

**Livingston CARES Board Meeting  
February 2, 2016**

**Draft Minutes**

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

**Present:** Matthews, Lehman, Lee, Hebel, Kallio, Yo, Gaylord, Martin, and Donohue

**Absent:** Bailey, Bills, Ellison, Gillard, Harvey, Jones, Kenney, Kennison, Morales, Natoli, and Parfitt

**Others Present:** Rachel Campbell, Kathleen O'Brien, and Aiden Cropsey

**Approval of the Minutes:** Lee moved and Lehman seconded a motion to approve the November 17<sup>th</sup> Board Meeting minutes. Approved and carried without dissent.

**Officer Reports: President:** Matthews introduced two guests to the meeting. Rachel Campbell is filling in for Morales and taking charge of the Rochester Weekend of Service. Kathleen O'Brien went on the Biloxi trip in January and wanted to be more involved with Livingston Cares.

Those members staffing the Livingston Cares table at the Volunteer Fair should promote the Rochester Weekend of Service and March Brooklyn trips. The Rochester trip has four spots remaining, and the Brooklyn trip has five spots remaining.

**Officer Reports: Secretary:** Livingston Cares has used all the Student Association money that was given for scholarships for students. Students still need financial assistance so we have dipped in our Gumbo to Go money to cover the needs.

**Officer Reports: Finance:** The group in Avon that is working toward building a school in Avon has been active. They raised \$6,150.25 and will be going to Nicaragua later this year. We will write a check and they will purchase materials and bring back receipts. This is the 5<sup>th</sup> school they will be building.

Lehman reported that he is still working on the format for presenting financial information. All finances for various projects are held in the same checking account. However, funds for each project are recorded and placed in appropriate subaccounts for each program or project.

**Celebrating Ten Years of Service of Livingston CARES:** Matthews reported on the website that was completed for the Biloxi Trip in January. A story was written in the Livingston County News. A second story was also written but held due to the tragedy on campus. Matthews is unsure if or when that story will be released.

Lee suggested the potential for a GREAT Day presentation to share our story with a captive audience. Kallio has ten students registered for service-learning credit. There is a possibility that

one of those students could make a presentation. Matthews asked Martin to coordinate a student presentation.

The Board discussed potential dates to have dinner with Connie Rocko when she is in town for the CIDD board meeting. Potential dates are early in the day on Sunday, April 17<sup>th</sup> or dinner on Monday, April 18<sup>th</sup>.

**Update on Livingston CARES Trips:** Martin reported that the January Biloxi was a success. There was a great benefit to having Kris Dresseen and Keith Walters on the trip to document everything. One student was unable to attend last minute so there were a total of 22 participants. The group worked on a couple houses, brush clearing and painting on campus. Matthews reported that the evaluations highlighted a positive experience for students and provided feedback on the soup kitchen, food pantry, and homeless day center.

Three weeks have been booked for next year at Back Bay Mission in January, March, and May. The March trip can only accommodate 14 people due to other groups. Back Bay Mission is raising their price from \$125 a person to \$175 a person. The cost covers lodging and contributions to supplies that are used on projects. The approximately 900 volunteers a year they being help cover their mission and costs.

The Brooklyn trip was very successful as well. Lisa Burns sent a report and was pleased with the experience with Rebuilding Together NYC. The accommodations are small and basic, but the work is satisfying, and the students had a great experience. Hebel is leading the trip to Brooklyn in March to further evaluate our relationship with Rebuilding Together NYC.

**Bike and Build Resolution Discussion:** Aiden Cropsey works in the Center for Community as the Coordinator of LGBTQ Programs and Services. Cropsey is a Geneseo 2014 alumnus and has been involved in community service, two Livingston Cares service trips, and a year of service through AmeriCorps VISTA. Cropsey has been selected as a trip leader for Bike and Build, a national organization that engages youth across the country in service-learning. Each rider is required to raise \$4,500 which goes toward the affordable housing cause and provides grants for housing agencies to complete their work. The organization raised over half a million dollars last year. As the riders bike across the country, the group stops to work on affordable housing projects. Cropsey's route is over 4,000 miles beginning in New Hampshire and ending in Washington from June 15 through August 31<sup>st</sup>. As a leader, Cropsey helps coordinate the housing build sites which connects well with the work Livingston Cares has completed in Biloxi and New York City. Typically, the route has 10 build sites throughout the summer.

Matthews reported that creating a resolution for holding funds would provide a chance for fundraising on campus. Individuals interested in affordable housing issues can use this connection as a way to donate funds. Cropsey hopes connecting with Livingston Cares will also promote this opportunity to other members of the Geneseo community who might be interested.

Donohue moved and Gaylord seconded a motion to pass. Approved and carried.

**Filling Vacancy:** Matthews reported that no provision exists in the constitution regarding filling vacancies on the board, especially for students who are on leave for a semester. Currently, all five student seats are filled, but we want to be able to engage students who are interested.

The board discussed the possibility of having individuals not on the board attend meetings. The board came to the consensus that students can be involved and participate at meetings even if they are not formally members of the board. This will allow students who are invested in Livingston Cares to be involved and may make them more informed board members in the future.

**Strategic Planning Committee Update:** Matthews directed the board to the attached chart of items in the bylaws that need to be addressed. Some members of the board met on Monday, January 25<sup>th</sup> to review the matrix. Lee reported on behalf of the strategic planning committee. The board does not really follow its own bylaws so we want to align our bylaws with how we practice the business of the board. We should follow due diligence and make sure information is clear in our bylaws and to remove some areas of ambiguity. The next step of the committee is to have the board review the matrix and give feedback or provide ideas. Then the committee will draft actual language to meet those changes and share the language in whole or in part. The hope is to have the updated bylaws completed by the end of April before the fiscal year ends on June 30<sup>th</sup>.

Matthews reminded the board of previous discussions regarding becoming a membership driven organization. Students who participate in a week of service or pay a nominal fee could be part of the organization. The other membership option would be a small fee for any other individuals wanting to be involved. Having a paid membership would provide a consistent revenue stream. An ad hoc or permanent fundraising committee may be able to address these questions.

The updated bylaws will also address attendance. The board also needs to establish open communication regarding member expectations for participation.

Meeting adjourned at 5:37pm.  
Drafted by Samantha Hebel, Secretary

Save these dates:

Tuesday, March 8: Board Meeting at 4:30pm, MacVittie Union 330

Tuesday, March 22: Volunteer and Service Awards Dinner at 4:00pm, Big Tree Inn

Thursday, April 7: Gumbo to Go

Monday, April 25: Corporation Meeting

Monday, April 25: Annual Meeting and Thank You Dinner

Committee Assignments: Compliance (Ellison, Lehman, Kennison, Morales); Finance & Audit (Gaylord, Hebel, Lehman, Matthews); Scholarship & Grants (Hebel & Matthews); Nominations (Bailey, Harvey, Kenney, Natoli, Gaylord); Strategic Planning (Bills, Donohue, Jones, Kallio, Lee, Martin, Matthews, Parfitt); Gumbo (Donohue, Gillard); Annual Dinner (Bills, Hebel, Yo).