

**April 18, 2011**  
**Neighbors Helping Neighbors food pantry board meeting**  
**Food Distribution Center**

- **Present:** Louise Bolin, Virgil Goodin, Art Schneider, Donald Dreyer, Dane Gregg, Tom Priester and Mary Ann Kempf.
- **Excused Absences:** Carmen Jones, Marsha Goodin, Joyce Roach and Jeanne Pascale.
- **Unexcused Absences:** Wanda Vonderahe and Randy Richards.
- **Prayer:** Tom offered.
- **Call To Order:**
- **Any Items To Add To The Agenda?:**  
Added: Truck tire, capital campaign, keeping the tax credit. Isle of Capri was suppose to be on agenda and Art left off. It is below following the March distribution report.
- **Old Business:**
  - **Minutes From March Board Meeting:**  
Tom moved to approve the minutes as is and Mary Ann seconded. Passed.
  - **Sandy Rikoon Of M.U. Rural Sociology Department Food Pantry Study Update – Virgil:** He reported meeting with Bill McKelvey on improving food donated to the food pantry. The emphasis will be on more nutritious food for future food drives. Bill also visited with volunteers and clients at a food pantry distribution. He will be following up with Virgil.
  - **Truman School Of Public Affairs Grant Writing Program Update – Art:** He reported that an e-mail had been received by a student member of the Truman School grantwriting team. She reported that she thought the team role was to identify possible grants and that she now worked for the University and the students were busy with end of the year projects. Art replied that our understanding was that grantwriting was part of their role under the supervision of Joyce. She replied that maybe they could continue into the summer with the program.
  - **Treasurer’s Report – Tom:** He reported revenue of \$725.50 and expenses of \$883.74. He noted that ACH monthly transfers were up to \$186.

Total in Alliant checking was \$2,358.89 plus \$361 for volunteer appreciation dinner. Alliant money markets total \$17,268.60. Currently there is \$8,143.51 in Citizens Community CDs. These will come due next month and will be transferred to the Alliant money market. Tom said the safe deposit box will be closed after that. Originally the ACH authorizations were kept in the safe deposit box, but Tom said he needed them every month for withdrawals and he now keeps them at home.

At this time there are no plans to open a safe deposit box.

Don moved and Mary Ann seconded approval of the treasurer's report. Passed unanimously.

- **ACH – Tom:** Tom did not report on progress in having a form available for the pantry to give to those wanting to use ACH.
- **Benevolence Fund -- Mary Ann:** Mary Ann reported the fund still has \$45 and \$5 was donated at today's board meeting.
- **Grant Information -- Anything To Report :** No board member reported.
- **Donated Food Weight -- Jeanne:** March donation was 3,996 pounds (3,571 pounds from Super Wal-Mart and 62 from Bunny Bread).
- **Total Hours Donated In March – Jeanne:** 304 hours (Incomplete -- Jeanne said there are several pages missing. Will update when pages are found.)
- **NHN Food Distribution In March – Virgil:**
  - **Total Families Assisted:** 255
  - **Total People Served:** 743
  - **Thursday Distribution:** 75 Families
  - **Tuesday Distribution:** 291 Families
  - **Saturday Distribution:** 63 Families
  - **Emergency:** 6 Families
  - **Handicapped:** 13 Families
  - **Total Families On Supplemental Nutrition Education Program (SNAP) Formerly The Food Stamp Program:** 113 Families
  - **Total Families Receiving TANF:** 12 Families
- **Isle of Capri Update from Jeanne:** Anecita Sancho of the Isle of Capri Community Aces said "We can volunteer as a group or individual. Any voluntary hours will be reported to the Community Aces for tracking purposes that we truly help the community. We have to report our efforts and events to our corporate office. A good example is like myself. I volunteer one Saturday of each month to the department of tourism in Columbia as part of my Community Aces."

She observed the April 14<sup>th</sup> distribution, here is her observation:

"I just want to tell you that I had a wonderful time making conversations with the volunteers while observing the whole operation. The volunteers were wonderful people. I am so excited to present my experience to my Isle group and looking forward to send volunteers to food pantry. We have been volunteering for the past couple months and tomorrow is the Boonville trash pickup. We will work on our

calendars for May, June and July. Meanwhile, please send me your monthly schedule so we can plan accordingly. We usually post our memo to all our employees at least two weeks in advance.”

Virgil will provide her with distribution date times and provide set up times and possible work days.

- **Computer – Virgil:** Virgil has not heard from Robert Stinnett. Art tried to reach Robert at the meeting and received a phone message. He left a message emphasizing the need for the computer.

The board discussed its frustration with getting the program implemented. Virgil noted Robert’s heart was in the right place, but delivery was less than acceptable. Concurrence that in the future Robert will not be contacted about computer issues. Mary Ann also will try to reach him.

(After the meeting Art received an e-mail that Robert was in Washington, D.C. and will no be back until May 1).

- **Grant Proposal City Council Gaming Funds – Tom:** Tom had not heard. Dane said that the council approved the same as last year’s requests. For the pantry that is \$8,000 for food. The council year began April 1 so the pantry may begin purchasing needed foods immediately. Tom said he may have to use money market funds for the \$8,000,. Virgil reported food purchasing was a budgeted line item and did not require formal approval in advance.
- **Shadow For Treasurer:** Tabled once again. Virgil suggested that the board be expanded and that a potential candidate be qualified to serve as a shadow for this office.
- **Partner Cooper County Healthy Lifestyles Initiative -- Dane (attached):** Dane noted the initiative began a year ago through a partnership of the Boonslick Y and University Extension for Cooper County. He noted the initiative focus is to improve health through physical activity and good nutrition and through the prevention and cessation of smoking. He also noted that Memorandums of Understanding with local organizations will be helpful as the initiative seeks grant funding. The MOU shows commitment and policy buy-in as compared to letters of support. Tom moved the board accept the MOU and Mary Ann seconded. Passed.
- **Smoke Free Policy:** This was added to agenda as part of the MOU discussion. Virgil said the pantry had a “smoke free policy.” He said it was under the Boonville Daily News policy. Art said he had visited with the Boonville Daily News and that it is how they are operating, but that the newspaper does not have a policy and there is no “smoke free policy” on the list of NHN policies.

Mary Ann moved that the board pass such a policy and Tom seconded. Passed.

- **New Business**

- **The Food Bank Grant Proposal:** Art distributed a two page application for a grant from The Food Bank. (It is attached). He received the information from Virgil the last night of the College of Human Environmental Sciences spring meeting in Columbia. He checked with Peggy Kirkpatrick on getting more information. The Food Bank board has not provided additional guidelines than what we received.

Essentially, up to \$30,000 is available per pantry. Art was concerned about board priorities. The board has discussed a building and a walk-in cooler/refrigerator.

He searched for walk-in coolers. The best price was \$4,904. That does not include a warranty or set up. The salesman was suppose to get back to Art with that cost, but has not. Set up may not require a refrigeration specialist, but Art wanted to have that as part of the cost up front. He also contacted Mike Goldschmidt on the size of land required for a 60 by 100 foot building. Mike said two acres would be more than adequate.

Peggy had suggested a building or land along Ashley Road. Art contacted Ralph Twillman. He made several contacts and none were willing to sell land or a building. Ralph said \$25,000 an acre would be reasonable for that Road, more for Route B and a little less for Highway 87. He will check along Highway 87 for land availability and building availability. Art sent out an e-mail for board preferences as a guide in putting the proposal together. Only three board members responded.

He suggested that the board apply for \$30,000 and that funds not used for the walk-in be applied to the purchase of land (or a building if one becomes available). For two acres the board would need to raise \$25,000 -- half or more could be from the money markets. Art was concerned about having adequate reserves if more than that was drawn.

He and Don learned that the Wick building bid received last year did not include most of the cost of erecting a building. Our belief was that \$130,000 plus land utility hookup was the cost. After Mike Goldschmidt reviewed the bid he said the cost would be more in the neighborhood of \$450,000. With \$50,000 for land we are talking about a half-million. In the grant proposal groundbreaking would begin within three years after the land was purchased.

He also noted he has been anti-Neighborhood Assistance Grant because his experience in Cooper County has been that businesses are not sufficiently large to need the state tax credit or that they have been earmarked for City of Boonville projects—such as Main Street. Peggy assured Art she would work diligently with the capital campaign to contact CPAs and financial planners in Columbia to raise the funds.

The next cycle of NAP grants will not be until after July 1. Any monies donated before acceptance of NAP would not be eligible for up to the 70% tax credit.

Dane and Louise have a fundraising project that would not be affected by this.

Don moved and Mary Ann seconded that the board apply. Passed.

- **Capital Campaign:** Art also suggested that a capital campaign begin immediately. The board approved a building item in the budget, but has not taken action. Peggy suggested that we start a capital campaign committee to demonstrate earnestness. Art reported money allocated for land or building must be spent in one year or returned to the pantry.

Dane and Louise volunteered to co-chair a capital campaign committee. Art suggested that movers and shakers not on the board be a part of the capital campaign.

Consensus that Dane and Louise lead the effort. Art suggested Doug Abele, Mike Conway, Harry Enderle, Greg Gettings, Charlie Melkersman, Ned Beach, and those board members who started the YMCA be on the committee.

- **Food Pantry Tax Credit:** Art noted there is a sunshine provision for the food pantry tax credit that expires this year. Not much action has taken place in the legislature. Art noted that nearly one-fourth of the pantry's budget is from individual donations. He suggested that the board approve a letter to our Cooper County General Assembly delegation supporting continuation of the tax credit. He offered to prepare the letter to the two representatives and send them to Virgil for signature and mailing. No discussion. Art moved and Tom seconded that this be done. Passed.

- **Maintenance Of NHN Website:** Art noted that he will be retiring next year. He does not know if his position will be filled. Even if it is, there is no assurance that person will include the pantry among their programming priorities. The Extension office manager maintains the website based on the materials Art sends.

He would like a board member to volunteer to learn how to put the material on the website. Darlene would train the person and be available as a consultant if there were difficulties. The person would be given a person specific password to make the updates and additions.

No board member volunteered. Virgil suggested there would be board members interested and capable and to table this until the next meeting.

- **News Releases – Dane:** Dane said he had not sent out news releases to media other than KWRT and that he had not done a release on the materials Art sent on the food pantry tax credit program. He will do so in the future.

Suggestions from today's meetings for news releases were healthy lifestyles memorandum, smoke free policy adoption, and establishing a capital campaign.

Virgil also asked that the distribution date and times be on the community calendar.

- **Adjourn:** Board adjourned at 4:05 p.m.

Respectfully submitted,

Arthur J. Schneider  
NHN Board Secretary

# Promoting Health & Wellness

## A Memorandum of Understanding among Cooper County governments, schools, businesses, health services, organizations and the Cooper County Healthy Lifestyles' Initiative

**WHEREAS**, Cooper County has higher obesity rates and lower access to healthy foods, and Missouri average, and

**WHEREAS**, the Cooper County economy benefits from a healthy and physically active populace with citizens who are more energetic and productive employees and place fewer demands on the health care system, and

**WHEREAS**, according to the Centers for Disease Control and Prevention (CDC), there has been a dramatic increase in obesity in the United States during the past 20 years. In 1985, Missouri had an obesity rate of less than 18% and in 2009 more than 30%, (more than 36 % African American) and

**WHEREAS**, obesity may soon supplant smoking as the number one cause of preventable death in the United States, and

**WHEREAS**, beyond the negative impact on quality of life and productivity, obesity is linked to chronic, yet preventable, diseases such as Type 2 diabetes, heart disease, stroke, hypertension and cancer, and

**WHEREAS**, as elected officials, schools, businesses and health service providers, we shape the communities that impact our lives, and

**WHEREAS**, research shows the positive link between community design and increased physical activity in that even those who dislike being active are more active when they live in compact, walkable areas, as are children that live close to parks and to their school, and

**WHEREAS**, a critical step towards a healthy and active populace is making walking and cycling safe within our communities by adopting appropriate street standards for transportation infrastructure to be used in new developments and in street reconstruction, and

**WHEREAS**, our decisions also impact the ease and safety with which our residents can walk or bicycle to and from school, work, the local grocery store, and to other daily activities and recreation, and

**WHEREAS**, our land use decisions impact the location, availability, and accessibility of health foods and we can improve our citizens' access to health foods by working proactively to site stores, markets, gardens and farms within our communities, and

**WHEREAS**, we recognize that many locally grown foods place fewer demands on the natural environment and have significant economic benefits to Cooper County's economy, and

**WHEREAS**, we wield great influence with the employers in our community who can work with us as partners, taking their own steps to make the work environment healthier for employees, and

**WHEREAS**, we are partners with our school districts in caring for our greatest legacy: the children in our communities, and

**WHEREAS**, recognizing that collaborations involve sharing and supporting all members, local partners who have a web page that I under their authority, agree to put on the home page a linkage to the Copper County Healthy Lifestyle Initiative: PARTNER: Cooper County Healthy Lifestyles Initiative (CHeLI)

**NOW, THEREFORE, BE IT RESOLVED** that the undersigned elected officials, recreation and health providers, educators, businesses and organizations (hereinafter referred to as “we”) agree to act in a strategic and concerted effort to promote policies, programs and by pursuing environmental changes that encourage healthy eating and promote active living. To further these goals we intend to take voluntary actions, individually and collectively. Such actions may include, but are not limited to, the following:

**IMPLEMENTING OR PARTICIPATING IN PROGRAMS OR PROJECTS THAT PROMOTE HEALTHY EATING & ACTIVE LIVING BY:**

- A. Hosting a healthy community forum or developing a citizen advisory committee to identify local efforts to advance healthy eating and active living;
- B. Co-sponsoring or being involved in active living events such as family fun runs and walks, periodically closing certain streets or parks to motorized vehicles, and other fitness or outdoor recreation activities.
- C. Promoting citizen participation in community based health awareness and educational screenings.
- D. Participating in community based healthy eating and active living programs.
- E. Mapping out and promoting healthy eating and active living resources and events, including national health awareness programs, such as National Fruit and Vegetable Month, in our community and making this information available to citizens through newsletters, maps, online resources, etc.;
- F. Raising awareness of health eating among lower income and vulnerable populations, who are at higher risk for obesity and related chronic diseases, and underscore that food stamp and assistance programs are available to help meet their basic nutritional needs;
- G. Implementing elements of a worksite wellness program for our employees, such as;
  - Offering a weight loss and weight management support through our local health care providers;
  - Providing access to smoking cessation programs;

- Developing and strongly promoting an annual Health Risk Assessment and/or wellness assessment program for employees;
- Promoting walking and cycling as commuting options and break-time activities for employees and, when practical, providing supportive facilities such as access to recreation centers, lockers, showers and bike racks;
- Supporting a pedometer or fitness challenge among government departments or staff with incentives for participation.

#### **ADOPTING POLICIES THAT PROMOTE HEALTHY EATING & ACTIVE LIVING BY:**

- A. Establishing healthy meeting guidelines that promote healthy and portion-controlled fare at government meetings and promoting a “stand and move” time as a break or while conducting business during meetings more than 1.5 hours.
- B. Instituting a policy that vending machines on public property must contain a significant percentage of healthy food options and, when practical, that these selections be labeled as “healthy” and promoted at eye-level;
- C. Encouraging consumption of fresh, local, healthy foods in government and business buildings by posting information about healthy eating or by working with local producers to provide fresh and healthy foods to city employees;
- D. Supporting efforts by state legislators and school districts to implement policies to ensure that snacks and cafeteria fare meet or exceed appropriate nutritional guidelines with special emphasis on locally grown foods.
- E. Supporting the drafting of letters and adoption of resolutions that support healthy eating and active eating and active living legislation at the state and federal levels;
- F. Hosting meetings that engage public health, planning and transportation officials to fostering collaboration and promote information sharing on best practices;
- G. Making access to healthy foods and recreation opportunities community development priorities;
- H. Encouraging the adoption and implementation of land use and/or transportation changes that allow for access of residents at all incomes to grocery stores, farmers markets, corner stores and other sources of fresh, health foods; and
- I. Incorporating language in the comprehensive, land use, transportation, and/or parks and recreation plans and regulations that implement policies to promote “active living environments” that enable people of all ages and abilities to obtain physical activity as part of their daily routines.

#### **CREATING AN ENVIRONMENT SUPPORTIVE OF HEALTHY EATING & ACTIVE LIVING BY:**

- A. Supporting bike-to-work and bike/walk-to-school programs and events;
- B. Working with our parks departments, Y, and school districts to co-locate facilities within our communities in order to promote pedestrian and bicycle access;
- C. Working with local schools and school districts to coordinate community use of school facilities to promote exercise;
- D. Supporting local farmers markets that improve access to healthy, locally grown fruits and vegetables and partnering with the food stamp program and Neighbors Helping Neighbors Food Pantry;
- E. Working with community groups to develop and support community gardens, particularly in poorer neighborhoods or those that lack access to fresh produce;
- F. Partnering with coalitions and advocacy groups that can provide resources or logistical support for healthy eating and active living efforts;
- G. Inviting citizens of all ages to join us on a “walk ability” and/or “bike ability” audit to identify barriers to walking in our communities, discuss opportunities for positive change and plan next steps;
- H. Partnering with the Cooper County Public Health Center, Cooper County Memorial Hospital, university, or nonprofits in conducting a health impact assessment as part of our development review in an effort to develop and implement a health foods access plan.

**Date:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Signature** \_\_\_\_\_

## **Format for Agency Cooper County Neighbors Helping Neighbors) Grant Request**

Please use these guidelines to structure your proposal and be as specific as possible within a two page limit.

**Summary** (1-2 paragraphs)

### **Brief overview of your organization**

It has a diverse and active 13-member board. For calendar 2010 we had a total of 4974 recorded volunteer hours --not including volunteers from other organizations that fundraised and held food drives. The pantry collected 77,472 pounds of food locally.

### **Brief overview of the request and what need or problem you are solving**

We have two major needs: a walk-in refrigerator and a larger distribution center.

### **What is your time frame for completion**

Walk-in refrigerator—six months

Land for building—within three years to start construction (unless an unexpected opportunity to purchase an existing building occurs) the board has reviewed two buildings in the past year, but they did not meet pantry needs.

### **What is the total cost**

\$30,000 from grant

6 x 8 \$8346 <http://www.ckitchen.com/equipment/kolpak/kolpak-p7-068-csct-walk-in-cooler-6-x-8.html> (includes shipping, five year compressor warranty and installation)

Land (difference to be made up by food pantry) minus cost of walk-in. Our Realtor suggested \$25,000 an acre would be a reasonable current value along Highway 87 or Ashley Road (main transportation arteries in Boonville). We would need two acres. He is aggressively seeking a site. (He also is checking on buildings).

## **1. General information**

### **Organization mission statement**

The organization is a charitable not-for-profit corporation to operate a food pantry and provide services to meet the needs of residents of Cooper County and surrounding areas. The purpose of the organization is to provide items to those lacking resources to meet their needs. This will be done without discrimination on basis of race, color, religion, sex, sexual orientation, age, disability or status as a Vietnam-era veteran.

### **A brief history of your organization**

Neighbors Helping Neighbors began November 19, 2007, as a successor organization to the Santa Fe Baptist food pantry operated by the Ministerial Alliance. On Feb. 8, 2008, it was incorporated as a State of Missouri non-profit and on Feb. 17, 2009, approved as a 501 C 3. Since replacing its predecessor it has expanded to three distribution times and days a month (from one) and has provisions for handicapped, senior and emergency deliveries.

### **Staff and/or volunteer size**

During the past year 91 individuals signed our volunteer sheets donating a monthly average of 497.4 hours per month.

### **Area in which you operate**

NHN serves Cooper County (primarily the northern portion) and the New Franklin area adjacent in Howard County).

## **2. Grant Proposal**

### **Description of project: what problem will it address;**

Cooler-refrigeration unit: display 6 feet grocery store display refrigerator and two used household refrigerators. We would keep the display refrigerator and remove the others.

Land: The NHN food pantry has a reserve of \$15,000 and could apply \$10,000 of that to the purchase of land. The food pantry has been looking for a building for two years. It has been

unable to find a satisfactory facility. Mike Goldschmidt, a University of Missouri architectural studies professor, has served as a consultant (pro bono) and will continue in this role.

**How will it address/solve the problem**

The refrigerator/cooler would more than double our capacity to hold fresh fruits and vegetables. The purchase of land shows the board's commitment to construction. The proposed building would be 6000 square feet—a 62 % increase. This would allow for waiting area, two two-bay restrooms, two office intake rooms, a meeting room and parking space.

**Who will benefit**

When opportunities are available for longer term fresh fruits and vegetables, we will have space to store them. Currently we frequently have to dispose of the excess product.

The expansion will enable us to store more canned and other goods. It also will provide client intake privacy, a room with files that can be locked, a place for young children to play, and a meeting area for the board and other community non-profit groups.

**Provide a timetable to obtain your objective**

The board has approved formation of a capital campaign committee. When the next round of Neighborhood Assistance Program grants begins in FY 2011-2012 we will apply. We will begin a local capital campaign whether or not we receive the NAP. If we receive the NAP we expect to break ground within 36 months. If not, 60 months would be the goal.

**3. Financial Information**

**Provide a detailed budget of the project**

Wick Buildings bid \$134,679 for 60 by 90 feet. Architect Mike Goldschmidt said that the total cost including site work, HVAC, loading dock, foundation would bring the total cost (including building) to \$450,000.

**Have you identified other funding sources and if so, explain**

We do have two local businesses with the potential to provide substantial (\$5,000) challenge grants. They have been supportive of the pantry in the past. We have been working with the Truman School at M. U. this past semester to identify possible grants. The school is offering to continue through the summer.

**If this grant request isn't fully funded, will you continue with the project**

The walk-in refrigerator is necessary immediately. Without the grant we would need to delay land acquisition. Having the land provides us with a strong basis for soliciting funds.

**What are the socio-economic statistics in your area (unemployment, free and reduced lunch rates etc)**

The U. S Bureau of Labor Statistics reports unemployment in Cooper County is 10.4% in February 2011. The Boonville School District free and reduced lunch rate is 48.4% and Bunceton Elementary 60.5%. Eight of the 14 schools in the county have more than 40% free and reduced lunches. Census Bureau estimate for 2008 (most recent year) is 13.5% poverty rate and per capita income of \$19,936 (\$1651 below the state) and median household income of \$46847 (\$5182 below the state media).

**4. Other Information that must be included**

**A copy of your annual budget (attached)**

**Complete contact information of a person available to discuss this request if we need more information**

Art Schneider, NHN board secretary, (Cell) 573-881-5662; (Office)660-882-5661 (Home)573-445-3935

Office Address: 510 Jackson Street, Suite A, Boonville, MO 65233

Home Address: 1405 East Lexington Circle, Columbia, MO. 65203

**2011 Neighbors Helping Neighbors BUDGET**

<b>2011 Neighbors Helping Neighbors BUDGET</b>					
<b>CALENDAR FISCAL YEAR</b>		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>INCOME</b>					
<b>Boonslick Ministerial Allianc</b>	Start-Up Donation	\$7,728	\$0	\$0	
<b>Interest Income</b>					\$100
<b>City of Boonville</b>	Gaming Funds	\$4,000	\$4,000	\$4,000	\$4,000
	Boonville Sales tax	\$3,000	\$3,000	\$3,000	\$4,000
<b>Grants</b>	Wal-Mart				\$1,000
	Emergency Food & Shelte	\$650	\$650	\$650	\$1,500
<b>Other Grants</b>			\$3,000	\$3,000	\$3,410
<b>Building Fund</b>					\$1,000
<b>Individual Donations</b>		\$6,000	\$4,350	\$3,000	\$6,000
<b>Organizations</b>					\$100
<b>Faith-based Donations</b>		\$5,472	\$3,000	\$3,000	\$3,400
<b>Local business</b>					\$1,800
<b>Individual auto deposit</b>			\$3,075	\$6,275	\$1,700
<b>TOTAL BUDGET</b>		\$27,500	\$21,725	\$23,575	\$28,010
<b>CALENDAR FISCAL YEAR</b>					

<b>CALENDAR FISCAL YEAR</b>		2008	2009	2010	2011 Proposed
<b>EXPENSES</b>					
<b>VEHICLE</b>	Delivery Truck	\$6,600	\$0	\$0	\$0
	Truck Insurance	\$500	\$600	\$700	\$800
	Fuel & Maintenance	\$3,000	\$3,300	\$3,600	\$4,000
	Truck Accessories	\$300	\$300	\$300	\$300
<b>FOOD</b>		\$7,200	\$8,000	\$9,000	\$12,000
<b>FUNDRAISING</b>	Logo	\$150	\$0	\$0	\$0
	Promotional Materials	\$600	\$1,000	\$1,000	\$500
<b>OFFICE SUPPLIES</b>	Equipment/repairs	\$300	\$400	\$500	\$500
	Postage & P. O. Box Rent	\$75	\$75	\$75	\$150
	supplies				\$500
<b>BUILDING MAINTENANCE &amp; EQUIPMENT</b>	Fencing	\$300	\$0	\$0	\$0
	Tables and Freezers	\$1,200	\$500	\$500	\$0
	Trash Pick-up	\$900	\$1,000	\$1,100	\$900
	Miscellaneous	\$300	\$300	\$300	\$0
	Exterminator (bug spray)				\$360
	Electrical work freezer				\$1,000
<b>UTILITIES</b>	Boonville Daily News	\$2,400	\$2,550	\$2,700	\$4,200
	Cell Phone	\$1,000	\$1,000	\$1,000	\$1,000
	electric				\$0
<b>INSURANCE</b>	Building Liability Insurance	\$600	\$700	\$800	\$800
<b>BUILDING FUND (Savings)</b>					\$1,000
<b>EMERGENCY FUND</b>		\$2,075	\$2,000	\$2,000	\$0
<b>TOTAL EXPENSES</b>		\$27,500	\$21,725	\$23,575	\$28,010