



DATE: March 28, 2023

TIME: 12:00 pm

LOCATION: CAPK Administrative Office
5005 Business Park North
Bakersfield, CA 93309

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

Kevin Burton (Chair)	Nila Hogan	Fred Plane
Michael Bowers	Ariana Joven	Michele Shain
Don Bynum	Chase Nunneley	Chei Whitmore

II. Public Comment

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. 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.

III. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Minutes of the January 24, 2023 Board of Directors Meeting – **Action Item (p. 3-5)**

IV. Old Business

a. Foundation Reception Update on March 30, 2023 – **Info Item** Catherine Anspach, Director of Development

V. New Business

- | | |
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| a. Financial Reports – Action Item (p. 6-10) | Tracy Webster, Chief Financial Officer |
| b. Appointment of New Board Members – Action Item (p. 11) | Catherine Anspach, Director of Development |
| c. Highlight of Monthly Corporate Donors – Info Item (p. 12) | Catherine Anspach, Director of Development |
| d. Fundraising Developments – Info Item | Catherine Anspach, Director of Development |
| 1. Huggy Heart Campaign Sponsor – Valley Strong Credit Union | |
| 2. Friendship House Mixer – October 5, 2023 | |
| e. Program Presentation: Food Bank – Info Item | Kelly Lowery, Program Administrator |

VI. Board Member Comments

VII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, May 30, 2023
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, March 23, 2023. Paula Daoutis, Administrative Coordinator.



DATE January 24, 2023

TIME 12:00 pm

LOCATION Teams Meeting / In-Person at
5005 Business Park North
Bakersfield, CA 93309

TEAMS LINK [Click here to join the meeting](#)

PHONE NUMBER (213) 204-2374 / ID: 818 623 060#

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 12:02 pm at the CAPK Administrative Offices, located at 5005 Business Park North., Bakersfield, CA with some members participating virtually.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (Vice Chair), Don Bynum, Nila Hogan, Chase Nunneley, Fred Plane, Michele Shain, Chei Whitmore

Absent: Michael Bowers

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Catherine Anspach, Director of Development; Rebecca Moreno, Director of Community Development; other CAPK staff.

II. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361

a. Resolution #2023-01 – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias reminded the Board that this meeting will be the last opportunity to attend virtually. Beginning March 1, 2023, all meetings will be held in person, per the Brown Act. However, over the course of the next year, there are limited opportunities for members to attend virtually if they meet the specific criteria, but there must be a quorum present in-person to proceed with the meeting.

Motion was made and seconded to approve Resolution #2023-01. Carried by unanimous vote (Plane/Nunneley).

III. Public Comments

No one addressed the Board.

IV. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Whitmore).

V. Old Business

- a. Foundation Reception Update on March 30, 2023 – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared the event flyer enclosed in the agenda packet and announced that the flyers will be mailed to a targeted list of potential donors this week. Catherine asked the Board for their help to forward the invitation to individuals that they feel will be interested in learning about the CAPK Foundation with the likelihood that they will become donors to the Foundation. Kevin Burton asked if the media is invited. Catherine said the media would not be included in this particular event as it is not open to the public. Following this soft launch of the Foundation, the media will be included in other events hosted by the Foundation. Michele Shain asked about the expected attendance and Catherine said she hopes to have about 150 attendees.

VI. New Business

- a. CAPK Foundation FY 2023 Budget – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item and reported that the Foundations operational expenses were budgeted at approximately \$276,064 for FY 2021-22. The delay in recruitment of the Director of Development, the Foundation experienced unspent funds that were used as a carryover for the FY 2023 budget from January 1, 2023 to December 31, 2023, and the remaining balance after projecting expenses through February 28, 2023, there was a minimum transfer of approximately \$7,300 from CAPK to the Foundation for a total FY 2023 budget of \$408,080.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Bynum/Shain).

- b. Funding Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach provided an update on the Maya Cinemas Huggy Heart Campaign which yielded \$4,060 and a donation of unrestricted funds from Possibility Labs in the amount of \$62,500. Catherine explained that the CPAK programs will have the opportunity to apply for grant funding from available unrestricted funds that come in through the Foundation and she will prepare a policy to present for approval at the March meeting. Catherine also explained that when funds come through the Foundation, but are designated to a particular program, those funds will be appropriately directed to the program per the donor's intent.

Catherine provided additional information about the Huggy Heart Campaign at Maya Cinema, which ran from Nov. 15 to Dec. 15, 2022 in Bakersfield and Delano. Maya Cinema offered a movie ticket to everyone that donated \$10 so it was a very successful campaign given it was only a 30-day campaign. Maya Cinema requested that all funds benefit the CAPK Food Bank. Catherine is working with VITA to initiate a Huggy Heart campaign, and Catherine will also work with Chei Whitmore to initiate the campaign in the Valley Strong Credit Union Branches. Chei said that similar campaigns in the past have raised a lot of money for the nonprofit organization.

Kevin Burton said he would like to see the Foundation be more active on LinkedIn with someone designated to adding content on an ongoing basis. Catherine said that she is also working on creating opportunities for Employee Giving and feels it is a new opportunity to bring in unrestricted funds to the Foundation.

Pritika Ram added that the Food Bank Expansion Project is experiencing construction delays so it does not appear that we will be able to have the Ribbon Cutting ceremony on May 1st as planned. Jeremy Tobias said the construction will likely not be completed until June or July so other dates will be revisited once we can be sure the construction has been completed.

Pritika Ram also asked if any of the Foundation Board members are interested in speaking at the March 30th event. Catherine will begin working on the agenda for the event and wants to include a CAPK program success story, and will include a video to complement the program. At the end of the evening when the attendees are leaving, volunteers will hand them a complete Foundation information packet that will include opportunities to donate.

Michele Shain referenced a successful model, the Children’s Miracle Network, and said that when you initiate a fundraising campaign, it is a good idea to have a matching donor as it tends to increase donations coming into the organization.

VII. Board Member Comments

- No comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 28, 2023
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:35 pm.



BOARD MEETING

MARCH 28, 2023

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation
Contributions by purpose
for the period of 01/01/2023 to 02/28/2023

Purpose	Amount	# Contributions
General	\$6,325.41	38
M Street Navigation Center - Homeless Center	\$5,206.58	3
Volunteer Income Tax Assistance - VITA	\$30,000.00	2
Food Bank	\$161,450.16	28
Friendship House	\$1,200.00	2
Head Start	\$500.00	1
CAPK Foundation	\$800.00	1
Total	<hr/> <hr/> \$205,482.15	<hr/> <hr/> 75



Community Action Partnership of Kern Foundation

Income Statement

for the period of 01/01/2023 to 02/28/2023

Account Number	Account Name	Amount
Income		
4220	Contributions Income	\$146,533.80
4230	Fundraising	\$6,060.00
Total Income		\$152,593.80
Expense		
5105	Salaries	\$25,177.10
5205	Benefits	\$3,714.84
6120	Out of Town Travel - Staff	\$-31.50
6305	Office Supplies	\$1,048.30
6525	Software Support/Maintenance	\$95.00
6615	Printing	\$1,046.07
6635	Board Costs	\$518.53
6675	Outreach	\$5,220.00
6695	Bank Fees	\$72.21
6790	Misc Expense	\$1,835.70
6990	Contribution - CAPK	\$151,531.91
9999	Indirect Expense	\$3,107.28
Total Expense		\$193,335.44
Net Income (Loss)		\$-40,741.64



Community Action Partnership of Kern Foundation

Balance Sheet
as of 02/28/2023

Account Number	Account Name	Amount
Assets		
1000	Checking	\$61,130.89
1101	Stripe Payments	\$85.00
Total Assets		<hr/> \$61,215.89
Liabilities		
2100	Accounts Payable	\$61,037.47
Total Liabilities		<hr/> \$61,037.47
Equity		
3000	General Fund - Fund Balance	\$188.42
3101	Food Bank - Fund Balance	\$-10.00
Total Equity		<hr/> \$178.42
Total Liabilities + Total Equity		<hr/> <hr/> \$61,215.89



Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2023 to 02/28/2023

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	\$146,533.80	\$68,013.34	\$78,520.46
4230	Fundraising	\$6,060.00	\$0.00	\$6,060.00
Total Income		\$152,593.80	\$68,013.34	\$84,580.46
Expense				
5105	Salaries	\$25,177.10	\$26,192.66	\$-1,015.56
5205	Benefits	\$3,714.84	\$8,119.66	\$-4,404.82
6105	Local Travel - Staff	\$0.00	\$666.66	\$-666.66
6110	Local Travel - Board	\$0.00	\$416.66	\$-416.66
6120	Out of Town Travel - Staff	\$-31.50	\$1,466.66	\$-1,498.16
6125	Out of Town Travel - Board	\$0.00	\$633.34	\$-633.34
6135	Per Diem - Staff	\$0.00	\$291.66	\$-291.66
6140	Per Diem - Board	\$0.00	\$233.34	\$-233.34
6150	Vehicle Gasoline	\$0.00	\$416.66	\$-416.66
6205	Rent/Lease	\$0.00	\$583.34	\$-583.34
6305	Office Supplies	\$1,048.30	\$1,466.66	\$-418.36
6505	Legal Fees	\$0.00	\$1,250.00	\$-1,250.00
6510	Audit Fees	\$0.00	\$333.34	\$-333.34
6520	Consultant Services	\$0.00	\$2,467.84	\$-2,467.84
6525	Software Support/ Maintenance	\$95.00	\$1,000.00	\$-905.00
6605	Communications	\$0.00	\$383.34	\$-383.34
6610	Postage	\$0.00	\$1,250.00	\$-1,250.00
6615	Printing	\$1,046.07	\$3,333.34	\$-2,287.27
6625	Hiring Costs	\$0.00	\$75.00	\$-75.00
6630	Employee Costs	\$0.00	\$400.00	\$-400.00
6635	Board Costs	\$518.53	\$2,000.00	\$-1,481.47
6645	Tuition/Registration Fees - Staff	\$0.00	\$583.34	\$-583.34
6650	Tuition/Registration Fees - Board	\$0.00	\$366.66	\$-366.66
6675	Outreach	\$5,220.00	\$416.66	\$4,803.34
6680	Training Expenses	\$0.00	\$583.34	\$-583.34
6685	Meeting Expenses	\$0.00	\$7,750.00	\$-7,750.00
6695	Bank Fees	\$72.21	\$250.00	\$-177.79
6790	Misc Expense	\$1,835.70	\$0.00	\$1,835.70
6990	Contribution - CAPK	\$151,531.91	\$0.00	\$151,531.91
9999	Indirect Expense	\$3,107.28	\$6,293.00	\$-3,185.72
Total Expense		\$193,335.44	\$69,223.16	\$124,112.28
Total		\$-40,741.64	\$-1,209.82	\$-39,531.82



MEMORANDUM

To: CAPK Foundation Board

Catherine Anspach

From: Catherine Anspach, Director of Development

Date: March 28, 2023

Subject: *Agenda Item V(b)*: Appointment of New Board Members - **Action Item**

In moving towards the Foundation's goal to build capacity and expand CAPK's reach and visibility in the community, staff is recommending two candidates be considered as Foundation Board Members:

- Traco Matthews - Chief Health Equity Officer, Kern Health Systems

As CAPK's former Chief Program Officer, Traco continues to serve as a champion of CAPK's work in the community. He is a member of Downtown Rotary and serves on several boards that support the work of CAPK.

- Janea Benton - External Affairs Supervisor, Aera Energy

Janea served as a board member for CAPK for five (5) years. As a former recipient of WIC benefits, she has first-hand experience of the life-changing work of CAPK. In her professional career, she brings over 13-years of experience in event planning and execution, fundraising, and campaign management.

Recommendation:

Staff recommends the CAPK Foundation Board approve the addition of Traco Matthews and Janea Benton as members to the CAPK Foundation Board.



CORPORATE GIVING

JANUARY & FEBRUARY 2023

Maya Cinemas	Food Bank	4,060.00
Westamerica Bank	Food Bank	5,524.00
Westamerica Bank	Food Bank	488.94
Guild Mortgage	Food Bank	3,750.00
Grimmway Enterprises	Food Bank	5,106.75
Dahl Administration	Food Bank	98,925.37
Sandberg Goldberg Charitable Support Fund	Food Bank	40,000.00
Church of the Brethren	Food Bank	100.00
Bakersfield College	Friendship House	1,000.00
First Christian Church of Bakersfield	Friendship House	200.00
Citizens Business Bank	M Street	5,000.00
Tri-Counties Bank	VITA	15,000.00
Tri-Counties Bank	VITA	15,000.00
TOTAL		194,155.06