

AUBURN INTERFAITH FOOD CLOSET
BOARD OF DIRECTORS

MINUTES OF THE MEETING

HELD

September 26, 2022

1788 Auburn Ravine Rd, Auburn CA 95603

Andy Hayes called the meeting to order at 6:02 PM.

In attendance were: Katy Bartosh, Sandy Bassett, Joan Beesley, Leah Capuchino, Belva Durel, Peggy Fleming, Barbara Ford, Richard Goss, Andy Hayes, Denise Hoffman, Mary Krebs, Carol Mulder, Pam Murray, Margaret Platt, Delores Roberson, Fran Wheaton, Judie Whitman, and Claudia Wilson.

Absent were: Peter Clark, Jeff Garland, Laurie Soper, and Don Wilford.

1. Carol Mulder offered the opening meditation

2. **ANNUAL FINANCIAL REVIEW.**

Hayes introduced Michael G. Wilson, CPA, of Wilson, Wilson & Taylor in Auburn. Wilson distributed their Financial Review as of December 31, 2021 and the first page of the IRS Form 990 that will be filed for the AIFC.

Wilson reported that this review is done annually and is not as in depth as an audit; he said that most non-profit organizations use the review in lieu of a full audit because an audit is prohibitively expensive. He advised the Board that the key statement in the document is the Accountant's Conclusion on page 3 which says that there are no material modifications needed in the AIFC's financial statements. This is a "clean opinion".

Wilson then walked the Board through the Financial Review document. He said that in his opinion the Auburn Interfaith Food Closet is in excellent hands, does a great job tracking expenses, and has good financial controls, but those controls were not formally tested.

The IRS Form 990 was covered next by Wilson. He said the purpose of this Form is to make sure that the AIFC is really operating as a non-profit organization. He said that the bulk of AIFC's funds are spent on program mostly because there are no employees.

Denise Hoffman asked why some numbers on the Financial Review don't match the Form 990. Wilson said that expenses shown in the Financial Review are reported as negative income on the Form 990. Sandy Bassett said that Line 6 on the Form 990 should reflect 224 volunteers.

Hayes said that some Board members believe that AIFC has too much money in the bank. Wilson said there is some logic to that, and it would be prudent to have a plan for the use of the funds and to justify the amount of reserves being held.

Delores Roberson asked if there would be a problem if AIFC passed some of its donated funds to other non-profits. Wilson said it is important to honor the wishes of the donors of the funds. In AIFC's case the purpose of the donated funds is fairly narrow and the geographic service area is well defined.

Hayes noted that as the organization matures there might be the addition of paid staff which would make the financial picture different. Hayes thanked Wilson for his presentation.

The Board then took a break and viewed all the food donated during the Hunger Action Month food drive that was held the previous week.

3. STRATEGIC PLAN PROGRESS REPORTS

- a. Goal 2 – Board – Next Steps AIFC Governance Model. Fran Wheaton reminded the Board that the subject of a change in the AIFC's governance/operations structure was presented to the Board at the August 27 Board Retreat and the members were asked to review the recommendations, ask questions, talk about them and be prepared to discuss them further at this Board meeting. She said that there are no right or wrong answers, that there is nothing wrong with the way the Board is organized now, but the Goal 2 Work Group learned from the representative of the Center for Non-profit Leadership that the time to consider modifications is when everything is going well and before a crisis occurs.

A question was asked: Who is the Center for Non-profit Leadership? Do they want us to join them? Hayes responded that it is an organization that the Placer County Community Foundation uses to assist local non-profits in governance issues. Many of the materials used at the Board Retreat came from the CNL.

Katy Bartosh asked how other Board members feel. She said she is amazed at how big the Board is; the result of the recommendations could be beneficial, especially if it is a way to open it up for more diversity. Mary Krebs asked how many Board members there are? Rich Goss replied 22.

Joan Beesley said she is not clear on exactly what her responsibility is to represent St. Lukes Episcopal church on the Board, what that entails. Would this proposal dilute the influence of the supporting churches? Wheaton responded that there are many more churches in Auburn and if each had three members on the Board that would make the Board unwieldy. Bassett noted that currently we have 12 active churches.

Hayes said that we all have different ideas about how relationships with faith communities work. The question is how do we keep these relationships viable? He reported that he has met with pastors who have said the Food Closet does a great job, but they are not interested in joining such a large Board. Hoffman said she appreciates interactions but can't see how such a large Board could act in a crisis.

The question came up whether the AIFC would lose touch with individual churches. The opinion was expressed that some outside organizations and the Operations side would need Board liaisons. Wheaton said that the Operations Manager would be in a crossover role between Operations and the Board.

Claudia Wilson said she is a worker bee and sees the Board as more decision makers and the Advisory group more like worker bees but we have to be sure that there are no communications breakdowns.

The question as to where programs like Hunger Action Month, Big Day of Giving, Turkey Drive fit in was asked. Hayes said that the details to be worked out include where everything done today fits in. Mulder said she is concerned about the loss of Christian influence in the running of the Food Closet. Mulder, Bassett and Goss individually indicated that if the term "Interfaith" was removed from our name, they likely would cease active participation. Wheaton said that there continues to be room for partnership.

Mary Krebs said she likes being on the Board to see how all of this works. She believes that we still need representatives of churches, but maybe have just one representative from each church.

Hayes said that the focus three to four years ago was on how to get more representation from churches. Then Sharon Furlong was willing to do the Operations Manager volunteer job but she wasn't from one of the supporting churches. We now have a Board member who is not from a supporting church, and in the future it may be that we will need skilled people in key roles who are not affiliated with a faith community.

Bassett noted that from 1998 there were only two members from each church on the Board. Then the AIFC needed a Treasurer, so the number was expanded to three. Now we need skills so we accept people who are not from a supporting church.

Goss said that among our supporting churches there are a variety of doctrines and practices, and out of that diversity we come together to unify around the central mission of the Auburn Interfaith Food Closet. Claudia Wilson said that can show inclusiveness to our guests. Barbara Ford said we could recruit a diverse group to the Advisory group and that could be a good source of future Board members.

Judie Whitman observed that participation on the Advisory group is not seen as a "step down" from Board service – it is lateral to the Board. Some who want to be involved in the leadership of the Food Closet might be more comfortable serving on the Advisory group.

Bassett said we need to remain flexible to add church representatives to the Board. Goss added that it is also important that Board members volunteer in the food distribution functions. Pam Murray said she uses her Board position to talk about the functions of the Food Closet in her church and the community.

Hayes said we will take what has been said and the Work Group will look at the next steps.

4. TAKE ACTION ON FOLLOWING ITEMS

- a. Meeting Minutes Approval – July 27, 2022. Goss presented the minutes of the July 27 Board meeting. Whitman moved, Hoffman seconded approval of the minutes as presented. Approved by unanimous vote.

- b. Approve – Van Trailer Hitch Incremental Costs. Hayes walked the Board through his memo on the subject. Bassett moved, Mulder seconded approval of the expenditure as presented. Approved by unanimous vote.
- c. Approve – Solar Expansion with Generator. Hayes presented his memo to the Board and said that our current solar array isn't covering our Pacific Gas & Electric bills. He talked about the options in the memo. He also talked about the rebate that is potentially available. Krebs moved, Bassett seconded approval of the expenditure of \$50,000 as recommended in Hayes' memo for solar panel expansion and battery installation, and application for the rebate, with the assumption that at least \$10,000 would be rebated to us. Approved by unanimous vote.
- d. Approve – External Surveillance System. Hayes reminded the Board about the roof repairs that were approved by email vote (Agenda Item 6.a.) and said that led to consideration of some kind of camera system to record occurrences around the Food Closet when no one is on premises. The revised estimate from Allen Security was obtained for an outside system only.

The Board members discussed monitored alarm systems, but the cost would be prohibitive. Also discussed were the problems and costs associated with false alarms. Bassett said that there was an alarm system at the former location on Earhart but the false alarm charges and lots of people going in and out eventually got it turned off. The matter of a way for a volunteer to check outside before leaving the building after dark was discussed. Bassett also said that a second buzzer is being installed on the front desk to call for someone to help from the back room during open hours.

With regard to the possibility of surveillance cameras being stolen, Hayes said they would be mounted at roof level. He asked the Board if this is something we should pursue. Krebs said she thinks we should. Krebs moved, Goss seconded authorizing the expenditure for the surveillance camera system as outlined on the Allen Security Estimate at the cost on the Estimate. Approved by unanimous vote.

5. FUNCTIONAL FOCUS REPORTS

- a. Financial Reports. Hayes pointed out the colored marks on the Profit & Loss statement, green being good and yellow being behind. He said support from individuals is double last year's amount.
- b. Hunger Action Month. Whitman reported the gathering of 14,400 food items in 1,114 bags in the food drive; Lake of the Pines residents donated 3,500 items. The Placer High School Volleyball team covered 10 routes.

Bassett said this is an all time record and equals two and one half months' of canned goods.

6. ITEMS APPROVED BETWEEN MEETINGS – FOR THE RECORD.

Hayes noted the two items that were approved by email vote for the record.

Item 7 Other Business was not taken up.

Hayes adjourned the meeting at 8:05 PM.

These minutes were approved by the Board of Directors of the Auburn Interfaith Food Closet at its meeting held October 31, 2022.

Richard Goss, Secretary

AUBURN INTERFAITH FOOD CLOSET BOARD OF DIRECTORS AGENDA

September 26, 2022

Time: 6:00 pm

WELCOME – Andy Hayes

1. **OPENING PRAYER/MEDITATION** Carol Mulder
2. **Annual Financial Review** Mike Wilson, CPA
3. **STRATEGIC PLAN PROGRESS REPORTS**
 - a. Goal 2 – Board – Next Steps AIFC Governance Model Rich Goss / Fran Wheaton
4. **TAKE ACTION ON FOLLOWING ITEMS:**
 - a. Meeting minutes approval – July 27, 2022 Rich Goss
 - b. Approve – Roof Repairs (Approved by mail vote) Andy Hayes
 - c. Approve – Parking Lot Painting (Approved by mail vote) Andy Hayes
 - d. Approve – Van Trailer Hitch Incremental Costs Andy Hayes
 - e. Approve - Solar Expansion, with Generator Andy Hayes
 - f. Approve – External Surveillance System Andy Hayes
5. **FUNCTIONAL FOCUS REPORTS**
 - a. Financial Reports Fran Wheaton
 - b. Hunger Action Month Judie Whitman
6. **OTHER BUSINESS**
 - a. 2023 Budget Planning Cycle Andy Hayes
 - b. Board Retreat Review All

ATTACHED REPORTS

REPORTS TO BE DELIVERED

Calendar of Events:

- | | |
|------------------|------------------------------------|
| October 24, 2022 | 6:00 p.m. AIFC Board Meeting |
| October 10, 2022 | 4:00 p.m. AIFC Executive Committee |

Form **990**

Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
 Do not enter social security numbers on this form as it may be made public.
 Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2021
 Open to Public Inspection

Department of the Treasury
 Internal Revenue Service

A For the 2021 calendar year, or tax year beginning _____, and ending _____

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Activities pending

C Name of organization: **AUBURN INTERFAITH FOOD CLOSET INC**
 Doing business as: _____
 Number and street (or P.O. box if that is not address to send address): **P.O. BOX 132** Route/box: _____
 City or town, state or province, county, and ZIP or foreign postal code: **AUBURN CA 95604**

D Employer identification number: **68-0424269**
E Telephone number: **530-885-1921**
F Gross receipts: **720,576**

F Name and address of principal officer:
ANDY HAYES
PO BOX 132
AUBURN CA 95604

Has this group been for subscribers? Yes No
 Are all subscribers included? Yes No
 If "No," attach a list. See instructions.

I Tax-exempt status: 501(c)(3) 501(c) _____ 527(a)(1) or _____ 527 _____

J Website: **WWW.AUBURNFOODCLOSET.ORG** Web Group extension number: _____

K Form of organization: Corporation Trust Association Other _____

L Year of formation: **1998** **M** State of legal domicile: **CA**

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
PROVIDE NUTRITIOUS FOOD TO THOSE IN NEED, PRESERVING THEIR DIGNITY AND ENCOURAGE SELF-RELIANCE

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a): **3 24**

4 Number of independent voting members of the governing body (Part VI, line 1b): **4 24**

5 Total number of individuals employed in calendar year 2021 (Part V, line 2a): **5 0**

6 Total number of volunteers (estimate if necessary): **6 0**

7a Total unrelated business revenue from Part VIII, column (A), line 12: **7a 0**

7b Net unrelated business taxable income from Form 990-T (Part I, line 12): **7b 0**

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	830,471	671,065
9 Program service revenue (Part VIII, line 2g)	13,870	15,330
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	446	-13,646
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	129,004	33,943
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	973,791	706,692
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		0
16a Professional fundraising fees (Part IX, column (A), line 11a)		0
b Total fundraising expenses (Part IX, column (D), line 25) 7,729		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	461,744	406,740
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	461,744	406,740
19 Revenue less expenses. Subtract line 18 from line 12	512,047	299,952
20 Total assets (Part X, line 16)	Beginning of Current Year 1,620,547	End of Year 2,599,015
21 Total liabilities (Part X, line 26)	9,977	688,493
22 Net assets or fund balances. Subtract line 21 from line 20	1,610,570	1,910,522

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer: **ANDY HAYES** Title: **PRESIDENT**

Paid Preparer Use Only Preparer's name: **WILSON, WILSON AND TAYLOR, CPA'S** Preparer's signature: **NICHOLAS G WILSON, CPA** Date: **09/26/22** Check if PTIN self-employed: **P00015810**
 Preparer's address: **564 AUBURN RAVINE RD AUBURN, CA 95603-3900** Preparer's EIN: **94-2452388** Preparer's tel.: **530-885-6252**

May the IRS discuss this return with the preparer shown above? See instructions. Yes No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2021)

Auburn Interfaith Food Closet
Strategic Plan Goal 2 – Board

WORK GROUP REPORT AND RECOMMENDATIONS

SUMMARY: The *AIFC Strategic Plan Goal 2: Board* work group recommends transition to a smaller Board of Directors and gathering the various committee responsibilities as Operations. The visual is a two-engine aircraft, one engine is Operations, and the other is the Board. A third group of stakeholders occupies the cabin. Exact Board size, transition schedule, stakeholder group makeup, the structure for necessary communications, and necessary By Laws and Policy changes are all subject to future determination.



DISCUSSION:

The *Goal 2* work group has met on Zoom and in person, including a meeting with a representative from the Center for Non-Profit Leadership. It became clear to the work group that the biggest issue to address is the leadership paradigm that should be developed to anticipate our key volunteer leaders transitioning away from their long-term AIFC roles at some time in the future.

Currently, AIFC leadership is a very large group of passionate volunteers involved in a mix of governance and operational leadership, while representing the faith communities that support the food closet's mission. The draft goals set before us and the activities undertaken by the Goal 1 work group have opened the question about how to create input/participation opportunities for community groups and other stakeholders representing people served by the Food Closet to assure ongoing relevance of AIFC service.

The following are recommendations and the thoughts behind those recommendations. Acceptance of these recommendations will result in a myriad of details to be worked out.

RECOMMENDATIONS:

1. The Board of Directors changes to a non-profit corporation style Board with 7-9 members. It would be made up of the corporate officers and the Operations Manager, with Committee leaders, supporting faith community representatives, and/or a representative of the Advisory group filling the remaining Board seats. The Board would focus on:
 - Governance, including Mission and Vision setting and follow up,
 - Policy,
 - Budget setting and financial oversight,
 - Communications outside the AIFC, and
 - Fundraising.

The frequency of Board meetings (monthly, bi-monthly, quarterly, etc.) and whether an Executive Committee is necessary are issues to be discussed.

2. The Operations volunteer leadership is committed to the:
 - Intake and distribution of food,
 - Homebound deliveries,
 - Inventory,
 - Gleaning and gathering from donor farms and sources,
 - Outreach to communities/persons experiencing food insecurity,
 - Bookkeeping, grant writing and administration, and
 - Maintenance of the facility and equipment.

Further discussion is needed to determine whether one volunteer leader is to be responsible for all the operations activities, or if there are a few other leaders with responsibility for specialty tasks. One of these other leaders could be responsible for outreach activities and another for grant writing and administration.

3. An Advisory group made up of supporting faith community representatives as well as representatives from organizations or communities served by the AIFC is proposed. This group assesses the success of AIFC's efforts to provide food to all identified pockets of food insecurity as well as the user-friendliness of AIFC's service delivery. It is envisioned that this group would meet two or three times per year and one of the meetings would be joint with the Board of Directors. Designated Operations leaders would be the regular liaisons with this group, and a member of the Board of Directors could be designated to be part of this group.

SUPPORTING THOUGHTS

In order to move forward to a leadership structure that recognizes the level of activity required in Operations versus the less time intense but more legally responsible Director role, the consultant from the Center for Non-Profit Leadership posed the comparison to a two-engine aircraft. One engine is Operations, the other is the Board. The AIFC needs both, working equally to move the "aircraft" smoothly through clear as well as stormy skies.

Board of Directors

This is the engine that takes responsibility for organizational vision and oversight by way of

- Organizational mission, vision, and goal setting and measurement,
- Policy determination and review to assure adherence,
- Budget adoption and financial performance review,
- Fund raising,
- Identification of legal requirements with tasks to assure compliance,
- Operational and legal risk identification and mitigation, and
- Relationships with media and supporting community service organizations



The smaller Board allows the Committee leaders to not have to take on the legal responsibilities of Director positions. The smaller Board may allow the elimination of the Executive Committee. The Board does not delve into the details of Operations, other than to understand what is being done. Board members should be expected to work volunteer hours in the Food Closet to gain insights in their oversight responsibilities, but definitely not to be a “VIP on premises”.

The Board of Directors engine cannot go faster or slower than the Operations engine to keep the flight smooth. While the Board sets policy, it cannot take sudden turns to avoid tearing the aircraft apart.

The Board must also respond to the Advisory group in the cabin as it provides directional insights and identifies stakeholder needs that require policy and budgetary course corrections.

Operations

The day-to-day tasks of the Food Closet’s “business” is the responsibility of the Operations engine. Examples include:

- Guest service,
- Homebound delivery,
- Food ordering, gleaning, relationships with farmers,
- Inventory management,
- Guest records tracking,
- Nutrition and kitchen,
- Birthday bags,
- Resource referrals,
- Volunteer recruitment and training,
- Facility, equipment, and vehicle maintenance and sanitation,
- Grant application and monitoring, and
- Bookkeeping and data entry.

Budgetary deviations within set parameters are managed by Operations, and deviations above the parameters are referred to the Board. The managing volunteer(s) in Operations have budgetary flexibility to assure unabated service to AIFC guests. Under the corporate policies set by the Board, operational policies guide the work of the Operations engine as they are much more detailed than policies set by the Board. There can be no conflict between the sets of policies. The Operations group receives and responds to issues and ideas raised by the Advisory group to assure that AIFC’s service is responsive to community needs within the policies set by the Board.



The Operations engine runs in concert with, not separate from, the Board engine. Communication between the two is critical to make the figurative airplane fly smoothly. As outlined above, Operational leaders either serve on the

Board or attend Board meetings to brief the Board on the trends seen and issues faced by the volunteer staff.

Advisory Group

We have learned the value of receiving community inputs. We also recognize that the proposed structure with a smaller Board changes the current practice of having up to 3 Board seats for each supporting faith community. An Advisory group made up of community representatives, faith community representatives, and possibly service organization representatives to be “eyes and ears” for the Board and Operations leadership is proposed.

This group is flying in the cabin of the airplane and is very interested in the two engines taking it to appropriate destinations. Course corrections and adjustments come out of this group, either in Operations service recommendations or Board policy/budgetary amendments. This group might meet every 4 months with at least one annual joint meeting with the Board. Failure of the Board or Operations leadership to give ear to suggestions from this Advisory group will, over time, render it ineffective.

Implementation

The first step is to ask current Board members to indicate their interest in remaining a Board member or their preference to keep or take a role in the Operations side. The point is to allow current Board members to continue to serve in their Board role if they wish to do so. The transition to the smaller Board occurs over time.

Once the Board has settled on the outline of a revised governance/operations/advisory structure, work on Bylaws and Board policy changes, transition of Board members to new roles, recruitment of new and diverse Advisory Group members, and the timing of the adoption of those changes are details to be worked out. This needs discussion and concurrence by the Board of Directors.

The Work Group recognizes the valuable insights of Pastor Paul Bagai and Pastor Charlane Lines who participated in the formative stages of this work as well as the helpful facilitation provided by Renee Anaclerio.

Respectfully Submitted,

AIFC Strategic Plan Goal 2 Workgroup

Peter Clark

Richard Goss

Fran Wheaton

Judie Whitman

Date: July 21, 2022



AUBURN INTERFAITH FOOD CLOSET, Inc.

Van Enhancement – Trailer Hitch – September 1, 2022

Our new van will be used to transport items but we may still need to use trailers when a pallet needs to be loaded and delivered. Don Wilford requests we had a heavy-duty trailer hitch and electrical connections to the van.

Attached is the updated estimate, with four line items adding \$810 in cost. There will be some additional sales tax from this.

The Executive Committee recommends that the AIFC Board of Directors approve this additional cost.

Andy Hayes

VANco of Northern California
271 Opportunity St., Suite H
Sacramento, CA 95838
+1 9169203842



Estimate

ADDRESS
Auburn Interfaith Food Closet

ESTIMATE # 5553
DATE 04/08/2022

P.O. NUMBER
Refrigeration Van

ACTIVITY	QTY	RATE	AMOUNT
Insulation Package Fully Insulated and Sealed, Diamond Plate Floor and Lower Panel, Versatex Walls and Ceiling	1	14,000.00	14,000.00
Misc Vinyl Curtains at rear and Sliding Doors	2	750.00	1,500.00
TK-V-520 RT 20 Thermo King V-520 RT 20 Rooftop Refrigeration Unit with Electric Standby	1	14,900.00	14,900.00
Misc Materials and Labor to Reinforce Floor and walls for Shelving	1	2,500.00	2,500.00
RD-F5-RA48-2 48" Fold Away Shelf unit with 2 shelves, 20", 20"	1	1,390.00	1,390.00
RD-F5-RA60-2 60" Fold Away Shelf unit with 2 shelves, 20", 20"	2	1,515.00	3,030.00
RD-9099-27 27" Long, Rear Door Grab Handle	2	55.00	110.00
Freight Freight for Ranger Shelving	1	450.00	450.00
Labor (Taxable) Labor to Assemble/Install Fold Away Shelving and Handles	5	150.00	750.00
APG-5 APG 5" Running Boards [Ram ProMaster]	1	250.00	250.00
Freight Freight for Running Boards	1	100.00	100.00
Labor (Taxable) Labor to Install Running Boards	2.50	150.00	375.00
CU.13207 Curt Class 3 Hitch [Ram ProMaster]	1	495.00	495.00
CU.56209 Curt T-Connector Wire Harness [Ram ProMaster]	1	120.00	120.00
CU.57672 Curt Dual Output (4 and 7-way) Electrical Outlet [Universal]	1	45.00	45.00
Labor (Taxable) Labor to Install Hitch and wiring	1.50	150.00	225.00

Thank you for your business.

Estimate based on Ram ProMaster 159

SUBTOTAL	40,240.00
TAX (8.75%)	3,122.88
TOTAL	\$43,362.88



AUBURN INTERFAITH FOOD CLOSET, Inc.

Solar Upgrade and Back-up Power Proposal – September 1, 2022

We now have PG&E statements that cover our electric use since we opened. We have fairly stable use month to month, as our large energy need is for the refrigeration units (which run 24x7), followed by the swamp coolers, ceiling fans and lights (which operate during open hours). The solar production is seasonal, based on the hours per day of sunlight. It appears that our overall production covers around 60% of our use. Purchasing the additional power for PG&E is estimated to run around \$900 - \$1,000 per month. To cover this energy with panels, we need to add the equivalent of 42 more panels – almost double the size of our current system.

We do not have any protection for power outages. If we lose power, we cannot run our refrigeration units. We can retain the food for 48-72 hours if we do not open the units, but there is a risk of food loss. It is estimated that at the ‘worst case’ replacement cost for loss will be \$8,000 - \$10,000. There are generator options to protect us, including outside gas-run generators or battery-systems integrated with the solar system.

There also is a new Federal incentive program for nonprofit agencies, which provides a 30% rebate for costs on alternative energy systems. It appears we will qualify for this but would need to pay up front and receive the rebate afterwards.

We currently have over \$48,000 in our ‘solar/generator’ account. The time to complete either of these will be around 90 days, once we sign a contract and make an initial down payment.

Proposals.

- Parking Structure
 - Similar to what was in place at Earhart, metal poles support frames above parking spots, with panels placed in the frames.
 - The 7 parking spots in front of the building would support a 70-foot wide structure on which 42 panels (3 ranks of 14 panels) can be mounted, oriented to the south. This should not create overhead obstruction for the delivery door area.
 - The total cost for this will be around \$50,000, based on an assumption of 42 panels at \$1,000 each, structure costs, engineering fees and county permit fees. Our eventual net cost is anticipated to be \$35,000 after the rebate.
 - Pro:
 - Provides the extra energy capacity
 - Integrates with our existing solar system
 - Qualifies for the Federal incentive program
 - Creates shade for the parking spots and shades the front windows
 - Con:
 - Does not solve back-up generator need

- Adds poles in parking area that could be hit with careless drivers
 - Unknown impact
 - Additional county approvals will be necessary. All possible issues that could arise need to be understood.
- Expand Roof Solar System and add Solar Edge Battery System
 - Our current solar system has 46 panels on the roof. The inverter system for that was designed for that number of panels, so any expansion will require some changes in other parts of the system.
 - We have space to add 15 – 18 more panels on the roof. This will provide about 1/3rd of the additional energy capacity we want.
 - There are new battery systems (Tesla PowerWall; Solar Edge) which serve multiple purposes.
 - The system stores energy and then discharges it to the system. A single battery will produce additional energy equivalent to 15 panels. With a two battery in the system, we increase our capacity to cover all our needs when coupled with the additional 15 panels on the roof.
 - The battery also can power the building during PG&E outages. Our current system cannot, because it is ‘hard wired’ to the grid and must be shut off during a power outage. A battery system is set up to have a disconnect from the grid, so in the case of a power outage, it can still fulfill our internal needs. This is a solution for our back-up generator.
 - The total cost for this will be around \$50,000, based on an assumption of 15 panels at \$1,000 each, two SolarEdge battery units and SolarEdge hub at \$35,000 each. Our eventual net cost is anticipated to be \$35,000 after the rebate.
 - Pro:
 - Provides the extra energy capacity
 - Integrates with our existing solar system
 - Qualifies for the Federal incentive program
 - Provides a back-up generator solution for power outages
 - Con:
 - None known
 - Unknown impact
 - Additional county approvals will be necessary. All possible issues that could arise need to be understood.

Recommendation:

- Approve expenditure of \$50,000 for solar expansion, expanding our solar panel count and installing the SolarEdge battery system.

Andy Hayes

Allen Security, LLC
 PO Box 481
 Applegate, CA 95703
 530-370-6136
 doug_3d@yahoo.com
 allensecurity.net



Estimate

ADDRESS

Andy Hayes
 Auburn Interfaith Food Closet
 12972 Earheart Ave
 Suite 301
 Auburn, Ca 95602

ESTIMATE # 1338

DATE 09/16/2022

P.O. NUMBER

Camera System

ACTIVITY	QTY	RATE	AMOUNT
REVISED FOR OUTDOOR CAMERAS ONLY.			
DW-VA1P84T Digital Watchdog Universal HD Over Coax 8-Channel 4 TB STORAGE Digital Video Recorder	1	903.00	903.00
HX-OD59H8TAV Hikvision Hikvision DS-2CE59H8T-AVPIT3ZF 5MP Outdoor Varifocal Dome Camera, 2.7-13.5mm Motorized Varifocal Lens (6 for outside 2 for inside)	7	232.80	1,629.60
HX-WMS Hikvision WMS Wall Mount with Junction Box, Short, Aluminum Alloy, White	6	43.95	263.70
UPS 900VA UPS 900VA 5-BAT/5-SURGE LCD	1	195.27	195.27
ALTV248 Altronix ALTV248 CCTV Power Supply, 8 Fused Outputs, 24/28VAC at 4A, 115VAC, BC100 Enclosure	1	175.85	175.85
Installation Camera System Installation	1	1,350.00	1,350.00

TOTAL

\$4,517.42

Accepted By

Accepted Date

09/02/22
Cash Basis

Auburn Interfaith Food Closet, Inc.
Profit & Loss Budget Performance
August 2022

	Aug 22	Budget	Jan - Aug 22	YTD Budget	Annual Budget
Ordinary Income/Expense				17,000	26,000
Income					
Bank of America interest			4		
Contributions Income					
Church Donations	225	750	10,505	6,000	9,000
Corporate Organization Donation	6,230	1,500	31,874	12,000	18,000
Individual Donation					
Volunteer Dinner Donations			1,075		
Individual Donation - Other	9,229	4,500	75,408	36,000	54,000
Total Individual Donation	9,229	4,500	76,543	36,000	54,000
Memorials/Honor Of		150	250	1,200	1,800
Sponsor A Family Income	4,078	4,500	33,962	36,000	54,000
Virtual Food Drive			6,529	2,500	6,500
Contributions Income - Other			25		
Total Contributions Income	19,762	11,400	159,708	93,700	143,300
Fundraising Income					
Big Dog			22,454	17,000	17,000
July 4th Walk/Run for Food			155		9,000
Walk To Stock the Closet					
Fundraising Income - Other	46		45		
Total Fundraising Income	46		22,654	17,000	26,000
Grants/Restricted Income		6,700	25,118	18,800	32,400
Other Income		1,418	300	11,342	18,308
Total Income	19,807	19,518	207,784	140,642	220,008
Gross Profit	19,807	19,518	207,784	140,642	220,008
Expense					
Administrative	404	1,668	13,661	14,134	18,515
Building	554	4,417	29,128	36,031	54,994
Fundraising Expenses	944	343	2,625	4,444	8,696
Grants/Unused returns			2,118		
Program					
AIFC Vehicle	3,324	1,403	37,788	11,224	16,836
Building Expenses					
Contractor Services	480		2,100		
Program Major Equipment			121		
Building Expenses - Other	8		8		
Total Building Expenses	488		2,229		
Client Outreach		250		2,000	3,000
Food					
Costs, Food items	9,656		87,295		
Fixings					1,295
Rockcreek		800		6,400	9,600
Staples	1,018	618	8,485	4,942	7,414
Food - Other		6,425		51,400	77,100
Total Food	10,674	7,843	95,780	62,742	95,409

Page 1 of 2

09/02/22
Cash Basis

Auburn Interfaith Food Closet, Inc.
Profit & Loss Budget Performance
August 2022

	Aug 22	Budget	Jan - Aug 22	YTD Budget	Annual Budget
Homebound Program Expense					
Homebound Food Special		389		3,110	4,666
Printing Expense					
Printing Discount Expense	(230)		(230)		
Printing Expense - Other	396		396		
Total Printing Expense	166		166		
Total Homebound Program Expense	166	389	166	3,110	4,666
Hygiene kits			68		
Non-Food Related Client Program	116	70	232	500	840
Non-Office Supplies	409	250	3,147	2,000	3,000
Nutrition Committee	100	370	10,674	2,010	3,160
Printing	283		1,143	300	900
Repairs					
Maintenance contract			292		
Total Repairs			292		
Youth Program		42		334	500
Total Program	15,620	10,617	151,489	84,340	128,371
Reconciliation			(2,816)		
Total Expense	17,622	17,045	196,309	138,949	210,576
Net Ordinary Income	2,285	2,473	11,478	1,693	9,432
Other Income/Expense					
Other Income					
NON-CASH DONATION EXPENSES					
In Kind Donation Expense	7,433		(70,814)	59,404	89,196
Placer Food Bank Donations Expe	7,433		(36,563)	59,404	89,196
Total NON-CASH DONATION EXPENSES	14,866		(107,377)	118,808	178,392
NON-CASH DONATIONS INCOME					
In Kind Donation	10,910		60,024	87,280	130,920
Placer Food Bank Donations	7,433		36,963	59,404	89,196
NON-CASH DONATIONS INCOME - Other			10,790		
Total NON-CASH DONATIONS INCOME	18,343		107,377	146,744	220,116
Total Other Income		33,209		265,672	368,508
Other Expense					
Depreciation					
Depreciation Equipment			4,076		
Depreciation New Building			10,514		
Total Depreciation			14,590		
Total Other Expense			14,590		
Net Other Income		33,209	(14,590)	265,672	368,508
Net Income	2,285	35,682	(3,112)	267,365	407,940

Page 2 of 2

3:53 PM
09/02/22
Accrual Basis

Auburn Interfaith Food Closet, Inc.
Statement of Financial Position
As of August 31, 2022

	<u>Aug 31, 22</u>
A S S E T S	
Current Assets	
Checking/Savings	
BofA - 1728 Operating Account	80,962
BofA - 2666 Money Market	416,418
BofA - 6005 Emergency	
Equipment Reserve Savings 1656	
Savings Equip Reserve	10,000
Total Equipment Reserve Savings 1656	<u>10,000</u>
BofA - 6005 Emergency - Other	116,404
Total BofA - 6005 Emergency	<u>126,404</u>
Debt Reserve A cct 2760	
Debt Reserve	267
Debt Reserve A cct 2760 - Other	26,358
Total Debt Reserve A cct 2760	<u>26,625</u>
New Bldg Bof A A CCT 9007	
Construction Fund	0
New Kitchen	8,560
Solar/Generator	48,206
New Bldg Bof A A CCT 9007 - Other	5
Total New Bldg Bof A A CCT 9007	<u>56,771</u>
Total Checking/Savings	<u>687,180</u>
Accounts Receivable	
Accounts Receivable	8,374
Total Accounts Receivable	<u>8,374</u>
Other Current Assets	
Undeposited Funds	200
Total Other Current Assets	<u>200</u>
Total Current Assets	695,754
Fixed Assets	
Accumulated Depreciation	(43,365)
Building - 1788 Auburn Ravine R	1,841,122
Land - 1788 Auburn Ravine Rd	186,027
Major Equipment >\$1000	155,281
Total Fixed Assets	<u>1,939,065</u>
TOTAL ASSETS	<u><u>2,634,819</u></u>
LIABILITIES & EQUITY	
Liabilities	681,965
Equity	
Mortgage Principal	6,825
Opening Bal Equity	103,419
Retained Earnings	1,865,992
Net Income	(23,384)
Total Equity	<u>1,952,852</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,634,817</u></u>

FIRST ITEM APPROVED BY EMAIL VOTE BETWEEN MEETINGS



AUBURN INTERFAITH FOOD CLOSET, Inc.

1788 Auburn Ravine Road
Phone: (530) 885-1921
Web: www.auburnfoodcloset.org
Mail: P. O. Box 132, Auburn, CA
95604

Building Roof Repair – September 1, 2022

On August 24, 2022, Andy Hayes discovered apparent vandalism on our roof. The roofing material is vinyl sheets that overlay the roof structure. We included one raised platform, with roofing material over top it, as the place for a back-up generator. The vandalism is shown below, but it is believed it involved someone getting around the locked access ladder door, slicing the vinyl material with a sharp object and then lifting the vinyl, causing additional tears. It appears the sharp object was also used to try to saw through wood before the person gave up.

Jan Haldeman inspected the damage with Andy Hayes. He is contacting a roofing contractor he depends upon, and believes this can be repaired quickly (before rains), for a fairly low cost. In all likelihood, this will be less than our deductible for an insurance claim.

We also contacted the Placer County Sheriff, and a deputy went of the roof with Andy. He can file a formal crime report, should we ask. It is logged as a call and incident. He took his own pictures for evidence collection.

The Executive Board recommends the AIFC Board of Directors approve the costs to repair the vinyl roofing material.



Left - End view of platform – linear cut of vinyl and wood chips
Middle – End view of forced lift tear and wood chips
Right – side view with jagged tear, probably from forced lift

This organization is an equal opportunity provider.
Auburn Interfaith Food Closet, Inc. is a 501 (c) (3) non-profit organization – FEIN 68-0424269



Left – roof access door closed and locked
Right – streaks and dirt on door – likely the person was able to grab the top of the door then scramble up the door with their shoes



AUBURN INTERFAITH FOOD CLOSET, Inc.

Parking Lot Signage – September 5, 2022

The parking spaces at the AIFC building are at a premium, and there are times when we do not have spots open for our guests due to volunteers and visitors using up the spaces. Our first priority is to have spaces for our guests. To this end, the Operations Team has recommended that the signs be created and placed on the pillars, along with signage on the reserved spaces. The existing handicap parking spot and the four standard parking spots directly in front of the building will be signed as ‘Reserved for Guests’.

An initial proposal from Right Stripping included several other elements that have been removed. The total for that, which covered the signs and the asphalt lettering, was \$897.72. The team is getting an updated quote with the two unneeded items removed.

The Executive Committee is asked to approve a ‘not to exceed’ budget of \$897 for this work.

Andy Hayes