

## Livingston County CARES Inc. Board of Directors Meeting

Wednesday, November 17, 2010

### Approved Minutes

The Board of Directors met at the MacVittie College Union, room 325 on Wednesday, November 17, 2010. The following board members were present; Tom Matthews, Kay Fly, Lyle Lehman, Kevin Felter, Phil Natoli, Dan Dimpfl, Dick Hatheway, Lisa Burns, Lori McEvoy, Karen Bailey, Andrew Demosthenous, Jerry Alonzo, Matt Jordan and Kathleen Jones.

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

**Approval of the minutes:** Hatheway moved and Natoli seconded a motion to approve the minutes of the September 15, 2010 meeting.

**President's Report:** Matthews reported that there was an amended statement of Financial Income and Expense distributed with the information packet. Matthews also said that the Gumbo to Go was successful and that we raised \$2100. He also reported that the Center for Community paid for the food.

**Work trips:** Matthews reported that both the January and March trips were sold out with 28 volunteers on each trip. Matthews also indicated that there have been some deposits for the May trip as well. Burns reported that no one signed up for the February trip. Matthews said that some people who normally went on that trip are not able to go this year. Burns wondered if we should change the dates. Matthews said that the airfare for the earlier week was \$150 less than it would have been during Presidents' Week. Burns stated that in past trips we had 20 people, then 16, and then 6. Matthews said that if we don't get 10 people we lose our group fare. Dimpfl asked if we could transfer some of those seats to May. Burns asked if having a February trip was viable. Dimpfl said that the January and May trips were an opportunity for students and community members to work together, and that the March trip was dominated by students. Matthews asked all the board members to promote the February trip to friends and colleagues. McEvoy said that she will announce the February trip to members of the Livingston Coalition of Churches. Matthews said that we have until December 6<sup>th</sup> to fill those seats for the Feb. trip. Dimpfl asked if churches were still doing trips to Mississippi and McEvoy said that there have been no trips recently.

**Catholic Charities Project:** Demosthenous reported that he and others went two weeks ago to work on the trailer insulation project and that it was one of the dirtiest places he had ever been. He reported that the bottom of the trailer was losing its insulation and that it was rotted through. Demosthenous said that they brought their own gloves and masks and that there was no supervisor from Catholic Charities. Dimpfl said this was a Catholic Charities project and asked if the students signed a liability waiver. Demosthenous said there were no waiver and no instructions. Matthews and McEvoy expressed concern that Catholic Charities did not provide a supervisor for the project. Dimpfl said that it sometimes helps to have a lot of people there to ensure that volunteers are safe and not hurt on a project. McEvoy added that a waiver should have been provided by Catholic Charities for the volunteers. [Matthews has scheduled a meeting with Catholic Charities in January to review our agreement].

**Haiti Relief Fund:** Mathews reported that thank you letters would be going out to donors to the Haiti Relief Fund. Rosemarie Chierici reported that people in the Borgne area were dying from cholera. She indicated that water purification kits and buckets could be purchased for \$35. Matthews said that student organizations planned to raise money for purification kits. Matthews said that study abroad had planned a trip to Haiti but had cancelled it due to the cholera epidemic. Matthews said that there was \$895 left in the Haiti relief fund and suggested that we use the balance of the funds and any other funds collected for Haiti Relief in 2010 for the purchase of water purification kits. Jones made a motion, seconded by McEvoy to approve the donation of the remaining Haiti Relief Funds and other funds collected in 2010 for purchase of water purification kits. The motion passed.

**Article 3 and 4 of the By-laws:** Matthews said that board members had raised questions about Article IV and the membership clause. Burns said that there was no clear definition of who would be members of Livingston CARES. Matthews said that “The annual membership of the board...” should go under membership not meeting. Matthews said that an annual meeting of the membership is required by the by-laws filed with the State of New York. Matthews suggested that the May thank you dinner could serve as our annual meeting. Dimpfl asked if this was a membership organization or a philanthropic organization with a Board of Directors. Burns said that we need a clear definition of membership. Matthews asked if a donation would equate to a membership. Demosthenous said that if there is a negative experience that it reflects on Livingston CARES. McEvoy said that 90 churches are members of the Coalition of Churches but they do not all contribute. Lehman asked if there was an advantage to having a general membership of the organization. Alonzo asked what would be the benefit. Jordan suggested that we could create a “Friends” of Livingston CARES instead of formal membership. Matthews said that “friends of Livingston CARES” could be designated but not in the By-laws. Dimpfl moved and Jones seconded a motion that Article III and IV be revised to reflect our discussion on membership and that an “absent rule” be included in the section on the Board of Directors. The motion carried. Lehman moved and Jones seconded a motion to accept the following policies: Whistle Blower Policy, Conflict of Interest Policy, Annual Audit Review Policy and Acknowledgement of Contribution Policy. The motion carried.

Demosthenous moved and McEvoy seconded a motion to establish an annual meeting in May with the thank you dinner. The motion carried.

**Action Items:** Mathews said that he would like the board to approve scheduling the “Gumbo to Go” on April 15<sup>th</sup> and the Thank you Dinner on May 2<sup>nd</sup>. Jones moved and Dimpfl seconded the motion to approve those dates. The motion carried.

Lehman moved and Dimpfl seconded a motion to approve the filing of tax forms prepared by Julie Matthews. The motion carried.

Dimpfl moved and Jones seconded a motion to adjourn the meeting. The meeting adjourned at 4:43pm.

**Next meeting: Wednesday, January 19, 2011 at 3:30-4:30pm in the MacVittie College Union.**

Prepared by Kay Fly, Secretary