DATE	January 29, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 573 576 878 #

Board of Directors Meeting Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Michael Bowers	Ariana Joven	Michele Shain
Kevin Burton	Chase Nunneley	Megan Silva
Don Bynum	Gina Pettit	Chei Whitmore
Nila Hogan	Fred Plane	

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of December 8, 2020 Board of Directors Meeting – ***Action Item (p. 3-5)***

IV. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

V. New Business

a. Recruitment of Associate Director of Development – ***Info Item (Verbal)*** — Pritika Ram, Director of Administration

b. Committee Assignments – ***Action Item (p. 6)*** — Kevin Burton, Board Chair
   1. Bylaws Committee
   2. Budget & Finance Committee
   3. Fundraising & Events Committee
   4. Executive Committee

c. Foundation Official Documents – ***Info Item (p. 7-11)*** — Pritika Ram, Director of Administration
   1. EIN Confirmation Letter
   2. California Secretary of State – Corporation - Statement of Information C4625342

d. 2021 CAPK Foundation SharePoint Link – ***Info Item (Verbal)*** — Pritika Ram, Director of Administration

e. Presentation of Ralph M. Brown Act – ***Info Item*** — Jeremy Tobias, Chief Executive Officer

VI. Board Member Comments

VII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, February 26, 2021
5005 Business Park North
Bakersfield, CA 93309

VIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 26, 2021. Paula Daoutis, Administrative Coordinator.

DATE	December 8, 2020
TIME	3:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 870 996 08#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 3:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Michael Bowers, Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Fred Plane, Michele Shain, Megan Silva, Chei Whitmore

Absent: Gina Pettit

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and Emilio Wagner, Director of Operations; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Agenda for December 8, 2020. Carried by unanimous vote (Hogan/Bynum).

III. Approval of Meeting Minutes

a. Minutes of November 5, 2020 Board of Directors Meeting – Action Item

Motion was made and seconded to approve the minutes from November 5, 2020. Carried by unanimous vote (Shain/Nunneley).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. New Business

a. Administrative Services Agreement – ***Action Item***

Tracy Webster, Chief Financial Officer (CFO) for Community Action Partnership of Kern (CAPK) presented the Administrative Services Agreement for approval.

Motion was made and seconded to approve the Administrative Services Agreement between CAPK and the CAPK Foundation. Carried by unanimous vote (Joven/Shain).

b. Creation of Committees – ***Info Item***
    1. Bylaws Committee
    2. Budget & Finance Committee
    3. Fundraising & Events Committee
    4. Executive Committee

Board Chair Kevin Burton recommended the above Committees be established by the CAPK Foundation Board. A request was made to see more information about roles and responsibilities of Committee Members. Paula Daoutis will provide a brief description of the committee responsibilities and will survey the Board for their interest. Kevin Burton & Ariana Joven will contact Board Members in early January to discuss committee assignments.

c. 2021 CAPK Foundation Board Schedule – ***Action Item***

Pritika Ram, Director of Administration for CAPK presented the proposed 2021 Board Schedule for approval, with one correction. Given that November 11, 2021 is a holiday, it is recommended to change the date for the Budget & Finance Committee meeting to November 8, 2021.

Motion was made and seconded to approve the 2021 CAPK Foundation Board Schedule with the recommended change. Carried by unanimous vote (Bynum/Whitmore).

d. Recruitment of Associate Director of Development – ***Info Item***

Pritika Ram provided a verbal update regarding the recruitment process for the Associate Director of Development position. Michelle, Megan & Michael participated in interviews for the two finalists. The CAPK HR department will rank the candidates based on score sheets. Once the finalist is determined, an offer will be extended and CAPK HR staff will provide assistance with the pre-employment process. It is anticipated the start date will be early to mid-January 2021.

e. CCS Fundraising Development Assessment Final Report – ***Info Item***

Pritika Ram provided a copy of the CCS Fundraising Development Assessment Final Report and gave a summary of the findings. A copy of the report was provided in the agenda packet and the Board also requested a copy of the PowerPoint presentation. Pritika will provide a link to the Foundation SharePoint folder in early January.

f. Food Bank Expansion Case for Support – ***Info Item***

Lisa McKay, Senior Community Development Specialist for CAPK provided a copy of the "Draft" Food Bank Expansion Case for Support document in the agenda packet and also displayed a PowerPoint presentation for the Board to follow along with. A request was made to see additional detail and Pritika will include the requested information in the Foundation SharePoint folder.

VII. <u>Board Member Comments</u>

No comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, January 29, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 4:00 pm

CAPK Foundation Board Committees

Budget & Finance

- Chei K Whitmore
- Chase Nunn
- Michele Shain
- Fred Plane
- Megan Silva

Bylaws

- Chase Nunn
- Michele Shain
- Nila Hogan
- Fred Plane

Events/Fundraising

- Don Bynum
- Gina Petit
- Nila Hogan
- Michael Bowers

MEMORANDUM

To: Foundation Board of Directors

From: Pritika Ram, Director of Administration

Date: January 29, 2021

Subject: *Agenda Item V(c):* Foundation Official Documents – Pritika Ram, Director of Administration – **Info Item**

The Community Action Partnership of Kern Foundation has received the following items as part of its legal documentation:

- Department of the Treasury Internal Revenue Service Employer Identification Number: 86-1249865
- California Secretary of State - Corporation - Statement of Information: C4625342

Attachments:
Department of the Treasury Internal Revenue Service Employer Identification Number (EIN)
California Secretary of State - Corporation - Statement of Information – filed

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 01-06-2021

Employer Identification Number:
86-1249865

Form: SS-4

Number of this notice: CP 575 E

COMMUNITY ACTION PARTNERSHIP OF
KERN FOUNDATION
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 86-1249865. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

(IRS USE ONLY) 575E 01-06-2021 COMM O 9999999999 SS-4

IMPORTANT REMINDERS:

* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.

* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.

* Refer to this EIN on your tax-related correspondence and documents.

* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is COMM. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.

Keep this part for your records. CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

9999999999

Your Telephone Number
( ) -
_____

Best Time to Call
_____

DATE OF THIS NOTICE: 01-06-2021
EMPLOYER IDENTIFICATION NUMBER: 86-1249865
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

COMMUNITY ACTION PARTNERSHIP OF
KERN FOUNDATION
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309

California Secretary of State
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Secretary of State
State of California

Corporation - Statement of Information

Entity Name:	COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Entity (File) Number:	C4625342
File Date:	01/05/2021
Entity Type:	Corporation
Jurisdiction:	CALIFORNIA
Document ID:	GN34920

Detailed Filing Information

1. Entity Name:

   COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

2. Business Addresses:

   a. Street Address of Principal Office in California:

   5005 BUSINESS PARK NORTH
   BAKERSFIELD, California 93309
   United States of America

   b. Mailing Address:

   5005 BUSINESS PARK NORTH
   BAKERSFIELD, California 93309
   United States of America

3. Officers:

   a. Chief Executive Officer:

   JEREMY T. TOBIAS
   5005 BUSINESS PARK NORTH
   BAKERSFIELD, California 93309
   United States of America

   b. Secretary:

   PRITIKA RAM
   5005 BUSINESS PARK NORTH
   BAKERSFIELD, California 93309
   United States of America

Document ID: GN34920

California Secretary of State
Electronic Filing

Officers (Cont'd):

c. Chief Financial Officer:

TRACY WEBSTER
5005 BUSINESS PARK NORTH
BAKERSFIELD, California 93309
United States of America

4. Agent for Service of Process:

JEREMY T. TOBIAS
5005 BUSINESS PARK NORTH
BAKERSFIELD, California 93309
United States of America

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: JEREMY T. TOBIAS

Use bizfile.sos.ca.gov for online filings, searches, business records, and resources.

Document ID: GN34920