

Livingston CARES Board of Directors Meeting

11/16/11

Approved Minutes

The November Board meeting was held in the MacVittie College Union Board Room on Wednesday, November 16, 2011. The meeting was called to order at 3:30 pm. Present: Matt Andrews, Karen Bailey, Erin Bills, Matt Bower, Lisa Burns, Dan Dimpfl, Brenda Donahue, Kevin Felter, Elizabeth Johnson, Kathleen Jones, Ken Kallio, Lyle Lehman, Tom Matthews, Phil Natoli, and Dave Parfitt. Excused: Jerry Alonzo, Joan Ellison, Kay Fly, (Hosting Campus Blood Drive), Wes Kennison.

Approval of Minutes: Natoli moved and Burns seconded a motion to approve the minutes with the following corrections: Kallio's name was misspelled, a date correction from Saturday to Wednesday for the January 18 meeting and all meeting dates for 2012 instead of 2011. The minutes were approved.

President's Report: Matthews reported that the 2010-1011 tax report ending on June 30, 2011 has been filed with the IRS and the NY State Tax report will be filed later in the week. Copies of the spread sheet representing all income and expenses for 2010-2011 were attached to the meeting packet.

Matthews reported that this past Gumbo-to-Go dinner was very successful with \$2,200.00 income from tickets sales. The Philanthropic Chefs prepared for well over 200 dinners and 179 were actually picked up. A suggestion was made that might use a survey tool for people to reserve tickets in the future. Matthews also reported that the Center for Community paid for the ingredients/food so there was no cost on CARES. Brenda Donahue suggested that CARES send a "Thank You" note to the Center for Community and Matthews reported that he will thank the Dean of Students on behalf of the board. A second fundraiser that typically brings in about \$1,000.00 each year is the "Jailbreak." Student members of the board will be asked to rung that program in April.

Treasurer's Report: The financial report distributed with the minutes included an update on all special project accounts with current balances. Lehman is doing further research on insurance to determine if we can reduce the cost of insurance. CARES has two policies: one that covers the

board members and a second general liability policy. Currently CARES is insured by the Chanler Agency of Geneseo.

El Sauce Project: The account is currently showing a large amount of donations coming in from a special appeal by Kellan Morgan and members connected to the Nicaragua programs. The appeal was made in late summer to seek donations to build a school. The goal was to raise \$10,000.00 and they have almost reached that goal.

Flood Relief: The appeal to the campus did not produce many contributions. Inter Varsity Christian Fellowship students organized a car pool of volunteers in early October to work on houses in Owego. Senior, Sean Phillips was the key leader in organizing that work trip. Later in October, Sean Phillips assisted Amy Sheldon from the Geology Department and they partnered with Brian Sheldon at the Livonia Central School and recruited college students to participate in a Saturday bus work trip to Owego to work on houses. Twenty-two students volunteered. Livingston CARES made it an official CARES trip with paper work and processing of donations and payment of the bus and other expenses.

Biloxi Work Trips: Matthews reported one slot in January open and all spaces filled in the March trip. The January trip filled quickly when the women's lacrosse team members decided to go on the trip. The May trip has a few registrations and we will start promoting that trip when students return in January.

Give Kids the World: Five of the twelve spaces are filled for the March trip to Orlando. Dave Parfitt and the students will be recruiting additional students for Give Kids the World.

United Way and SEFA: Kallio inquired about "outside groups" like Geneseo CARES and the SEFA Campaign (the United Way appeal to college employees) and suggested that CARES should investigate the possibility of joining United Way so we could be on the SEFA list of eligible charities next year. Although we are a registered 501 (c) (3) charity with the New York State Charities Bureau, Kallio reported he could not find us on their site. Matthews assured the board that we are registered because we pay an annual fee when we submit our tax report through the bureau each year. (Subsequent to the meeting, Kallio reported finding CARES listed on the site). Lehman noted that United Way requires an overhead deduction from any donations processed through SEFA. Parfitt moved and Kallio seconded a motion that CARES investigate applying for United Way status. The motion was approved. Kallio and Lehman will investigate whether it is possible and pursue the required paper work. Karen Rumfola is the United Way contact for Livingston County.

2012 Trip Leaders: Matthews reported his recommendations for trip leaders: January (Tom Matthews as staff leader and Kevin Felter as student coordinator); March (Luke Haumesser as staff leader and Lizzy Johnson as student coordinator); May (Ken Kallio as staff leader); Give Kids the World (David Parfitt as staff leader and Minday Benalate as student coordinator). Parfitt

moved and Natoli seconded a motion to approve the trip leaders for 2012. The motion carried.

Japan Relief Fund: Matthews requested approval from the Board of Directors to forward the accumulated funds in the Japan Relief Fund to the town in Japan identified by the students from the Japanese Culture Club. Dimpfl moved and Lehman seconded a motion to approve the donation. The motion carried.

Board Discussion: Brenda Donahue pointed out an error in the El Sauce project report that should show an expenditure of \$425.18. The next report will show that correction. Matthews reported that students are selling baskets from Nicaragua for the El Sauce project. He also reported that the Ghana group is now a recognized student organization but all fund raising income will continue to be deposited in the Ghana Livingston CARES project fund. Matthews also pointed out that a small sum remains in the Haiti project fund.

Adjournment: The meeting concluded at 4:15 pm.

Notes recoded by Barbara Battaglia for Secretary Kay Fly.

Next Meeting: Wednesday, January 18, 2012