

## Livingston County CARES, Board of Directors Meeting

Wednesday, February 16, 2011

### Draft minutes

The Board of Directors met at the Board Room in the MacVittie Union on Wednesday, February 16, 2011. The following board members were present: Tom Matthews, Kay Fly, Dan Dimpfl, Lisa Burns, Wes Kennison, Dick Hatheway, Phil Natoli, and Andrew Demosthenous. Guests: Cynthia Oswald and Mike Raszegia.

**Approval of the minutes:** Lisa Burns asked that the minutes from the January 19, 2011 directors meeting be amended to show that she was excused from attending that meeting. It was so noted. Burns moved and Hatheway seconded a motion to approve the minutes as corrected for the January 19, 2011 meeting.

**Kodak and Ghana Discussion:** Cynthia Oswald, the president of the Livingston County Chamber of Commerce, and a former Board member, introduced Mike Raszegia to the Board members. Oswald said that Raszegia had come to a Chamber meeting to talk about a partnership between the Chamber and Ghana. Oswald stated that the Science and Technology University in Ghana wanted to be part of the partnership. Raszegia said that he worked a number of years as a chemist, has gone to Ghana and visited the Science and Technology University and knows the University needs electrical and analytical equipment that Kodak is willing to donate. He said the Kodak equipment is surplus equipment worth approximately \$100,000. Raszegia indicated that Kodak would like permission to use Livingston CARES in order to obtain a tax write off for donating the equipment. Raszegia said that he will find the money to fund the shipping of the equipment to Ghana. Dimpfl asked Raszegia if we could get a list of the equipment that would be sent to the University in Ghana because he wanted to make sure the equipment would be of use to the University. Raszegia said that he would be sending a list of the equipment to the University and asking them to verify that they will accept and use the donated equipment. Dimpfl asked how long Ghana has had a connection with SUNY Geneseo and Oswald responded that the Ghana project started two years ago. Hatheway asked if the equipment could be shipped directly from Kodak. Raszegia said that Kodak needed a 501 (c) 3 agency to serve as the conduit for tax reasons. Matthews said Livingston CARES does not have the financial resources and will not be able to contribute any

money for the cost shipping to Ghana. He further indicated that we need to consult with our attorney to make sure there aren't any liability issues before finalizing any agreement.

Hatheway moved and Natoli seconded a motion that Livingston CARES will support this project to donate and ship Kodak equipment to the University in Ghana, provided that CARES is not obligated for any expenses, and pending review of our CARES legal counsel. The motion carried. Raszegia indicated that he will obtain a list of equipment and an estimated value of the Kodak equipment. Matthews will ask our attorney to review all required paper work and any agreements prior to action by the Board of Directors. He will also consult with our insurance agency to make sure that we our insurance policy covers any action the board may decide to approve.

**President's report:** Matthews indicated that Treasurer Lehman could not attend the board meeting and that a financial report will be provided at our next meeting in March. Matthews reported that the financial assistance committee had approved grants to assist students and two faculty/staff on the 2011 trips. Burns asked if the assistance was a scholarship. Matthews said the funds are considered financial assistance and not scholarships. Matthews said the March trip was full and the may trip was close to being filled. Matthews reported that the funds collected for the cholera crisis in Haiti were sent to Haiti and that the balance in the Haiti Relief Fund is \$40.00.

**Bi-laws: and Policy Statement.** Dimpfl inquired about section VII in regard to officers and if leadership education and volunteer services were two different positions. He asked if the secretary and the president have to be involved in both leadership and service. Matthews responded yes and that our original by-laws provided that both the Secretary and President will be staff members involved in leadership and service in the Center for Community at SUNY Geneseo. The Center for Community provides significant direct funding and in-kind resources to support Livingston CARES.

Matthews asked for a motion to approve the Governance By-laws. Kennison moved and Burns seconded the motion to approve the Governance By-laws. The motion carried. Matthews asked for approval of the Livingston CARES Policy Statement. Hatheway moved and Dimpfl seconded the motion to affirm the revised Policy Statements (Whistle Blower Policy, Conflict of Interest Policy,

Annual Audit Review Policy and Acknowledgement of Contribution Policy). The motion carried.

**Fundraisers:** Matthews said that Dan Hart and the Southside Boys have offered to do another acapella concert to benefit Livingston CARES. Matthews said that the Gumbo to Go will be on April 15<sup>th</sup> at Central Presbyterian Church. Matthews asked that board members help sell tickets for the Gumbo dinner. Tickets will be distributed at the March meeting. Matthews set our annual meeting for May 2<sup>nd</sup> at 4:30 pm prior to the Thank you dinner at the Interfaith Center. Demosthenous will recruit volunteers to assist with the dinner. Gary Towsley and the Philanthropic Chefs will prepare the popular jambalaya dinner.

Dimpfl moved and Kennison seconded a motion to adjourn the meeting. The meeting adjourned at 4:30pm.

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

Prepared by Kay Fly, Secretary