



DATE: January 21, 2025

TIME: 12:00 pm

LOCATION: CAPK Administrative Office
Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

Kevin Burton (Chair)	Don Bynum	Chase Nunneley
Denise Boshers	Nila Hogan	Fred Plane
Michael Bowers	Ariana Joven	Janea Roberts
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 November 19, 2024 Board of Directors Meeting – **Action Item (p. 3-8)**

IV. New Business

- | | |
|---|--|
| a. Financial Reports & In-Kind Donations – Action Item (p. 9-16) | Tracy Webster, Chief Financial Officer
Catherine Anspach, Director of Development |
| b. Community Action Partnership of Kern Foundation Budget FY 2025 – Info Item (p. 17-33) | Pritika Ram, Chief Business Development Officer |
| c. California Veterans Assistance Foundation (CVAF) Integration – Verbal Item | Pritika Ram, Chief Business Development Officer |
| d. Employee Giving Campaign – Info Item (p. 34-43) | Martha Leon, Donor Relations Administrator |
| e. Fundraising Update – Info Item (p. 44-51) | Catherine Anspach, Director of Development |
| f. Lunch and Learn Update – Verbal Item | Catherine Anspach, Director of Development |
| g. Program Presentation: Food Bank – Info Item (p. 52-60) | Kelly Lowery, Program Administrator |

V. Board Member Comments

VI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 25, 2025
CAPK Administrative Offices, Board Room
1300 18th St., Suite 200
Bakersfield, CA 93301

VII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative office at 1300 18th St, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 15, 2025. Lara Popkin, Administrative Coordinator.



DATE	November 19, 2024
TIME	12:08 pm
LOCATION	CAPK Administrative Office Board Room 1300 18 th Street., Suite 200 Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

Board Vice Chair called the meeting to order at 12:08pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Ariana Joven (Vice Chair), Denise Boshers, Michael Bowers (arrived at 12:12pm), Lillian Brust, Nila Hogan, Traco Matthews, Chase Nunneley, Chei Whitmore.

Absent: Kevin Burton (Chair), Don Bynum, Janea Roberts and Fred Plane.

Others Present: Pritika Ram, Chief Business Development Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; other CAPK staff.

b. New Foundation Staff Member – Catherine Anspach, Director of Development – ***Verbal Item***

Catherine Anspach welcomed Martha Leon to the Foundation Team as the Donor Relations Administrator. Martha thanked the board for their warm welcome and shared that she has over ten years of experience in fundraising, with a focus on grant writing and raising funds for healthcare and education.

Traco Mathews added that he has had the pleasure of working with Martha in the past and is excited to see her join the CAPK Foundation team.

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/Boshers).

V. New Business

- a. Financial Reports & In-Kind Donations – Gabrielle Alexander, Director of Finance & Catherine Anspach, Director of Development – **Action Item**

Gabrielle Alexander began by presenting the Contribution by Purpose form, reporting a total of \$421,475.67 for the year. The Food Bank received the highest contributions, amounting to \$187,372.32. Gabby also reviewed the income statement, detailing total expenses of \$753,881.34 and net income of \$103,685.26. Additionally, she presented the Fund Activity Summary Report, which outlined how fundraising dollars have been distributed by program over the past ten months. Lastly, she reviewed the Year-to-Date Budget Report, highlighting that the Foundation is on track with its budget.

Ariana Joven asked about the \$161,093.90 listed as both income and expense for Gourmet for Good on the Fund Activity Summary Report. Catherine explained that the actual expenses for the event were much lower than that amount. Pritika Ram clarified that the amount reflects a transfer of funds between the parent company and the Foundation. She further explained that all remaining funds allocated for programs were written back as an expense to the parent company. Catherine added that this process ensures the Foundation returns all funds to the programs without taking anything off the top. Catherine then asked Ariana if she would like another copy of the Gourmet for Good fund allocation by program, but Ariana declined.

Traco Mathews asked if the \$446,281.03 in the general fund is related to the contribution from the parent company. Pritika confirmed and noted that the Foundation is currently developing its calendar year budget, which will be presented to the Foundation Board in January. She also referenced Traco's comment about the Parent Company funding the Foundation at the beginning of the year, with those funds allocated to the general fund.

Pritika clarified Catherine's earlier statement, noting that when funds are transferred to the parent company, a standard 10% processing fee is applied to cover administrative costs, but this fee is not applied at the Foundation level.

Traco mentioned his involvement in the Foundation's early development and asked if this was the first year it had raised more money than it spent, which had been a foundational goal. Pritika explained that while the Foundation has not yet raised enough to offset operational costs, it has significantly increased fundraising for programs. Although the amount raised for programs exceeds the Foundation's operational expenses, those funds are directed toward programs, not administrative costs. Pritika also added the potential interest in raising funds to offset operational expenses, acknowledging that donors often prioritize supporting programs over covering salaries. However, this may change as the Foundation continues to grow.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Matthews/Bowers).

- b. 2025 Board Meeting Calendar – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach stated that Foundation Board meetings are held every other month, typically the day before the CAPK Board of Directors meeting. Accordingly, the following calendar is presented for approval.

Ariana Joven asked whether a board retreat or holiday dinner is planned. Catherine replied that, while there are no plans at the moment, she can schedule one for next year.

A motion was made and seconded to approve the 2025 Board Meeting Calendar. Carried by unanimous vote (Bowers/Hogan).

c. Fundraising Overview – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared an overview of what the Foundation has been working on since the last board meeting. She began by highlighting the Temblor Bingo Night fundraiser, describing it as a great opportunity for employees to enjoy a fun evening while supporting the Foundation.

She then discussed the Friendship House Casino Night Fundraiser, held on October 24th and organized by the Friendship House Advisory Board. The event raised approximately \$16,000, which will fund additional field trips for children in the program. Catherine noted it was the first time hosting a casino night-style fundraiser. Denise Boshers added that it was a fantastic event.

Catherine moved on to the Food Bank Lunch and Learn Series, explaining that the Food Bank and Foundation team have been meeting to identify potential donors for this initiative. She acknowledged that finding the right decision-makers within companies can be challenging. The lunch-and-learn series was created to educate potential donors about the scale and operations of the Food Bank, making it an investment in future support. The first event took place in October, during which 10 attendees participated in a food distribution, toured the Food Bank, and discussed food insecurity and the challenges CAPK faces. The next event is scheduled for January.

Pritika Ram emphasized that the purpose of these events is to inform, not to solicit donations, and she encouraged board members to share their networks. She noted that a significant portion of the Food Bank funding comes from grants, including the Cal-Foods grant, which will sunset in April 2025, potentially impacting operations. The CAPK executive team is exploring different strategies to address this funding gap. Catherine added that the lunch and learn events are kept small—two attendees per organization—to maintain a personal touch.

Michael Bowers asked about the timing of these events. Catherine said they run from 11:00 a.m. to 1:00 p.m. Michael suggested targeting specific industries, such as agriculture, energy, and oil, to attract senior executives instead of administrative staff. Ariana Joven proposed calling the event an “executive lunch-and-learn experience,” which Catherine agreed was an excellent idea.

Catherine then shared an update on the Head Start coat drive. She announced that over 1,350 coats were distributed to children in the Head Start program, with funding provided by Chevron, California Resources Center, and the Bakersfield West Rotary. She also highlighted a \$25,000 donation from Tri-Counties Bank, which was allocated across various holiday campaigns.

She then added that East Kern Family Resource Center received funding from AES to purchase Thanksgiving meals for over 180 families, allowing them to select a turkey or ham for the holiday. Catherine invited board members to attend the event.

Catherine moved on to the M Street Thanksgiving Meal Campaign which aimed to fund M Street's annual holiday luncheon. Catherine announced that \$4,000 had been raised, leaving \$1,000 to meet the goal. She highlighted Dignity Health's \$2,000 contribution and encouraged board members to share the campaign on social media.

Michael Bowers proposed the idea of creating a general support package to streamline funding requests, suggesting that it would reduce the frequency of donation requests. He emphasized that a single, comprehensive ask could be less burdensome for both CAPK and the donors, as it would provide a clearer overview of the total funding support required. Catherine said she loves the concept, but she expressed concern with donors funding preferences. Adding that while some may appreciate the clarity of a general support package, others may prefer to contribute to specific programs or campaigns that align closely with their interests or organizational goals.

Pritika Ram said she loved the idea and asked Chei Whitmore for her thoughts. Pritika suggested that the ask could include a general outline of how the funds would support various programs, making it more specific rather than a broad, general request. Ariana Joven recommended starting with larger companies, such as The Wonderful Company, to test this package. She expressed her support for the idea, noting that her organization also prefers this approach. Chei Whitmore agreed with Ariana, adding that it is easier for businesses to budget when they have a clear understanding of the sponsorship requests.

Catherine also shared updates on the Maya Cinemas Huggy Hearts Campaign, which raised \$7,000 in 2022 and \$10,000 in 2023. The campaign offered two movie tickets for a \$10 donation to the Food Bank.

Lastly, Catherine provided details about the KGET Food Drive, a Food Bank event that the Foundation supported to successfully increase monetary donations. The drive included a drive-thru BBQ luncheon that netted \$8,000 from sandwich sales. Catherine plans to seek a sponsor to cover supply costs next year. During the discussion, Denise Boshers asked if the funds raised were allocated to the Food Bank, to which Catherine confirmed. Catherine also shared plans for additional smaller fundraising campaigns with the Food Bank like a Condor's hockey night.

Traco Matthews asked if KGET promoted the Food Drive. Catherine said that KGET provided support but noted that it was election week, so it was limited. Catherine suggested that more preorders would be ideal in the future. Pritika asked the number of sandwiches sold, which Catherine said was 600. Denise Boshers followed up by asking about food waste, and Catherine clarified that any extra sandwiches from the event were donated to M Street clients.

d. Gourmet for Good Update– Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach stated that she has hired an event coordinator to assist with auction items. She also shared that there are currently three sponsors for the event. Michael Bowers mentioned that he could secure a Rio Bravo Country Club raffle basket.

Catherine confirmed that the event venue is the Nirvana Estate. Michael expressed concerns about the difficulty of driving to that venue. Catherine explained that finding a venue capable of accommodating 400 people is challenging. She emphasized that she picked this venue to support the event's growth, as it sold out last year. Michael suggested considering the Bakersfield Country Club as an alternative. Ariana Joven pointed out that the only drawback is that their catering services must be used.

Ariana asked about the event date. Catherine replied that it is scheduled for June 7th. Ariana said that the weather would likely be hot. Catherine acknowledged this but explained that finding a suitable date without conflicting with other nonprofits' fundraising events is difficult. Michael added that any event held in June is likely to be uncomfortable for guests due to the heat, which can detract from their enjoyment. Denise Boshers asked if any additional shade would be provided. Catherine said that there would be more shade than last year.

Traco Matthews asked why the event couldn't be held indoors. Catherine responded that, for the first year, she wanted the event to have a unique and special feel, noting that indoor venues in Bakersfield are often overused.

Pritika Ram suggested considering future planning for the 2026 event. Catherine agreed, noting the importance of planning early and the potential of using personal connections to secure private venues. Pritika also proposed adjusting the number of guests for 2026 if needed.

Denise proposed addressing the venue's accessibility challenges by coordinating with law enforcement to assist with the sharp left turn near the venue and adding safety signs. Catherine appreciated the suggestion and said she will look into it.

Lillian Brust suggested starting the event later in the day to mitigate the heat. Pritika suggested shortening the program to accommodate the venue's allowed event time. Chei added that extreme heat could negatively impact attendees' enjoyment, sharing her own experiences at hot events. Chase Nunneley emphasized that adequate shade is critical for outdoor events, noting the significant difference between being in direct sunlight versus shade. Catherine reiterated that this year's event would have more shade than the previous year.

Chase asked when board members would receive the sponsorship package. Catherine said that she would send it out to the board this week.

VII. Board Member Comments

Ariana thanked the Foundation staff for all their hard work this year.

Catherine said that a Foundation board retreat might be in the near future. Pritika added that it would be nice to go to somewhere outside of Bakersfield like Tehachapi and Tejon on a Saturday. Ariana asked for a meeting poll for the potential retreat. Catherine said she will send out a poll to the board members.

Michael added that Catherine is doing a great job running the CAPK Foundation and wanted to wish everyone a Happy Thanksgiving.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 21, 2025
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 1:08 pm.



BOARD MEETING

January 21, 2024

FINANCIAL REPORTS

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Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2024 to 12/31/2024

Purpose	Amount	# Contributions
General	\$25,061.87	70
In-Kind Donations	\$0.00	29
M Street Navigation Center - Homeless Center	\$10,238.81	53
Oasis Family Resource Center - Ridgecrest	\$10,837.99	17
East Kern Family Resource Center	\$9,300.48	8
Shafter Youth Center	\$750.00	2
Volunteer Income Tax Assistance - VITA	\$450.00	11
Food Bank	\$260,584.18	305
Friendship House	\$560.00	4
Head Start	\$33,500.00	5
CAPK Foundation	\$5,819.09	1
Gourmet for Good	\$162,585.63	47
Friendship House Casino Night 2024	\$27,373.00	26
Hunger Action Month	\$2,102.60	48
Total	\$549,163.65	626



Community Action Partnership of Kern Foundation

Balance Sheet
as of 12/31/2024

Account Number	Account Name	Amount
Assets		
1000	Checking	\$145,122.44
1010	Money Market	\$72,625.02
1100	Accounts Receivable	\$2,775.00
1101	Stripe Payments	\$6,901.96
1400	Prepaid Expenses	\$6,500.00
Total Assets		\$233,924.42
Liabilities		
2100	Accounts Payable	\$114.57
Total Liabilities		\$114.57
Equity		
3000	General Fund - Fund Balance	\$217,139.07
3101	Food Bank - Fund Balance	\$6,328.41
3107	Oasis Family Resource Center - Ridgecrest - Fund Balance	\$145.35
3108	M Street Navigation Center - Homeless Center - Fund Balance	\$200.00
3110	Head Start - Fund Balance	\$6,761.59
3112	Gourmet for Good - Fund Balance	\$3,235.43
Total Equity		\$233,809.85
Total Liabilities + Total Equity		\$233,924.42



Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2024 to 12/31/2024

Account Number	Account Name	Amount
Income		
4220	Contributions Income	\$321,291.78
4230	Fundraising	\$273,398.83
4310	Interest Earned	\$125.02
4450	Misc Revenue	\$85.52
4900	CAPK Agency Contribution	\$412,500.00
Total Income		\$1,007,401.15
Expense		
5105	Salaries	\$188,627.47
5205	Benefits	\$53,209.05
6105	Local Travel - Staff	\$706.98
6120	Out of Town Travel - Staff	\$8,329.47
6135	Per Diem - Staff	\$930.50
6150	Vehicle Gasoline	\$84.52
6205	Rent/Lease	\$11,199.00
6210	Repair/Maintenance/Incidental Alterations	\$935.96
6235	Utilities	\$1,069.41
6305	Office Supplies	\$25,588.53
6505	Legal Fees	\$3,165.75
6510	Audit Fees	\$1,400.00
6520	Consultant Services	\$33,696.26
6525	Software Support/Maintenance	\$10,869.55
6605	Communications	\$676.17
6610	Postage	\$3,252.81
6615	Printing	\$7,610.05
6620	Risk Insurance	\$521.68
6635	Board Costs	\$3,521.27
6645	Tuition/Registration Fees - Staff	\$2,980.00
6660	Equipment Rent/Lease	\$7.61
6675	Outreach	\$48,737.50
6680	Training Expenses	\$34.22
6685	Meeting Expenses	\$1,422.90
6690	Membership Fees	\$7.61
6695	Bank Fees	\$2,393.17
6715	Licensing/Misc Fees	\$464.05
6790	Misc Expense	\$2,219.45
6990	Contribution - CAPK	\$428,508.96
7127	Client Incidentals	\$19,729.01
7910	Facility Use	\$1,737.81
9999	Indirect Expense	\$31,292.17
Total Expense		\$894,928.89
Net Income (Loss)		\$112,472.26



Community Action Partnership of Kern Foundation
Fund Activity Summary
for the period of 01/01/2024 to 12/31/2024

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	\$98,111.81	\$455,508.51	\$336,481.25	\$119,027.26	\$0.00	\$119,027.26	\$217,139.07	\$98,111.81
Food Bank	\$10,829.68	\$226,535.16	\$231,036.43	\$-4,501.27	\$0.00	\$-4,501.27	\$6,328.41	\$10,829.68
Volunteer Income Tax Assistance - VITA	\$0.00	\$11,950.00	\$11,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Friendship House Community Center	\$0.00	\$38,963.46	\$38,963.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Shafter Youth Center	\$0.00	\$11,818.29	\$11,818.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
East Kern Family Resource Center	\$10,000.00	\$17,845.26	\$27,845.26	\$-10,000.00	\$0.00	\$-10,000.00	\$0.00	\$10,000.00
Oasis Family Resource Center - Ridgecrest	\$1,247.85	\$21,557.76	\$22,660.26	\$-1,102.50	\$0.00	\$-1,102.50	\$145.35	\$1,247.85
M Street Navigation Center - Homeless Center	\$1,148.25	\$13,628.81	\$14,577.06	\$-948.25	\$0.00	\$-948.25	\$200.00	\$1,148.25
Head Start	\$0.00	\$33,500.00	\$26,738.41	\$6,761.59	\$0.00	\$6,761.59	\$6,761.59	\$0.00
WIC Program	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gourmet for Good	\$0.00	\$171,093.90	\$167,858.47	\$3,235.43	\$0.00	\$3,235.43	\$3,235.43	\$0.00
Migrant Alternative Payment (MCAP)	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$121,337.59	\$1,007,401.15	\$894,928.89	\$112,472.26	\$0.00	\$112,472.26	\$233,809.85	\$121,337.59



Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2024 to 12/31/2024

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	\$321,291.78	\$274,830.00	\$46,461.78
4230	Fundraising	\$273,398.83	\$86,065.00	\$187,333.83
4310	Interest Earned	\$125.02	\$0.00	\$125.02
4450	Misc Revenue	\$85.52	\$0.00	\$85.52
4900	CAPK Agency Contribution	\$412,500.00	\$350,000.00	\$62,500.00
Total Income		\$1,007,401.15	\$710,895.00	\$296,506.15
Expense				
5105	Salaries	\$188,627.47	\$199,565.00	\$-10,937.53
5205	Benefits	\$53,209.05	\$64,865.00	\$-11,655.95
6105	Local Travel - Staff	\$706.98	\$1,000.00	\$-293.02
6120	Out of Town Travel - Staff	\$8,329.47	\$6,500.00	\$1,829.47
6135	Per Diem - Staff	\$930.50	\$1,750.00	\$-819.50
6150	Vehicle Gasoline	\$84.52	\$750.00	\$-665.48
6205	Rent/Lease	\$11,199.00	\$2,981.00	\$8,218.00
6210	Repair/Maintenance/ Incidental Alterations	\$935.96	\$0.00	\$935.96
6235	Utilities	\$1,069.41	\$0.00	\$1,069.41
6305	Office Supplies	\$25,588.53	\$18,850.00	\$6,738.53
6505	Legal Fees	\$3,165.75	\$0.00	\$3,165.75
6510	Audit Fees	\$1,400.00	\$0.00	\$1,400.00
6520	Consultant Services	\$33,696.26	\$6,000.00	\$27,696.26
6525	Software Support/ Maintenance	\$10,869.55	\$0.00	\$10,869.55
6605	Communications	\$676.17	\$0.00	\$676.17
6610	Postage	\$3,252.81	\$5,000.00	\$-1,747.19
6615	Printing	\$7,610.05	\$15,000.00	\$-7,389.95
6620	Risk Insurance	\$521.68	\$0.00	\$521.68
6625	Hiring Costs	\$0.00	\$450.00	\$-450.00
6630	Employee Costs	\$0.00	\$1,200.00	\$-1,200.00
6635	Board Costs	\$3,521.27	\$5,000.00	\$-1,478.73
6645	Tuition/Registration Fees - Staff	\$2,980.00	\$4,000.00	\$-1,020.00
6660	Equipment Rent/Lease	\$7.61	\$0.00	\$7.61
6675	Outreach	\$48,737.50	\$62,565.00	\$-13,827.50
6680	Training Expenses	\$34.22	\$6,500.00	\$-6,465.78
6685	Meeting Expenses	\$1,422.90	\$2,500.00	\$-1,077.10
6690	Membership Fees	\$7.61	\$1,500.00	\$-1,492.39
6695	Bank Fees	\$2,393.17	\$0.00	\$2,393.17
6715	Licensing/Misc Fees	\$464.05	\$0.00	\$464.05
6790	Misc Expense	\$2,219.45	\$0.00	\$2,219.45
6990	Contribution - CAPK	\$428,508.96	\$263,830.00	\$164,678.96
7127	Client Incidentals	\$19,729.01	\$0.00	\$19,729.01
7910	Facility Use	\$1,737.81	\$0.00	\$1,737.81
9999	Indirect Expense	\$31,292.17	\$40,598.00	\$-9,305.83

Account Number	Account Name	Actual	YTD Budget	Difference
Total Expense		\$894,928.89	\$710,404.00	\$184,524.89
Total		\$112,472.26	\$491.00	\$111,981.26

In-Kind Donations
November 2024 TO December 2024

DATE	PROGRAM	NAME/ORGANIZATION	ITEM(S)	NOTES
11/21/2024	M St. Navigation Center	Sprouts Farmers Market	15 Hygiene Kits	Estimated Value- \$150.00
12/6/2024	Oasis Family Resource Center	Hi Desert Quilt Guild	60 pillowcases, 60 stockings, and 20 quilts	
12/7/2024	M St Navigation Center	Gary & Martha Ingle	Ice cream party with soda and cake	Estimated Value- \$305.00
12/7/2024	M St Navigation Center	Joey Boone	Winter Coats	Estimated Value- \$760.00
12/20/2024	East Kern Family Resource Center	The Warm-up Athletics Team	31 Toys	Estimate Value- \$310.00
12/22/2024	Oasis Family Resource Center	Sally Schneider	3 new beds	Estimated Value- \$620.00
12/22/2024	East Kern Family Resource Center	Primoris	New Toys	



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief of Business Development Officer
Catherine Anspach, Director of Development

Date: Tuesday, January 21, 2025

Subject: *Agenda Item 4c*: CAPK Foundation Budget FY 2025- **Action Item**

Background

Annually, the Community Action Partnership of Kern Foundation's operational budget is presented to both the Governing Board and the Foundation Board for review and approval. This process ensures that the CAPK Foundation's financial planning is transparent, accountable, and aligned with the organization's objectives.

Budget FY 2025

Revenue: The Foundation projects \$672,500 in revenue through fundraising efforts, including \$497,500 from CAPK program fundraising and \$175,000 from Gourmet for Good event. An operational transfer of \$474,983 from CAPK is requested to support operations, including staffing and administrative costs. This brings the total projected revenue for FY 2025 to \$1,147,483.

Expenses: Operating expenses, including staffing, administrative, and indirect costs, total \$570,561. These expenses will be covered by the CAPK transfer (\$474,983) and the carryover (\$95,578).

Note: The Foundation's projected operational expenses for FY 2025 are \$474,983, reflecting an increase of \$28,409 (6%) compared to the FY 2024 request.

Additional program-related expenses are tied to fundraising campaigns, in the amount of \$672,500 with funds distributed back to programs in line with donor intent. This brings the total projected expenses for FY 2025 to \$1,243,061.

Carry-over: The FY 2024 carryover of \$95,578 will be used to offset the projected deficit, ensuring a balanced budget at the end of FY 2025. This carryover guarantees the Foundation begins the fiscal year without a budget shortfall.

A preliminary agency budget, developed with input from program leaders, has been drafted, ensuring the requested transfer amount is appropriately allocated for the upcoming fiscal year. A detailed budget presentation has also been prepared, highlighting key focus areas, anticipated challenges, opportunities, and goals for FY 2025.

Community Action Partnership of Kern Foundation	
Budget Summary	
FY 2025 (01/01/2025 to 12/31/2025)	
	FY 2025
<u>REVENUE</u>	
Fund Raising - CAPK Programs	497,500
Fund Raising - Gourmet for Good	175,000
Net Assets Released from Restriction (CAPK)	
Transfer from CAPK to Foundation	<u>474,983</u>
Total Revenue	1,147,483
<u>Budget Detail</u>	
Salaries	308,453
Benefits	105,689
Travel	25,300
Space Costs	-
Supplies	18,850
Consultant/Contract Services	-
Other Operating Costs	60,400
Gourmet For Good Expenses	99,730
CAPK Program Contribution	572,770
Administrative Indirect	<u>51,869</u>
Total Expenditures	1,243,061
Projected Carry-over Total FY 2024 to FY 2025	\$95,578
REVENUE OVER (UNDER) EXPENDITURES	-

Next Steps:

Staff will recommend that the CAPK Governing Board of Directors approve the Community Action Partnership of Kern Foundation's Fiscal Year 2025 budget, covering the period from January 1, 2025, to December 31, 2025, with a carryover provision extending through January and February 2026 to align with the agency's fiscal year.

Attachments:

FY 2025 Budget Summary

FY 2025 Budget Development Presentation – CAPK Foundation



CAPK Foundation FY 2025 Budget Development

PRESENTED BY: CATHERINE ANSPACH

DIRECTOR OF DEVELOPMENT



Program Overview



The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern (CAPK) and to develop unrestricted funding sources to support programs that serve people who are facing poverty and economic disadvantage.



It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.



Goals for 2025



Grow established program-targeted campaigns to reach funding gap needs

Huggy Heart Campaign



Have raised over \$30,000 since the campaign's inception in 2022

Friendship House Mixer



Raised \$16,942 FY24



**Grow established program-
targeted campaigns
to reach funding gap needs**

M Street Thanksgiving Meal



Raised \$4,785 FY24

KGET Holiday Food Drive



Raised \$9,878 FY24

HeadStart Coat Drive



**Fundraising \$20,000 to
distribute 1,350 new coats**



Establish Workplace Giving Campaigns to increase funding to the programs

Recently added Donor Relations Administrator in 4th quarter 2024 to develop and execute:

Internal Employee Giving Program

The Employee Giving Program launching January 1, 2025, allows CAPK employees to make post-tax donations to support specific CAPK programs directly through payroll deductions.

This program offers employees a way to financially support CAPK's mission, with the flexibility to select initiatives they are passionate about. Participation is entirely voluntary. *Donations can be made anonymously for privacy.*

Corporate Employee Giving Program

Facilitates a steady stream of donations as it helps with growing CAPK's donor base, workplace giving enables additional support from generous donors to help make progress toward achieving our mission.



Increase Funding for Food Bank through Annual Appeal



Mailing Outreach to over 14,000 Homes



Help us fight food insecurity in Kern County

Spectrum TV Ads targeting End of Year Giving

NETWORKS	TOTAL SPOTS	Time Frames and Spot Placement Times
Freeform	13	M-Su, 4p-12m
Hallmark	13	M-Su, 4p-12m
Lifetime	13	M-Su, 4p-12m
Food Network	13	M-Su, 4p-12m
El, Freeform, Hallmark, OWN, VH-1 and WE	30	Frequency Spots (M-Su, 10a-12m)
TOTALS	82	

Hold Signature Fundraiser to raise awareness and funds



2024

Attendance: 350 persons

Net Total Raised: \$70,000

Saturday, June 7, 2025

The Nirvana Estate

Est. Attendance: 400 persons

Net Goal: \$100,000





2025 Budget

FY 2025 Budget Overview



Revenue

- Total projected revenue: **\$1,147,483**
 - **\$497,500** from CAPK program fundraising
 - **\$175,000** from the Gourmet for Good event
 - **\$474,983** operational transfer from CAPK

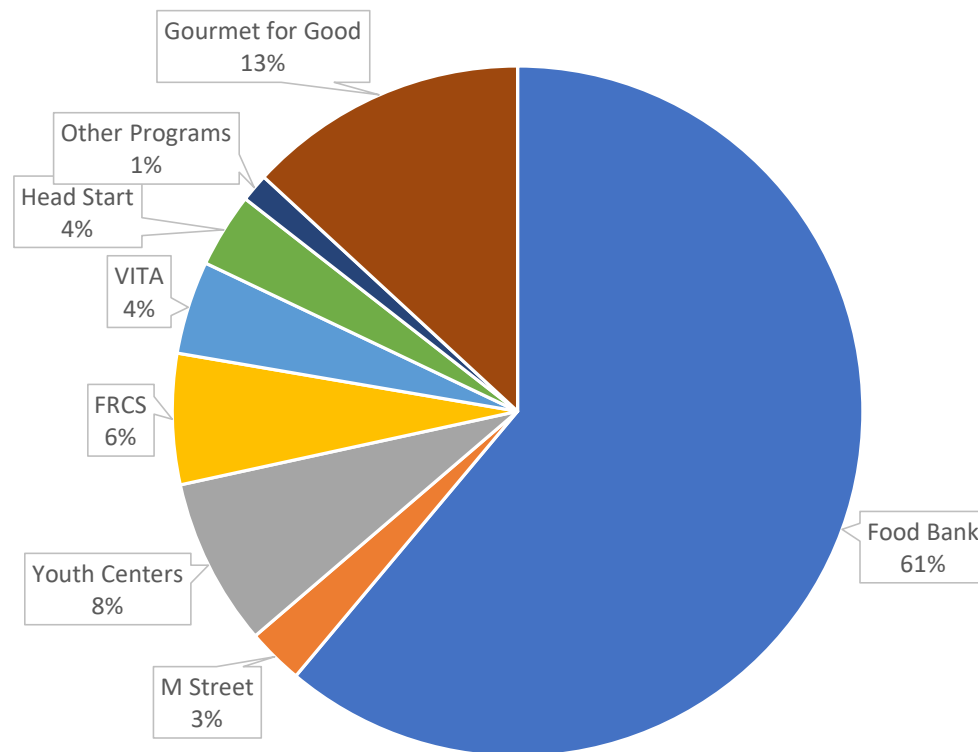
Expenses

- Total projected expenses: **\$1,243,061**
 - **\$570,561** for operating expenses (staffing, administrative, and indirect costs)
 - **\$672,500** for program-related expenses (distributed to programs per donor intent)
- Operational expenses increased by **6%** (\$28,409) compared to FY 2024

Carry-over

- FY 2024 carryover: **\$95,578**
 - Offsets the projected deficit
 - Ensures a balanced budget to start FY 2025

Program-related fundraising campaigns



■ Food Bank ■ M Street ■ Youth Centers ■ FRCS ■ VITA ■ Head Start ■ Other Programs ■ Gourmet for Good



2025 Opportunities



Opportunities

Continued reach in the community to increase visibility of the CAPK Foundation as a connector to the parent organization.

Creating quality collateral that communicate with our donors.

Researching alternative forms of funding sources
Including Endowment Planning and Grants.

Evaluating return on existing campaigns.

Researching current donor trends & giving behaviors
thereby producing creative ways to bring in funds.

Bringing in a higher level of customer service to our
programs that align with their goals.





MEMORANDUM

To: Board of Directors

From: Catherine Anspach, Director of Development
Martha Leon, Donor Relations Administrator

Date: Tuesday, January 21, 2025

Subject: *Agenda Item 4d*: Employee Giving Campaign – Info Item

Background

The Employee Giving Program, starting on January 6th, will allow CAPK employees to make post-tax donations to specific CAPK programs through payroll deductions. This initiative provides employees an opportunity to financially support CAPK's mission while choosing the initiatives they are passionate about. Participation in the program is completely voluntary.

The CAPK Giving Program Will:

- Align employees with CAPK's Values and Mission
- Increase employee engagement
- Enhance the agency's reputation among employees
- Foster a culture of collaboration
- Demonstrate leadership commitment
- Boost retention and recruitment
- Measure impact
- Promote social responsibility

Employees can enroll in the program by logging into ADP during the CAPK Year-Round Benefit Enrollment period. CAPK programs will be listed as "available plans" in a drop-down menu. To enroll, employees simply select "confirm details," and their contributions will be deducted automatically from each paycheck. Employees can opt-out at any time.

As part of the 2021-25 Strategic Plan Goal 4, CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results. It intends to increase employee engagement, morale, and retention by launching programs such as the employee giving campaign.

Next Steps:

In the coming weeks, the CAPK Foundation team will provide more details about the various initiatives and opportunities for employees to get involved. We will share exciting updates on how employees can contribute to making a greater impact within CAPK and our community.

Attachments:

Employee Giving PowerPoint – CAPK Foundation



2025 Employee Giving Campaign

PRESENTED BY: MARTHA LEON

DONOR RELATIONS ADMINISTRATOR

Our Mission

The CAPK Foundation was created to address the immediate funding needs of the Community Action Partnership of Kern and to develop unrestricted funding sources to support their programs that serve people who are facing poverty and economic disadvantage.



Employee Giving 2025

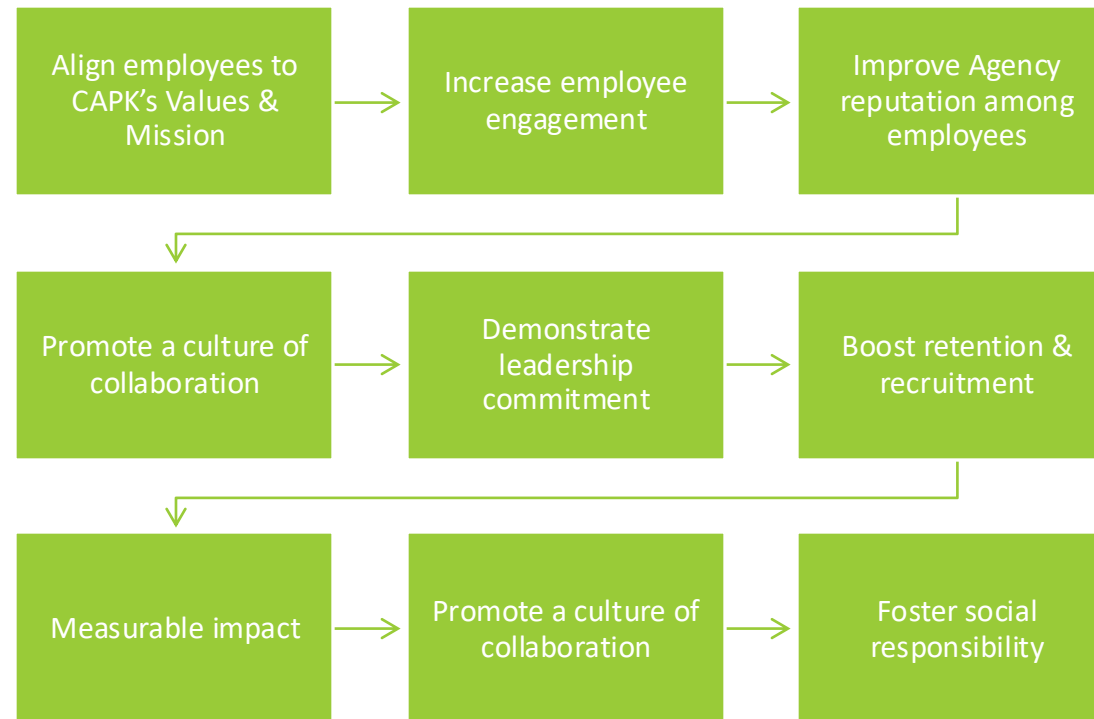
The Employee Giving Program, launching on January 1st, enables CAPK employees to donate post-tax to specific CAPK programs through payroll deductions. This program provides employees with a way to financially support CAPK's mission while allowing them the flexibility to choose initiatives they are passionate about. Participation is completely voluntary.

Donations can be made anonymously for privacy.



Purpose – Why Give

The CAPK Employee Giving Program will...



How It Works



Employees can log into ADP to enroll through their **CAPK Year-Round Benefit Enrollment**



ADP will list CAPK programs as “**available plans**” in a drop-down menu enroll by selecting “**confirm details**”



Contributions will **automatically be deducted** from each paycheck-employees can **opt out** at any time



A step-by-step guide for enrolling is available

Highlighted Programs

Available support programs have been chosen based on current funding and specific program needs.





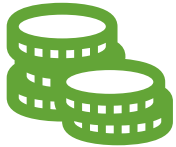
Workplace Giving – Matching Gifts

What are Matching Gift Programs?

Many companies have programs where they will match the charitable contributions made by their employees. Through corporate gift matching, your employer can multiply the impact of your gift to CAPK.

Companies and foundations use various procedures by which employees can request matching gifts. Conditions and criteria for matching gifts vary by employer. Some employers will also match donations made by spouses, retirees, and board members.

How It Works



STEP 1: Donor makes a gift to CAPK



STEP 2: Donor submits matching gift request to their employer



STEP 3: Employer receives the matching gift request



STEP 4: Employer send the gift match to CAPK

A step-by-step guide for enrolling is available

THANK YOU FOR YOUR SUPPORT!

To learn more about the CAPK Employee Giving Program visit
[Employee Giving - CAPK](#)





Fundraising Update

PRESENTED BY: CATHERINE ANSPACH

DIRECTOR OF DEVELOPMENT



Our Impact

Last year marked a milestone for our Food Bank. We tripled in size to **60,000 square feet** allowing us to reach more hungry neighbors.



20,013,314 pounds of food
was distributed, providing
16,677,611 meals
to Kern County residents

5,000+ seniors served every month
through our
Senior Box Program

We all deserve to have enough food to eat without worrying about if we can afford it.

1,020,276 pounds of food
distributed through our **Free Farmers Markets**
serving 47,578 individuals
across Kern County

We've accomplished so much in 2024, thanks to your support.

Will you help us make a bigger impact this year?



Donate today:
CAPKFoundation.org



Annual Appeal

The CAPK Foundation recently conducted its Holiday Annual Appeal campaign reaching 12,447 households. Funds received benefitted the Food Bank and were aimed to raise awareness about food insecurity and encourage donations to provide meals for families in need during the holiday season.

Currently the total raised from the campaign is \$15,605 with additional donations still being received daily.

East Kern FRC Holiday Meals



The East Kern Family Resource Center held a Christmas Meal giveaway this holiday season providing 100 families with all the fixings for a Christmas ham dinner. The event was made possible by a donation from AES Global Energy which also covered the cost of turkeys at Christmas.



Holiday Bike Giveaway

The Friendship House, East Kern Family Resource Center, and the Oasis Family Resource Center were able to give new bikes & bike helmets to 118 children this year during the holidays. These gifts were made possible by donations from **The Wonderful Company, Avantus** and **Kern Family Health Care.**

M Street Christmas Luncheon

The M Street Navigation Center hosted its annual Christmas Meal luncheon on December 17, 2024.

With live music providing holiday music, our homeless clients enjoyed a warm meal made possible by donations from **Ag-West** and **Tri-Counties Bank**.





**FIGHT HUNGER IN OUR COMMUNITY!
RECEIVE 2 MOVIE PASSES FOR
EVERY \$10 DONATION!**

MAYA CINEMAS 2024 HOLIDAY CAMPAIGN

The CAPK Foundation will be partnering with Maya Cinemas for the 3rd year in their Holiday Campaign to benefit the CAPK Food Bank! This ongoing partnership with Maya Cinemas continues to be an excellent opportunity to raise critical funds for the Food Bank.



WWW.CAPKFOUNDATION.ORG/HOLIDAY-FOOD-DRIVE/



Maya Cinemas Holiday Campaign

As part of a partnership with the Maya Cinemas Foundation, the Huggy Heart campaign kicked off its third year to benefit our Food Bank.

Held during the weeks leading up to Christmas, donors received two free movie passes for every \$10 donation made through Maya Cinemas.

The campaign brought in \$6,130 this year. In total, the campaign has raised \$17,550 for the Food Bank.

Gourmet for Good Update



The following sponsors have been confirmed:

- Kern Family Health Care - \$10,000
- California Resources Corporation - \$10,000
- AES Global Energy - \$4,000

TOTAL \$24,000

Verbal Commitments:

Adventist Health

Klein DeNatale Goldner



QUESTIONS?



CAPK Foundation Meeting

January 2025



TEFAP & CSFP

Direct Federal & State Resources

Grants

Various Government and Non-Government Organizations

Food Drives

Community Partners



Pantry Program



Free Farmers Markets



Commodity Distribution



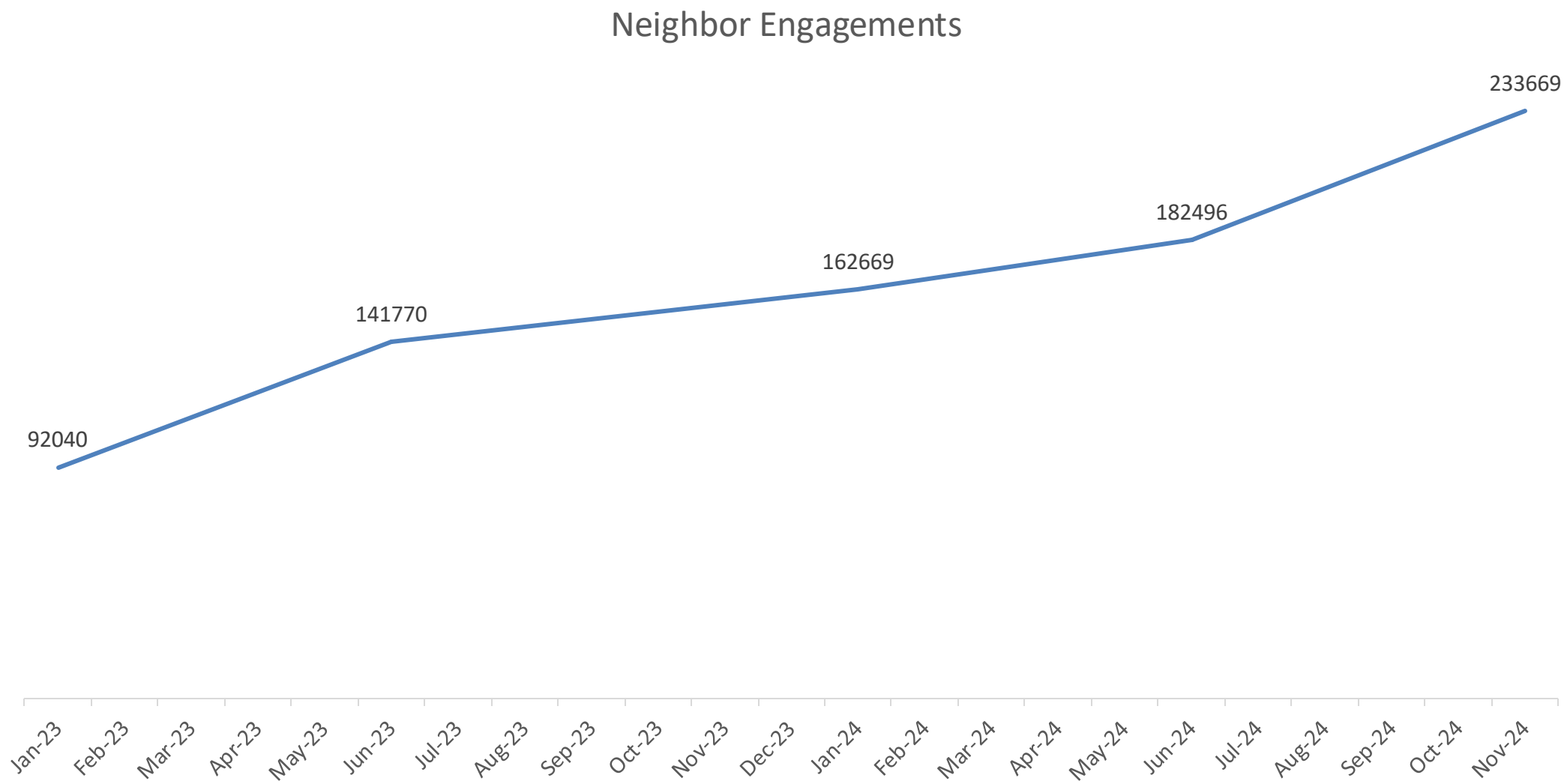
Brighter Bites



Community Events



Current Trends



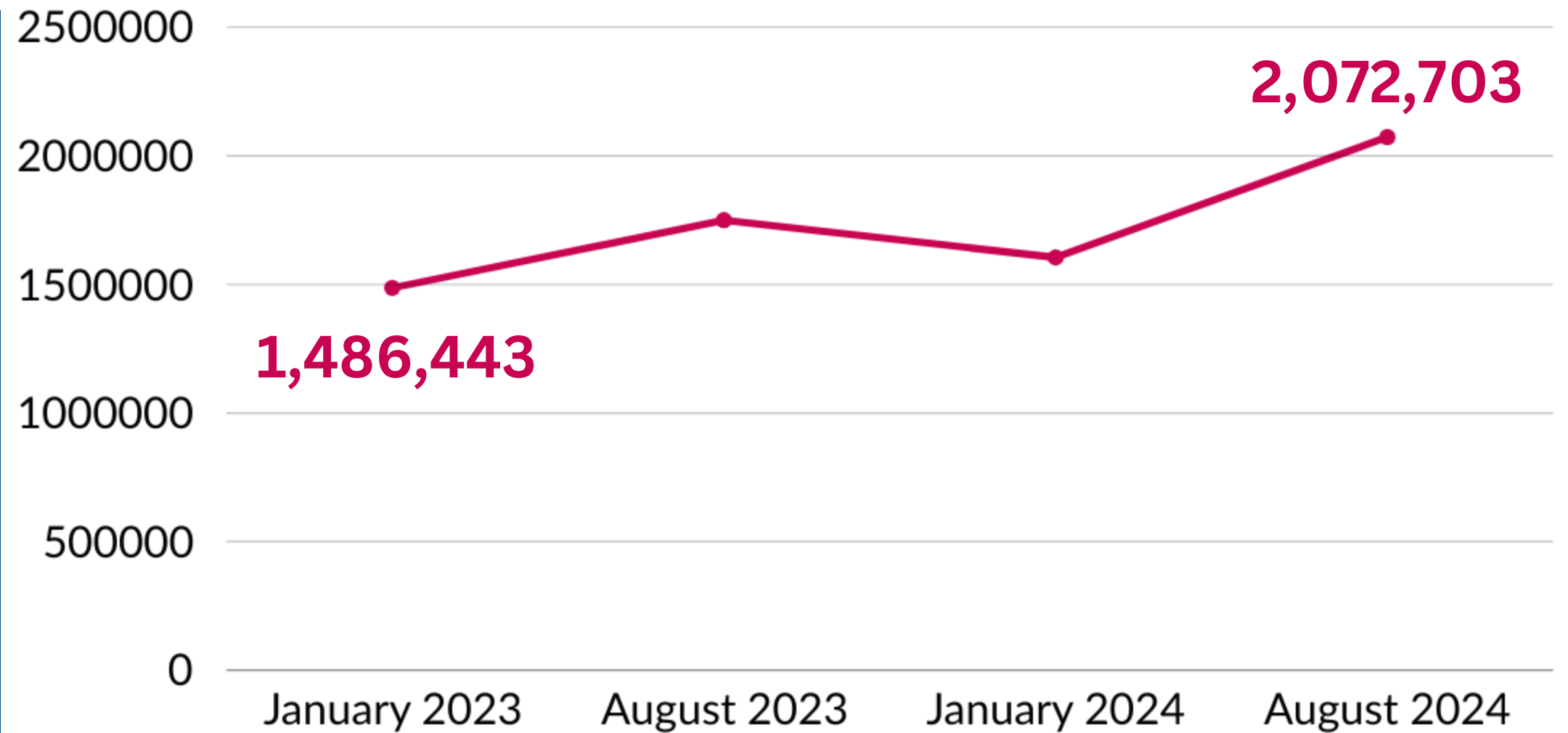
Neighbor Engagements

The lines are getting longer. We are currently seeing a **125% increase** in neighbor engagements since January of 2023.



Pounds Distributed

Even though the lines are getting longer, the resources available are not increasing proportionally to meet the growing need.



WE CAN BE THE FIRST COUNTY IN AMERICA TO END FOOD INSECURITY



RESOURCES

Kern County: 916,108
FIR: 18% (164,900)
20 lbs monthly: 3,298,000
Currently distributing: 2,000,000
Approximately 61%



ACCESS

Currently have distributions
in every community in Kern
(215+) Need about 325+ to
provide full access in every
community during accessible
days/hours.



INFORMATION

We will leverage technology
to create a multi-layered
information system



Food Purchasing

The Key To Meeting The Rising Demand

Food purchasing allows us to provide a stable menu of items to our sites that is not dependent on donations from stores.

The end of the CalFoods One Time funding will pose a critical challenge in 2025.



Food Locker Project

Refrigerated food lockers
multiply access to emergency
food 24 hours a day, everyday.

- We want to place 15 units around Kern County at accessible school and hospital sites.
- Units can be co-branded with donor business/organization





FOOD BANK CHAMPION

