

Livingston CARES Inc. Board of Directors Meeting

Wednesday, September 18, 2013

Approved Minutes

The Board of Directors met in the MacVittie Board Room, room 351 on September 18, 2013. The following Board members were present: Tom Matthews, Kay Fly, Karen Bailey, Lyle Lehman, Tamara Kenny, Erin Bills, Zachary Bodenweber, Daniel Martin, Alyssa Stefanese, Dave Parfitt, Phil Natoli, Diana Castro, and Brenda Donahue.

Matthews called the meeting to order at 4:00pm.

Approval of the Annual meeting of the Corporation: Karen Bailey moved and Lehman seconded a motion to approve the April 22, 2013 minutes of the annual meeting of the corporation. The motion passed.

Approval of the minutes: Fly moved and Lehman seconded a motion to approve the minutes of the April 22, 2013 meeting of the Board of Directors. The minutes were approved.

Treasurer's report: Financial summary sheets were distributed and reviewed by the board.

Hurricane Sandy Money: Matthews reported that we have received contributions of \$11,828.25 00 for hurricane Sandy relief and recovery. He also reported briefly on an informal summer meeting of board members to discuss possible donations to organizations that are assisting in the Sandy recovery efforts. There appears to be two possibilities that we should consider. One is helping the host sites on Staten Island and Long Island. The second is contributing to an agency called Tunnels to Towers that Stefanese has worked with on Staten Island. It is a charity named for a fire fighter that ran through the tunnels to the World Trade Center towers on 9/11 and died. In May, our Staten Island volunteers worked with Tunnels to Towers on a house project. Matthews indicated that he hopes to have recommendations for contributions from our Hurricane Sandy Relief Fund for consideration at our October meeting.

Trip Budgets: Matthews reported on the difficulties with the airfares for 2014. The January trip will be flying on Southwest with an airfare of \$301.60. The airfares for the March trip on Delta are \$487.43 resulting in a total cost for the trip of \$737.33. He reported that we booked 14 seats for the January trip and 21 seats for the March trip. Matthews learned that Delta reserves the right to raise the price until the tickets are actually issued. Delta added a \$25.00 fuel surcharge since we made the original booking two weeks ago. This will mean that volunteers pay will need to pay the entire fee in October as opposed to a deposit that we required on past March

trips. Matthews will be requesting \$2100.00 from Student Association to help students with financial grants and will ask for an additional \$900.00 to help reduce the cost of the March trip. Students needing assistance must complete a separate form and the request is reviewed by the Scholarship & Grants Committee (Matthews, Fly and one of the student members of the board). Matthews reported that we paid a deposit with Camp Suma for all three trips Biloxi trips.

Discussion: Kenney asked about the Long Island trip in March and if we should charge \$250.00 instead of the proposed charge of \$200.00. Matthews replied that donors to the Hurricane Sandy Relief Fund indicated that we should use some of the donations to help volunteers with trip expenses. Martin suggested that \$737.33 for the spring trip to Biloxi might be a negative for attracting students for that trip. Castro asked if students could get academic credit and Matthews responded that we do offer Service Learning Credit. Stefanese suggested that our request to Student Association for additional support for the spring break trip should help reduce the cost. Matthews also reported that we have \$619.00 from Kiwanis that is still available to help reduce the cost of the March trip. Parfitt reported that the cost of the Give Kids the World is approximately \$800.00. Matthews recommended that we charge \$650.00 for the March trip and that Livingston Cares cover the cost differential with funds from Gumbo to Go, Kiwanis and Student Association (assuming SA approves our request). Natoli made a motion to establish the fees for the January trip at \$551.60, fees for the March trip at \$650.00, and the Staten Island trips in January, March and May at \$200.00. Bailey seconded the motion. The motion passed.

Liability Insurance: Matthews asked for approval of the liability Insurance Premium, \$501.61 be approved. Parfitt moved and Kenney seconded a motion to approve the liability insurance payment. The motion was approved.

Taxes: Mathews stated that our fiscal year tax report for 2012-2013 year should be available for review at the October meeting.

Give Kids The World: Parfitt indicated that he is hosting a Give Kids the World trip informational meeting on September 25th for students who signed up at the Volunteer Fair. Josephine Champlin will be the trip co-leader for the 2014 trip on March 15-22.

Trip Leaders: Staten Island Trip leaders: January (Holly Harvey and Alyssa Stefanese), March (Tamara Kenney and Diana Castro), May (Tim Lowmaster). Biloxi Trip Leaders. (Zach Bodenweber and Tom Matthews), March (Neal Brooks), May (Ken Kallio). Trip leaders will be approved at the October meeting.

Dates for future meetings: Wednesdays on October 23, January 22, and March 12 were approved by consensus of the board. Gumbo-to-Go dinners will be Thursday, November 7 and Thursday, April 10. The 2014 Volunteer & Service Awards Dinner will be Tuesday, March 25 and the CARES Annual Meeting and Thank You Dinner will be Monday, April 28.

March Trip: Matthews indicated that trip registration will begin after fall break on the Wednesday, October 16 at noon. Students will have time to check with their parents and make sure they are able to commit to the January and March trips. Parfitt indicated that the registration and money for Give Kids the World will be also be due after fall break.

Adjournment: Natoli moved and Parfitt seconded a motion to adjourn. The motion passed and the meeting adjourned at 5:15pm.

Submitted by Kay Fly, Secretary