

**Livingston CARES Board Meeting  
January 26, 2017**

**Approved Minutes**

Matthews called the board meeting to order at 4:30 pm. Those in attendance and constituting a quorum were:

**Present:** Bailey, Bolesky, Campbell, Ellison, Hebel, Kennison, Lehman, Lee, Matthews, Morales, Paratore

**Absent:** Donohue, Fabiny, Gaylord, Harvey, Kallio, Kenney, Rogalsky, Natoli, Sauter

**Others Present:** William Blasland, Jessie Gyr, Kathleen O'Brien

**Approval of the Minutes:** Kennison moved and Lehman seconded a motion to approve the October 20<sup>th</sup> Board Meeting minutes. Approved and carried with a clarification that a quorum was not met at the November 17<sup>th</sup> meeting (virtual votes moved to beginning not end).

**Officer Reports: President:** Matthews reported that there are no action items this meeting but a few points to discuss and hopefully take action on next meeting

**Officer Reports: Secretary:** None

**Officer Reports: Finance:** Lehman reported on the financial documents and read through the funding that is available in each of Livingston CARES' accounts. Matthews added that the Martin Luther King Jr. event funds have not shown on the bank statement at this point. Matthews also reported that there is some funding remaining in the Haiti Project until we receive the funds from the Go Fund Me page. A statement of agreement was signed with the Father Gordinier Foundation for an annual \$500 scholarship so the \$5,000 will last ten years. All interest made on the \$5,000 will go to Livingston CARES.

**Update on Hurricane Relief Fund:** Kennison reported the delay in delivering funding occurred due to several other hurricanes that recently occurred as well as concerns about the funding going directly to the people of Armitrice. Kennison has now received the information to transfer money to an appropriate organization so he will initiate the transfer with Matthews to Italy.

**Updates on 2017 Livingston CARES trips:** Matthews shared that a lot of the January Biloxi participants really enjoyed the alternate experiences like loaves and fishes, the Micah Center, and the food pantry. A student backed out last minute because she was called to a mandatory graduate school interview, and the money was not refunded. Matthews reported that the March Detroit trip is filled, the March Biloxi trip has one space remaining, and the March Brooklyn trip has five spaces remaining. Morales shared that she and Paratore held an info session in Milne yesterday and had interest in participating on the trip. There will be another info session next week. The volunteer fair is taking place February 1<sup>st</sup> so volunteers will be needed to help staff the tables. Matthews shared that our housing for Brooklyn has fallen through so alternative

options need to be evaluated. One of the advantages of having Livingston CARES is there are fewer limitations than would be placed going through the college. Rebuilding Together: NYC is trying to help find housing. Matthews reported that reservations for next year through Back Bay Mission were sent at EST not CST so our reservations were not taken. By the time the reservations were made, the only availability was in May so we will not be sending groups to Biloxi in January or March.

**Update on Home Away from Home Respite Program:** Jessie Gyr reported that average giving was \$76.79 per day given as freewill donations from the caregiver families. The VISTA year ends in July so the biggest issue facing the program is sustainability. Gyr is looking for grants and funding and what it would mean if it came through Livingston CARES or other agencies who would be applicable such as Office for the Aging and LifeSpan. Matthews added that after July, VISTA will no longer be helping support the funding for a program manager so we will need to utilize grants to fund program management. Matthews spoke with Ann Baldwin to have a program manager as a college employee but funded through Livingston CARES but there are some concerns about seeking similar organizations for funds from the college. Ann Baldwin feels that it would be best for Livingston CARES to continue to fund and support this program. Gyr added that they are really looking for a part-time coordinator at \$15 an hour. A job description has been written. The total cost would be between \$12,000 and \$15,000.

Ellison asked to clarify that training takes place by the Alzheimer's Association and that the program is an out-of-home program. The VISTA is currently paid with VISTA funding through New York Campus Compact. In the future, we will need to obtain funding from grants or other sources. Lee thinks it would be a great option to have Livingston CARES support the sustainability of this program. Gyr added that there are other options on the table and other organizations who may be interested in taking ownership. Lehman shared that if Livingston CARES did take over the program, there would be a different financial implication.

**Discussion of Future Service Trips:** Matthews has asked Hebel to look into service trip options in Atlanta as an alternative to Biloxi. Kennison mentioned that maybe we should take it as a sign that it is hard to get placed in Biloxi and realize that the need is likely being filled. Rogalsky asked if we should be deepening into some existing trips rather than finding places to find places to go. Lehman added that it might be worth seeing what opportunities there would be to deepen our commitment and not spread ourselves too thin. Rogalsky mentioned talking to Emilye Crosby who has done civil rights work in Atlanta and may have suggestions for opportunities. Lehman shared that it might be worth looking into national organizations doing similar work who would have options across the country.

**Discussion of Membership Dues:** Included with the agenda and previous minutes are notes from the membership committee on a dues structure. Matthews would like the board to have time to think about dues and whether we are in a position to implement this. Matthews would like to take action on this at the next meeting. Lee stated that the bylaws set up three categories of memberships: student members, alumni members, and community sponsors. An alumni fee could be added as the same as the community fee. Matthews clarified that this does not preclude from giving more than \$25. Matthews thinks we need a marketing plan: what materials do we need, how do we promote, what information is needed, etc. Rogalsky has suggestions based on

previous experiences: have fees based on calendar year not fiscal year, have levels of membership. Hebel added that having a calendar year process would make it easier for dealing with student memberships as far as students paying for trip fees. Rogalsky considered calling it an academic year instead of fiscal year so even if it's running August-May, it can technically be July-June from our perspective. O'Brien suggested tabling to get students interested or to gain perspective on the response from students. Lee suggested starting August as the implementation date.

**Member Additions:** Kennison shared that he would like to be on the agenda for next meeting. A group approached him with the idea of setting up a path by which students doing study abroad experiences could purchase carbon credits to offset their carbon flights. The study abroad office is not able to handle that type of exchange but could assist some administrative support and felt Livingston CARES would be a good location for a holding account to store funds and distribute to these organizations. Lee added that we need to have written agreements as we establish more and more accounts to handle and funnel money. Several members of the board agreed to have a standard for written agreements for funneling money accounts. We are not currently dealing with potential liability of this money. As a legally established not-for-profit, we need to use due diligence. Matthews asked whether the board would be interested in having this group come present and there was a consensus to have the group present.

Meeting adjourned at 5:45pm.  
Drafted by Samantha Hebel, Secretary

#### Save these dates

Thursday, March 02: Board Meeting at 4:30pm, MacVittie Union

Tuesday, March 21: Volunteer and Service Awards Dinner at 6:00pm, Big Tree Inn

Thursday, April 6: Gumbo to Go, 9am-7pm, Central Presbyterian Church

Monday, April 10: Annual Corporation Meeting, 4pm-5pm, Interfaith Center

Monday, April 10: Thank You Dinner, 5:30pm-7:00pm, Interfaith Center

#### Committee Assignments

Audit (Bolesky, Kallio, Kenney, Lehman, and Paratore)

Annual Dinner (Campbell, Donohue, Fabiny, Harvey, Rogalsky, and Sauter)

Executive (Hebel, Lehman, and Matthews)

Finance (Bolesky, Gaylord, Ellison, Lehman, and Sauter)

Governance (Gaylord, Hebel, Lehman, Lee, Matthews, Morales, Natoli, and Rogalsky)

Gumbo to Go (Donohue, Fabiny, Kennison, Natoli, and Paratore)

Marketing (Bailey, Campbell, Hebel, Kennison, and Morales)

Member Development (Bailey, Blasland, Hebel, Matthews, Morales, and O'Brien)

Scholarships and Grants (Hebel and Matthews)