

**MINUTES  
OF  
ANNUAL CORPORATE MEETING  
OF  
EAST MOUNTAIN FOOD PANTRY, INC.**

The Annual Corporate Meeting of the East Mountain Food Pantry, Inc. was held in Bernalillo County, New Mexico, at Noon on December 16, 2020. Members present:

William E. Butler (late arrival)  
Amy L. Clements  
Cindy A. Hunt  
Sammie E. Hutchison  
Robert L. McGeorge  
Lewis J. Pearsall  
David M. Smith

Others present:

Lisa Bagnoli  
Dorlaska Cammack  
Karen Guziel  
Dan Hutchison  
Rick Moody  
Winnie Pearsall  
Claudia Risner  
Cheryl Smith

As Corporate President, David Smith presided over the meeting.

As required by the Bylaws, notice of the Annual Meeting must be published at least 15 days before the Meeting. The notice was published by posting at the main office of the Corporation, posting on the Corporate website and by notice to all Members of the Corporation on October 29, 2020.

In addition, the Secretary presented and read a Waiver of Notice and consent to the holding of the meeting signed by each Member. 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.

The Bylaws of the Corporation require an Annual Meeting be held prior to the beginning of each fiscal year of the Corporation for the purposes of: (i) approval of the annual budget for the next fiscal year, (ii) electing Directors and Corporate Officers, and (iii) transacting such other business as may properly come before the meeting, including electing additional Members as nominated by a majority of the Board of Directors.

**Action #1:**

David Smith presented the Agenda for approval, which had been previously published on the Corporate website and provided to all Members.

Discussions from the Members were solicited. Robert McGeorge brought up some operational items which were referred to the Operational Meeting. Robert McGeorge made a motion to accept the Agenda as presented, Amy Clements seconded the motion, there being no further discussion, the motion passed unanimously.

**Action #2:**

David Smith presented the Consent Calendar for approval, which included the following items, all of which had been previously provided to all Members:

Annual Meeting Agenda  
Financial Reports December 2019 through and including November 2020  
Canyon Bible Church 2020 Lease Rate Adjustment  
This lease had previously been approved by the independent Directors.

Discussions from the Members were solicited. It was noted that the operational documents for the Corporation are published on the Corporate website along with current financial information and the most recent Corporate tax return. Cindy Hunt made a motion to accept the Consent Calendar as presented, Amy Clements seconded the motion, there being no further discussion, the motion passed unanimously.

**Action #3:**

The Bylaws provide for the Nomination of additional Members of the Corporation by a majority of the Board of Directors. Three individuals were nominated, but only two were available and willing to serve. Therefore a majority of the Board of Directors formally nominated the following two individuals:

Dorlaska M. Cammack  
Rick L. Moody

Discussions from the Members were solicited. Robert McGeorge made a motion to accept the individuals nominated, Cindy Hunt seconded the motion, there being no further discussion, the motion passed unanimously.

**Action #4:**

The Bylaws require that the Corporation have at least three Directors.

The following current Directors have offered to serve an additional term:

William E. Butler  
Amy L. Clements  
Cindy A. Hunt  
Sammie E. Hutchison  
Robert L. McGeorge  
Lewis J. Pearsall  
David M. Smith

Discussion was held concerning adding Dorlaska M. Cammack and Rick L. Moody as additional Director nominees. Cindy Hunt made a motion to nominate Dorlaska Cammack, Rick Moody and the current Directors to serve as Directors until the next Corporate Annual Meeting, Robert McGeorge seconded the motion, there being no further discussion, the motion passed unanimously.

**Action #5:**

The Bylaws require that the Corporation have the following Corporate Officers: President, Treasurer and Secretary.

The following current Officers have offered to serve an additional term:

David M. Smith, President  
Sammie E. Hutchison, Secretary  
Cheryl A. Smith, Treasurer

Rick Moody made a motion to nominate to the current Corporate Officers for an additional term, Cindy Hunt seconded the motion, there being no further discussion, the motion passed unanimously.

Therefore, as a result of Actions #4 and #5 the following Directors and Officers for the Corporation are effective immediately:

William E. Butler	Director
Dorlaska M. Cammack	Director
Amy L. Clements	Director
Cindy A. Hunt	Director
Sammie E. Hutchison	Director, Corporate Secretary
Robert L. McGeorge	Director
Rick L. Moody	Director
Lewis J. Pearsall	Director
Cheryl A. Smith	Corporate Treasurer
David M. Smith	Director, Corporate President

**Action #6:**

The Corporation currently has a "Pantry-Thanksgiving Basket" Pool set-aside for paying for Thanksgiving baskets for clients. Because of issues with the logistics of creating the baskets and ensuring they are picked up; it is proposed that the remaining funds in the "Pantry-Thanksgiving Baskets" pool be placed in the Pantry-Operating Cash Pool. The intent is that the Pantry will continue to provide additional items to clients during the November/December holiday season, but that these would be purchased or supplied via regular donations and not separated into a separate Pool.

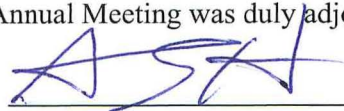
Discussion from the Members and audience was solicited. Discussion was held that the Clients appreciated the extra items in their boxes and that adding these additional items was easier and provided extra food for those actually picking up their boxes during the holiday season. Sammie Hutchison made a motion to terminate the "Pantry-Thanksgiving Basket" Pool and move the funds into the "Pantry-Operating Cash" Pool effective immediately, Rick Moody seconded the motion, there being no further discussion, the motion passed unanimously.

**Action #7:**

David M. Smith presented the proposed 2021 Budget. This proposed budget is the same as the one published on the Corporate website and provided to the Members on November 17, 2020. However, in light of the passage of the Action #6 above, it is proposed that the revenue line item "Allocated:Thanksgiving Baskets" be removed and its budget of \$3,000 be incorporated into the revenue "General Fund" line item budget. Additionally it is proposed that the two expense line items: "Allocated:Thanksgiving Baskets" and "Client Items:Thanksgiving Baskets" both be removed and their budgets, of \$3,000 each, be incorporated into the expense "Client Items:Purchased" line item budget.

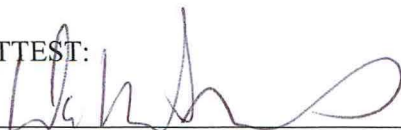
Discussion from the Members and audience was solicited. It was noted that this was the first year that a Capital Budget was included. There was discussion about what was included in the Capital Budget and that these expenditures would only occur if funds were available. Amy Clements made a motion to accept the 2021 Budget as presented along with the Thanksgiving line item changes discussed above, Rick Moody seconded the motion, there being no further discussion, the motion passed unanimously. A copy of the 2021 Budget is attached in the Appendix.

There being no further business to come before the meeting, Robert McGeorge made a motion to adjourn the meeting, Rick Moody seconded the motion, there being no further discussion, the motion passed unanimously, at which time the Annual Meeting was duly adjourned.



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Sammie E. Hutchison, Secretary

ATTEST:



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David M. Smith, President

Appendix: Pantry 2021 Budget

**EAST MOUNTAIN FOOD PANTRY  
2021 BUDGET**

FOOD PANTRY BUDGET	2021 BUDGET	
	ANNUAL AMOUNT	MONTHLY Average
<b>FOOD PANTRY REVENUE:</b>		
General Fund	63,000	5,250
Third-Party Fees	400	33
Allocated:		
MACI	3,500	292
Total Allocated	3,500	292
NonCash-Client Items	250,000	20,833
Other Income (UBI)	1,100	92
<b>TOTAL FOOD PANTRY REVENUE</b>	<b>318,000</b>	<b>26,500</b>
<b>FOOD PANTRY EXPENSES:</b>		
Allocated:		
MACI	3,500	292
Total Allocated	3,500	292
Advertising	600	50
Breakroom Refreshments	360	30
Client Items (87% of Budget Expenses):		
NonCash (79% of Budget Expenses)	250,000	20,833
Purchased	25,000	2,083
Total Client Items	275,000	22,916
Depreciation & Expensed Equipment	6,600	550
Education Materials	250	21
Filing Fees	100	8
Financial Fees:		
Banking	30	3
Third-Party Fees	400	33
Total Financial Fees	430	36
Insurance	1,500	125
Maintain:		
Normal	4,400	367
Total Maintain	4,400	367
Mileage	4,500	375
Office Supplies	1,400	117
Payroll Allocation from Property	8,800	733
Utilities	7,600	633
<b>TOTAL FOOD PANTRY EXPENSES</b>	<b>315,040</b>	<b>26,253</b>
<b>NET FOOD PANTRY</b>	<b>2,960</b>	<b>247</b>

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Appendix: Property 2021 Budget

**EAST MOUNTAIN FOOD PANTRY  
2021 BUDGET**

PROPERTY BUDGET	2021 BUDGET	
	ANNUAL AMOUNT	MONTHLY Average
<b>PROPERTY REVENUE:</b>		
Suite Rentals	31,200	2,600
Interest	420	35
<b>TOTAL PROPERTY REVENUE</b>	<b>31,620</b>	<b>2,635</b>
<b>PROPERTY EXPENSES:</b>		
Allocated:		
MACI	3,600	300
Total Allocated	3,600	300
Depreciation & Expensed Equipment	13,900	1,158
Filing Fees	30	3
Insurance	3,600	300
Maintain	3,500	292
Mileage	120	10
Office Supplies	240	20
Staffing:		
Payroll	9,000	750
Payroll Taxes	700	58
Payroll Allocation to Pantry	(8,800)	(733)
Total Staffing	900	75
Taxes-Property	2,200	183
Utilities:		
Septic	200	17
Solid Waste	1,500	125
Water	1,300	108
Total Utilities	3,000	250
<b>TOTAL PROPERTY EXPENSES</b>	<b>31,090</b>	<b>2,591</b>
<b>NET PROPERTY</b>	<b>530</b>	<b>44</b>
<b>EMFP CHANGE IN NET ASSETS</b>	<b>3,490</b>	<b>291</b>

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Appendix: Capital 2021 Budget

**EAST MOUNTAIN FOOD PANTRY  
2021 BUDGET**

CAPITAL BUDGET	2021 BUDGET	
	ANNUAL AMOUNT	MONTHLY Average
<b>PANTRY CAPITAL</b>		
Capital Equipment	11,200	933
Computer Equipment	-	-
Furniture	-	-
Expensed	3,000	250
<b>TOTAL PANTRY CAPITAL</b>	<b>14,200</b>	<b>1,183</b>
<b>PROPERTY CAPITAL</b>		
Buildings	-	-
Improvements	36,000	3,000
Expensed	-	-
Land	-	-
<b>TOTAL PROPERTY CAPITAL</b>	<b>36,000</b>	<b>3,000</b>
<b>TOTAL EMFP CAPITAL EXPENDITURES</b>	<b>50,200</b>	<b>4,183</b>

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