



EAST MOUNTAIN FOOD PANTRY, INC.


1342 NM 333 • Suite B • Tijeras • NM • 87059-7351


www.EastMountainFoodPantry.org


WAIVER OF NOTICE OF EXECUTIVE SESSION MEETING OF DIRECTORS AND OFFICERS OF EAST MOUNTAIN FOOD PANTRY, INC.

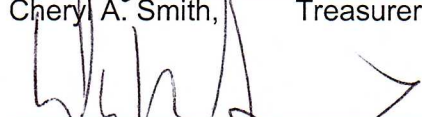
We, the undersigned, being the Directors and Officers of East Mountain Food Pantry, Inc. do hereby consent to the holding of an Executive Session Meeting, held at 1342 NM 333, Suite D, Tijeras, NM 87059, on October 17, 2024 at 9:00 am, and do hereby waive all requirements as to notice of time, place, and purpose of this meeting, and consent to the transaction of any business at said meeting.

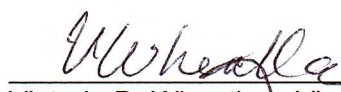
DATED: October 17, 2024.


Cindy A. Hunt, Director


Amy G. Rome, President & Director


Cheryl A. Smith, Treasurer


David M. Smith, Secretary, Chief Financial Officer & Director


Victoria D. Wheatley, Vice-President & Director



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MINUTES OF EXECUTIVE SESSION MEETING OF DIRECTORS AND OFFICERS OF EAST MOUNTAIN FOOD PANTRY, INC. HELD ON THURSDAY, OCTOBER 17, 2024 AT 9:00 am

An Executive Session Meeting held by the Directors and Officers of East Mountain Food Pantry, Inc. was held at 1342 NM 333, Suite D, Tijeras, NM 87059 on October 17, 2024 at 9:00 am.

Participants:

Cindy Hunt, Director
Amy Rome, President & Director
Cheryl Smith, Treasurer
David Smith, Secretary, Chief Financial Officer & Director
Vicki Wheatley, Vice-President & Director

The Secretary prepared a Waiver of Notice and consent to the holding of the meeting signed by each Director and Officer. On motion duly made, seconded and unanimously carried, it was ordered that this Waiver of Notice and consent be filed with the minutes of this meeting.

ACTION ITEM #1:

WHEREAS there being several new Directors and Officers that have recently joined the Corporation;

WHEREAS the Corporation desires to have a formal decision-making process to address the physical space limitations of the Corporation; and

THEREFORE, potential solutions were identified along with objective criteria to address the space crunch;

FURTHERMORE, an analysis was performed to determine the best solution which resulted in this matrix:

Criteria	Potential Solutions					
	Building a new building	Remain in current sedillo facility with use of other units	Sell Sedillo facility and buy an existing space elsewhere	Close and partner with another org or pantry	Build a warehouse and purchase satellite or mobile units	Stay in current space and provide less food and /or serve fewer clients
1 - Triple storage space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 - Ability for receiving and distributing at the same time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 - Safe space (internal and external)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 - Leveraging restricted use funding already obtained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 - Need for external support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 - Limits need for dipping into reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 - Office space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 - Privacy for clients	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 -Space for volunteers/break room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 - Ability to meet staffing needs required (volunteer and paid)	?	?	?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THEREFORE, upon motion duly made, seconded and unanimously carried it was;

RESOLVED, that building the new purpose-built food pantry facility most closely aligns to the defined criteria; and

FURTHER RESOLVE, that the Officers of the Corporation are hereby authorized to proceed with all appropriate and necessary steps, within the requirements as set forth by the USDA Congressional Direct Funding Agreement, to approve the design, permitting and construction of the purpose-built food pantry.

ACTION ITEM #2:

WHEREAS, in past years the Corporation has provided extra food to its clients for the preparation of a Thanksgiving meal;

WHEREAS, the Corporation dos not have space this year for storing the typical items provided to clients like turkeys and pies; and

THEREFORE, upon motion duly made, seconded and unanimously carried it was;

RESOLVED that because of the lack of space the Corporation would not solicit funds to purchase Thanksgiving 2024 food items; and

FURTHER RESOLVE, that the Pantry Manager would be instructed to immediately start providing notice to the clients that because of space limitations that the pantry would not be providing extra food this Thanksgiving.

ACTION ITEM #3:

WHEREAS the Pantry would like to be considered a substitute for not providing Thanksgiving food this year;

THEREFORE, the Corporation considered an alternative by possibly providing small value grocery only gift cards from Walmart to clients;

THEREFORE, upon motion duly made, seconded and unanimously carried it was;

RESOLVED, that the Corporation would try to raise funds specifically to buy Thanksgiving grocery only gift cards from Walmart that would be provided at the rate of one gift card per household, regardless of household size, beginning on November 1, 2024 and continuing while supplies last or until November 30, 2024, whichever comes first;

FURTHER RESOLVE, that the Officers of the Corporation are authorized to purchase fifteen-dollar (\$15) grocery only gift cards from Walmart up to the funding raised specifically for this purpose; and

FURTHER RESOLVE, that in case sufficient funds were not received to move forward with giving out gift cards; no one, including the Pantry Manager and pantry volunteers, are to tell the clients that they may be receiving gift cards, hopefully thereby eliminating the possible disappointment by the clients if the Corporation is unable to proceed with the gift card distribution.

ACTION ITEM #4:

WHEREAS, Roadrunner Food Bank has changed their procedures for distributing produce to food pantries;

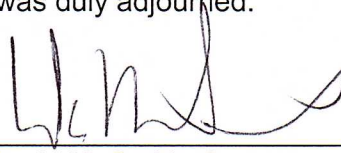
WHEREAS, the collection of produce from the Corporation's food rescue program is not providing enough produce to continue providing additional produce boxes to clients;

THEREFORE, upon motion duly made, seconded and unanimously carried it was;

RESOLVED, that effective November 1, 2024 the Corporation would no longer provide produce only food boxes; and

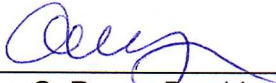
FURTHER RESOLVE, that the Pantry Manager will be instructed to immediately start providing notice to the clients that as of November 1, 2024 produce only food boxes will no longer be provided and that this is a permanent situation.

There being no further business to come before the Meeting, upon motion duly made, seconded and unanimously carried, the Meeting was duly adjourned.



David M. Smith, Secretary

ATTEST:



Amy G. Rome, President