial Officer

Motion: Cindy made a motion that the above Corporate Officers are hereby affirmed as of this date, David seconded and the motion passed unanimously.

- E-mail Access: There currently exists several Pantry used e-mail addresses. The names in parenthesis are who has access to each account. The first name listed is the primary user (manager) of that account:

EastMountainFoodPantry@gmail.com, managed by Google, used by
David, Cindy & Sammie

And is used primarily for:

Google Drive

All communications from RRFB

Website editing and management

It is probably associated with a multitude of login credentials

Various filters are associated with the account with forwarding of e-mails to Sammie and Cindy. As discussed below, under Old Business, the entire access system for e-mail and Drive access using these e-mail addresses needs to be modified and restricted.

The following e-mail addresses, listed alphabetically, are all managed as part of the Pantry's web service. All of these use the Pantry's domain name "@EastMountainFoodPantry.org":

CFO	Chief Financial Officer (David, exclusively)
CTO	Chief Technology Officer (David, temporarily exclusively)
Homebase	Exclusively used to manage Homebase Volunteer scheduling and hours (Sammie, Cindy & Cheryl)
Info	Website contact referrals
Manager	Pantry Manager (Sammie, exclusively)
Partnership	Community Engagement Team (Amy, Jan and Karen)
President	Presidential e-mails (David, currently exclusively). This e-mail was originally used by David when he was president for the first six years after incorporation, originally used for just about everything dealing with pantry operations that wasn't sent to the Gmail e-mail address. David has been trying to segregate e-mail out from President to CFO and CTO, along with associated login credentials. David shared appropriate e-mails with Kyle and Cindy when they were President.
Receiving	(not sure how or if it is being actively used) (Cindy)
Secretary	Corporate Secretary (David, currently exclusively)
Treasurer	Corporate Treasurer (Cheryl, exclusively)

Off-line-Amy, Vicki and David need to decide how to divide up access to President e-mails.

Community Engagement Team Report (Amy):

- Gratitude Project:
 - Need to recruit new volunteers - consider folks who might need to work from home, want to contribute but cannot participate in distribution or receiving.
 - All (financial) donors continue to be thanked with an electronic or mailed note.
- 35th Birthday Bash:
 - Date? Propose to coordinate with ground breaking. **No date for ground breaking has been set, this will be discussed off-line along with BUSH constructions plans discussed later.**
 - Donors? Food/equipment (not discussed)
 - Entertainment - Band (not discussed)
 - Volunteer support - **Need a committee of volunteers, will identify off-line.**
- North 14 Food Drive – Recommend postponing this until after Balloon Fiesta, may focus on raising funds for Thanksgiving rather than food drive at this point because of the large amount of rescued and received food with no additional storage available for Thanksgiving items.
- Seeking Business Partnerships:
 - **Amy and Vicki to prioritize after strategic planning, in process of setting up off-line meeting schedules for short, mid and long-term strategic planning.**
 - Building on donations, big and small
 - Specific donor program for new building
- Coin Box Updates: collecting from various locations, most business are enthusiastic, not a huge fund raiser, but does raise awareness of need. **Off-line Amy and Cheryl will look into alternative collection boxes.**

Reporting Concerns (all reports previously sent):

- Distribution Manager Issues:
 - The process of distributing food is physical demanding by primarily older individuals. We have recently lost those Volunteers going back to school as well as the LDS Elders who have moved on to other assignments.
 - Need larger pool of Volunteers to meet staffing demands and to fill-in when scheduled Volunteers take vacations or otherwise request time-off. Perhaps a list of on-call Volunteers that can fill-in at the last minutes when needed.

- Is it possible to make raised platform on heavy duty dollies so that there is not so much lifting. Raised platforms need to be easily and quickly removed so that Receiving can use standard cart. **Raised platform alternatives will be discussed further off-line.**
- Possibly develop a spread sheet with a list of Volunteers and their capabilities and availability. **Development of Volunteer information gathering form will be done off-line.**
- Would streamlining the distribution boxes make the job of the Volunteer easier and less physical? Was not fully explored. **Need to follow-up either off-line or at next meeting.**
- It was suggested that the term in the financials referring to “delivered” meals, be changed to “distributed” meals. **David will make that change.**
- Receiving Manager Issues:
 - Now receiving a lot more TEFAP food.
 - Numerous Volunteers on extended leave.
 - Really need lots of additional Receiving Volunteers to help on regular basis. Hopefully the Volunteer capability and availability spreadsheet discussed in Distribution Manager report can help. More volunteers are desperately needed to handle food rescue and other receiving deliveries.
 - Have had issues with Costco food rescue, it was agreed that if things do not change for the better that we discontinue food rescue from Costco.
 - Sprouts offered food rescue, but because of the lack of Volunteer support, the Pantry was unable to accommodate them.
- Financial Issues:
 - August financial reports were previously distributed. **It was requested that David hold an off-line meeting to discuss the organization of the Pantry’s finances, monthly reports generated and their purpose.**
 - The draft EMFP 2025 Budget was previously distributed. **We need to hold an off-line meeting to discuss and firm up the draft so it is ready for a vote by the Directors at the next Meeting in November, so the Members can approve it at the Annual Meeting in December.** Automatic updates will be calculated during the September and October financial reporting process with annualized numbers.

BUSH:

- Previous purchases:

Using the recently completed BernCo grant we purchase a lot of equipment for the new building which is currently stored in CONEXs #1 and #3.

- BernCo 2023-24 Capital Outlay:
Expected purchases: Using the 2023 BernCo Capital Outlay Grant of \$40,000 we anticipate buying an electric walkie pallet stacker and an electric pallet jack.
- Construction Plans:
Thanks to Judy Mackenzie for stepping up to be Program Manager for the new building planning and construction. She previously did a lot of work on this project and recently interviewed numerous Volunteers to come up with some recommend changes to the plans. **An off-line meeting will be setup to continue this discussion with all interested parties.** After which all the incorporated changes need to be communicated to the architect so that the construction plans can be promptly finished. This needs to be completed so that construction can start as soon possible. Not having enough operating space in the current pantry is becoming a more and more serious problem which will not be resolved until we are able to move into the new building.
- USDA Status:
Firm deadline to commit the USDA funding is 30 June 2025. Again, progress on starting construction is imperative.
- Research on Companies Willing to Provide Equipment for New Pantry (generator, cabinets, etc.) **No work has been done on this, probably best to start an off-line discussion on this.**

Grants:

- Lions Club:
Sammie will identify the details about this grant. A grant writer needs to be identified to lead this work.
- MS Doss Grant (\$42,470):
 - This grant was provided and specified to be used to enclose the Pantry's new additional property.
 - Gate Expansion:
The main entry gate was recently damaged. The cost to repair it was \$2,294. In addition, Luis at RRFB has asked that the gate be widen to make it easier for his large trucks to navigate in and out, especially in light of the new building delivery needs. During the new building construction, it will help is the gate is widened to allow for construction vehicles in addition to current traffic.

The cost to widen the gate is \$9,855 plus \$1,745 to add four bollards to protect the gates from further damage by vehicles running in to them.

David proposes that we ask MS Doss if we can use some of their grant funds to widen and protect the gates.

Cindy made a motion that David ask MS Doss to allow us to use their grant funding to widen and protect the gates, Amy seconded and the motion passed unanimously.

David will reach out to Lori, his contact at The MS Doss, to see if the Pantry can use the grant in this fashion.

- NM GRO Funding 2024-25:

Through Representative Stefani Lord, and other Representatives and Senators, the Pantry requested operational funding from the State of New Mexico. David reached out to the GRO funding representative and he indicated that no GRO funding was appropriated for the Pantry. David requested that Sammie reach out to Rep Lord to determine if GRO funding was appropriated for EMFP, which Sammie did. Sammie has not heard back from Rep. Lord. Sammie will follow-up in-person with Rep. Lord in the near future. Without this GRO funding the Pantry will not receive any operating grant funding for 1 July 2024 through 30 June 2025. Having this funding would obviously be very helpful as the Client needs continue to grow.

- BernCo 2024-25 Capital Outlay (\$185,000 appropriated):

- Grant Application and Prospective Purchases:

The NM State Legislature appropriate \$185,000 towards helping EMFP acquire Capital Outlay items for the new building. Unfortunately, none of this funding can be used for actual infrastructure projects only for tangible property. To get this funding EMFP has to submit a reply to the BernCo RFP by 4 pm on 30 September 2024.

Off-line discussion will be held to determine who will lead this RFP response and what items should be included in the response.

- Other Grant Opportunities? None currently identified. Both Amy and Vicki will be pursuing additional opportunities off-line.

Old Business:

- More Volunteer Support:

- Consider Goodwill Senior Jobs possibility:

Sammie had discussions with Goodwill to allow Goodwill to place paid employees of Goodwill at the Pantry for training.

David will talk to Kyle about reviewing the agreement provided by Goodwill to determine if there are any concerns.

Amy and David will review and sign the document if appropriate.

- Security Camera Access and Controls:

Cindy has offered to take the lead on getting the camera app setup, operational and accessible for EMFP to use. She will work with Jared Clements if needed to finalize the setup.

- Google Drive Setup:

The Pantry's Google Drive is not secure enough to store corporate information as too many individuals have edit and change access. David has over 30 GB of current and historical corporate data that should be moved to a more accessible location (the Pantry's Google Drive). Other have files that also should be moved to the Pantry's Google Drive. Amy has identified a better way to manage the Google Drive. Off-line Amy and David will work together to identify the needs and modifications needed. Amy will then train the appropriate individuals on its proper use.

- Property Projects:

- Retaining Wall and Gravel Weed Control:

UWNCNM had a planned project with 10-20 individuals to help with these two projects, but have recently cancelled after we had already acquired the necessary materials, at the request of UWNCNM.

Cindy is currently having Angel Holguin work on this, but at an hour a week, not much can be accomplished, especially after working on other on-going chores (cleanup, weed control, etc.).

Additional other project help opportunities will be pursued with organizations like Trail Life, 4-H, Youth Groups, Boy and Girl Scouts, etc.

- Painting sidewalk edge/lip yellow:

There recently have been two incidents where individuals have tripped over where the handicap ramp lips intersect with the sidewalk. Sammie has suggested that the edges be painted with safety paint.

Dan Hutchison will look into obtaining the paint and getting it applied.

This is considered maintenance work and is covered by the current Property budget so it was not necessary to vote on doing this work, but doing the work was approved as a safety and liability issue.

New Business:

- Employee Reviews:

Need to schedule time and dates for employee reviews

Reviews of the two employees will be scheduled after the procedures for the process have been completed. These will be shared with the employees for their inputs and preparation prior to the review.

- Thanksgiving boxes for clients:

Sammie provided several years of historical data. Cheryl provided the costs associated with the process for 2023.

The Pantry is already turning away food rescue opportunities for lack of space. The discussion concluded that we just do not currently have space for storing the items necessary to prepare Thanksgiving boxes, nor the Volunteers to do all the shopping required, as they are doing food rescue.

Decided that with reluctance and disappointment that Thanksgiving boxes would not be distributed this year.

However, it was acknowledged that there are donors that will want to donate towards Thanksgiving opportunities for the Clients. The Pantry will continue to solicit funding from First Baptist Church of Tijeras, the N14 Project and others for a possible alternative. **The possible alternative to giving out Thanksgiving Boxes will be discussed off-line.**

Sammie, Amy and Vicki will work up a handout to be personally handed to each Client. This will be done ASAP so that the Clients can start to be informed by 1 October. Barbara R will help with a Spanish version. These handouts should be personally given to each Client, not put in their boxes, so that the Volunteers can immediately answer any questions. This handout should indicate that we hope to resume Thanksgiving boxes once we are in the new building.

The Volunteers will be instructed not to discuss with Clients any potential Thanksgiving box alternatives, just that the Pantry is sorry, and that due to space constraints that we are unable to provide Thanksgiving boxes this year.

IF SLFCU offers to do a turkey drive for the Pantry again this year, we will politely decline to participate this year because of the lack of storage space. SLFCU will be informed that we hope to be able to participate again once the new building is completed and we have more storage space.

- Annual Meeting Date, approved to be held 14 December 2024 at 8:00 am at CBC:

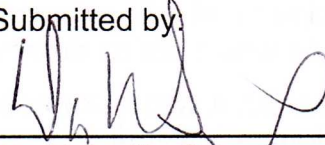
- **In preparation the Directors will work to identify any potential additional: Members, Directors and Officers nominations to be voted on at the Annual Meeting.** In particular, EMFP needs a permanent Corporate Secretary.
- **As previously discussed above, an off-line meeting to work on the proposed 2025 Budget will also take place before the November 9th meeting.**

Final Business:

- It was agreed that the next Bi-Monthly Meeting would be held on 9 November 2024 at **3:00 pm** at CBC. **Please note the time change to the afternoon.**
- Amy is working off-line to identify at least three Director Strategic Planning Meetings, see Doodle Poll that was recently e-mailed.

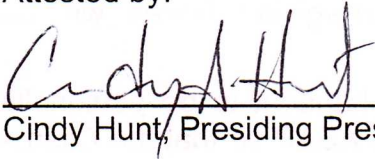
Meeting Adjourned at 9:54 am.

Submitted by:



David Smith, Secretary

Attested by:



Cindy Hunt, Presiding President