

**MINUTES
OF
ANNUAL CORPORATE MEETING
OF
EAST MOUNTAIN FOOD PANTRY, INC.**

The Annual Corporate Meeting of the East Mountain Food Pantry, Inc. was held in Bernalillo County, New Mexico, at 10:00 a.m. on December 11, 2019. Members present:

William E. Butler
Amy L. Clement
Cindy A. Hunt
Sammie E. Hutchison
Robert L. McGeorge
Lewis J. Pearsall
David M. Smith

Others present:

Jodi Case
Hazel Hankins
Jean Payne
Winnie Pearsall
Mary Stuart

As Corporate President, David M. Smith presided over the meeting.

As required by the Bylaws, notice of the Annual Meeting must be published at least 15 days before the Meeting. The notice was published by posting at the main office of the Corporation, posting on the Corporate website and by notice to all Members of the Corporation on October 25, 2019.

In addition, the secretary presented and read a Waiver of Notice and consent to the holding of the meeting signed by each Member. On motion duly made, seconded and unanimously carried, it was ordered that this Waiver of Notice and consent be filed with the minutes of this meeting.

The Bylaws of the Corporation require an Annual Meeting be held prior to the beginning of each fiscal year of the Corporation for the purposes of: (i) approval of the annual budget for the next fiscal year, (ii) electing Directors and Corporate Officers, and (iii) transacting such other business as may properly come before the meeting.

Action #1:

David M. Smith presented the Consent Calendar for approval, which included the following items, all of which had been previously provided to all Members:

Annual Meeting Agenda

Financial Reports December 2018 through and including November 2019

Canyon Bible Church 2020 Lease

This lease had previously been approved by the independent Directors.

Discussions from the Members were solicited. It was noted that the operational documents for the Corporation are published on the Corporate website along with current financial information and the most recent Corporate tax return. A motion was made to accept the Consent Calendar as presented, the motion was seconded and approved unanimously.

Action #2:

The Bylaws require that the Corporation have at least three Directors and the following Corporate Officers: President, Treasurer and Secretary.

The following current Directors have offered to serve an additional term:

William E. Butler

Sammie E. Hutchison

Robert L. McGeorge

Lewis J. Pearsall

David M. Smith

Additionally, the following current Corporate Officers have offered to serve an additional term:

Sammie E. Hutchison

Corporate Secretary

Cheryl A. Smith

Corporate Treasurer

David M. Smith

Corporate President

A motion was made to nominate Amy L. Clement and Cindy A. Hunt as additional Directors, the motion was seconded and approved unanimously. There being no further discussion a motion was made to accept the slate of individuals as presented, including the additional nominations, the motion was seconded and the proposed slate of Directors and Corporate Officers was approved unanimously to serve until the next Corporate Annual Meeting.

The following Directors and Officers for the Corporation are effective immediately:

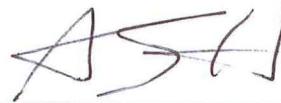
William E. Butler	Director
Amy L. Clement	Director
Cindy A. Hunt	Director
Sammie E. Hutchison	Director, Corporate Secretary
Robert L. McGeorge	Director
Lewis J. Pearsall	Director
Cheryl A. Smith	Corporate Treasurer
David M. Smith	Director, Corporate President

Action #3:

David M. Smith presented the Proposed 2020 Budget. This proposed budget has been revised from the one provided to Members on October 30, 2019. These revisions were made to take into account the updated financial information from the October and November 2019 financial reports.

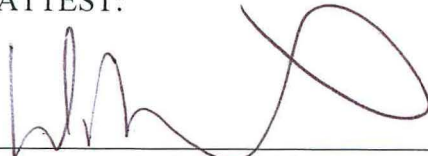
Discussion from the Members and audience was solicited. A motion was made to accept the 2020 Budget as presented, the motion was seconded and was approved unanimously. A copy of the approved budget is shown in Appendix A.

There being no further business to come before the meeting, a motion was made to adjourn the meeting, the motion was seconded and was approved unanimously, at which time the meeting was duly adjourned.



Sammie E. Hutchison, Secretary

ATTEST:



David M. Smith, President

Appendix A – 2020 EMFP Budget

FOOD PANTRY REPORTING	2020 BUDGET	
	ANNUAL AMOUNT	MONTHLY Average
FOOD PANTRY REVENUE:		
General Fund	42,000	3,500
Third-Party Fees	100	8
Allocations-Miscellaneous:		
MACI	-	-
Thanksgiving Baskets	3,000	250
Walk-in	-	-
Total Allocations-Miscellaneous	3,000	250
Grants	-	-
InKind-Operations:		
Advertising	-	-
Maintenance	-	-
Office Supplies	-	-
Total InKind-Operations	-	-
NonCash-Client Items	147,000	12,250
TOTAL FOOD PANTRY REVENUE	192,100	16,008
FOOD PANTRY EXPENSES:		
Allocated:		
Inventory Adjustment	-	-
MACI	-	-
Thanksgiving Baskets	-	-
Walk-in	-	-
Total Allocated	-	-
Advertising	300	25
Breakroom Refreshments	100	8
Client Items (93% of Budget Expenses):		
NonCash (82% of Budget Expenses)	147,000	12,250
Inventory	-	-
Purchased	17,000	1,417
Thanksgiving Baskets	3,000	250
Total Client Items	167,000	13,917
Depreciation & Expensed Equipment	1,400	117
Education Materials	-	-
Filing Fees	100	8
Financial Fees:		
Banking	10	1
Third-Party Fees	100	8
Total Financial Fees	110	9
Insurance	1,900	158
Maintain:		
Normal	280	23
Remodel	-	-
Total Maintain	280	23
Office Supplies	200	17
Staffing:		
Payroll	-	-
Payroll Taxes	-	-
Benefits	-	-
Payroll Allocation from Property	4,000	333
Total Staffing	4,000	333
Utilities	4,500	375
TOTAL FOOD PANTRY EXPENSES	179,890	14,990
NET FOOD PANTRY	12,210	1,018

PROPERTY REPORTING	2020 BUDGET	
	ANNUAL AMOUNT	MONTHLY Average
PROPERTY REVENUE:		
Suite Rentals	28,800	2,400
Allocate:		
MACI	-	-
Property	-	-
Total Allocations	-	-
Interest	190	16
TOTAL PROPERTY REVENUE	28,990	2,416
PROPERTY EXPENSES:		
Allocated:		
MACI	-	-
Property	-	-
Total Allocated	-	-
Depreciation & Expensed Equipment	10,300	858
Filing Fees	60	5
Insurance	4,400	367
Maintain	5,100	425
Office Supplies	-	-
Staffing:		
Payroll	7,000	583
Payroll Taxes	500	42
Benefits	-	-
Payroll Allocation to Pantry	(4,000)	(333)
Total Staffing	3,500	292
Taxes-Property	3,000	250
Utilities:		
Electric	-	-
Septic	200	17
Solid Waste	1,100	92
Water	600	50
Total Utilities	1,900	159
TOTAL PROPERTY EXPENSES	28,260	2,356
NET PROPERTY	730	60
CHANGE IN NET ASSETS	12,940	1,078