

Livingston County CARES Inc.

Board of Directors Meeting

May 6, 2009

Approved Minutes

The Board of Directors met at the MacVittie College Union Boardroom on Wednesday, May 6, 2009. The following board members were present: Tom Matthews, Kay Fly, Elise Arneson, Lyle Lehman, Kurt Christiansen, Marissa Evarts, Andrew Demosthenous, Karen Bailey, Wes Kennison and Lori McEvoy. Guests: Rejoyce Owusu, and Ben DeGeorge.

Matthews called the meeting to order at 3:30pm.

Approval of the minutes: One change; on page 2 of the April 6, 2009 minutes the phrase alternative spending was changed to alternative fund raising. Lehman moved and McEvoy seconded a motion to approve the minutes of the April 6, 2009 board meeting. The minutes were approved.

Trip Report: Matthews reported on action taken regarding some of the students having alcohol during the March Trip. Matthews stated that he talked with the staff at Camp Victor and they said that in the future there would be no alcohol at any function with volunteers. Matthews said that he will be going on the May trip and taking along the college media writer, Kris Dreesen, who will be doing interviews and taking photos. They will visit homeowners of houses we have worked on during previous trips.

Financial Report: Lehman submitted financial report for February and March of '09. Christianson moved and Kennison seconded to accept the financial report. The report was accepted. McEvoy asked how much money was raised at our annual dinner. Arneson reported that \$400 was raised and the figures will be in the April financial report.

May Trip: Arneson stated that 28 people will be going on the May trip. She said that one student convinced 8 other students to go.

Fund raising: Evarts reported that the Jail Break fundraiser raised \$869 along with coins that have not yet been counted or deposited. She said that 10 professors participated and she felt that the event was a great success.

Presentation: Ben DeGeorge and Rejoyce Owusu introduced themselves to the board. Owusu talked about the Ghana project and the main goal of raising funds to build a school in Ghana. DeGeorge said the project included 3 fundraising events; The Ghana Gala, t-shirt sales, and the 5k run/walk. He said that after expenses they

had a total of \$1300.00. DeGeorge reported that they want to find an organization that is already building a school in Ghana and send the money to the organization. There has been a problem of finding an appropriate place to put the funds until the monies are sufficient to send to Ghana. They asked if Livingston CARES could hold the money.

Discussion: Matthews said that the college is urging students to take on civic engagement projects and that students that study abroad often come back wanting to do projects. Matthews stated that Civic Engagement projects were done through GOLD. The problem is that the college does not want to create student organizations to house these projects. The students need a place to put money that has been raised to support their projects. Matthews said that these projects would need to be approved by the Center for Community as well as having paperwork completed. Matthews asked the board members to look at the Guidelines for Project Holding Accounts. Matthews stated that the Geneseo Foundation no longer holds money for projects, and that CAS charges 4% service charge for holding accounts. Matthews asked that the Board members review the Draft policy, Guidelines for Project Holding Accounts. Kennison asked that we add to the guidelines what we would do if the project never happens. Matthews said the last paragraph of the guidelines covers such situations and if a project changes focus we would attempt to find another organization with a similar mission and send the money to that organization. In such cases the board would approve where the money would go. Lehman said that we need to have a system to track the money and that any interest accrued would go to Livingston CARES. Kennison said that we should require the students to have a very clear description of the project. Kennison also said that if we do not hear from the students after the money has been placed in our account, three written attempts will be made to try to reach them and then we will disperse the money somewhere else. Kennison said that we need a formal notification process. Lehman said that we need to make a good faith effort to reach the students. Matthews agreed that a sentence would be added to the guidelines that Livingston CARES will make a good faith effort to contact student project leaders before any funds could be dispersed. Kennison said that this would give the students accountability. Kennison also stated that he thought holding accounts have to be part of our humanitarian mission. McEvoy said that the Coalition of Churches did the same thing for the El Sauce project.

Action Items: Kennison moved and Bailey seconded a motion to approve the Guidelines for Project Holding Accounts. The motion was approved.

Lehman moved and Christiansen seconded that we approve the Ghana Project as a sub account. It was approved.

Owusu said that the Ghana project has an account on Facebook and it had 700 friends. She said that Residence halls plan to help next year and that students involved in the project this year did a Great day event and would like to do one every year.

Update: Matthews said that he talked with Zach from catholic Charities and that some minor projects were identified such as building steps, not ramps. Zach told Matthews that he will be leaving in August and that his project will be under Christa Barrows, an employee of Catholic Charities. Bailey said that Joseph's Hammer Ministry does repairs in Livingston County and maybe we could work with them on projects.

May Trip: Matthews asked that the board approve Trevor Ramsey as the Leader for the May trip. Lehman moved and Bailey seconded and Trevor Ramsey was approved as the trip Leader for May.

Kennison moved and Lehman seconded that the meeting be adjourned. It was approved. The meeting was adjourned at 4:40pm.

Minutes submitted by Kay Fly, Secretary

Next meeting: June 17, 2009 at 3:00-4:00PM in the MacVittie Union Board Room