

Livingston County CARES, Inc.

Approved Minutes of Board of Directors Meeting

Wednesday, September 26, 2007

The Board of Directors met in the MacVittie Board Room at SUNY Geneseo on Wednesday, September 26, 2007. The meeting was called to order at 3:10 PM. The following board members were present: Dan Dimpfl, Jennifer Delcourt, Richard Hatheway, Niels Christiansen, Kay Fly, Tom Matthews, Doug Wilson, Jerry Alonzo, Cynthia Oswald, Joan Ellison, Connie Hurlburt and Wes Kennison. Also present as an invited guest was Andrew Chanler from the Chanler Insurance Agency. Board members Lyle Lehman and Kathleen Jones were excused due to prior commitments.

The first order of business was approval of the minutes of the July 10, 2007 meeting. Hatheway moved and Oswald seconded a motion to approve the minutes. The minutes were approved.

Andrew Chanler from the Chanler Insurance Agency was invited to review two insurance policies, Directors and Officers Liability and Employment Practices Liability. Directors and Officers Liability provides insurance coverage for claims and lawsuits arising from decisions made by officers and board members including conflicts of interest and bodily injuries to a third party. The annual premium is \$952.00 with a \$1,000,000 limit and \$1000 deductible. The Employment Practices Liability provides coverage for claims arising against CARES for any cases of discrimination and sexual harassment by volunteers acting as agents for the organization. The annual premium is \$501.61 with a deductible of \$1000 and a \$1,000,000 limit.

Officer reports: The Financial Report submitted by Treasurer, Lyle Lehman, was briefly reviewed. Matthews reported that Connie Rocko sent a \$1,000.00 contribution to Livingston CARES from her campaign fund. Dimpfl moved and Hatheway seconded a motion to accept the report. The motion was approved unanimously.

The Board discussed the proposed insurance policies and concluded that coverage was necessary to protect the board members and the organization in the event of claims or lawsuits. Dimpfl moved and Alonzo seconded a motion to purchase the two insurance policies. The motion was approved unanimously.

An allocation of \$2,500.00 to the More Community House in East Biloxi for the purchase of classroom furniture was submitted for approval. Hatheway moved and Ellison seconded a motion to approve the gift. The motion was approved unanimously.

An allocation of \$500.00 to the Greenhouse Project in Harrison County was submitted for approval. Wilson moved and Hurlburt seconded a motion to approve the gift. The motion was approved unanimously.

The chair recommended the election of BJ Scanlon, AmeriCorps VISTA, to the Board of Directors for a one year term ending July 2008. Dimpfl moved and Oswald seconded the motion to elect Scanlon for a one year term. The motion was approved unanimously.

A policy requiring two signatures on checks was submitted for approval. Alonzo moved and Dimpfl seconded the motion to approve the policy. The motion was approved unanimously.

A policy for checks of \$2,500 or more requiring the approval of the Board of Directors was submitted for approval. Alonzo moved and Christiansen seconded the motion. The motion was approved unanimously.

A proposal to establish the Livingston County CARES, Inc. fiscal year as July 1st-June 30th was proposed. Kennison moved and Dimpfl seconded a motion to approve the proposal. The motion was approved unanimously.

A proposal to establish the annual meeting in November was submitted for approval. Dimpfl moved and Ellison seconded a motion to approve the proposal. The motion was approved unanimously.

A proposed policy permitting proxy voting by members of Board of Directors by email, by telephone confirmation, or conference call was submitted for approval. Kennison moved and Oswald seconded a motion to approve the policy. The motion was approved unanimously.

The officers recommended an allocation of \$1000 from Volker Member Item Fund to distribute to SUNY Geneseo student organizations for local humanitarian projects. The grants would require written applications with amounts not to exceed \$100.00. The proposal also recommended the establishment of a Board Committee consisting of the Chair, Secretary, VISTA volunteer, and Delcourt to approve projects. Alonzo moved and Dimpfl seconded the motion to approve the proposal. The motion was approved unanimously.

Scanlon recommended a cookbook fundraising project with contributions from Harrison County residents involved in the recovery work and CARES volunteers. Kennison moved and Oswald seconded a motion to approve the project. The motion was approved unanimously.

The officers proposed creating a Financial Assistance Committee consisting of the three officers and student member Jen Delcourt to review and approve written requests for financial assistance to volunteers participating in CARES work trips. Ellison moved and Dimpfl seconded a motion to approve the proposal. The motion was approved unanimously.

The officers proposed a policy requiring evaluations and reflections from all trip participants. Alonzo moved and Dimpfl seconded the motion. The motion was approved unanimously.

The chair proposed that the board cover fees and transportation for BJ Scanlon for the January and March trips and cover fees and transportation for Delcourt for the March trip. Hurlburt moved and Dimpfl seconded the motion. The board voted to approve the proposal. Delcourt abstained.

The officers proposed a general policy of covering the trip fee portion (not transportation) for trip coordinators. Hatheway moved and Delcourt seconded a motion to approve the policy. The motion was approved unanimously.

The Livingston Cares 2008 trip coordinators, Tom Matthews, Chris Lynch, Jen Delcourt, BJ Scanlon for 2008 were submitted for approval. Kennison moved and Oswald seconded a motion to approve the coordinators. The motion was approved unanimously.

The Salvation Army site in East Biloxi was proposed for the January, February, and March trips and the Habitat for Humanity site was proposed for the May trip. Hurlburt moved and Dimpfl seconded the motion. The motion was approved unanimously.

The officers proposed an estimated cost for participants and a nonrefundable deposit of \$60.00 be made to hold 20-25 seats on the January trip. Dimpfl moved and Kennison seconded the motion. The motion was approved unanimously.

The officers recommended that the cost to students for both the January and March trips be set at \$315.00 and the cost for non-students for January be set at \$395.60 and the March trip be set at \$436.00. The trip costs will include fees of \$125.00 per participant for all costs except transportation. Payments for the full amount of \$315.00 for students and \$395.60 for non-students for the January trip will be due November 1. A deposit of \$100.00 for the March trip will be due on November 1 with the balance due on February 1. Alonzo moved and Delcourt seconded a motion to approve the proposed fees and deadlines. The motion was approved unanimously.

The board agreed by consensus that meetings will be held the fourth Wednesday of every month from 3:30-4:30 PM.

The meeting was adjourned at 4:50pm.

Submitted by
Kay Fly, Secretary

Next meeting: October 24, 2007 at 3:30 PM in MacVittie Board Room.