



DATE: January 27, 2026

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	June Nachor	Mike Riar
Denise Boshers	Leslie Friend	Chase Nunneley	Janea Roberts
Michael Bowers	Ariana Joven	Fred Plane	Rudy Salas
Lillian Brust	Traco Matthews	Celeste Porter	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 18, 2025 Board of Directors Meeting – **Action Item (p. 3-6)**
- b. Minutes of the January 13, 2026 Board of Directors Meeting – **Action Item (p. 7-8)**

IV. New Business

- a. Introduction and Welcome of New Board Members – **Info Item (Verbal Report)** Catherine Anspach, Director of Development
- b. Request for Board Review and Signature – **Info Item (p. 9-13)** Catherine Anspach, Director of Development
- c. Financial Reports – **Action Item (p. 14-32)** Tracy Webster, Chief Financial Officer
- d. CAPK Food Bank Government Shutdown Summary – **Info Item (p. 33-34)** Tracy Webster, Chief Financial Officer
Kelly Lowery, Food Bank Administrator
- e. Fundraising Update – **Info Item (p. 35-41)** Catherine Anspach, Director of Development
- f. CAPK Foundation 2026 Calendar of Events – **Info Item (p. 42-43)** Catherine Anspach, Director of Development
- g. Gourmet for Good Discussion & Next Steps – **Info Item (p. 44)** Catherine Anspach, Director of Development
- h. Grant Funding Report – **Info Item (p. 45-46)** Annelisa Corona, Community Development Supervisor

V. Next Steps and Board Member Comments

VI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 24, 2026
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 21, 2026. Lara Popkin, Administrative Coordinator.



DATE	November 18, 2025
TIME	12:00 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 Ariana Joven called the meeting to order at 12:06pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Denise Boshers, Michael Bowers (arrived at 12:14pm), Lillian Brust, Don Bynum, Ariana Joven, Chase Nunneley, Fred Plane, Janea Roberts (attended virtually) & Chei Whitmore (left at 12:45pm).

Absent: Kevin Burton (Chair), Michael Bowers, Nila Hogan and Traco Matthews.

Others Present: Jeremy Tobias; Chief Executive Officer, Pritika Ram; Chief Business Development Officer, Tracy Webster; Chief Financial Officer, Lisa McGranahan; Chief Human Resource Officer, Susana Magana; Director of Health & Nutrition, Gabrielle Alexander; Director of Finance, Catherine Anspach; Director of Development; other CAPK staff.

Ariana Joven mentioned that Janea Roberts will be participating remotely, per the Brown Act guidelines, as she has met the criteria to attend remotely.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

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

V. New Business

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

Tracy Webster presented the financial report for January 1 through October 31, 2025. She reviewed contributions by purpose, noting that the Foundation received 645 contributions totaling \$442,787.56, with about 51% benefiting the Food Bank. She also reviewed the October income statement showing net income of \$115,919, the balance sheet, which reflects program-level income and expenses, and the Budget-to-Actual report.

Ariana Joven asked whether Food Bank contributions have increased. Tracy explained that November donations were higher due to the government shutdown and special Food Bank distributions. Pritika Ram added that some donations are pledged commitments that will be received later in the year. Tracy noted that although donations increased, expenses also rose to support the additional distributions. Ariana requested more details on the related costs.

Tracy reported that California approved a one-time \$2 million Cal-Foods allocation, allowing the Food Bank to purchase food from California producers. Due to the government shutdown and paused SNAP benefits, the Governor authorized an advance on these funds to support additional food distributions. Tracy noted that using the funds early may create challenges for future funding.

Susana Magana, Director of Health & Nutrition, shared that the Food Bank typically distributes about 400,000 pounds of food per week, but during the shutdown, it distributed approximately one million pounds in a single week, serving an additional 15,000 families, including federal workers.

Pritika Ram noted that more than \$300,000 was raised during the shutdown, and new partnerships were formed. A detailed cost report will be provided to the Board in January. Tracy added that the effort was supported by twenty staff members and local volunteers. Jeremy Tobias added that Kelly Lowery at the Food Bank stepped up to address the challenges and created a task force with county and city officials, elected representatives, and community members to help with the distributions. He emphasized that CAPK and the Food Bank did an exceptional job supporting the community during this difficult time.

A Motion was made and seconded to approve the Financial Reports. Carried by unanimous vote (Bowers/Whitmore).

b. Bylaw Amendments: Transition from Brown Act Governance to Private Nonprofit Governance – Alex Dominguez, Klein DeNatale Goldner & Pritika Ram, Chief Business Development Officer – **Action Item**

Alex Dominguez apologized for not being there in person to present but explained that he has been working with Pritika Ram, the Ad Hoc Committee composed of members from the Foundation Board, and other CAPK staff to conduct an internal review of the CAPK Foundation Bylaws. The review found that the Foundation does not need to comply with the Brown Act. Alex stated that the edits to the bylaws involve removing all language and references to the Brown Act. He added that once the edits were presented to the Ad Hoc Committee, a few suggestions were made regarding revising term limits, reappointment, and the selection process. The officer section was also revised to allow the board to appoint the president, who can then appoint other officers, such as the treasurer and secretary.

Pritika Ram added that some of the changes were also general edits intended to clean up the bylaws.

Ariana Joven asked the board for a motion to approve the amendments made to the Foundation Bylaws. A motion was made and seconded to approve the amendments, and it was carried by unanimous vote (Bowers/Bynum).

c. 2026 Board Meeting Calendar – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach said that this is the last meeting for 2025 and noted that the calendar reflects the schedule for 2026. She added that, although there has been discussion about holding more virtual meetings, the suggested dates are for in-person meetings. While she understands that circumstances may arise, it is still important to meet in person.

Fred Plane asked whether the January meeting should be rescheduled due to the National Community Action Leadership Conference. Catherine responded that most of the leadership team will still be available for the meeting.

A Motion was made and seconded to approve the 2026 Board Meeting Calendar. Carried by unanimous vote (Whitmore/Bowers).

d. Ad Hoc Selection Committee Update – Ariana Joven, Vice-Chair – **Info Item**

Ariana Joven said that the Ad Hoc Committee met on October 17th to discuss how the Foundation Board will proceed with new board member nominations. She noted that the Foundation is still accepting applications. Once the application period ends, the Ad Hoc Committee will conduct interviews and present the suggested new members to the Foundation Board for approval.

Catherine Anspach added that only one application has been received so far. She suggested that board members follow up with anyone who might be interested. Ariana asked whether the application period could be extended by one week, and the board agreed.

e. Fundraising Update – Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach reviewed her annual appeal campaign, stating that it will support the CAPK Food Bank. She noted that she worked with board member Traco Matthews to write a story for *Greet Magazine*. Catherine also added that a board-wide fundraising page was created for each board member to use for fundraising.

Lara Popkin demonstrated the fundraising page, explaining that all board members have a page they can share within their networks to raise money for the Food Bank. Chase Nunneley added that he was able to secure a \$25,000 donation from Strata Credit Union to support his fundraising efforts. He also shared his page with his network to help support the Food Bank. Lara noted that the pages can be shared on social media or via email. Catherine added that the pages are still active and can continue to be shared.

Catherine also mentioned the Head Start coat distribution, sponsored by California Resources Corporation and Chevron, noting that all 1,400 children in Head Start received new winter coats.

She then discussed the Taste of Gratitude donor recognition event, which was postponed due to issues with the government shutdown. She stated that the new date will be shared with the board once established.

Catherine highlighted the East Kern Holiday distributions for November and December, noting that 630 families will receive holiday meals in Mojave and Rosamond. She also mentioned the holiday meals for M Street for Christmas and Thanksgiving, inviting board members to come.

Catherine added that Maya Cinemas is offering two free movie tickets to anyone who makes a \$10 donation to the Food Bank. She also mentioned the Turkey Day Run, which will support the Food Bank on Thanksgiving Day.

Lastly, Catherine asked Lara Popkin to explain the final campaign. Lara stated that the Giving Machine campaign is organized by the Latter-day Saints. This campaign uses a vending machine that allows individuals to make donations to support the CAPK Food Bank.

f. Grant Funding Report—Annelisa Corona, Community Development Supervisor – ***Info Item***

Annelisa Corona added that this will be a new report providing a recap of grant opportunities the Foundation is pursuing. She noted that two grants have already been awarded and two have been submitted. One awarded grant is for \$5,000 to the East Kern Family Resource Center. The other awarded grant is a \$10,000 sponsorship from Chevron to support the 2026 Head Start Coat Distribution. Annelisa said that one submitted application was for \$5,000 to support the VITA tax program in Kern River Valley. The final grant opportunity she reported on is for \$7,000 to support the Oasis Family Resource Center.

VII. Board Member Comments

Michael Bowers thanked the CAPK Foundation team for all their hard work recently. Don Bynum added that he was glad to be on a board that supports the community and takes action when needed.

VIII. Next Scheduled Meeting

Board of Directors Meeting

12:00 pm

Tuesday, January 27, 2026

CAPK Administrative Offices, Board Room

1300 18th Street., Suite 200

Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 12:58 pm.



DATE	January 13, 2026
TIME	11:00 am
LOCATION	Virtual- Microsoft Teams

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

The meeting was called to order at 11:03am.

a. Roll Call

The following board members were present:

Present: Denise Boshers, Ariana Joven, Traco Matthews, Chase Nunneley, Fred Plane, Janea Roberts and Chei Whitmore (joined at 11:07am).

Absent: Kevin Burton (Chair), Michael Bowers, Lillian Brust and Don Bynum.

Others Present: Jeremy Tobias; Chief Executive Officer, Pritika Ram; Chief Business Development Officer, Catherine Anspach; Director of Development; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

No items on the Consent Agenda.

V. New Business

a. CAPK Foundation – New Board Members – Catherine Anspach, Director of Development– **Action Item**

Catherine Anspach presented the following item, requesting that the Board approve the five individuals listed as new Foundation Board members. She briefly explained the interview process with internal CAPK staff and noted that there was unanimous agreement to recommend approval of these members.

Traco Matthews said he knows a few of the individuals and is happy that the Foundation is accepting all five members.

Denise Boshers asked whether any of the individuals intended to run for political office or local government. Janea Roberts said she shared the same concern; however, Pritika Ram and Catherine Anspach said the issue would be addressed if it arose in the future.

Catherine Anspach recommended that the Board approve this item.

A Motion was made and seconded to approve the CAPK Foundation – New Board Members. Carried by unanimous vote (Matthews/Whitmore).

VII. Board Member Comments

No comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting

12:00 pm

Tuesday, January 27, 2026

CAPK Administrative Offices, Board Room

1300 18th Street., Suite 200

Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 11:17 am.



MEMORANDUM

To: Board of Directors *Catherine Anspach*
From: Catherine Anspach; Director of Development
Date: January 27, 2026
Subject: *Agenda Item 4b: Request for Board Review and Signature*

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

1. **Conflict of Interest Statement**
2. **Oath and Confidentiality Agreement**
3. **Board Member Roles & Responsibilities Agreement**

These documents help ensure we remain transparent, aligned, and effective as a Board, and they reinforce the shared expectations that support our fundraising and community impact efforts.

Kindly return the signed documents at the end of this meeting or if needing further review, please return no later than Friday, February 6, 2026.

Attachments:

Conflict of Interest

Oath and Confidentiality Agreement

Board Member Roles and Responsibilities

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

CAPK Foundation 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 Foundation"), 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 the CAPK Foundation. 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 Foundation or Community Action Partnership of Kern ("CAPK"), has a transaction or arrangement;
- (ii) A compensation arrangement with CAPK Foundation or CAPK, or with any entity or individual with which CAPK Foundation 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 Foundation 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. An further, no member of the Board, any Committee, or staff of CAPK Foundation shall obtain any list of clients of CAPK Foundation or CAPK for personal or private solicitation purposes at any time during the term of their affiliation.

PROCEDURES FOR DETERMINING AND ADDRESSING CONFLICTS:

Interested persons must disclose financial interests. If a conflict exists, the person must leave the meeting during deliberation and voting. Disinterested directors will determine whether the transaction is fair and reasonable.

Meeting minutes must document who disclosed a financial interest, the nature of the interest, actions taken, and votes recorded.

Any board or committee member receiving compensation from CAPK Foundation cannot vote on matters related to their own compensation.

REPRESENTATIONS AND WARRANTIES

Pursuant to CAPK Foundation conflict of interest policy, the undersigned represents and warrants the following:

1. I have read and reviewed CAPK Foundation'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 Foundation is a charitable organization and this policy is necessary to maintain CAPK Foundation'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



Board Member Roles & Responsibilities Agreement

Purpose

The Board Member Roles & Responsibilities agreement serves as the foundation for a successful and engaged Board. As a member of the CAPK Foundation Board, you play a critical role in supporting our mission: to provide and advocate for resources that empower individuals and families in Kern County to become self-sufficient. This guide outlines the expectations and responsibilities that ensure each Board Member contributes meaningfully to that mission.

Term Limits & Commitment

Board members serve a three-year term, with the option to renew their term based on the needs of the Foundation and the members' performance.

During their term, members are expected to actively participate in board and committee meetings, contribute to fundraising and outreach efforts, and represent the Foundation in the community.

Roles & Responsibilities

- Create an atmosphere of philanthropy and ambassadorship by leading by example.
- Commit time to attend no less than 80% of Board & Committee meetings, unless otherwise approved.
- Required to attend at least four CAPK-sponsored events throughout the calendar year.
- Possess talents and abilities that are needed by the Board to advance the mission of the CAPK Foundation.
- Actively and constructively participate in Board discussions and activities.
- Be free of any conflict of interest.
- Uphold the Oath of Confidentiality.
- Support the mission and values of Community Action Partnership of Kern (CAPK) and the CAPK Foundation.

Financial Commitment & Responsibilities

- Secure \$1,500 via sponsorships, In-kind, or personal contribution or a combination thereof by the end of each calendar year.
- Additionally, board members are expected to purchase two tickets to *Gourmet for Good*, unless they or their organization are sponsors, in which case tickets are included and no separate purchase is required.

Foundation Board Member Signature

Date



BOARD MEETING

JANUARY 27, 2026

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2025 to 12/31/2025

Purpose	Amount	# Contributions
General	\$13,507.46	108
M Street Navigation Center - Homeless Center	\$17,997.38	18
Oasis Family Resource Center - Ridgecrest	\$8,040.51	24
East Kern Family Resource Center	\$35,517.36	6
Shafter Youth Center	\$148.05	8
Volunteer Income Tax Assistance - VITA	\$16,202.74	10
Food Bank	\$608,317.02	746
Friendship House	\$50.00	1
Head Start	\$25,000.00	3
Gourmet for Good	\$189,036.42	115
Friendship House Casino Night 2025	\$25,070.50	43
Hunger Action Month	\$7,069.74	30
Veterans Services	\$2,697.32	6
Veterans Services	\$5,716.90	13
Total	\$954,371.40	1131



Community Action Partnership of Kern Foundation

Balance Sheet
as of 12/31/2025

	Account Number	Account Name	Amount
Assets			
1000		Checking	\$165,180.63
1010		Money Market	\$72,720.05
1101		Stripe Payments	\$7,936.47
Total Assets			\$245,837.15
Liabilities			
2100		Accounts Payable	\$42,060.93
2200		Accrued Expenses	\$35,850.78
Total Liabilities			\$77,911.71
Equity			
3000		General Fund - Fund Balance	\$156,907.88
3101		Food Bank - Fund Balance	\$15,363.76
3104		Friendship House Community Center - Fund Balance	\$4.00
3108		M Street Navigation Center - Homeless Center - Fund Balance	\$96.80
3110		Head Start - Fund Balance	\$10,000.00
3114		Veterans Services - Fund Balance	\$53.00
3115		Gourmet for Good 2026 - Fund Balance	-\$14,500.00
Total Equity			\$167,925.44
Total Liabilities + Total Equity			\$245,837.15



Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2025 to 12/31/2025

	Account Number	Account Name	Amount
Income			
4220		Contributions Income	\$600,850.33
4230		Fundraising	\$234,478.33
4310		Interest Earned	\$3,651.06
4900		CAPK Agency Contribution	\$474,983.00
Total Income			\$1,313,962.72
Expense			
5105		Salaries	\$255,796.65
5205		Benefits	\$73,392.26
6105		Local Travel - Staff	\$7,356.16
6120		Out of Town Travel - Staff	\$645.27
6125		Out of Town Travel - Board	\$290.70
6135		Per Diem - Staff	\$687.50
6140		Per Diem - Board	\$100.25
6150		Vehicle Gasoline	\$819.47
6205		Rent/Lease	\$6,012.41
6210		Repair/Maintenance/Incidental Alterations	\$2,368.36
6235		Utilities	\$3,616.65
6305		Office Supplies	\$24,991.16
6505		Legal Fees	\$3,164.50
6510		Audit Fees	\$1,650.00
6520		Consultant Services	\$28,858.40
6525		Software Support/Maintenance	\$10,553.00
6605		Communications	\$1,693.32
6610		Postage	\$4,682.75
6615		Printing	\$9,978.06
6620		Risk Insurance	\$18.00
6625		Hiring Costs	\$0.75
6635		Board Costs	\$871.18
6645		Tuition/Registration Fees - Staff	\$4,210.93
6660		Equipment Rent/Lease	\$18,031.99
6675		Outreach	\$95,764.18
6680		Training Expenses	\$2,347.45
6685		Meeting Expenses	\$5,413.58
6690		Membership Fees	\$1,342.00
6695		Bank Fees	\$6,722.71
6715		Licensing/Misc Fees	\$476.03
6990		Contribution - CAPK	\$621,099.50
7127		Client Incidentals	\$47,343.60
7180		Volunteer Costs	\$213.82
7910		Facility Use	\$2,874.48
9999		Indirect Expense	\$45,561.76
Total Expense			\$1,288,948.83
Net Income (Loss)			\$25,013.89



Community Action Partnership of Kern Foundation

Fund Activity Summary
for the period of 01/01/2025 to 12/31/2025

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	\$125,872.46	\$512,483.08	\$481,447.66	\$31,035.42	\$0.00	\$31,035.42	\$156,907.88	\$125,872.46
Food Bank	\$6,696.72	\$529,411.42	\$520,744.38	\$8,667.04	\$0.00	\$8,667.04	\$15,363.76	\$6,696.72
Volunteer Income Tax Assistance - VITA	\$0.00	\$21,010.24	\$21,010.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Friendship House Community Center	\$0.00	\$27,921.50	\$27,917.50	\$4.00	\$0.00	\$4.00	\$4.00	\$0.00
Shafter Youth Center	\$0.00	\$7.05	\$7.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
East Kern Family Resource Center	\$0.00	\$38,774.36	\$38,774.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Oasis Family Resource Center - Ridgecrest	\$145.35	\$12,301.51	\$12,446.86	\$-145.35	\$0.00	\$-145.35	\$0.00	\$145.35
M Street Navigation Center - Homeless Center	\$200.00	\$22,877.38	\$22,980.58	\$-103.20	\$0.00	\$-103.20	\$96.80	\$200.00
Head Start	\$6,761.59	\$25,000.00	\$21,761.59	\$3,238.41	\$0.00	\$3,238.41	\$10,000.00	\$6,761.59
Gourmet for Good	\$3,235.43	\$110,948.46	\$114,183.89	\$-3,235.43	\$0.00	\$-3,235.43	\$0.00	\$3,235.43
Veterans Services	\$0.00	\$13,227.72	\$13,174.72	\$53.00	\$0.00	\$53.00	\$53.00	\$0.00
Gourmet for Good 2026	\$0.00	\$0.00	\$14,500.00	\$-14,500.00	\$0.00	\$-14,500.00	\$-14,500.00	\$0.00
Total	\$142,911.55	\$1,313,962.72	\$1,288,948.83	\$25,013.89	\$0.00	\$25,013.89	\$167,925.44	\$142,911.55



Community Action Partnership of Kern Foundation

Budget to Actual
for the period of 01/01/2025 to 12/31/2025

Account Number	Account Name	Current Period (01/01/2025 to 12/31/2025)			
		Actual	Budget	Variance \$	Variance %
Income					
4220	Contributions Income	\$600,850.33	\$497,500.00	\$103,350.33	20.77%
4230	Fundraising	\$234,478.33	\$175,000.00	\$59,478.33	33.99%
4310	Interest Earned	\$3,651.06	-	-	-
4900	CAPK Agency Contribution	\$474,983.00	\$562,819.00	-\$87,836.00	-15.61%
Total Income		\$1,313,962.72	\$1,235,319.00	\$74,992.66	6.07%
Expense					
5105	Salaries	\$255,796.65	\$305,161.00	-\$49,364.35	-16.18%
5205	Benefits	\$73,392.26	\$105,473.00	-\$32,080.74	-30.42%
6105	Local Travel - Staff	\$7,356.16	\$700.00	\$6,656.16	950.88%
6120	Out of Town Travel - Staff	\$645.27	\$22,500.00	-\$21,854.73	-97.13%
6125	Out of Town Travel - Board	\$290.70	-	-	-
6135	Per Diem - Staff	\$687.50	\$1,750.00	-\$1,062.50	-60.71%
6140	Per Diem - Board	\$100.25	-	-	-
6150	Vehicle Gasoline	\$819.47	\$550.00	\$269.47	48.99%
6205	Rent/Lease	\$6,012.41	-	-	-
6210	Repair/Maintenance/Incidental Alterations	\$2,368.36	-	-	-
6235	Utilities	\$3,616.65	-	-	-
6305	Office Supplies	\$24,991.16	\$18,850.00	\$6,141.16	32.58%
6505	Legal Fees	\$3,164.50	-	-	-
6510	Audit Fees	\$1,650.00	-	-	-
6520	Consultant Services	\$28,858.40	\$6,000.00	\$22,858.40	380.97%
6525	Software Support/Maintenance	\$10,553.00	-	-	-
6605	Communications	\$1,693.32	\$4,000.00	-\$2,306.68	-57.67%
6610	Postage	\$4,682.75	-	-	-
6615	Printing	\$9,978.06	\$15,000.00	-\$5,021.94	-33.48%
6620	Risk Insurance	\$18.00	-	-	-
6625	Hiring Costs	\$0.75	\$450.00	-\$449.25	-99.83%
6630	Employee Costs	\$0.00	\$1,200.00	-\$1,200.00	-100%
6635	Board Costs	\$871.18	\$3,000.00	-\$2,128.82	-70.96%
6645	Tuition/Registration Fees - Staff	\$4,210.93	\$7,750.00	-\$3,539.07	-45.67%
6660	Equipment Rent/Lease	\$18,031.99	-	-	-
6675	Outreach	\$95,764.18	\$106,000.00	-\$10,235.82	-9.66%
6680	Training Expenses	\$2,347.45	\$7,500.00	-\$5,152.55	-68.7%
6685	Meeting Expenses	\$5,413.58	\$4,000.00	\$1,413.58	35.34%
6690	Membership Fees	\$1,342.00	\$1,500.00	-\$158.00	-10.53%
6695	Bank Fees	\$6,722.71	-	-	-
6715	Licensing/Misc Fees	\$476.03	-	-	-

Account Number	Account Name	Actual	Current Period (01/01/2025 to 12/31/2025)		
			Budget	Variance \$	Variance %
6990	Contribution - CAPK	\$621,099.50	\$572,770.00	\$48,329.50	8.44%
7127	Client Incidentals	\$47,343.60	-	-	-
7180	Volunteer Costs	\$213.82	-	-	-
7910	Facility Use	\$2,874.48	-	-	-
9999	Indirect Expense	\$45,561.76	\$51,165.00	-\$5,603.24	-10.95%
Total Expense		\$1,288,948.83	\$1,235,319.00	-\$54,489.42	-4.41%
Total		\$25,013.89	\$0.00	\$129,482.08	0%



CAPK Foundation Financial Year in Review

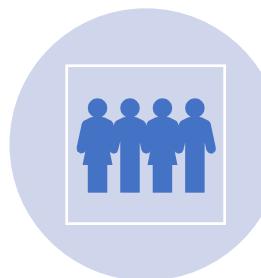
PRESENTED BY: TRACY WEBSTER
CHIEF FINANCIAL OFFICER



Organization 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.

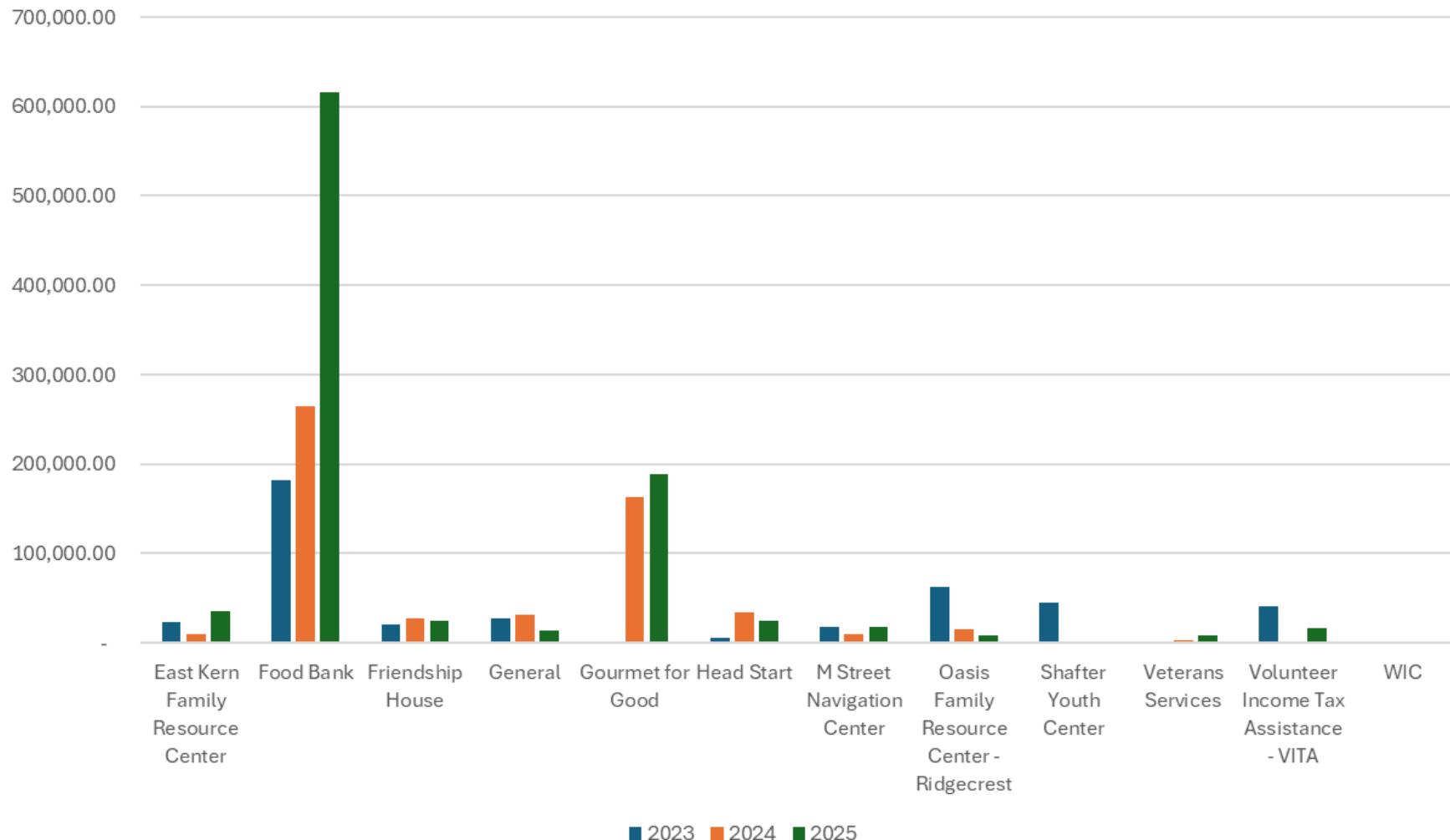


It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.



2025 Performance

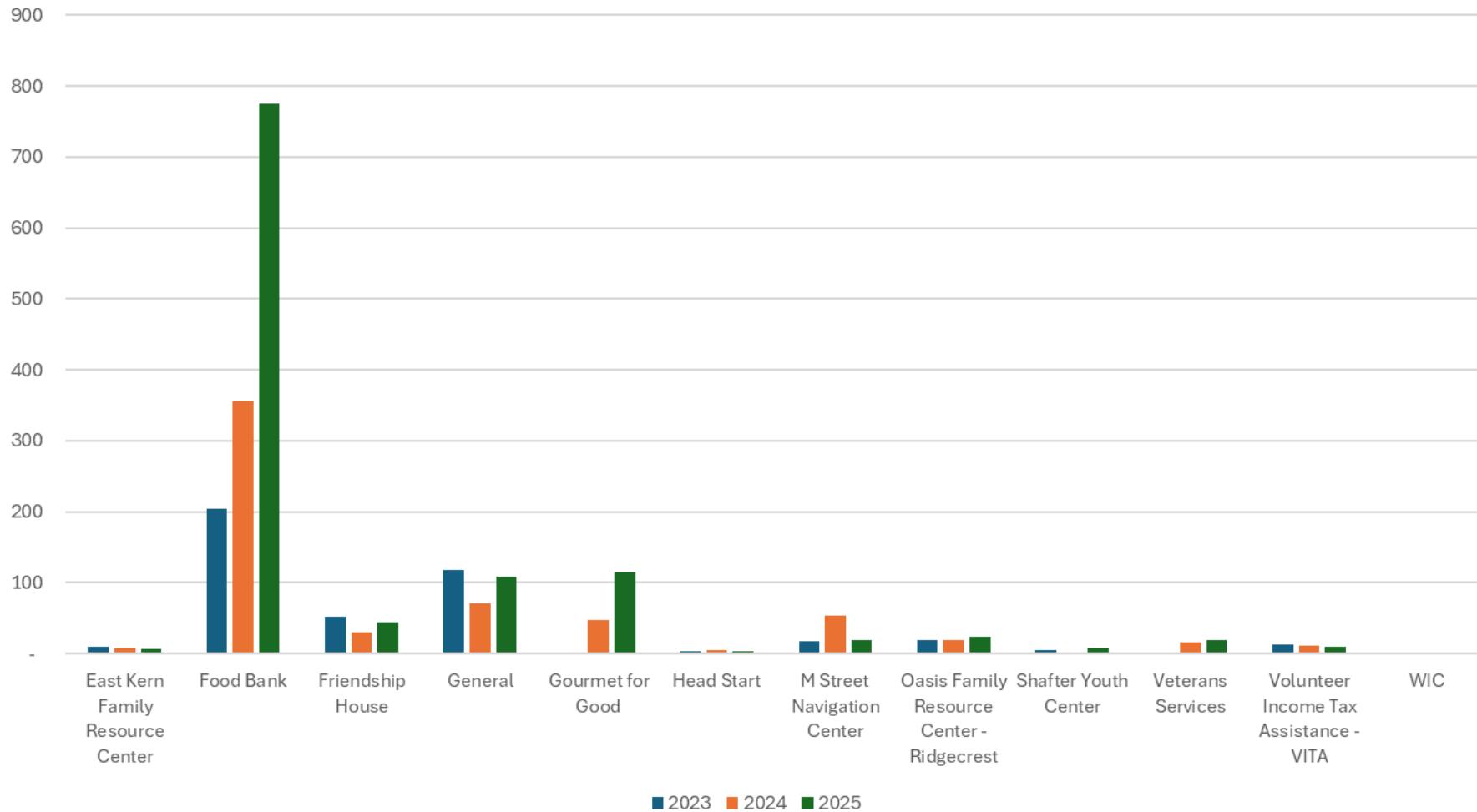
3-Year Revenue Growth by Purpose



Revenue Growth:
2023 \$426,451
2024 \$558,732 (up 31.0%)
2025 \$954,371 (up 70.8%)

Growth was not “broad-based”. It largely scaled-up the Food Bank and there was continued strength in Gourmet for Good.

3-Year Number of Contributions



Donor activity surged but the average gift ticket down

2023 477

2024 645 (up 35.2%)

2025 1,131 (up 75.3%)

Average dollars per contribution:

2023 \$894 Average

2024 \$866 Average

2025 \$844 Average

Expenses by Category

While Salaries/Benefits grew by 75% from 2023 to 2025, this was met by stronger growth in supporting programs. Program Contribution and support of CAPK clients grew by 158% from 2023 to 2025.

Category	2023	2024	2025
Salaries/Benefits	\$187,621	\$311,693	\$329,189
Operating Costs	178,038	226,264	291,103
Program Contribution	258,766	428,509	621,100
Client Incidentals	-	19,729	47,557
TOTAL	\$624,425	\$986,196	\$1,288,949

Three-Year Income and Expense Highlights



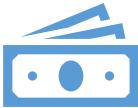
Revenue growth accelerated from \$704.8K (FY23) to \$1.31M (FY25), driven by contributions, fundraising, and growing agency support



Positive net income each year, with surpluses of \$80.4K (FY23), \$21.6K (FY24), and \$25.1K (FY25), reflecting sustained fiscal stability



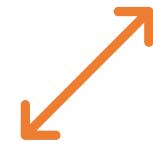
Total expenses scaled with growth, increasing from \$624.4K → \$1.29M as programs and staffing expanded



Salaries & benefits rose from \$187.6K → \$329.2K, reflecting workforce growth and benefit cost increases



Program contributions (CAPK) more than doubled, expanding from \$258.8K → \$621.1K, now the largest expense category



Direct client support increased, with client incidentals introduced in FY24 and rising to \$47.6K in FY25, aligned with service expansion



2026 Budget

FY 2026 Budget Overview



Revenue

- Total projected revenue: **\$1,228,875**
 - **\$525,500** from CAPK program fundraising
 - **\$218,000** from the Gourmet for Good event
 - **\$485,375** operational transfer from CAPK

Expenses

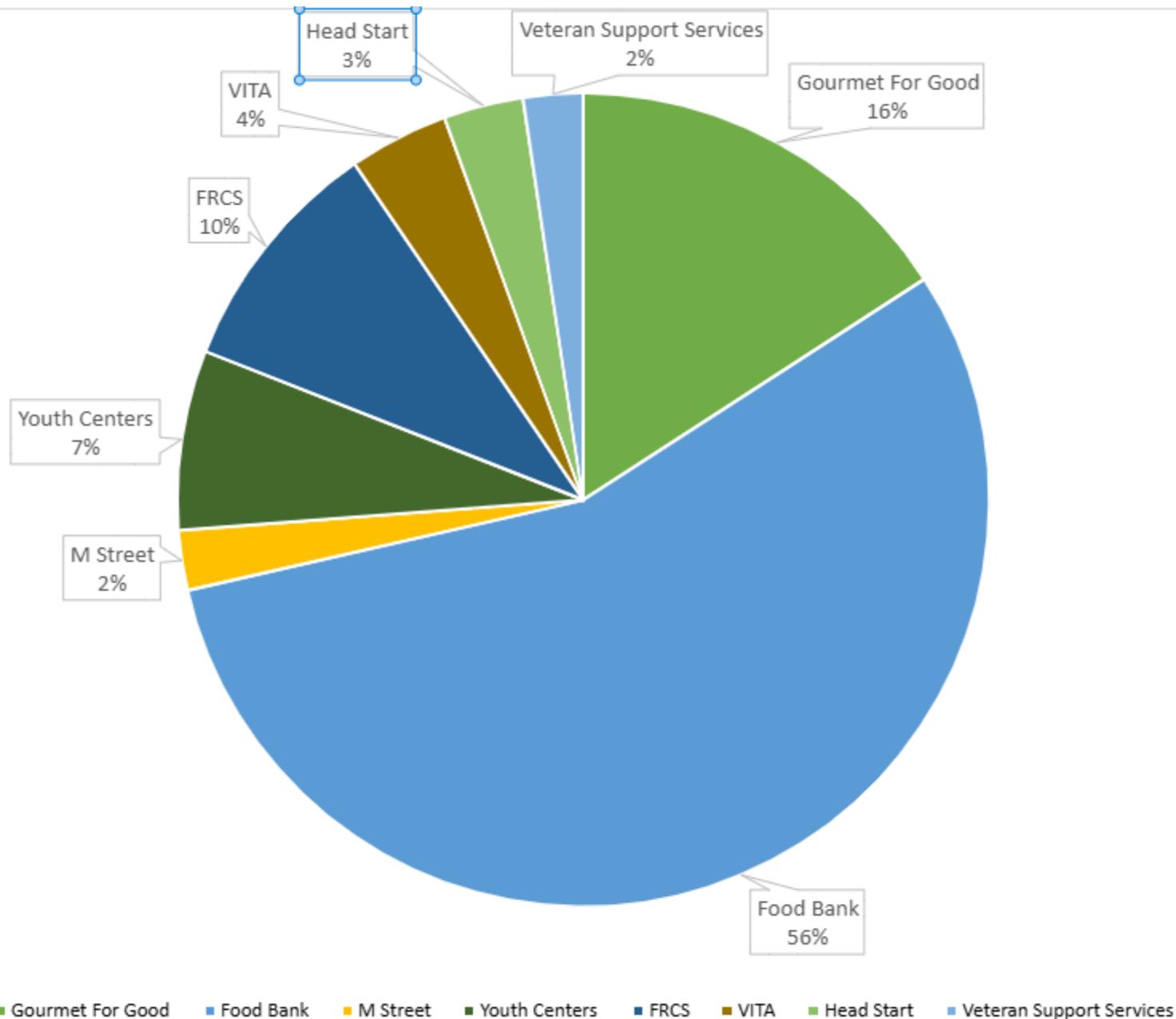
- Total projected expenses: **\$1,258,875**
 - **\$515,375** for operating expenses (staffing, administrative, and indirect costs)
 - **\$743,500** for program-related expenses (distributed to programs per donor intent)

Carry-over

- FY 2025 carryover: **\$30,000**
 - Offsets the projected deficit
 - Ensures a balanced budget to start FY 2025

The operational expenses for FY 2026 decreased by 10% compared to FY 2025

- Elimination of Donor Relations Administrator position
- Replaced with Community Development Supervisor position at @70%
- Oversight of operational expenses has improved







MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Finance Officer
Kelly Lowery, Food Bank Administrator

Date: January 27, 2026

Subject: *Agenda Item 4d: CAPK Food Bank Government Shutdown Summary - Info Item*

This memo provides a comprehensive recap of CAPK's emergency response to the recent government shutdown that disrupted CalFresh (SNAP) benefits for approximately 100,000 households in Kern County, and details the financial investment required to address this crisis.

Background

When the federal government shutdown threatened CalFresh benefit distribution, CAPK immediately mobilized our Food Bank to coordinate an emergency food distribution effort. Working with a local task force, the Food Bank Administrator, Kelly Lowery, executed a planned response to serve households that temporarily lost their benefits.

The distribution lasted approximately 1.5 weeks before benefits were restored by the government. During this critical period, the County of Kern Department of Human Services reported that roughly 110,000 households in Kern County receive CalFresh benefits and were impacted by the shutdown.

Emergency Response Operations:

The CAPK Food Bank organized and executed nine (9) emergency distribution events strategically located across the county:

- Five (5) distributions in metro-Bakersfield (the highest concentration of CalFresh beneficiaries based on the County of Kern mapping data)
- Four (4) distributions in outlying areas

Response Impact:

- 819,314 pounds of food distributed
- Over 12,000 households served
- One-week distribution window during the shutdown period

This undertaking represented a true community effort involving multiple partners, coordinated logistics, and volunteers, including the National Guard, to ensure the rapid deployment of resources to those most in need.

Financial Summary – Emergency Response Cost Analysis:

Category	Amount
Grant Funding	(\$66,205)
Donations	(\$283,538.17)
In-Kind Equipment/Services/Support	\$264,631
Donated & Purchased Food	\$1,286,614
Direct Expenses	\$60,969
TOTAL EMERGENCY RESPONSE COSTS	\$1,262,471

This emergency response, lasting just one and a half weeks, cost over \$1.2 million, highlighting the substantial financial and logistical demands of managing even brief interruptions to federal assistance programs. The operation succeeded largely because of strong community support through equipment donations, volunteer labor, professional services, and food contributions. Without this generous community involvement, the financial burden of distribution would have been unsustainable. However, if the crisis had extended beyond two weeks, the mounting expenses would have exhausted available community resources and shifted the financial responsibility onto the responding agency.

The donations consisted of the following:

Individual: A total of **\$55,344** from 295 individual donors.

Corporate: A total of **\$212,194**, including \$100,000 from the Patel Foundation, \$50,000 from The Wonderful Company, \$30,000 from Bank of America, \$25,000 from Strata Credit Union and others.

Government: A total of **\$16,000**, including \$5,500 from Chris Parlier, \$5,000 from David Couch, \$5,000 from Leticia Perez, and \$500 from Jeff Flores.

Note: During our last meeting, staff reported that the City of Bakersfield Mayor and City Council approved an allocation of \$100,000 toward CAPK Food Bank's response efforts. This allocation was intended to help mitigate the financial impact of our emergency food operations. However, after careful consideration, CAPK has officially declined this funding because by the time the City Council approved the allocation, the government shutdown had ended and the CalFresh benefits were fully restored.

This event underscores both the vulnerability of food-insecure households that rely on federal resources and CAPK's essential role as a community safety net provider. While we are grateful that benefits were quickly restored, this experience highlights the importance of maintaining robust emergency response capabilities and strong community partnerships.

QUARTER 4

FUNDRAISING

Update





ANNUAL COAT DRIVE

**1,400 CHILDREN
RECEIVED NEW
WINTER COATS**

\$20,000 IN SPONSORSHIP



FRIENDSHIP HOUSE

Casino night

NOVEMBER 7, 2025

\$11,478.53 RAISED





NOTABLE ONE-TIME GIVING

GOV'T SHUTDOWN
END-OF-YEAR GIVING

\$283,538
\$103,425



EXTERNAL EVENTS

TURKEY DAY RUN	\$500
SIKH RIDERS	\$4,000
MAYA CINEMAS	\$5,920
STATER BROS	\$15,000



HOLIDAY MEAL CELEBRATIONS

**M STREET
NAVIGATION
CENTER**

SPONSORED BY

Dignity Health
Mercy & Memorial Hospitals.TM

AgWest
FARM CREDIT

HOLIDAY MEAL DISTRIBUTIONS



\$34,000 SPONSORSHIP

Through 3 different pieces of funding, we were able to feed 360 families in Mojave and 300 families in Rosamond for Thanksgiving & Christmas



 **capk** East Kern Family Resource Center



aes



QUESTIONS?





CAPK Foundation 2026 Calendar of Events

January 2026	
Jan. 19:	SOS Recycling & National Pan-Hellenic Council Recycling event to benefit the Food Bank
Jan. 23:	Food Bank Lunch and Learn
February 2026	
Feb 13:	Dutch Bros Day of Giving to benefit the Oasis FRC
Feb 26:	Del Oro Pancake Fundraiser to benefit Food Bank
March 2026	
Mar 7:	Bakersfield West Rotary Cioppino Feed; CAPK Foundation is a beneficiary
Mar 28:	CalPortland Golf Tournament to benefit the East Kern FRC
TBD:	Night at the Condors to benefit the Food Bank
April 2026	
Apr 24:	Food Bank Lunch and Learn
TBD:	CRC Easter Visits to benefit Head Start (Taft & Shafter)
May 2026	
No events currently	
June 2026	
June 6:	Hot Fudge Run to benefit the Family Resource Centers
June 6:	3 rd Annual Gourmet for Good Foundation Fundraiser
Jun 20:	Father's Day Run to benefit the M Street Navigation Center
TDB:	Oasis Family Resource Center Baby Shower
All Month:	Valley Strong Huggy Heart Campaign
July 2026	
No events currently	
August 2026	
Aug 8:	Friendship House Back to School Drive
September 2026	
All month:	Food Bank Hunger Action Campaign
October 2026	
Oct 25:	Monster Mash Dash to benefit Friendship House Community Center
TBD:	Veterans & Supportive Services KGET Drive-Thru Lunch (SOS Recycle)

TBD:	Veterans Stand Down
TBD:	Friendship House Fall Fundraiser (Golf tourney)

November 2026

Nov 23:	East Kern Family Resource Center Thanksgiving Meal Distribution
Nov. 26:	M Street Navigation Center Thanksgiving Meal
Nov. 26:	Turkey Day Run to benefit the Food Bank
TDB:	Head Start Winter Coat Distribution
TBD	Joey Boone Concert/Coat Drive to benefit the M Street Navigation Center
TBD	Maya Cinemas Fundraiser to benefit the Food Bank (Through Dec. 23)

December 2026

Dec 1:	Giving Tuesday
Dec 21:	East Kern Family Resource Center Christmas Meal Distribution
TBD:	CRC Santa Visits to HeadStart (Taft & Shafter)
TBD:	M Street Navigation Center Christmas Luncheon



MEMORANDUM

To: CAPK Foundation Board

Catherine Anspach

From: Catherine Anspach, Director of Development

Date: January 27, 2026

Subject: *Agenda Item 4g: Gourmet For Good Discussion & Next Steps- Info Item*

Gourmet for Good is the signature event for the CAPK Foundation, and 2026 will be the third annual event. Last year, the event raised over \$202,000.00, with expenses totaling \$122,000.00, resulting in a net income of \$84,000.00. The 2025 event had 36 different sponsors that supported the event. The remaining funds were allocated to the following CAPK programs:

- M Street Navigation Center (\$5,000)
- Friendship House (\$2,250)
- East Kern Family Resource Center (\$2,500)
- Oasis Family Resource Center (\$5,000)
- VITA (Volunteer Income Tax Assistance) (\$5,000)
- Veteran Services (\$5,000)
- Food Bank (\$40,000)
- CAPK Foundation Reserve (\$12,250)

The goal for 2026 is to raise \$210,000 and \$100,000. The following sponsors have been confirmed for Gourmet for Good 2026:

The following sponsors have been confirmed for Gourmet For Good 2026:

Anthem	Platinum Gourmet Sponsor	\$25,000.00
Adventist Health	Epicurean Elite Sponsor	\$15,000.00
Daniells Phillips Vaughan & Bock	Friends of CAPK	\$2,000.00

Total: \$42,000.00

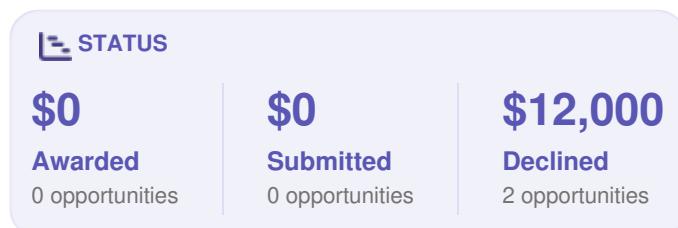
A planning Ad Hoc Committee will be formed to discuss sponsorship recruitment, the raffle, and other event strategies.

Instrumentl Opportunities Report - January 21, 2026

Projects: Foundation

Statuses: Abandoned Awarded - Closed Declined Awarded - Active LOI In Progress LOI Submitted Planned Researching Application In Progress Application Submitted

Date Range: Oct 14, 2025 - Dec 31, 2025



Displaying 6 opportunities

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
October 2025					
Kern River Valley Community Fund Competitive Grants Kern Community Foundation	Oct 14, 2025 (due Oct 15, 2025)	Declined	Requesting \$5,000		The Foundation will apply for funding to support the VITA program.
November 2025					

Rotary Club of China lake Charitable Foundation Grant Rotary Club of Chinalake Charitable F...	EL	Nov 1, 2025	Declined	Requesting \$7,000	The foundation will apply for funding to support two projects for the Oasis Family Resource Center. One focuses on improvements to the C-...
Rolling Grants					
Brinker International Charitable Giving Program Brinker International		Rolling	Researching	Unspecified amount	Potentially apply for EKFC Food pantry-Need price breakdown, number of monthly and annual food inquiries, families and children served through...
ECF of The Boeing Company- California: High Desert Chapter Grant Pr... Employees Community Fund Of The Boein...		Rolling	Abandoned	Unspecified amount	The Employee Community Fund (ECF) is a nonprofit organization led by Boeing employees which require an employee to sponsor a non-profit organization to...
PNC Foundation: Foundation Grant PNC Foundation		Rolling	Researching	Unspecified amount	This funding opportunity would support both Family Resource Centers, which offer the First 5 Kern program supporting families and children with...
Vons Foundation - Southern California The Albertsons Companies Foundation	LH	Rolling	Researching	US \$1,000 - US \$5,000	This funding opportunity encourages an employee sponsor.