



DATE	April 30, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 188 369 992#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Michael Bowers	Ariana Joven	Michele Shain
Kevin Burton	Chase Nunneley	Megan Silva
Don Bynum	Gina Pettit	Chei Whitmore
Nila Hogan	Fred Plane	

II. Public Comments

The public may address the Board of Directors on items not on the agenda. 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 the 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 – **Action Item**

a. Minutes from the March 26, 2021 Foundation Board of Directors Meeting **(p. 3-4)**

IV. Regular Business

- | | |
|---|---|
| a. Selection of Banking Institution – Action Item (p. 5) | Tracy Webster, Chief Financial Officer |
| b. Selection of Account Software – Info Item (p. 6) | Tracy Webster, Chief Financial Officer |
| c. Transfer of Funds (CAPK Foundation) – Info Item (Verbal Report) | Tracy Webster, Chief Financial Officer |
| d. Food Bank Expansion Update – Info Item (Verbal Report) | Emilio Wagner, Director of Operations |
| e. Grant Development Update – Info Item (Verbal Report) | Pritika Ram, Director of Administration |
| f. CCS Fundraising Introduction – Info Item (Verbal Report) | Pritika Ram, Director of Administration |
| g. Food Bank Capital Campaign Development Strategy – Info Item (Verbal Report) | Kayla Wofford-Nelson, Associate Director of Development |

V. Board Member Comments

VI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, May 28, 2021
5005 Business Park North
Bakersfield, CA 93309

VII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm April 27, 2021. Kayla Wofford-Nelson, Associate Director of Development.



DATE	March 26, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 189 254 192#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Fred Plane, Michele Shain, Megan Silva, Chei Whitmore

Absent: Michael Bowers, Gina Pettit

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; Kayla Wofford-Nelson, Associate Director of Development; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Plane/Hogan).

IV. New Business

a. Foundation Committees & 2021 Calendar – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias presented the above item for approval and stated that he had discussions with Kevin Burton, Chair and Ariana Joven, Vice Chair, regarding staff's recommendation to discontinue the previously scheduled monthly and quarterly Committee meetings, with the exception of the Executive Committee meetings, during the first year of the Foundation's infancy. All were in agreement with the recommendation.

Motion was made and seconded to approve the above action item. Carried by unanimous vote (Whitmore/Shain).

b. Conflict of Interest Policy and Conflict of Interest Statement – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above action item for approval and stated that the Bylaws require that a Conflict-of-Interest form be completed by each Board Member and informed the Board that staff will send the form to each member via Adobe Sign on Monday, March 29th with a due date to execute the form within two weeks.

Motion was made and seconded to approve the above action item. Carried by unanimous vote (Whitmore/Nunneley).

c. Food Bank Capital Campaign Donor List – Kayla Wofford-Nelson, Associate Director of Development – **Info Item**

Kayla Wofford Nelson provided information about two youth programs that provides healthy snacks during the school day and backpacks of food that are sent home with identified children in need.

Kayla mentioned that potential donors were identified during the evaluation process with the CCS consultants, many of which were prior Food Bank donors.

Kayla presented a spreadsheet for potential donors and asked each Board Member to add at least five entries and set a goal of 80% completion within the next two weeks. The link to this spreadsheet will go out to the Board immediately following the meeting. Kayla further stated that the purpose is to gather information only, contact with potential donors will not take place in the immediate future. Kayla also asked the members to identify if they are able or willing to participate in the initial meeting with donors.

VII. Board Member Comments

No comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, April 30, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:18 pm



MEMORANDUM

To: Foundation Board of Directors

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: April 30, 2021

Subject: *Agenda Item IV(a)*: Selection of Banking Institution – **Action Item**

CAPK Foundation staff conducted a thorough search of a preferred financial institution for the financial needs of the Foundation. In search of the bank, staff looked at the current financial situation, existing banking habits, and future needs to determine the best financial partner. Staff contacted nine local banks and asked a series of questions. After review, staff selected Valley Republic Bank for the following reasons:

- Valley Republic is a long-standing donor of CAPK.
- Monthly service fees are minimal.
- Long-term experience with non-profit organizations.
- Money market interest is less than Valley Strong, but higher than competitors.
- Interest on checking account.
- No limits to merchant transactions. This means that the Foundation would not be penalized with escalating fees during a fundraising campaign.
- No minimum balance requirements.

Recommendation:

Staff recommends that the CAPK Foundation approve the selection of Valley Republic Bank as the bank of choice for the Foundation.



MEMORANDUM

To: Foundation Board of Directors
Tracy Webster
 From: Tracy Webster, Chief Financial Officer
 Date: April 30, 2021
 Subject: *Agenda Item IV(b)*: Selection of Account Software – **Info Item**

CAPK staff conducted a thorough search of a preferred accounting software for the CAPK Foundation. Upon review of QuickBooks and Aplos, CAPK staff have determined that Aplos better meets the needs of the Foundation. Aplos has a history of developing tools for non-profits and its customer base are non-profits. Aplos provides donor management, online donation processing, fund accounting, and more.

Below is a feature and cost comparison for both basic and advanced options for QuickBooks and Aplos.

Software	Basic Features	Monthly Fee	Advanced Features	Monthly Fee
Aplos	True Fund Accounting Custom Chart of Accounts Donation Tracking Accept Online Donations Nonprofit Financial Statements Budgeting Reports Custom Reporting Giving Statements \$6 for each added employee	\$59.00	Budget by Fund or Tag Project, Campaign, Or Department Reporting Custom Role Permissions Automatic Recurring Transactions Fixed Asset Tracking Income and Expense Allocations Manage Multiple Entities	\$159.00
QuickBooks	Track income & expenses Invoice & accept payments Maximize tax deductions Run comprehensive reports Capture & organize receipts Track miles Track sales & sales tax Send estimates Manage 1099 contractors Includes 5 users Manage & pay bills Track time Track inventory Track project profitability \$2 for each added employee	\$70.00	Business analytics & insights Batch invoices & expenses ² Customize access by role Dedicated account manager On-demand online training Automate workflows Restore company data	\$150.00