



DATE: November 28, 2023
TIME: 12:00 pm
LOCATION: CAPK Professional
Development Resource Lab
1807 Feliz Drive
Bakersfield, CA 93307

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

Kevin Burton (Chair)	Don Bynum	Chase Nunneley
Janea Benton	Nila Hogan	Fred Plane
Michael Bowers	Ariana Joven	Michele Shain
Lillian Brust	Traco Matthews	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 September 26, 2023 Board of Directors Meeting – **Action Item (p. 3-7)**

IV. Old Business

- | | |
|---|--|
| a. Update on the Allocation of Funds for Programs – Info Item (p. 8-9) | Pritika Ram, Business Development Officer |
| b. Gourmet for Good Update – Info Item (p. 10-17) | Catherine Anspach, Director of Development |

V. New Business

- | | |
|---|--|
| a. Financial Reports & In-Kind Donations – Action Item (p. 18-23) | Tracy Webster, Chief Financial Officer
Catherine Anspach, Director of Development |
| b. 2024 Foundation Meeting Calendar – Action Item (p. 24) | Catherine Anspach, Director of Development |
| c. CAPK Foundation Bylaws Update – Info Item (p. 25-44) | Pritika Ram, Chief Business Development Officer |
| d. Conflict of Interest and Oath of Confidentiality – Info Item (p. 45-48) | Catherine Anspach, Director of Development |

- e. Annual Appeal Letter for End of Year Giving – **Info Item (p. 49-50)** Catherine Anspach, Director of Development

- f. Summary of Past Events – **Info Item (p. 51-56)** Catherine Anspach, Director of Development
 - a. Feed the Need
 - b. Food Bank Ribbon Cutting
 - c. Friendship House Mixer
 - d. KGET Holiday Drive
 - e. Aera, Chevron and CRC HeadStart Coat Drive

- g. Upcoming Events – **Info Item (p. 57)** Catherine Anspach, Director of Development
 - a. Maya Cinemas Huggy Heart Campaign, November 22nd to December 23rd, 2023
 - b. Wonderful Holiday Party- Friendship House and Shafter Youth Center, December 2nd, 2023
 - c. Shafter Youth Center Playground Ribbon Cutting, December 12th, 2023
 - d. Brooklyn BBQ Fundraiser for M Street, December 16th, 2023

- h. Call to Action- M Street Holiday Luncheon, December 19th, 2023– **Verbal Item** Catherine Anspach, Director of Development

VI. Board Member Comments

VII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 23, 2024 (Tentative)
1300 18th St
Bakersfield, CA 93301

VIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Professional Development Resource Lab at 1807 Feliz Drive, Bakersfield, CA and online at www.capk.org by 12:00 pm, November 22, 2023. Lara Popkin, Administrative Coordinator.



DATE	September 26, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

Board Vice Chair Ariana Joven called the meeting to order at 12:02 pm at the CAPK Administrative Offices, located at 5005 Business Park North., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Ariana Joven (Vice Chair), Janea Benton (Attending remotely per guidelines), Michael Bowers (arrived at 12:37 pm), Lillian Brust, Don Bynum, Nila Hogan, Traco Matthews (arrived at 12:19 pm), Chase Nunneley, Fred Plane, Chei Whitmore (arrived at 12:27 pm)

Absent: Kevin Burton, Michele Shain

Others Present: Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Catherine Anspach, Director of Development; Emilio Wagner, Director of Operations; other CAPK staff.

Ariana Joven requested a motion to approve Janea Benton's participation remotely, per the Brown Act guidelines, as she has met the criteria to attend remotely.

Motion was made and seconded to approve Janea Benton's virtual attendance. Carried by unanimous vote (Brust/Hogan)

II. Public Comments

No one addressed the Board.

III. Consent Agenda

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

IV. New Business

a. Financial Reports – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and reported on the different contributions that have come in since January 1st. The contributions are donations to the Foundation or CAPK directly. \$253,000 dollars has been donated through 256 contacts. The total income to date is currently \$209,000.00, which is largely due to the CAPK agency's contribution.

The budget to actual report shows that the foundation is on point and performing as necessary. Tracy also mentions that there has been an increase in in-kind donations due to the upcoming Friendship House Mixer.

Nila Hogan asked how the Foundation receives and tracks in-kind donations. Tracy said that she could track in-kind donations and assign a value based on what is being donated. Catherine Anspach also responded saying that the Foundation is tracking in-kind donations and acknowledging the donors. Fred Plane also asked if the Foundation is capturing board member volunteer hours, to which Tracy said that we can record the hours and put them on the 990 forms.

Motion was made and seconded to approve the financial reports presented on September 26, 2023. Carried by unanimous vote (Hogan/Nunneley).

b. Banking Institution Signing Authority with Resolution – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and reported that Traco Matthews will be removed as an authorized signor for the Foundation’s bank account and Louis Gill, Chief Program Officer of CAPK and Vice President of the Foundation will be added.

Motion was made and seconded to approve signing authority on September 26, 2023. Carried by unanimous vote (Plane/Bynum).

c. CAPK Foundation Ad Hoc Committee: Financial Modeling – Pritika Ram, Chief Business Development Officer – **Info Item**

Pritika Ram stated that in February 2023, the CAPK governing board requested a review of the support structure for the Foundation. Initially, it was agreed that the parent company (CAPK) would cover the operational costs of the foundation. CCS Fundraising was brought in to assess the Foundation’s operations and provide their recommendations.

There were concerns that the CAPK Foundation wasn't self-sufficient. However, after an assessment with CCS, it was deemed self-sufficient by CCS and the Ad Hoc Committee. It was also noted that donors prefer to support specific programs rather than operational costs. While the Foundation will maintain some general funds for operational expenses, Pritika stated that the recommendation is that the parent company continues to financially support the Foundation.

Pritika asked board members Fred Plane and Ariana Joven from the Ad Hoc Committee if they would like to add anything. Fred mentioned the committee's multiple meetings and exploration of various options, while Ariana expressed support for Pritika's recommendation and thanked CCS and the CAPK team.

d. Friendship House Community Center (FHCC) Sports Field Enhancement Update– Emilio Wagner, Director of Operations – **Info Item**

Catherine Anspach provided a brief introduction before Emilio Wagner started the presentation. Emilio reported that the Fencing project is progressing well and should be finished in 3-4 weeks. The lighting project is already completed, and work on remodeling the play structure is in progress, which includes adding a rubber base and removing wood chips. Emilio mentioned a smaller budget for the solar project, causing a hold on its implementation. Pritika Ram mentioned an existing grant application with the City of Bakersfield, which, if approved, would cover the solar project's cost. If the grant doesn't get approved, the Foundation will initiate fundraising efforts to cover the remaining solar project costs.

Ariana Joven inquired about the solar project's timeline from Emilio Wagner, to which he replied as soon as possible. Pritika Ram suggested that delaying the solar project could allow for better evaluation of utilization and offer more time for fundraising efforts. Tracy Webster mentioned the potential grant deadline, which might speed up the solar project.

Fred Plane asked if the lighting was outside the field or inside. Emilo confirmed that it is in the field.

e. Food Bank Expansion Ribbon Cutting, October 5th, 2023 – Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach provided details about the upcoming Food Bank Expansion/Ribbon Cutting event, extending an invitation to all board members and their staff to attend. Pritika Ram mentioned that the ribbon-cutting ceremony has a 52-minute agenda, so the event should last approximately an hour.

Ariana Joven inquired about the number of RSVPs for the event. Catherine mentioned that they have approximately 180 RSVPs. Pritika Ram also noted that the Food Bank will be offering tours after the event, if you cannot attend the ribbon cutting.

f. Friendship House Community Center (FHCC) Mixer – Catherine Anspach, Director of Development - **Info Item**

Catherine Anspach informed the Board about the upcoming Friendship House Community Center (FHCC) mixer, which will take place at The Collective downtown. Those interested can buy tickets through the Foundation's website.

g. Board Member Commitment “Give and Get” – Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach informed the board about an upcoming document that will serve as a reminder of their roles and responsibilities, effective January, 1st 2024.

Ariana Joven emphasized that each board member is expected to raise a minimum of \$1,000. Given the numerous internal and external events planned for the year, this presents a great opportunity to contribute and show support.

h. Save the Dates – **Info Item**

1. Feed the Need, September 27th, 2023

Catherine Anspach let the board know that Feed the Need will take place on September 27th at the Kern County Fair. She explained that the cans collected will help support the CAPK Food Bank and the board is welcome to come and volunteer.

2. Macy’s Round-up for charity, October 2023

Catherine Anspach informed the board that Macy’s has picked CAPK as the beneficiary of their round-up program for October. When Macy’s customers are at the register, they can round up to support the CAPK general fund.

3. The Masquerade, October 28th, 2023

Catherine Anspach explained that this event is an external event that will benefit the M Street Navigation Center. Different M Street employees will be attending and speaking on behalf of the program. Catherine extended an invitation to all board members.

4. KGET Holiday Drive, November 15th 2023

Catherine Anspach discussed the upcoming KGET Holiday drive, which will feature a Text-to-Give option on the TV broadcast for those unable to donate at the drive. This event will support the CAPK Food Bank and will be promoted on KGET.

5. Bakersfield Turkey Day Run, November 23, 2023

Catherine Anspach provided an overview of the 2023 Turkey Day Run. She noted that the California Classic Event has a history of collaboration with CAPK for this event and aims to strengthen that partnership further. A portion of the proceeds from this event will support the CAPK Food Bank.

6. Spring Event 2024

Ariana Joven and Catherine Anspach announced plans for a fundraising event on June 1, 2024, named "Gourmet for Good." Catherine emphasized that it would not be overly formal or a gala.

Ariana mentioned that the event would take place at Johnson's Estate along Alfred Harrell Hwy, with a dinner in the backyard by the river. The event aims to be light, enjoyable, and focused on CAPK's mission. Catherine noted that a sponsorship packet for the event is in the works.

Lillian Brust inquired about the expected attendance, and Catherine replied with 200 guests. Catherine also stated that she would like to keep it manageable for the first event.

Michael Bowers asked about the presenting sponsor amount, and Catherine mentioned \$20,000, with a potential of \$25,000 based on available support. Michael agreed to review the sponsorships when they are ready and suggested having signs for better visibility due to the potentially dark location at night.

i. CAPK Foundation Website Updates- Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach displayed the foundation's website on the screen and presented the latest updates. One of the updates includes a new "Ways to Give" page, featuring options for monthly giving, employee contributions, and partnership programs. Catherine also mentioned that all program pages have been expanded to cover various impact areas, each with its dedicated donation page.

j. Partnership Programs- Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach mentioned the new partnership program, which offers diverse avenues for organizations and high schools to collaborate with the CAPK Foundation, either by fundraising or hosting in-kind donation drives. Catherine also displayed the partnership program sign-up packet to the board.

Michael Bowers suggested developing a concise, one-page summary for CEOs and directors who prefer not to navigate through a large packet. Catherine welcomed the idea and said she will create one.

VII. Board Member Comments

Traco Matthews addressed the Food Bank's financial structure, highlighting the foundation's goal of raising discretionary funds to support CAPK programs and provided the Food Bank as an example.

Pritika Ram said that the Food Bank does have a range for their funding gap which can vary from \$350,000 to \$500,000 annually not including any funding sources that make the Food Bank complete. She said the CAPK leadership team is actively seeking sustainable alternatives to help fund the gap. Tracy Webster noted that the Food Bank's budget does rely on donations and fundraising, which is not considered ideal. Pritika Ram suggested forming an ad hoc committee for further discussion of this question.

Fred Plane emphasized Traco's concern about supplementing program budgets with additional funds, rather than filling budget gaps. Tracy Webster mentioned that only the Food Bank incorporates donations and fundraising into its budget, unlike other CAPK programs. Catherine Anspach pointed out that different programs actively seek financial and in-kind donations to improve and enhance their operations.

VIII. Next Scheduled Meeting

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

IX. Adjournment

The meeting was adjourned at 1:07 pm.



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: November 29, 2023

Subject: *Agenda Item 4(a): Update on the Allocation of Funds for Programs- Info Item*

As a follow-up to our Board Meeting on September 26, 2023, we are providing an overview of targeted programs that necessitate unrestricted and philanthropic funding for the period spanning from March 01, 2023, to September 30, 2023. This document serves to outline current balances associated with supported programs, funded through discretionary revenue derived from grants, donations, and fundraisers. It is noteworthy that certain programs, such as the Food Bank, allocate a significant portion of funding to support operational needs, while others like the Youth Centers utilize funds to complement contracts and cover various expenses, including site enhancements and hardware purchases (e.g., computers and printers), as well as client and volunteer incentives.

Going forward, staff will include this report or a similar in the Foundation packets.

Attachment

CAPK Foundation Supported Programs (ending September 30,2023)

CAPK FOUNDATION SUPPORTED PROGRAMS
BUDGET PERIOD FROM 03-01-23 TO 09-30-23 (58.3%)

	FOOD BANK				SHAFTER YOUTH CENTER				FRIENDSHIP HOUSE			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE EXPIRED	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE REMAINING	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE REMAINING
Discretionary Revenue	\$ 329,241.00	\$ 163,394.62	165,846.38	49.6%	\$ -	\$ 41,500.00	(41,500.00)	0.0%	\$ -	\$ 23,018.60	(23,018.60)	0.0%
Fees	233,247.00	151,910.80	81,336.20	65.1%	-	-	-	0.0%	-	-	-	0.0%
Other	20,000.00	55,951.75	(35,951.75)	279.8%	50,000.00	29,766.69	20,233.31	59.5%	-	700.00	(700.00)	0.0%
Total Revenue	582,488.00	371,257.17	211,230.83	63.7%	50,000.00	71,266.69	(21,266.69)	142.5%	-	23,718.60	(23,718.60)	0.0%
Total Expenses	\$ 582,488.00	\$ 501,028.26	81,459.74	86.0%	\$ 50,000.00	\$ 56,091.29	(6,091.29)	112.2%	\$ -	\$ 16,443.47	(16,443.47)	0.0%
Total	\$ -	\$ (129,771.09)			\$ -	\$ 15,175.40			\$ -	\$ 7,275.13		

	EAST KERN FAMILY RESOURCE CENTER				OASIS FAMILY RESOURCE CENTER				M STREET NAVIGATION			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE REMAINING	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE REMAINING	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE REMAINING
Discretionary Revenue	\$ -	\$ 7,030.00	(7,030.00)	0.0%	\$ -	\$ 42,373.75	(42,373.75)	0.0%	\$ -	\$ 8,271.80	(8,271.80)	0.0%
Fees	-	-	-	0.0%	-	220.00	(220.00)	0.0%	-	-	-	0.0%
Other	-	-	-	0.0%	-	-	-	0.0%	-	-	-	0.0%
Total Revenue	-	7,030.00	(7,030.00)	0.0%	-	42,593.75	(42,593.75)	0.0%	-	8,271.80	(8,271.80)	0.0%
Total Expenses	\$ -	\$ 2,505.93	(2,505.93)	0.0%	\$ -	\$ 42,593.75	(42,593.75)	0.0%	\$ -	\$ 2,115.76	(2,115.76)	0.0%
Total	\$ -	\$ 4,524.07			\$ -	\$ -			\$ -	\$ 6,156.04		

	TAX ASSISTANCE			
	ANNUAL BUDGET	ACTUAL	BUDGET AVAILABLE	PERCENTAGE REMAINING
Discretionary Revenue	\$ -	\$ 367.00	(367.00)	0.0%
Fees	-	-	-	0.0%
Other	-	-	-	0.0%
Total Revenue	-	367.00	(367.00)	0.0%
Total Expenses	\$ -	\$ 11,659.89	(11,659.89)	0.0%
Total	\$ -	\$ (11,292.89)		



MEMORANDUM

To: Board of Directors

Catherine Anspach

From: Catherine Anspach, Director of Development

Date: November 29, 2023

Subject: *Agenda Item 4(b): Gourmet For Good Update - Info Item*

The CAPK Foundation is set to host its inaugural fundraising event, "Gourmet for Good", on Saturday, June 1, 2024. The venue for this event is at the Johnson Estate located at 5916 Alfred Harrell Highway, Bakersfield, CA.

This event is anticipating approximately 200-250 attendees, and it aims to generate vital support for the CAPK Foundation General Fund, which in turn helps support CAPK Programs and Services.

The goal for this event is \$175,000 and projected expenses of \$75,000. The net goal, after expenses, stands at \$100,000.

The sponsorship packages are attached for consideration. The Foundation is looking forward to the CAPK Board of Director's support in making "Gourmet for Good" a resounding success.

Attachment:

Gourmet For Good Sponsor Packet



JUNE 1, 2024
Estimated Attendance: 250 persons
to be held at the Johnson Estate

Total Goal	\$175,000
Estimated Expenses	\$ 75,000
Net Goal	\$ 100,000





2024 SPONSORSHIP PACKAGES





presented by
THE CAPK
FOUNDATION

Welcome to the inaugural GOURMET FOR GOOD, an event to be held Saturday, June 1, 2024 to benefit the Community Action Partnership of Kern (CAPK) Foundation that promises an unforgettable blend of savory cuisine, delightful libations and divine desserts.

The Foundation was founded in 2020 and serves as the philanthropic arm of CAPK. Our mission is to support and uplift CAPK's various programs through monetary contributions and volunteer activities. We strive to make a place where poverty is rare, homelessness is brief and temporary, the hungry are nourished, all children have equal access to learning, and everyone has the chance to reach their full potential.

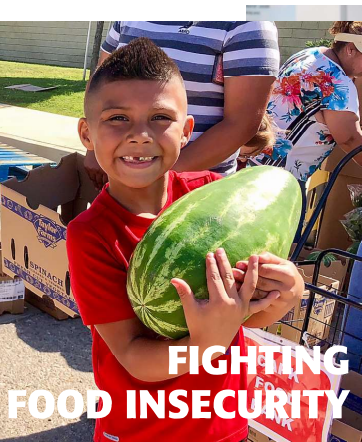
The CAPK team works tirelessly every day to provide programs and services that help our neighbors in need achieve stability and pursue self-sufficiency. In 2022, CAPK served nearly 94,000 individuals in Kern County, and we know this number will grow as our community continues to be impacted by economic instability.

Together, CAPK continues to work on meeting the ever-growing needs of our community. As an event sponsor for GOURMET FOR GOOD, your partnership has the power to create genuine and enduring transformations in the lives of our neighbors who are struggling right here in Kern County.

With gratitude,

Kevin Burton
Board Chair
CAPK Foundation

Ariana Joven
Vice-Chair
CAPK Foundation





presented by
THE CAPK
FOUNDATION

PLATINUM GOURMET SPONSOR

Exclusive (*One Available*) **\$20,000**

- Exclusive recognition as Presenting Sponsor of the Inaugural event
- Exclusive recognition as Presenting Sponsor on the Save the Date
- Speaking opportunity at event
- Prominent recognition on LED Wall Banner displays
- On-stage verbal recognition throughout event
- Prominent placement of full-page advertisement in event program
- Prominent placement of company logo on newsletter, social media & website
- Opportunity to have a premier item in swag bag
- Three VIP tables of eight
- Valet Parking

EPICUREAN ELITE SPONSOR

\$15,000

- Recognition on LED Wall Banner displays
- On-stage verbal recognition throughout event
- Full-page advertisement in event program
- Your company logo on newsletter, social media and website
- Opportunity to have a premier item in swag bag
- Two VIP tables of eight
- Valet Parking

SILVER SAVORY SPONSOR

\$10,000

- Recognition on LED Wall Banner displays
- On-stage verbal recognition throughout event
- Half-page advertisement in event program
- Your company logo on newsletter, social media and website
- Two VIP tables of eight
- Valet Parking

GOURMET GALA ENTHUSIAST

\$5,000

- Recognition on LED Wall Banner displays
- On-stage verbal recognition throughout event
- Quarter page advertisement in event program
- Your company logo on newsletter, social media and website
- One VIP table of eight
- Valet Parking



presented by
THE CAPK
FOUNDATION

SPECIALTY SPONSORSHIPS

Libation Station Sponsor \$3,500

- Exclusive Sponsor of the featured Specialty Cocktail Area
- Company Logo displayed at Station
- Company Logo on cocktail napkins
- Recognition on LED Wall Banner displays
- On-stage verbal recognition throughout event
- Recognition in Event Program
- Four reserved tickets to event

Divine Dessert Station Sponsor \$3,500

- Exclusive Sponsor of the featured Dessert Area
- Company Logo displayed at Station
- Recognition on LED Wall Banner displays
- On-stage verbal recognition throughout event
- Recognition in Event Program
- Four reserved tickets to event

Wine Sponsor \$2,000

- Recognition on LED Wall Banner displays
- Recognition in Event Program
- Two reserved tickets to event

Entertainment Sponsor \$2,000

- Recognition on LED Wall Banner displays
- Recognition in Event Program
- Two reserved tickets to event

Photo Booth Sponsor \$2,000

- Recognition on LED Wall Banner displays
- Recognition in Event Program
- Two reserved tickets to event

Reserved Table of Eight \$1,000

Individual Ticket \$125



The CAPK Foundation serves as the philanthropic arm of Community Action Partnership of Kern (CAPK). We seek to provide the necessary funding to empower low-income individuals and families with the resources in times of uncertainty. By forging strategic partnerships, we form a powerful force to improve our community. We believe we can make a place where poverty is rare, homelessness is brief and temporary, the hungry are nourished and all children have equal access to learning.

The Promise of **Community Action**

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

www.capkfoundation.org





presented by
THE CAPK
FOUNDATION

SPONSORSHIP AGREEMENT

Yes, we will support the CAPK Foundation in sponsoring
GOURMET FOR GOOD on June 1, 2024

Please select a Sponsor Level

- | | |
|---|----------|
| <input type="checkbox"/> Platinum Gourmet Sponsor | \$20,000 |
| <input type="checkbox"/> Epicurean Elite Sponsor | \$15,000 |
| <input type="checkbox"/> Silver Savory Sponsor | \$10,000 |
| <input type="checkbox"/> Gourmet Gala Enthusiast | \$5,000 |
| <input type="checkbox"/> Libation Station Sponsor | \$3,500 |
| <input type="checkbox"/> Divine Dessert Sponsor | \$3,500 |
| <input type="checkbox"/> Wine Sponsor | \$2,000 |
| <input type="checkbox"/> Entertainment Sponsor | \$2,000 |
| <input type="checkbox"/> Photo Booth Sponsor | \$2,000 |

SPONSOR INFORMATION

Contact Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Please list how you would like your name/company name
to appear in event materials

PAYMENT INFORMATION

Please bill me Check Enclosed

Or scan this code to make a credit card payment



SEND COMPLETED FORM TO: CAPK Foundation 5005 Business Park N. Bakersfield, CA 93309
or email Catherine Anspach at canspach@capk.org



BOARD MEETING

NOVEMBER 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 10/31/2023

Purpose	Amount	# Contributions
General	\$18,429.36	88
In-Kind Donations	\$0.00	22
M Street Navigation Center - Homeless Center	\$9,550.61	8
Oasis Family Resource Center - Ridgecrest	\$54,829.81	15
Friendship House Mixer 2023	\$14,577.78	40
East Kern Family Resource Center	\$3,036.28	7
Shafter Youth Center	\$40,500.00	4
Volunteer Income Tax Assistance - VITA	\$15,367.00	11
Food Bank	\$120,604.96	128
Friendship House	\$5,527.85	10
Head Start	\$1,000.00	2
CAPK Foundation	\$800.00	1
COVID 19 Emergency Relief	\$51.50	1
Women, Infants, and Children (WIC)	\$500.00	1
Total	\$284,775.15	338



Community Action Partnership of Kern Foundation

Balance Sheet
as of 10/31/2023

Account Number	Account Name	Amount
Assets		
1000	Checking	\$185,784.39
1101	Stripe Payments	\$275.00
1400	Prepaid Expenses	\$4,000.00
Total Assets		<hr/> \$190,059.39
Liabilities		
Total Liabilities		<hr/> \$0.00
Equity		
3000	General Fund - Fund Balance	\$190,034.39
3101	Food Bank - Fund Balance	\$25.00
Total Equity		<hr/> \$190,059.39
Total Liabilities + Total Equity		<hr/> <hr/> \$190,059.39



Community Action Partnership of Kern Foundation

Income Statement

for the period of 01/01/2023 to 10/31/2023

Account Number	Account Name	Amount
Income		
4220	Contributions Income	\$199,556.78
4230	Fundraising	\$20,637.78
4450	Misc Revenue	\$256.04
4900	CAPK Agency Contribution	\$395,157.36
Total Income		\$615,607.96
Expense		
5105	Salaries	\$136,914.88
5205	Benefits	\$22,161.78
6105	Local Travel - Staff	\$203.71
6120	Out of Town Travel - Staff	\$2,473.64
6135	Per Diem - Staff	\$476.75
6150	Vehicle Gasoline	\$694.34
6305	Office Supplies	\$9,720.40
6505	Legal Fees	\$1,674.90
6510	Audit Fees	\$1,350.00
6520	Consultant Services	\$40,000.00
6525	Software Support/Maintenance	\$6,128.00
6610	Postage	\$623.88
6615	Printing	\$4,458.47
6625	Hiring Costs	\$0.75
6635	Board Costs	\$802.81
6645	Tuition/Registration Fees - Staff	\$2,273.55
6660	Equipment Rent/Lease	\$1,079.70
6675	Outreach	\$8,749.50
6680	Training Expenses	\$143.46
6685	Meeting Expenses	\$323.49
6695	Bank Fees	\$538.85
6715	Licensing/Misc Fees	\$100.00
6790	Misc Expense	\$3,133.86
6990	Contribution - CAPK	\$200,002.95
9999	Indirect Expense	\$22,438.96
Total Expense		\$466,468.63
Net Income (Loss)		\$149,139.33



Community Action Partnership of Kern Foundation

Budget: Year to Date

for the period of 01/01/2023 to 10/31/2023

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	\$199,556.78	\$340,066.70	\$-140,509.92
4230	Fundraising	\$20,637.78	\$0.00	\$20,637.78
4450	Misc Revenue	\$256.04	\$0.00	\$256.04
4900	CAPK Agency Contribution	\$395,157.36	\$0.00	\$395,157.36
Total Income		\$615,607.96	\$340,066.70	\$275,541.26
Expense				
5105	Salaries	\$136,914.88	\$130,963.30	\$5,951.58
5205	Benefits	\$22,161.78	\$40,598.30	\$-18,436.52
6105	Local Travel - Staff	\$203.71	\$3,333.30	\$-3,129.59
6110	Local Travel - Board	\$0.00	\$2,083.30	\$-2,083.30
6120	Out of Town Travel - Staff	\$2,473.64	\$7,333.30	\$-4,859.66
6125	Out of Town Travel - Board	\$0.00	\$3,166.70	\$-3,166.70
6135	Per Diem - Staff	\$476.75	\$1,458.30	\$-981.55
6140	Per Diem - Board	\$0.00	\$1,166.70	\$-1,166.70
6150	Vehicle Gasoline	\$694.34	\$2,083.30	\$-1,388.96
6205	Rent/Lease	\$0.00	\$2,916.70	\$-2,916.70
6305	Office Supplies	\$9,720.40	\$7,333.30	\$2,387.10
6505	Legal Fees	\$1,674.90	\$6,250.00	\$-4,575.10
6510	Audit Fees	\$1,350.00	\$1,666.70	\$-316.70
6520	Consultant Services	\$40,000.00	\$12,339.20	\$27,660.80
6525	Software Support/ Maintenance	\$6,128.00	\$5,000.00	\$1,128.00
6605	Communications	\$0.00	\$1,916.70	\$-1,916.70
6610	Postage	\$623.88	\$6,250.00	\$-5,626.12
6615	Printing	\$4,458.47	\$16,666.70	\$-12,208.23
6625	Hiring Costs	\$0.75	\$375.00	\$-374.25
6630	Employee Costs	\$0.00	\$2,000.00	\$-2,000.00
6635	Board Costs	\$802.81	\$10,000.00	\$-9,197.19
6645	Tuition/Registration Fees - Staff	\$2,273.55	\$2,916.70	\$-643.15
6650	Tuition/Registration Fees - Board	\$0.00	\$1,833.30	\$-1,833.30
6660	Equipment Rent/Lease	\$1,079.70	\$0.00	\$1,079.70
6675	Outreach	\$8,749.50	\$2,083.30	\$6,666.20
6680	Training Expenses	\$143.46	\$2,916.70	\$-2,773.24
6685	Meeting Expenses	\$323.49	\$38,750.00	\$-38,426.51
6695	Bank Fees	\$538.85	\$1,250.00	\$-711.15
6715	Licensing/Misc Fees	\$100.00	\$0.00	\$100.00
6790	Misc Expense	\$3,133.86	\$0.00	\$3,133.86
6990	Contribution - CAPK	\$200,002.95	\$0.00	\$200,002.95
9999	Indirect Expense	\$22,438.96	\$31,465.00	\$-9,026.04
Total Expense		\$466,468.63	\$346,115.80	\$120,352.83
Total		\$149,139.33	\$-6,049.10	\$155,188.43

In-Kind Donations
September 2023 TO October 2023

DATE	PROGRAM	NAME/ORGANIZATION	ITEM	NOTES
10/9/2023	M Street Navigation Center	Brandon Smith	3 Sleeping bags, towels, assorted clothing & one pair of shoes	N/A
10/19/2023	M Street Navigation Center	Courtney Hunt	65 Shirts and 3 pairs of pants	Used clothing
10/24/2023	Oasis Family Resource Center	Mary Lundstrom	Six Children Winter Coats	Estimated Value- \$108.19
10/24/2023	Oasis Family Resource Center	Kristina Cross- Grocery Outlet	8 bags of Halloween Candy	Estimated Value- \$160.00



BOARD OF DIRECTORS 2024 BOARD & STANDING COMMITTEE MEETING CALENDAR

MONTH YEAR	EXECUTIVE COMMITTEE	BOARD MEETINGS
TIME	12:00 pm - 1:00 pm	12:00 pm - 1:00 pm
January		01/23
March		03/26
May		05/28
July	7/23	
September		09/24
November		11/19

- ❖ Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership or Kern Administrative Building, located at 1300 18th Street, Bakersfield, CA. Notice of change in meeting location will be given in advance.
- ❖ Community Action Partnership of Kern Foundation follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

Notes:

- ❖ November meeting will be a week early due to the Thanksgiving Holiday.
- ❖ No Standing Committee or Board meetings are scheduled in July & December.



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: November 29, 2023

Subject: *Agenda Item 5(c): CAPK Foundation Bylaws Update- Info Item*

The Community Action Partnership of Kern Foundation Bylaws, last approved on November 5, 2020, have undergone minimal edits, detailed below. Despite the limited changes, it is considered a best practice to subject the Foundation's bylaws to regular review by an attorney and share the updates with the Board consistently. This aligns with the Community Action Partnership of Kern's commitment to compliance with the National Community Action Partnership Center of Excellence Community Services Block Grant - Organizational Standards, particularly in Category 5: Board Governance.

The enclosed updated Bylaws reflect the following modifications:

1. Change of Address on pages 1 and 14: The address has been updated from 5005 Business Park North, Bakersfield, CA 93309 to 1300 18th Street, Bakersfield, CA, 93301.
2. Article IV. Directors, Section 4.4. Qualifications page 4: The specific dollar amount commitment of \$500.00 from each board member annually has been revised to state that 'Every Director is required to contribute a specified amount annually during their tenure on the Board' instead.

This is an informational item. Next, the attorney will review the Bylaws with changes, then staff will bring back the item to the Board for final approval. The amended Bylaws will be filed and subsequently distributed to the Board of Directors.

Attachment

Community Action Partnership of Kern – Foundation Bylaws (draft November 28, 2023)

**BYLAWS
OF COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

**ARTICLE I.
LOCATION OF OFFICES**

The name of this corporation is Community Action Partnership of Kern Foundation. It is a California nonprofit public benefit corporation with principal offices at **1300 18th Street, Bakersfield, California.**

**ARTICLE II.
PURPOSE**

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purposes of this corporation are to exclusively benefit Community Action Partnership of Kern (“CAPK”), an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, by conducting fundraising activities and developing and managing an endowment that supports CAPK, and to engage in any other lawful activities permitted under the California Nonprofit Public Benefit Corporation Law. The recital of these purposes as contained in this paragraph is intended to be exclusive of any and all other purposes, this corporation being formed for those public and charitable purposes only.

For so long as this corporation is deemed to be subject to the provisions of California Government Code (“CGC”) § 54950 et seq. (the “Brown Act”), each provision herein shall be interpreted in a manner consistent with the Brown Act.

**ARTICLE III.
MEMBERSHIP**

3.1. Members.

The sole member of this corporation shall be CAPK. CAPK shall have all powers of voting at member meetings in CAPK.

3.2. Removal of Members.

The purpose of the corporation is to support CAPK and therefore CAPK may not be removed as a member of this corporation.

3.3. Place of Meetings.

Notwithstanding anything to the contrary in these Bylaws, any meeting whether regular, special, or adjourned of the sole member of this corporation may be held at any place within or without the State of California that has been designated by the Board of Directors (“Board”) as the place of meetings, so long as such designation is consistent with CGC §54954.

3.4. Annual Meeting.

The annual meeting of the sole member shall be held at the principal office of the corporation on March 24 of each year, if not a legal holiday and if a legal holiday, then on the next succeeding business day not a legal holiday. At the regular annual meeting, the sole member shall consider reports of the affairs of the corporation and transact other business as may properly be brought before the meeting, including but not limited to the election of Directors of the corporation to serve for the ensuing year and until their successors are elected and qualified. The Directors may designate a different time, date, or location, in which case notice must be given in the manner specified for regular meetings. Notwithstanding the foregoing, notice of such annual meeting shall be provided as required in CGC §§ 54954 and 54954.2(a).

3.5. Regular Meetings.

The Directors may designate other regular meetings of the Member, a different time, date, or location, in which case notice must be given in the manner required by CGC §§ 54954 and 54954.2(a) for regular meetings.

3.6. Special Meetings.

Special meetings of the sole member may be called at any time by order of any of the following: the President, the Secretary, the sole member, or two (2) or directors of the board, and at all times consistent with the Brown Act.

3.7. Notice of Special Meetings.

Written notice of special meetings of the sole member shall be given as required by CGC §§ 54954.3(a) and 54956.

3.8. Quorum.

At all meetings of the sole member, the sole member shall constitute one hundred percent (100%) of the voting authority of the membership, necessary for the transaction of business.

3.9. Adjournments.

Any business that might be done at a regular meeting of the sole member may be done at a special or at an adjourned meeting, consistent with CGC §§ 54955 and 54956.

3.10. Voting Rights.

The sole member is the only person who shall be entitled to vote at any member meeting and shall exercise such rights through one of the following individuals, who shall be present at such member meeting, CAPK's then-acting: (i) Chief Executive Officer, (ii) Board Chair or (iii) executive director.

3.11. Proxies.

Proxies are not allowed.

ARTICLE IV. DIRECTORS

4.1. Powers.

Subject to limitations of the Articles and these Bylaws, the pertinent restrictions of the California Corporations Code, and the Brown Act, all the activities and affairs of the corporation shall be exercised by or under the direction of the Board of Directors. Without prejudice to these general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

(a) to select and remove all the officers, agents, and employees of the corporation, prescribe duties for them as may not be inconsistent with law, with the Articles of Incorporation, or with these Bylaws, fix the terms of their offices and their compensation and in their discretion require from them security for faithful service.

(b) to make disbursements from the funds and properties of the corporation as are required to fulfill the purposes of this corporation as are more fully set out in the Articles of Incorporation thereof and generally to conduct, manage and control the activities and affairs of the corporation and to make such rules and regulations therefor not inconsistent with law, with the Articles of Incorporation or with these Bylaws, as they may deem best;

(c) to adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best.

(d) to borrow money and incur indebtedness for the purposes of the corporation and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidence of debt and securities; therefore, and,

(e) to the extent permitted by the exempt status of the organization, to carry on a business at a profit and apply any profit that results from the business activity to any activity in which it may legally engage.

4.2. Number of Directors.

The authorized number of Directors of the corporation shall be not less than 7 and not more than 21, with the exact number to be determined from time to time by the Directors until changed by an amendment of the Articles of Incorporation or by an amendment to these Bylaws. The number may be changed by the vote or written assent of a majority of the directors then in office.

4.3. Selection and Tenure of Office.

Directors shall be elected at each annual meeting of the sole member. Each Director shall serve until the next annual meeting and until a successor has been elected and qualified. If an annual meeting is not held, or the Directors are not elected at an annual meeting, the Directors may be elected at any special meeting of the sole member held for that purpose.

4.4. Qualifications.

Each Director must be an individual over the age of eighteen (18) who has experience on a nonprofit board and/or who has experience in fundraising, developing, and maintaining a charitable endowment, and all directors must believe without reservation in the purposes of the organization. Every Director is required to contribute a specified amount annually during their tenure on the Board as a personal financial commitment.

4.5. Vacancies.

Subject to the provisions of Corp. Code § 5226, any Director may resign effective on giving written notice to the Board Chair, the President, or the Secretary of the Board, unless the notice specifies a later time for the effectiveness of the resignation.

If the resignation is to take effect at some future time, a successor may be selected before that time, to take office when the resignation becomes effective.

Vacancies in the Board shall be filled in the same manner as the Director or Directors whose office is vacant was selected, provided, however, that vacancies may also be filled by election by a majority of the remaining Directors, although less than a quorum, or by a sole remaining Director. Each Director so elected shall hold office until the expiration of the term of the replaced Director and until a successor has been named and qualified.

A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any Director, or if the authorized number of Directors be increased. However, if a vacancy occurs because the authorized number of Directors has been increased, then such vacancy shall only be filled by the sole member.

The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty arising under the California Nonprofit Public Benefit Corporation Law. [Corp. Code, §§ 5230 et seq.].

No reduction in the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

4.6. Board Chair.

The Board Chair, shall, if present, preside at all meetings of the Board of Directors, and exercise and perform other powers and duties as may be from time to time assigned to him or her by the Board of Directors or prescribed by the Bylaws. The Board Chair shall not be an officer, unless the corporation

does not have a President, then the Board Chair shall also have the powers otherwise given to the President until a President is appointed.

4.7. Removal of Directors.

A Director may be removed from office if any of the following has been found to have occurred:

- (a) Unexcused absences from three (3) consecutive regularly scheduled board meetings.
- (b) Unexcused absences from five (5) regularly scheduled board meetings in any consecutive twelve (12) month period.
- (c) a conflict of interest is found to exist between the Director and the corporation.
- (d) the Director is found to have engaged in activities that are directly contrary to the interests of the corporation; or
- (e) the Director is found to be engaged in the misrepresentation of the corporation and its policies to outside third parties, either willfully, or on a repeated basis.
- (f) A majority of Directors who meet the qualifications set forth in Section 4.4 determine that the Director has not continued to meet these qualifications. This includes, without limitation, the Director's refusal to make the personal commitment described in Section 4.4.

Before any removal occurs, the Director will be advised of the allegation and the basis for the allegation and will be given an opportunity to present any contrary evidence or explanation he or she may have to the Board. Removal must be by a majority vote of all the Directors. As to (a) and (b) above, any combination of excused or unexcused absences may be grounds for removal; however, the Board will consider the nature of absences when making a determination or consideration of removal.

4.8. Place of Meetings.

Notwithstanding anything to the contrary provided in these Bylaws, any meeting (whether regular, special, or adjourned) of the Board of Directors of the corporation may be held at any place within or without the State of California that has been designated for that purpose by resolution of the Board of Directors so long as such designation is consistent with CGC § 54954.

4.9. Annual Meeting and Regular Meetings.

The Corporation's annual meeting shall be held immediately after the adjournment of each annual meeting of the sole member but shall be noticed consistent with the requirements of California Government Code §§ 54954 and 54954.2(a) for regular meetings, to occur after such meeting. The Board of Directors, by resolution, establish a schedule of regular meetings to occur between Annual Meetings,

but notice thereof shall still be provided according to CGC §§ 54954 and 54954.2(a).

4.10. Special Meetings.

Special meetings of the Board of Directors may be called at any time by order of the Board Chair, the President, the Secretary, or of two or more of the Directors.

4.11. Notice of Special Meetings.

Written notice of special meetings of the Board of Directors shall be given as required by CGC §§ 54954.3(a) and 54956.

4.12. Quorum.

Except as otherwise provided in these Bylaws, a majority of the authorized number of Directors shall constitute a quorum. If a majority of the authorized number of Directors cannot be obtained, due to a vacancy or vacancies on the Board of Directors, a majority of the Directors in the office shall constitute a quorum. Notwithstanding the foregoing, such a majority of Directors in office shall constitute either one third of the authorized number of Directors or at least two Directors, whichever is larger. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Except as the Articles of Incorporation, these Bylaws the California Nonprofit Public Benefit Corporation Law and the Brown Act may provide, the act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors.

4.13. Participation in Meetings by Conference Telephone.

Members of the Board may participate in a meeting through use of conference telephone, electronic video screen communications, or other communications equipment, as long as all members participating in the meeting can communicate with all of the other members concurrently, each member is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection, to a specific action to be taken, and the corporation adopts and implements some means of verifying that the person communicating by telephone, electronic video screen, or other communications equipment is a director entitled to participate in the board meeting, and that all statements, questions, actions, or votes were made by that director and not by another person not permitted to participate as a Director. Meetings held by such electronic means shall be conducted consistent with CGC § 54953.

4.14. Adjournment.

A majority of the Directors present, whether or not a quorum is present, may adjourn any Directors' meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, notice of any adjourn to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

4.15. Rights of Inspection.

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind, and to inspect the physical properties of the corporation of which the person is a Director, for a purpose reasonably related to the person's interest as a Director.

4.16. Official Board Committees. Committees of the Board may be appointed by resolution passed by a majority of the whole Board. Committees shall be composed of two or more members of the Board, and shall have the powers of the Board as may be expressly delegated to it by resolution of the Board of Directors, except with respect to:

- (i) the approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires members' approval (must be approved by the Board as a whole).
- (ii) the filling of vacancies on the Board or on any committee.
- (iii) the fixing of compensation of the Directors for serving on the Board or on any committee.
- (iv) the amendment or repeal of Bylaws or the adoption of new Bylaws.
- (v) the amendment or repeal of any resolution of the Board which by its express terms is not so amendable or able to repeal.
- (vi) the appointment of other committees of the Board or the members thereof.
- (vii) the expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or
- (viii) the approval of any self-dealing transaction, as these transactions are defined in Corp. Code, § 5233.

Any committee may be designated an Executive Committee or by another name as the Board shall specify. The Board shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of a prescription, the committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or the committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provision of this Article applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

4.17. Fees and Compensation.

Directors (as such) shall not receive compensation for their services as Directors. Directors may receive a reasonable allowance for personal services actually rendered pursuant to resolution passed by a majority vote at a regular or special meeting of the sole member; reimbursement for expenses as may be fixed or determined by the Board. Not more than 49% of the Directors may serve the organization in some other capacity for which compensation is paid.

ARTICLE V. OFFICERS

5.1. Officers.

The officers of the corporation shall be a President, a Secretary, and a Treasurer. The corporation may also have at the discretion of the Board of Directors, one or more Vice Presidents, one or more Assistant Secretaries, and other officers as may be appointed in accordance with the provisions of Section 5.3 of this Article. One person may hold two or more offices, except that neither the Secretary nor the Treasurer may serve concurrently as the President. Due to initial budgetary constraints and the need for qualified officers, the Directors shall select CAPK employees to act as officers of this corporation.

5.2. Election.

The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 5.3 or Section 5.5 of this Article, shall be chosen annually by, and shall serve at the pleasure of, the Board of Directors, subject to the rights, if any, of an officer under any contract of employment. Each officer shall hold his or her office until he or she resigns, is removed, or becomes otherwise disqualified to serve, or until his or her successor is elected and qualified.

5.3. Subordinate Officers.

The Board of Directors may appoint, and may empower the President to appoint, other officers as the business of the corporation may require, each of whom shall hold office for a period, have the authority, and perform the duties as are provided in the Bylaws or as the Board of Directors may from time to time determine.

5.4. Removal and Resignation.

Any officer may be removed, either with or without cause, by a majority of the Directors at the time in office, at any regular or special meeting of the Board, or except in case of an officer chosen by the Board of Directors, by any officer on whom the power of removal may be conferred by the Board of Directors.

Any officer may resign at any time, without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party, by giving written notice to the Board of Directors, to the President, or to the Secretary of the corporation. The resignation shall take effect at the date of the receipt

of the notice or at any later time specified in the notice; and, unless otherwise specified in the notice, the acceptance of the resignation shall not be necessary to make it effective.

5.5. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the Bylaws for regular election or appointment to the office, provided that the vacancies shall be filled as they occur and not on an annual basis.

5.6. Inability to Act.

In the case of absence or inability to act of any officer of the corporation and of any person herein authorized to act in his or her place, the Board of Directors may from time to time delegate the powers or duties of the officer to any other officer, or any director or other person whom the Board may select.

5.7. President.

Subject to supervisory powers, if any, as may be given by the Board of Directors to the Board Chair, on a temporary basis, the President shall be the Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the activities and Officers of the corporation. In the absence of the Board Chair, the President shall preside at all meetings of the Board of Directors. The President shall have the general powers and duties of management usually vested in the office of a President of a corporation and shall have other powers and duties as may be prescribed by the Board of Directors or the Bylaws.

5.8. Vice President.

In the absence or disability of the President, the Vice Presidents, in order of their rank as fixed by the Board of Directors, or if not ranked, the Vice President designated by the Board of Directors, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice Presidents shall have other powers and perform other duties as from time to time may be prescribed for them respectively by the Board of Directors or the Bylaws.

5.9. Secretary.

The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or other place as the Board of Directors may order, of all meetings of the sole member, and the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice of the meeting given, the names of those present at the meetings, and the proceedings. The Secretary shall keep, or cause to be kept, at the principal office in the State of California, the original and a copy of the corporation's Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees of the Board required by these Bylaws or by law to be given, shall keep the seal of the corporation in safe custody, and shall have other powers and perform other duties as prescribed by the Board.

The Secretary shall keep or cause to be kept at the principal office of the corporation, a membership

register, or a duplicated membership register, showing the names of the sole members and their addresses.

The Secretary shall also keep, or cause to be kept, a book of minutes at the principal office or other place as the Board may order, of all meetings of the sole member, with the time and place of holding, whether regular or special, and if special, how authorized, the notice of the meeting, the names of those present at meetings, and the proceedings. The Secretary shall give, or cause to be given, notice of all meetings of the sole member required by these Bylaws.

5.10. Treasurer.

The Treasurer shall be the financial officer of the corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation. The books of account shall at all reasonable times be open to inspection by any Director.

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board of Directors, shall render to the President and the Directors, whenever they request it, an account of all of his or her transactions and of the financial condition of the corporation, and shall have other powers and perform other duties as may be prescribed by the Board of Directors.

5.11. Assistant Treasurer.

At the request of the Treasurer, or in his or her absence or disability, the Assistant Treasurer shall perform all the duties of the Treasurer, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the Treasurer.

5.12. Salaries.

The salaries of the Officers shall be fixed from time to time by the Board of Directors and no Officer shall be prevented from receiving the salary by reason of the fact that the Officer is also a Director of the corporation.

ARTICLE VI. CONFLICT OF INTEREST POLICY

6.1. Purpose.

The purpose of the conflict-of-interest policy is to protect this corporation's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

6.2. Definitions.

(a) **Interested Person:** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) **Financial Interest:** A person has a financial interest if the person has, directly, or indirectly, through business, investment, or family:

- (i) An ownership or investment interest in any entity with which the corporation, or its sole member, has a transaction or arrangement.
- (ii) A compensation arrangement with the corporation or its sole member, or with any entity or individual with which the corporation or its sole member, has a transaction or arrangement; or
- (iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation, or its sole member, is negotiating a transaction or arrangement.

For the purposes of determining “financial interest,” the term “Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Further, A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board or a committee decides that a conflict of interest exists.

6.3. Procedures.

(a) **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committee with board delegated powers considering the proposed transaction or arrangement.

(b) **Determining Whether a Conflict of Interest Exists:** After disclosure of financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) **Procedures for Addressing the Conflict of Interest:**

- (i) An interested person may make a presentation at the board or committee meeting, but after the presentation, the interested person must leave the meeting during the discussion or, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- (ii) The chairperson of the board or committee will, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (iii) After exercising due diligence, the board or committee will determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (iv) If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest, the board or committee will determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the board shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy:

- (i) If the board or committee has reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the person's response and after making further investigation as warranted by the circumstances, the board or committee determines the person has failed to disclose an actual or possible conflict of interest, it will take appropriate disciplinary and corrective action.

6.4. Records of Proceedings.

The minutes of the governing board and all committees with board-delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest, in fact, existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6.5. Compensation.

(a) A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

(b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

(c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

6.6. Annual Statements.

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such a person:

(a) Has received a copy of the conflict-of-interest policy.

(b) Has read and understands the policy.

(c) Has agreed to comply with the policy; and

(d) Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more tax-exempt purposes.

6.7. Periodic Reviews

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews will be conducted. The periodic reviews will, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and

(b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

6.8. Use of Outside Experts

When conducting the periodic reviews as provided for in Section 6.7 of Article 6, the corporation may, but need not, use outside advisors. If outside experts are used, their use does not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE VII. OTHER PROVISIONS

7.1. Principal Offices

The principal office for the transaction of the activities and affairs of the corporation (“principal office”) is located at 1300 18th Street, Bakersfield, CA 93301. The Board of Directors (also referenced herein as the “board”) may change the principal office from one location to another. Any change of location of the principal office shall be noted by the secretary on these bylaws opposite this section, or this section may be amended to state the new location. The board may at any time establish branch or subordinate offices at any place or places where the corporation is qualified to conduct its activities.

7.2. Endorsement of Documents; Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing, and any assignment or endorsement thereof, executed or entered into between this corporation and any other person, when signed by any one of the Board Chair, the President or any Vice President, and any one of the Secretary, any Assistant Secretary, the Treasurer or any Assistant Treasurer of this corporation shall be valid and binding on this corporation in the absence of actual knowledge on the part of the other person that the signing Officers had no authority to execute the same.

The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, agent, or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation. This authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, and except as provided in this Section, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

7.3. Representation of Shares of Other Corporations.

The President, or any other officer or officers authorized by the Board or the President, are each authorized to vote, represent, and exercise on behalf of the corporation all rights incident to any and all shares of any other corporation or corporations standing in the name of the corporation. The authority herein granted may be exercised either by any officer in person or by any other person authorized to do so in proxy or power of attorney duly executed by the officer.

7.4. Construction and Definitions.

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the General Provisions of the California Nonprofit Corporation Law [Corp. Code, §§ 5000 et seq.] and in the California Nonprofit Public Benefit Corporation Law [Corp. Code, §§ 5110 et seq.] shall govern the construction of these Bylaws.

7.5. Amendments.

These Bylaws may be amended by repeal and new and additional Bylaws may be made from time to time by an affirmative vote of the sole member at a duly noticed meeting. Subject to right of the sole member to amend or repeal, these Bylaws (other than a Bylaw or amendment of the Bylaws changing the

authorized number of Directors) may be amended or repealed by the Board in the exercise of the power granted to the Board in these Bylaws.

7.6. Record of Amendments.

Whenever an amendment or new Bylaw is adopted, it shall be copied into the Book of Minutes with the original Bylaws, in the appropriate place. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in the Book.

ARTICLE VIII. INDEMNIFICATION OF AGENTS OF THE CORPORATION

8.1. Definitions.

For purposes of this section, “agent” means any person who is or was a Director, Officer, employee, or other agent of this corporation, or is or was serving at the request of this corporation as a Director, Officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a Director, Officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this corporation or of another enterprise at the request of the predecessor corporation; “proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and “expenses” includes, without limitation, attorney’s fees and any expenses of establishing a right to indemnification under Section 8.4 or 8.5(c) of this Article.

8.2. Indemnification in Actions by Third Parties.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure judgment in its favor, an action brought under Corp. Code, § 5233, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that the person is or was an agent of this corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the proceeding if the person acted in good faith and in a manner the person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or on a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person’s conduct was unlawful.

8.3. Indemnification in Actions by or in the Right of the Corporation.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this corporation or brought under Corp. Code, § 5233, or an action brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust,

to procure a judgment in its favor by reason of the fact that the person is or was an agent of this corporation, against expenses actually and reasonably incurred by the person in connection with the defense or settlement of the action if the person acted in good faith, in a manner the person believed to be in the best interests of this corporation and with the care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 8.3:

(a) In respect of any claim, issue or matter as to which the person shall have been adjudged to be liable to this corporation in the performance of the person's duty to this corporation, unless and only to the extent that the court in which the proceeding is or was pending shall determine on application that, in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for the expenses which the court shall determine.

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

8.4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 8.2 or 8.3 of this Article in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

8.5. Required Indemnification.

Except as provided in Section 8.4 of this Article, indemnification under this Article shall be made by this corporation only if authorized in the specific case, on a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 8.2 or 8.3, by:

(a) a majority vote of a quorum consisting of Directors who are not parties to the proceeding.

(b) approval of the sole member (Corp. Code, § 5034), with the persons to be indemnified not being entitled to vote thereon; or

(c) the court in which the proceeding is or was pending, on application made by this corporation or the agent, attorney, or other person rendering services in connection with the defense,

whether or not the application by the agent, attorney, or other person is opposed by this corporation.

8.6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of the proceeding on receipt of an undertaking by or on behalf of the agent to repay the amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

8.7. Other Indemnification.

No provision made by the corporation to indemnify its or its subsidiary's Directors or Officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of the sole member or Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than the Directors and Officers may be entitled by contract or otherwise.

8.8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 8.4 or 8.5(c) in any circumstances where it appears that:

(a) it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws, a resolution of the members or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

8.9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in the capacity or arising out of the agent's status as an agent whether or not the corporation would have the power to indemnify the agent against the liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain insurance to indemnify any agent of the corporation for a violation of Corp. Code, § 5233.

8.10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager, or other fiduciary of an employee benefit plan in that person's capacity as a trustee, investment manager, or fiduciary, even though the person may also be an agent of the corporation as defined in Section 8.1 of this Article. The corporation shall have power to indemnify the trustee, investment manager, or other fiduciary to the extent permitted by Corp. Code, § 207(f).

**ARTICLE IX.
RECEIPT, INVESTMENT, AND DISBURSEMENT OF FUNDS**

9.1. The corporation shall receive all monies, other properties, or both monies and properties, transferred to it for the purposes for which the corporation was formed (as shown by the Articles of Incorporation). However, nothing contained herein shall require the Board of Directors to accept or receive any money or property of any kind if it shall determine in its discretion that receipt of the money or property is contrary to the expressed purposes of the corporation as shown by the Articles.

9.2. The corporation shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this corporation.

9.3. No disbursement of corporation money or property shall be made until it is first approved by the President of the corporation or by the Treasurer or by the Directors. However, the Directors shall have the authority to appropriate specific sums to fulfill the objects and purposes for which the corporation was formed and to direct the officers of the corporation from time to time to make disbursements to implement the appropriations.

9.4. All checks, drafts, demands for money and notes of the corporation, and all written contracts of the corporation shall be signed by the officer or officers, agent, or agents, as the Board of Directors may from time to time by resolution designate.

**ARTICLE X.
CORPORATE RECORDS AND REPORTS**

10.1. Records.

The corporation shall maintain adequate and correct accounts, books and records of its business and properties. All these books, records, and accounts shall be kept at the corporation's principal place of business in California, as fixed by the Board of Directors from time to time.

10.2. Inspection of Books and Records.

The membership register or duplicate membership register, the books of account, and minutes and proceedings of the sole member and the Board, and of executive committees of the Directors of this corporation shall be open to inspection on the written demand of any member at any reasonable time, for a specifically stated purpose reasonably related to his or her interests as a member, and shall be exhibited at any time when required by the demand of any member meeting.

Every Director shall have the absolute right at any reasonable time to inspect all books, records, documents of every kind, and the physical properties of the corporation, and also of its subsidiary organizations, if any.

10.3. Certification and Inspection of Bylaws.

The original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, shall be open to inspection by the sole member and Directors of the corporation at all reasonable times during office hours.

ARTICLE XI DISSOLUTION

On dissolution of this corporation, the Board of Directors shall cause the corporation's assets to be distributed the sole member, CAPK, if it exists. If it no longer exists, the Board of Directors shall cause the assets to be distributed to another corporation with purposes similar to those identified in the Articles of Incorporation, and Article 2 of these Bylaws.



MEMORANDUM

To: CAPK Foundation Board

From: Catherine Anspach, Director of Development
Catherine Anspach

Date: November 28, 2023

Subject: *Agenda Item 5d: Conflict of Interest and Oath of Confidentiality- Info Item*

As part of the Foundation's annual procedures, all Board Members are required to review, sign and return the following documents.

Please take a moment to carefully review the Conflict of Interest and Oath of Confidentiality documents below. Once you have reviewed and signed the documents, please return them to CAPK Foundation staff.

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
BOARD OF DIRECTORS
CONFLICT OF INTEREST STATEMENT

CAPK-F has adopted a conflict of interest policy located in Article VI of its duly adopted bylaws. Pursuant thereto, no member of the Board of Directors, any of its Committees, or the staff of Community Action Partnership of Kern Foundation (“CAPK-F”), shall derive any excess benefit, as defined in the Internal Revenue Code, nor any undisclosed personal profit or gain, directly or indirectly, by reason of his or her participation with CAPK-F. Each individual shall **disclose** to the organization any Financial Interest (defined below) which he or she may have in any matter pending before the organization and shall **refrain from participation** in any decision on such matter. Such persons shall be deemed “Interested Persons.”

A person has a “Financial Interest” if the person has, directly, or indirectly, through business, investment, or family:

- (i) An ownership or investment interest in any entity with which CAPK-F or Community Action Partnership of Kern (“CAPK”), has a transaction or arrangement;
- (ii) A compensation arrangement with CAPK-F or CAPK, or with any entity or individual with which CAPK-F or CAPK has a transaction or arrangement; or
- (iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CAPK-F or CAPK is negotiating a transaction or arrangement.

For the purposes of determining Financial Interest, the term “Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. Any

Further, no member of the Board, any Committee, or staff of CAPK-F shall obtain any list of clients of CAPK-F or CAPK for personal or private solicitation purposes at any time during the term of their affiliation.

REPRESENTATIONS AND WARRANTIES

Pursuant to CAPK-F’s conflict of interest policy, the undersigned represents and warrants the following:

1. I have read and reviewed CAPK-F’s conflict of interest policy as described in its bylaws.
2. I understand the policy and will comply with it in all respects.
3. I understand that CAPK-F is a charitable organization, and this policy is necessary to maintain CAPK-F’s federal tax exemption.
4. I understand that I have a duty to disclose any Financial Interest if I am an Interested Person.
5. Except for the items identified above, I am not **now** nor at any time during the past calendar year have been, an Interested Person with a Financial Interest as described herein.

6. I make this statement with the understanding that CAPK-F is relying on it in order to maintain and enforce its conflict of interest policy.

DISCLOSURE OF RELATIONSHIPS

At this time, I am a board member, committee member, or an employee of the following organizations:

DISCLOSURE OF FINANCIAL INTEREST

At this time, I have a Financial Interest in the following individuals or entities:

Board Member

Date

Print Name



COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
BOARD OF DIRECTORS
OATH OF CONFIDENTIALITY

It is understood that members of the Board of Directors of Community Action Partnership of Kern Foundation (CAPKF) are exposed (to varying degrees) to confidential information concerning the operations of the Partnership and Foundation and/or its staff, and that divulging such information could work to the detriment of the Partnership and Foundation and/or its staff. Use of confidential information concerning the Partnership and Foundation and/or its staff must be treated with the greatest degree of seriousness.

I, the undersigned, hereby agree not to divulge any information or records concerning any confidential information I may have access to in my capacity as a Board Member without proper authorization in accordance with state and federal law. I further understand that any discussion or release of any such information to any unauthorized person is forbidden.

I understand that I will have access to confidential information as required to effectively perform my duties as a member of the Board of Directors. I agree that all discussions, deliberations, records and information generated or maintained in connection with these duties shall not be disclosed to any unauthorized person.

I recognize that the unauthorized release of confidential information may lead to dismissal from the Board of Directors and exposes me to the possibility of personal civil liability.

Board Member Name (please print)

Board Member Signature

Date



MEMORANDUM

To: CAPK Foundation Board
Catherine Anspach
From: Catherine Anspach, Director of Development
Date: November 28, 2023
Subject: *Agenda Item 5(e): Annual Appeal - Info Item*

The CAPK Foundation has initiated its annual appeal campaign to secure year-end contributions for the general CAPK Foundation fund.

As part of the initiative, a total of 11,000 appeal letters have been sent out to households in the greater Bakersfield area. These letters were mailed on November 21st, 2023, with the aim of engaging our community and seeking their support as we approach the end of the year.

Attached is a copy of the annual appeal letter.



**FIGHTING
FOOD INSECURITY**

**ENDING
HOMELESSNESS**

**EMPOWERING
YOUTH**

**SUPPORTING
FAMILIES**

Dear Friends and Supporters,

What a year it's been; 2023 has shown unprecedented need in our community. Families have faced hardships they never could have anticipated; from the ongoing impact of the global pandemic to economic uncertainties that have touched countless lives in Kern County.

In the face of these trials, Community Action Partnership of Kern (CAPK) has been on the front lines, doing work that truly matters; meeting adversity head-on and making a significant impact in our community by:

Fighting Food Insecurity: For many of our neighbors, putting food on the table is a daily struggle. Thanks to our network of partners, the Wonderful Community Center at the CAPK Food Bank has been able to provide a staggering 20-million pounds of food to Kern County residents facing hunger.

Ending Homelessness: This year, our M Street Navigation Center has provided refuge for over 1,700 homeless individuals, giving them a safe and welcoming shelter. Here they get nourishing meals, mental health support, and a pathway to permanent housing—a ray of hope for a brighter future.

Empowering Youth: In the heart of our community, our Friendship House & Shafter Youth Centers have served as both a safe haven and a nurturing environment for Kern County's youth. This year, nearly 100 children have forged friendships, received academic mentoring and found the support they need to thrive.

Supporting Families: This past year, our Oasis & East Kern Family Resource Centers have offered a full circle of support to over 2,700 families facing crisis including food, clothing, financial assistance, crisis intervention, and parental workshops. The CAPK team has worked tirelessly to keep families together, helping them conquer challenges that might otherwise tear them apart.

As we look ahead to the coming year, we know the need is even greater. And that's where you can make a difference. **We are asking you to please consider making a tax-deductible donation today via mail or online at www.capkfoundation.org.**

Your year-end gift has the power to create genuine and enduring transformations in the lives of our neighbors who are struggling right here in our community.

With heartfelt thanks,

Jeremy T. Tobias
Chief Executive Officer
Community Action Partnership of Kern

Kevin Burton
Board Chair
CAPK Foundation





MEMORANDUM

To: CAPK Foundation Board

From: Catherine Anspach, Director of Development
Catherine Anspach

Date: November 28, 2023

Subject: *Agenda Item 5(f): Summary of Past Events-* **Info Item**

Feed the Need

The generous residents of Kern County donated 30,000 pounds of food which will provide approximately 25,000 meals for our food insecure neighbors. Special thanks to CAPK Foundation Board Members that volunteered that day.

Food Bank Ribbon Cutting

The CAPK Food Bank has recently grown its facilities to encompass an additional 40,000 square feet. This expansion will enhance the Food Bank's capacity to supply a greater number of meals to community members facing food insecurity. On a monthly basis, the Food Bank distributes an average of 1.7 million pounds of food through a network of over 200 partner agencies.

Friendship House Mixer

The Friendship House Community Center achieved a significant milestone by successfully raising \$22,000 through their "Passport to Success" fundraiser. The funds raised in this campaign will have a direct and profound impact on Friendship House, an invaluable resource for our community. Thank you to the Foundation board members that supported and attended this event.

KGET Holiday Drive

The yearly collaboration with KGET proved to be highly successful. The Food Bank acquired a generous donation of nearly 9,000 pounds of food and received additional financial donations totaling \$2,818.00.

Aera, Chevron and CRC HeadStart Coat Drive

Aera, Chevron and CRC donated \$13,500.00 to purchase 1,032 winter coats for all our HeadStart locations.

Pictures are attached below.



**30,000
Pounds
Donated**

#FEEDTHENEED



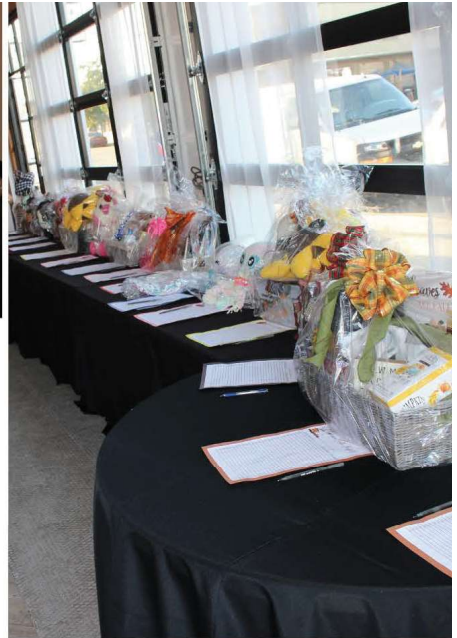
2023
**Feed The
Need**





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Food Bank
Ribbon
Cutting





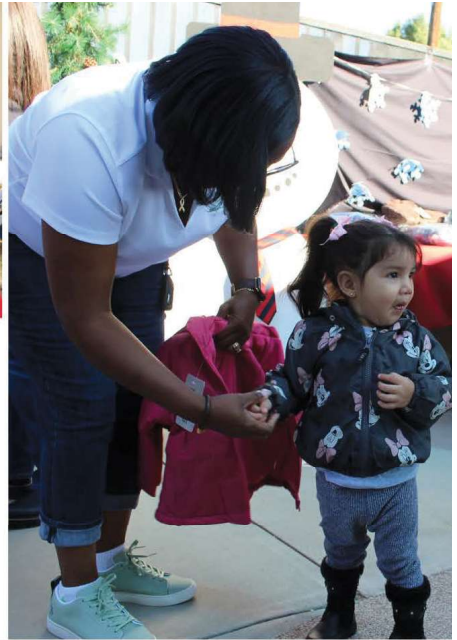
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**Friendship
House Mixer**





2 0 2 3
KGET Drive





2 0 2 3
**HeadStart
Coat Drive**





MEMORANDUM

To: CAPK Foundation Board
From: Catherine Anspach, Director of Development
Date: November 28, 2023
Subject: *Agenda Item 5g: Upcoming Events- Info Item*

Mark your calendars for some of these important dates:

November 22nd to December 23rd, 2023

Maya Cinemas Huggy Heart Campaign benefitting CAPK Food Bank

Saturday, December 2nd, 2023

Wonderful Holiday Party, donation of bikes and shoes.

Friendship House Community Center- 12:00pm to 2:00pm.

2424 Cottonwood Road
Bakersfield, CA 93307

Shafter Youth Center- 3:00pm to 5:00pm.

455 E Euclid Ave
Shafter, CA 93263

Tuesday, December 12th, 2023

Shafter Youth Center Playground Ribbon Cutting

Saturday, December 16th, 2023

Brooklyn BBQ Fundraiser benefitting M Street Navigation Center