

**Livingston County CARES, Inc.**  
**Approved Minutes Board of Directors Meeting**  
**November 5, 2008**

The Board of Directors met in the MacVittie College boardroom on Wednesday, November 5, 2008. The meeting started at 3:00pm. The following board members were present: Amanda Flannery, Elise Arneson, Marissa Evarts, Kurt Christiansen, Dick Hatheway, Joan Ellison, Kay Fly, Cynthia Oswald, Lyle Lehman, and Wes Kennison.

**Approval of the minutes:** Hatheway moved and Lehman seconded a motion to approve the minutes of the October 8, 2008 board meeting. The minutes were approved.

**IRS Tax Reporting:** Matthews reported that the short tax form for 2007 was done and sent electronically. He said that the filing of a short form does not allow for an explanation but we have one ready if needed.

**NYS Charities Bureau:** Matthews reported that when Julie Matthews was looking into our filing requirements for NYS she discovered that we had not registered with the NYS Charities Bureau as an exempt organization. Matthews stated that he believed that the fees paid to the Corporation Service Company for the filings in New York State had covered this registration. As a result, Julie Matthews prepared the Form CHAR 410 Registration Statement for Charitable Organizations along with the following attachments-Certificate of Incorporation and any amendments, bylaws, IRS Form 1023 Application for Recognition of Exemption and our IRS tax exemption determination letter. In addition Julie Matthews prepared our annual filing requirement of Form 500, which is the Annual Filing for Charitable organizations.

**President's Report:** Matthews stated that Nick Mazza and Chris Dahl have been invited to go to Mississippi during the January trip to take part in the dedication of a flagpole; Senator Volker will also be invited. Matthews said that the Biloxi Beautification Director, Jolie Machado, called today about possible projects. Matthews requested that Machado provide Livingston CARES with possible projects for the board to consider. Two garden clubs made contributions that need to be forwarded to projects in Harrison County.

**Treasurer's Report:**

**September**

Bank balance 8/31/08	\$16,773.02
One withdrawal	-3,850.00
Interest earned	3.51
Ending balance 9/30/08	\$12,926.53
Deposits	
None	
Expenses	
Transportation – Bus	\$3, 850.00

## October

Bank balance 9/30/08	\$12,926.53
Seven deposits	+16,920.00
Two withdrawals	-556.61
Interest earned	+4.94
Deposits	
Trip payments Jan/Feb/March	\$16,700.00
Contribution	220.00
Withdrawals	
Liability Insurance	\$501.61
Envelopes	55.00

**Nominating committee:** Ellison reported that the nominating committee recommended Lori McEvoy, Executive Director of the Livingston County Coalition of Churches, for a 3-year term on our Board of Directors. Ellison moved approval of McEvoy and Kennison seconded the motion. McEvoy was elected. Ellison also reported that either Karen or KC Bailey were interested in serving on the Board of Directors. Ellison will make a recommendation at the December meeting.

**Update on Trips:** Arneson reported that the January trip was full with five people on the wait list. The February trip has 10 people signed up and the March trip has 40 people. Arneson said that some people have submitted forms but no money and others have given money but did not have the forms completed. Arneson hopes to have 54 people signed up and a wait list in case of cancellations. She also reported significant interest in the May Trip. Matthews reported that we have a \$358.00 quote for airfare for the May trip and he recommended that we make a deposit to hold seats at that price. Arneson suggested that we stay connected to home owners we have worked with in the past by sending a holiday gift and a blank recipe card for them to fill out for our cookbook. Lehman offered to donate bottles of maple syrup. Matthews suggested that we mail the gifts rather than carrying them with luggage in January.

**New Business:** Lehman reported that we have waived the cost of the trip for the student coordinator for the past two years and he recommended that the board adopt that practice as policy along with waiving half the fee for the second student involved in coordinating the spring break trips. The amount for this year will be \$400.00 for the student coordinator and \$200.00 for the student serving as the assistant coordinator. Kennison moved and Ellison seconded the motion to adopt the **full and half waivers** for spring break fees for the student coordinator and assistant student coordinator. The motion was adopted.

Matthews recommended that the board pay a **May plane fare deposit** for 25 people to lock in seats for the May trip. Ellison moved and Christiansen seconded a motion to pay a deposit for plane fares for 25 people for the May trip. The motion was adopted.

Matthews recommended that we mail **holiday packages** to home owners of families that volunteers have worked with on during previous Livingston CARES work trips.

Christiansen moved and Oswald seconded the motion to authorize up to \$300 to send holiday packages to homeowners in Harrison County. The motion was adopted.

**Discussion on expanding our work trips:** Mathews suggested that the board discuss how Livingston CARES should respond to other disasters in the future. Ellison responded that this past fall the mid west was hit with a disaster and there might be other places that could use our assistance. She suggested we broaden our involvement with perhaps two trips down south and two trips to other places that have experienced disasters. Kennison suggested that we could not sustain additional long term commitments but we could go to other sites while keeping our commitment to help out in Mississippi. He reported that the Newman Parish has done work in Appalachia for many years. Lehman suggested that one trip a year to a different place might bring in new people and that maybe some sites could be local to make it easier for more of our students to participate. Arneson reported that Habitat for Humanity was interested in joining us on local trips. Kennison asked what would be considered long term/ would we need to review every five years and then move on? Lehman said that it could be difficult to find work for large groups of students. Christiansen asked about possible weatherization projects around Livingston County.

Both Flannery and Evarts suggested that students would be interested in different options for trips. Evarts reported that students have asked why we are not going to help out in Texas. Oswald reported that the Chamber's office in Galveston was destroyed in the Ike Hurricane and that was what happened during Katrina in Mississippi. Oswald feels that we should keep our commitment to Mississippi but we should also evaluate other projects and work at different levels. Matthews suggested that we consider long weekend trips as well as weeklong trips. Lehman said that it would be good for students to have a different experience. Ellison said that we should check on Interfaith Center trips and Kennison responded that he would check and report back on what other groups are doing. Matthews indicated that it is difficult to do a trip over fall break because there is only two extra days off from classes.

Matthews asked board members to think about possible alternative trips and Kennison recommended establishing standards and quality control for evaluating possible trips. Matthews suggested that we should investigate academic credit for going on work trips. Hatheway noted that there would need to be an academic component in order for students to receive credit. Ellison reported on that she is aware of other colleges that give credit for forty hours of work during similar work trips. Matthews thanked everyone for their input and asked that the board continue to think of possible alternative work trips at our December meeting.

The meeting was adjourned at 4:00pm.

Minutes submitted by Kay Fly, Secretary

**Next meeting:** December 3, 2008 from 3:00-4:00 pm in the MacVittie Board Room