

Livingston County CARES, Inc.
Approved Minutes Board of Directors Meeting
October 8, 2008

The Board of Directors met in the MacVittie College board room on Wednesday, October 8, 2008. The meeting started at 3:00pm. The following board members were present: Amanda Flannery, Elise Arneson, Marissa Evarts, Kurt Christiansen, Dick Hatheway, Jerry Alonzo, Joan Ellison, Kay Fly, Tom Matthews and guest Julie Matthews.

Approval of the minutes: Alonzo moved and Hatheway seconded a motion to approve the minutes of the September 3, 2008 board meeting. The minutes were approved.

Trip Updates: Arneson reported that ten people were paid in full and four more were in the process of completing their forms for the January work trip. She also reported that ten people will be participating in the February trip and four people were registered for the March trip. Matthews reported that Kemp sold its charter bus business to Covered Wagon and that Covered Wagon has agreed to honor the reservation for the March trip. Covered Wagon will guarantee a 50 passenger bus and will likely be able to release a 57 passenger bus that they are holding for the NCAA playoffs for other colleges in March. Arneson reminded the board that the deadline to register for the trips is October 24 and extra days are built into the scheduled as a buffer to filling the seats on the trips.

Arneson reported that it is important for us to reach out to the community but did not feel that attending festivals accomplished this goal. Ellison suggested going to local clubs such as the Rotary and doing presentations rather than go to festivals. Arneson will be making a presentation to the Avon's Lions Club.

Secretary Report: Fly reported that she, Evarts, Flannery, Matthews, and Arneson made a presentation on Livingston CARES at the Association of Volunteer Resources management conference in Binghamton on October 2, 2008.

Student Report: Flannery reported that the students will sponsor another Jail Break fundraiser in the spring. Flannery also hopes to visit families and homes that volunteers worked on during previous trips to Mississippi. Evarts said that she was trying to make a connection with the campus Habitat Organization and would be speaking at one of their meetings.

IRS Tax Reporting: Julie Matthews volunteered to help Livingston CARES prepare the tax filing for the IRS. She prepared and shared a Draft Report. Matthews (Julie) reviewed documents since the creation of Livingston CARES in the fall of 2005. She stated that in 2007 contributions were over \$25,000.00 and that we need to proceed with filing a 990 form. She will prepare a letter to be sent with the 990 form. She reported that \$8,500.00 was grant expense, \$1,700.00 was administrative such as bank fees and insurance, \$11,598.00 was trip related expenses and there was a balance of \$5,999.00 at the end of 2007. She recommended that we have a statement of program service expenses and a statement of volunteer work trip expenses. She also recommended that we separate the projects from the volunteer work trips that they

should be considered Disaster recovery assistance. She also recommended that we use accounting software such as Quick Books.

The board discussed trip expenses and Alonzo advised that any expenses individuals incur on a volunteer work trip can be deducted as charitable contributions on their tax forms.

Hatheway moved that the record show that the board reviewed the documents prepared by Julie Matthews and authorizes the board President to file the necessary tax forms. Ellison seconded the motion. The motion passed.

Insurance: Matthews recommended that renewing our insurance for general liability at a cost of \$501.60. Alonzo moved and Ellison seconded a motion to approve the renewal of the insurance policy. The motion passed.

Board Committees: Matthews recommended that we establish two committees, a Compliance Audit committee and a By-laws committee. He asked Christiansen to chair and Arneson and Lehman to serve on the By-laws committee. Ellison moved approval of the committee and the recommended committee members. Alonzo seconded and the motion passed. Matthews recommended an Audit and Compliance committee to ensure compliance with IRS and other government regulations. The committee will also develop a conflict of interest policy statement. He recommended Lehman serve as chair and Alonzo and Fly serve as members. Hatheway moved approval of the Audit and Compliance committee and the recommended committee members. Christiansen seconded the motion and it was passed.

Matthews recommended setting a date in April for an appreciation dinner at the Interfaith Center to thank all the volunteers on the work trips. The emphasis would be on celebrating achievements instead of fund raising. The board agreed to schedule the dinner on April 6.

The meeting was adjourned at 4:00pm.

Minutes submitted by Kay Fly, Secretary

Next meeting: November 5, 2008 at 3:00pm.