

## **Livingston County CARES, Inc.**

### Approved Minutes of Board of Directors Meeting

Wednesday, October 24, 2007

The Board of Directors met in Room 114 in the MacVittie Union at SUNY Geneseo on Wednesday, October 24, 2007. The meeting was called to order at 3:30pm. The following board members were present: Dan Dimpfl, Lyle Lehman, Connie Hurlburt, Richard Hatheway, Niels Christiansen, Kay Fly, Tom Matthews, Joan Ellison, Jennifer Delcourt and B.J. Scanlon.

The first order of business was approval of the minutes of the September 26, 2007 meeting. Dimpfl moved and Hatheway seconded a motion to approve the minutes. The minutes were approved.

Matthews informed the board that a check in the amount of \$2,500.00 was sent to Carol Burnett for the Moore Community House. A copy of the letter from Livingston CARES to Moore Community House was attached to the agenda for the meeting.

Fly provided an update on the trips to Mississippi. Fourteen people have registered for the January trip and five students have participated in previous Livingston CARES trips to Mississippi. An inquiry from Wilfred Laurier University on possible participation in the February trip of up to twenty students has been forwarded to trip coordinator, Chris Lynch.

Matthews asked the board for input on ways to handle requests from students for financial assistance and asked the board to establish an amount to be allocated for assistance. These funds need to be separated from the money to be used for projects in Mississippi. Dimpfl suggested that taking a student to Biloxi is a project so there was no need to separate projects and giving to the students. Lehman suggested that projects such as the Greenhouse and the Moore House should be separately funded. Oswald suggested that the board adopt a policy on financial assistance. The financial assistance form requires the students to state the reasons for their request and the amount requested. The officers will accept the statements from the students as accurate and make decisions based solely on the information provided. Livingston CARES will not seek information from parents or the Financial Aid Office.

Officer reports: Lyle Lehman, treasurer, reported that a bank account has been established at Key Bank and that the account was opened with the donation from the Central Presbyterian Church of \$2,311.69. The SUNY Geneseo Foundation account was closed and a check for \$7,172.30 was issued and deposited in the Key Bank Livingston CARES account. Matthews reported that Livingston CARES has requested that Student Association CARES forward the funds collected in the fall of 2005 to Livingston CARES, Inc. There were two separate Student Association accounts. One account was

restricted to providing financial assistance to students traveling on work trips to Mississippi and that account was depleted and closed out in the spring of 2006. The second account did not have restrictions, although the Livingston CARES steering committee planned to use it for projects in Harrison County, Mississippi. The account balance is \$4,400.00.

Matthews reported that the insurance proposals approved at the September 26<sup>th</sup> meeting will be executed and coverage should be in place within a couple of weeks.

Scanlon reported on his work for Livingston CARES. A student group called Students CARE has been established with four positions: fundraising, community liaison, student trip coordinator and publicity coordinator. Scanlon indicated that he and Delcourt will be making presentations on CARES to other student groups on campus. He said that Students CARE would be meeting on October 25 to discuss the cookbook project. Scanlon indicated that the cookbook would contain recipes from the families in Biloxi that were helped during the work trips as well as recipes from those that went on the trips. Scanlon will be going to the towns of Livonia and Avon to present to civic groups about Livingston CARES. He also talked about the search engine Good Search.com and demonstrated how to use it and said that every time it was used a search engine a penny went to a chosen charity. In our case it would be Livingston CARES.

Tom Matthews said that the amount Kemps gave for the March trip will be \$13,635.00 which exceeds the grant from Senator Volker's office. Matthews said that the money could come directly from Livingston CARES and then Livingston CARES would bill the college.

Dimpfl moved and Cynthia Oswald seconded a motion to approve this. The motion was approved unanimously.

Tom asked for approval of the financial assistance fund. Tom suggested that \$3000.00 be set aside for students that make the proper application. He said that there will be a committee to review applications. Cynthia Oswald asked if there will be a certain amount that the student has to put in. Tom Matthews said that he felt students should contribute at least \$100.00. Dan Dimpfl said that he believed that it should be \$150.00. Lyle Lehman agreed with that and said that there could be exceptions. Tom said that he moved that the minimum for a student to contribute should be \$150.00 and if there is to be an e it would be dealt with by the committee. Lehman moved and Christiansen seconded the motion to accept that minimum. The motion was approved unanimously.

Tom Matthews discussed having gifts in memory of someone be used to donate money to Livingston CARES. He asked for approval of this. Ellison moved and Hatheway seconded to approve this idea. The motion was approved unanimously.

Tom Matthews brought up the idea of giving levels. There would be four levels up to \$1000.00. The first level would be \$1.00-\$249.00, the second level would be \$250.00 - \$499.00, the third level would be \$500.00-\$999.00 and the fourth level would be \$1,000.00 and over. Tom also said that he was looking for suggestions in naming the

levels. Tom asked for approval of these levels. Ellison moved and Oswald seconded a motion to approve the levels. The motion was approved unanimously.

Lyle Lehman brought up the need for an audit committee and that it should be members of the board other than the officers. Richard Hatheway agreed to chair the committee and Niels Christianson and Cynthia Oswald agreed to make up the rest of the committee. This was voted on by the board and passed unanimously.

The meeting was adjourned at 4:30pm.

Submitted by  
Kay Fly, Secretary.