



DATE: May 26, 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	Janea Roberts
Denise Boshers	Leslie Friend	Fred Plane	Rudy Salas
Michael Bowers	Ariana Joven	Celeste Porter	Chei Whitmore
Lillian Brust	Traco Matthews	Mike Riar	

II. 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 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 March 24, 2026 Board of Directors Meeting – **Action Item (p. 3-6)**

III. New Business

- | | |
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| a. Financial Reports – Action Item (p. 7-13) | Tracy Webster, Chief Financial Officer |
| b. Grant and Fund Development – Info Item (p. 14) | Pritika Ram, Chief Business and Development Officer |
| c. Fundraising Update – Info Item (p. 15-20) | Catherine Anspach, Director of Development |
| d. Program Presentation: Friendship House Community Center – Info Item (Verbal Report) | Lois Hannible, Program Administrator
Catherine Anspach, Director of Development |

IV. Board Member and Staff Comments

V. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, September 29, 2026
CAPK Administrative Offices, Board Room
1300 18th St., Suite 200

Bakersfield, CA 93301

VI. Adjournment



DATE	March 24, 2026
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

Chair Kevin Burton called the meeting to order at 12:02pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Denise Boshers, Lillian Brust, Don Bynum, Leslie Friend (arrived at 12:04pm), Traco Matthews (arrived at 12:08pm), June Nachor, Chase Nunneley, Fred Plane, Celeste Porter, Janea Roberts, & Rudy Salas (arrived at 12:12pm) & Chei Whitmore.

Absent: Michael Bowers, Ariana Joven & Mike Riar.

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.

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 (Roberts/Plane).

V. New Business

V.

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

Tracy Webster presented the report from January 2026 to February 2026, reviewing contributions by purpose. She also explained that the Foundation brings in funds and then distributes them back to the programs. In addition, she highlighted the budget-to-actual report. Catherine Anspach informed the new board members that Tracy can provide valuable insight into how the Foundation works if they have any questions.

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

- b. CAPK Foundation 2026 Information Returns and Attorney General Report – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the following informational item, noting that the Form 990 for 2025, as well as the state Form 199 and the Attorney General’s report for the Foundation, were filed on time and completed.

- c. Grant and Fund Development– Annelisa Corona, Community Development Supervisor – **Info Item**

Annelisa Corona noted the report in the agenda showcasing all philanthropic grants from the Community Development and Foundation team. The report highlights grants from January to March 2026.

Annelisa highlighted two grants applied for by the Foundation. One was the Community West Bank grant to support the VITA program’s day-to-day operations and professional development, which was awarded \$1,000. The other was the Elks Lodge Foundation grant, which had a unique application and was awarded \$10,000 in items. These items will be given to the Oasis Family Resource Center to support their upcoming baby shower event and food pantry. The Oasis Family Resource Center also received a \$3,000 grant to support the same event. Other grant applications are currently in progress or have been submitted.

Kevin Burton asked why CAPK was not awarded the Kern Community Foundation grant. Pritika Ram responded that it often depends on the funder’s area of focus, and the application may not have aligned with their mission. She added that CAPK has received this grant in the past.

- d. Gourmet for Good Committee Report – Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach shared that the Oasis Baby Shower will take place on July 18, 2026, in Ridgecrest, CA. She added that all board members are welcome to attend and that she will send out an email with more information. Catherine also noted that she is happy to provide more grant-related updates to the CAPK Foundation Board to highlight how the Community Development and Foundation team works together.

Catherine reported that the current total for Gourmet for Good is \$98,900. She mentioned that she has been meeting with individuals one-on-one, using Celeste Porter and Rudy Salas as examples of board members who are emailing potential sponsors. June Nachor added that the Tejon Tribe should be reaching out to sponsor soon, and Chei Whitmore shared that Valley Strong will also purchase a table for the event.

Catherine noted that the event last year reached \$150,000 before the event, but she is unsure if it will reach that amount this year. She shared that reaching \$130,000 to \$140,000 would be a strong outcome. She also mentioned wanting to explore additional ways to generate revenue during the event. One idea discussed by the committee is a wine pull, where each board member would bring two bottles of wine or donate the equivalent. Catherine said she will send an email reminding the board of this.

Catherine explained that the purpose of the wine pull is to create another stream of income. She added that there will also be a live auction and bar ticket sales. Kevin Burton noted that the wine cannot sit out in the

heat, as it could spoil, and emphasized the need for a variety of bottles to make it a game of chance. Don Bynum added that at least one or two bottles should be valued at \$100 or more. Traco Matthews mentioned that he could donate a few higher-value bottles. Kevin Burton also suggested including a live auction item featuring several high-end bottles of wine.

Catherine shared that the event will include four to five live auction items. She noted that she is still seeking additional items and asked if anyone has resources to help put together an experience. Kevin Burton mentioned that he has a friend with a condo in New Orleans and that he could reach out to him. Catherine added that she has a few tentative sponsors for the event, which will help increase the overall total.

- e. Program Presentation: Housing & Supportive Services – Rebecca Moreno, Director of Housing & Supportive Services & Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach introduced Rebecca Moreno and Laurie Hughey. Rebecca thanked Catherine for the introduction and introduced herself and mentioned that she had Laurie Hughey presenting with her today.

Rebecca mentioned that Housing & Supportive Services has four main areas of focus: emergency shelter, client enhanced care management, Veterans Supportive Services, which is the newest chapter, and the scattered-site youth shelter. Kevin Burton asked about the scattered-site youth shelter. Rebecca explained that it is an emergency shelter for youth coming out of the foster care system. It focuses on transitional-aged youth ages 18–24, including those in foster care. She added that many of these young adults are dealing with significant trauma and that there are several sites where they can stay. Chei Whitmore asked whether the program serves only teens in the foster care system or also teens experiencing homelessness. Rebecca clarified that it serves youth in the foster care system.

Rebecca then introduced Laurie Hughey, the Program Administrator for the M Street Navigation Center, adding that the shelter provides hygiene services, meals, personal storage areas, and shelter for individuals experiencing homelessness. Laurie shared that they also offer mental health, physical health, and dental services for clients. She added that they work with Kern Medical Center to educate staff about symptoms of common diseases such as hypertension, diabetes, and heart disease. Rebecca added that this showcases how M Street is more than just a shelter, as staff invest time in supporting clients. Laurie also shared that M Street offers classes focused on domestic violence prevention, personal safety, and healthy relationships. In addition, clients can work toward taking classes at Bakersfield Adult School or Bakersfield College through Project Higher Up. Laurie shared several stories about former clients who are now pursuing different housing opportunities.

Rebecca mentioned that the Safe Camp program will be coming to an end on June 30. She explained that the program is running out of funds, as it was originally funded with COVID-19 relief money, and unfortunately CAPK has not been able to secure additional funding. She added that the partnership is with the County, which has also been unable to provide additional funding. Rebecca said there is no other program like this in Kern County and that it has evolved significantly since it began. She noted that each client is part of the Safe Camp community and that many amazing things have happened through the program. Rebecca added that she brought this up to raise awareness about the loss of funding because neither she nor her staff want to see the program end.

Kevin Burton asked what will happen when the program shuts down. Rebecca said that some clients are working toward obtaining housing and may be housed before the program ends. However, some clients are still working on themselves and are not yet focused on housing. Kevin also asked about the location, and Rebecca explained that M Street will still have access to the site. She added that the County stated that if CAPK is able to secure funding for the program, it can continue operating.

Catherine added that the meeting was running long and that the new Veterans department would be presented at a future CAPK Foundation meeting. She also asked if anyone from the board had any questions or comments regarding the work Rebecca and Laurie are doing. Traco Matthews thanked all of the staff at M Street for the work they do. Rebecca wanted to clarify a previous statement, explaining that when Safe Camp was created, the intention was to provide a safe place for individuals experiencing homelessness and to take a "light-touch" approach with clients who may be more resistant to shelter services. Rebecca clarified that, over time, additional case management services have been added to Safe Camp, which has greatly benefited clients. Kevin said that since joining the Foundation Board, he has witnessed all the hard work being done at M Street.

Catherine added that M Street is always looking for meal sponsors to help feed clients. She also mentioned that funding for hygiene items is greatly appreciated. She concluded by saying that she hoped the board members learned something from the presentation.

VII. Board Member & Staff Comments

Jan Roberts wanted to thank the leadership team for their investment in homelessness and housing efforts back in 2018.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, May 26, 2026
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 1:09 pm.



BOARD MEETING

MAY 26, 2026

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation
Contributions by purpose
for the period of 01/01/2026 to 04/30/2026

Purpose	Amount	# Contributions
General	\$1,501.47	34
M Street Navigation Center - Homeless Center	\$1,217.20	8
Oasis Family Resource Center - Ridgecrest	\$6,030.00	6
East Kern Family Resource Center	\$27,138.00	4
Volunteer Income Tax Assistance - VITA	\$16,000.00	2
Food Bank	\$264,218.06	179
Veterans Services	\$2,433.60	3
Gourmet for Good 2026	\$62,810.40	26
FHCC Car Show 2026	\$1,400.00	3
Total	\$382,748.73	265



Community Action Partnership of Kern Foundation

Balance Sheet
as of 04/30/2026

Account Number	Account Name	Amount
Assets		
1000	Checking	\$537,348.35
1010	Money Market	\$72,725.96
1101	Stripe Payments	\$9.41
Total Assets		\$610,083.72
Liabilities		
2100	Accounts Payable	\$29,251.68
2200	Accrued Expenses	\$43,950.48
Total Liabilities		\$73,202.16
Equity		
3000	General Fund - Fund Balance	\$494,212.48
3101	Food Bank - Fund Balance	\$527.36
3104	Friendship House Community Center - Fund Balance	\$704.00
3107	Oasis Family Resource Center - Ridgecrest - Fund Balance	\$200.00
3110	Head Start - Fund Balance	\$10,000.00
3114	Veterans Services - Fund Balance	\$9.00
3115	Gourmet for Good 2026 - Fund Balance	\$30,913.52
3116	M Street Workforce - Fund Balance	\$315.20
Total Equity		\$536,881.56
Total Liabilities + Total Equity		\$610,083.72



Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2026 to 04/30/2026

Account Number	Account Name	Amount
Income		
4220	Contributions Income	\$220,039.72
4230	Fundraising	\$63,510.40
4310	Interest Earned	\$2,768.73
4900	CAPK Agency Contribution	\$485,375.00
Total Income		\$771,693.85
Expense		
5105	Salaries	\$86,029.99
5205	Benefits	\$22,993.53
6205	Rent/Lease	\$390.78
6210	Repair/Maintenance/Incidental Alterations	\$27.18
6235	Utilities	\$717.23
6305	Office Supplies	\$2,203.29
6510	Audit Fees	\$1,700.00
6520	Consultant Services	\$11,537.80
6525	Software Support/Maintenance	\$307.00
6605	Communications	\$803.30
6610	Postage	\$1,137.29
6615	Printing	\$1,720.15
6620	Risk Insurance	\$8.11
6635	Board Costs	\$1,894.07
6645	Tuition/Registration Fees - Staff	\$4,697.00
6675	Outreach	\$6,850.45
6690	Membership Fees	\$1,700.00
6695	Bank Fees	\$592.11
6715	Licensing/Misc Fees	\$365.34
6990	Contribution - CAPK	\$232,531.28
7910	Facility Use	\$541.49
9999	Indirect Expense	\$12,681.42
Total Expense		\$391,428.81
Net Income (Loss)		\$380,265.04



Community Action Partnership of Kern Foundation
 Fund Activity Summary
 for the period of 01/01/2026 to 04/30/2026

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	\$145,571.96	\$489,805.20	\$141,164.68	\$348,640.52	\$0.00	\$348,640.52	\$494,212.48	\$145,571.96
Food Bank	\$15,383.76	\$166,042.45	\$180,898.85	\$-14,856.40	\$0.00	\$-14,856.40	\$527.36	\$15,383.76
Volunteer Income Tax Assistance - VITA	\$0.00	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Friendship House Community Center	\$8.00	\$708.00	\$12.00	\$696.00	\$0.00	\$696.00	\$704.00	\$8.00
East Kern Family Resource Center	\$0.00	\$27,138.00	\$27,138.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Oasis Family Resource Center - Ridgecrest	\$0.00	\$6,030.00	\$5,830.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00
M Street Navigation Center - Homeless Center	\$96.80	\$402.00	\$498.80	\$-96.80	\$0.00	\$-96.80	\$0.00	\$96.80
Head Start	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Veterans Services	\$56.00	\$2,442.60	\$2,489.60	\$-47.00	\$0.00	\$-47.00	\$9.00	\$56.00
Gourmet for Good 2026	\$-14,500.00	\$62,810.40	\$17,396.88	\$45,413.52	\$0.00	\$45,413.52	\$30,913.52	\$-14,500.00
M Street Workforce	\$0.00	\$315.20	\$0.00	\$315.20	\$0.00	\$315.20	\$315.20	\$0.00
Total	\$156,616.52	\$771,693.85	\$391,428.81	\$380,265.04	\$0.00	\$380,265.04	\$536,881.56	\$156,616.52



Community Action Partnership of Kern Foundation

Budget to Actual
for the period of 01/01/2026 to 04/30/2026

		Current Period (01/01/2026 to 04/30/2026)	YTD (01/01/2026 to 04/30/2026)	
Account Number	Account Name	Actual	Budget	Variance \$
Income				
4220	Contributions Income	\$220,039.72	\$175,166.68	\$44,873.04
4230	Fundraising	\$63,510.40	\$72,666.68	-\$9,156.28
4310	Interest Earned	\$2,768.73	\$0.00	\$2,768.73
4900	CAPK Agency Contribution	\$485,375.00	\$171,791.68	\$313,583.32
Total Income		\$771,693.85	\$419,625.04	\$352,068.81
Expense				
5105	Salaries	\$86,029.99	\$93,615.68	-\$7,585.69
5205	Benefits	\$22,993.53	\$32,553.00	-\$9,559.47
6105	Local Travel - Staff	\$0.00	\$500.00	-\$500.00
6120	Out of Town Travel - Staff	\$0.00	\$1,666.68	-\$1,666.68
6135	Per Diem - Staff	\$0.00	\$350.00	-\$350.00
6150	Vehicle Gasoline	\$0.00	\$183.32	-\$183.32
6205	Rent/Lease	\$390.78	\$0.00	\$390.78
6210	Repair/Maintenance/Incidental Alterations	\$27.18	\$0.00	\$27.18
6235	Utilities	\$717.23	\$1,333.32	-\$616.09
6305	Office Supplies	\$2,203.29	\$2,000.00	\$203.29
6505	Legal Fees	\$0.00	\$500.00	-\$500.00
6510	Audit Fees	\$1,700.00	\$0.00	\$1,700.00
6520	Consultant Services	\$11,537.80	\$4,500.00	\$7,037.80
6525	Software Support/Maintenance	\$307.00	\$4,500.00	-\$4,193.00
6605	Communications	\$803.30	\$666.68	\$136.62
6610	Postage	\$1,137.29	\$1,500.00	-\$362.71
6615	Printing	\$1,720.15	\$4,000.00	-\$2,279.85
6620	Risk Insurance	\$8.11	\$16.68	-\$8.57
6625	Hiring Costs	\$0.00	\$150.00	-\$150.00
6635	Board Costs	\$1,894.07	\$1,666.68	\$227.39
6645	Tuition/Registration Fees - Staff	\$4,697.00	\$833.32	\$3,863.68
6675	Outreach	\$6,850.45	\$43,333.32	-\$36,482.87
6680	Training Expenses	\$0.00	\$166.68	-\$166.68
6685	Meeting Expenses	\$0.00	\$1,000.00	-\$1,000.00
6690	Membership Fees	\$1,700.00	\$500.00	\$1,200.00
6695	Bank Fees	\$592.11	\$0.00	\$592.11
6715	Licensing/Misc Fees	\$365.34	\$100.00	\$265.34
6790	Misc Expense	\$0.00	\$1,000.00	-\$1,000.00
6990	Contribution - CAPK	\$232,531.28	\$204,166.68	\$28,364.60
7127	Client Incidentals	\$0.00	\$333.32	-\$333.32
7180	Volunteer Costs	\$0.00	\$83.32	-\$83.32

		Current Period (01/01/2026 to 04/30/2026)	YTD (01/01/2026 to 04/30/2026)		
Account Number	Account Name	Actual	Budget	Variance \$	
7910	Facility Use	\$541.49	\$0.00	\$541.49	
9999	Indirect Expense	\$12,681.42	\$18,406.32	-\$5,724.90	
Total Expense		\$391,428.81	\$419,625.00	-\$28,196.19	
Total		\$380,265.04	\$0.04	\$380,265.00	

Community Action Partnership of Kern
Grants and Fund Development
Private and Corporate
April to May 2026

Year	Project	Funder name	Funder Type	Opportunity name	Status	Amount requested	Amount awarded	Notes
FY 2027	Veterans & Supportive Services	Chick-fil-A	private	Chick-Fil-A True Inspiration Awards	Application Submitted	\$131,572.00		The True Inspiration Awards grant will enable Veterans and Supportive Services (VSS) to remove barriers for 40 veterans experiencing homelessness to achieve employment, stability, and permanent housing.
FY 2027	Foundation	Sunstate Equipment Foundation	private	Sunstate Equipment Foundation Grants	Abandoned			Abandoned: An employee sponsor is required, which we currently do not have.
FY 2026	Health & Nutrition Services	First Nations Development Institute	private	Native Food Security Grant	Abandoned			Abandoned due to ineligibly to apply due to lack of tribal status.
FY 2026	Health & Nutrition Services	Kern Community Foundation	private	Kern Community Foundation Farmworkers Grant	Application Submitted	\$40,000.00		Grant will assist farm worker families with emergency food and transportation vouchers under the MCAP program.
FY 2027	Foundation	PNC Foundation	private	PNC Foundation: Foundation Grant	Abandoned			Abandoned: PNC bank does not have a footprint in Kern County.
FY 2027	Foundation	O'Reilly Automotive Foundation Inc	private	O'Reilly Automotive Foundation Grant	Application Submitted	\$25,000.00		This funding will support the OFRC with emergency resources for the vulnerable communities they serve (low-income families, homelessness, seniors) including motel and transportation vouchers, hygiene kits, household supplies, emergency food boxes, and other essential supports.
FY 2027	Foundation	Home Depot Foundation	private	Path to Pro Education Grant	Awarded - Active	\$5,000.00	\$6,680.00	The CAPK Foundation submitted a request to support the M Street Navigation Center's Beautification Initiatives in partnership with the Good Neighbor Project crew.
FY 2026	Youth & Community Services	Jans Dreams	private	Digital Literacy	Application In Progress			This opportunity will provide college students and older adults with appropriate digital literacy training. Participants will receive digital devices after they complete their training.
FY 2027	Foundation	The Virginia And Alfred Harrell Foundation	private	Bonus Funding	Awarded - Active	\$10,000.00	\$10,000.00	This investment will support the OFRC's early learning projects and initiatives. Funds would be used to purchase of children's and youth books to stock and launch the new Little Library at the Center, ensuring families have access to free, age-appropriate reading materials.
FY 2027	Housing and Supportive Services	Kern Community Foundation	private	Waterman Foundation Grant	Application Submitted	\$33,952.79		This grant will support outdoor improvements to M St. by providing residents with a shade structure and seating outside.

FUNDRAISING

Overview



MARCH 1-APRIL 30, 2026 HIGHLIGHTED DONATIONS

Cal Portland Golf Tourney	\$14,638	East Kern
LDS Church Giving Machine	\$18,025	Food Bank
LDS Church Gov't Shutdown	\$40,000	Food Bank
Grimmway Enterprises Employee Campaign	\$7,242	Food Bank



 **GOURMET for GOOD**
THE CAPK FOUNDATION
Update

Sponsorship

\$152,610

Individual Tickets

\$5,040

25 Raffle Items

19 Silent Auction Items

4 “Vacation Station” Trips

6 Live Auction Items

Whiskey/Wine Pull



What's Next?

BACK -TO SCHOOL DRIVES

Friendship House **AUGUST 8, 2026**

Oasis & East Kern FRC's **SUMMER 2026 (date tbd)**



What's Next?



ANNUAL STAND DOWN

Thurs. October 8, 2026
STRAMLER PARK



CAPK's Veteran Supportive Services (VSS) Program helps veterans and their families find stability through housing assistance, case management, and access to essential resources. From emergency shelter to permanent supportive housing, VSS is committed to restoring dignity and supporting long-term self-sufficiency for those who served.



HELPING VETERANS



OCTOBER 8, 2026

STRAMLER PARK

SPONSORSHIP OPPORTUNITIES

The annual Kern County Veterans Stand Down is a resource fair offering housing, healthcare, jobs, and hope to hundreds of veterans and their families. Your sponsorship makes it happen and shows our community you stand with those who stood for us.

PRESENTING SPONSOR \$10,000

Exclusive Host & Prominent signage at the Veteran Entrance
Opportunity for company representative to speak at the event
Premium stage visibility – Signage on the front of the main stage
Recognition on official event social media platforms
On-site acknowledgement at your provider booth

PREMIER SPONSOR \$5,000

Host & Signage at the Volunteer Entrance
Stage visibility – Signage on the side of the main stage
Recognition on event social media platforms
On-site acknowledgement at your provider booth

PATRON SPONSOR \$1,500

Recognition on official event social media platforms
Company Logo recognition on event signage
On-site acknowledgement at your provider booth

COMMUNITY SPONSOR \$500

Company Logo recognition on event signage

QUESTIONS?