

**Livingston CARES Board Meeting
September 08, 2015**

Draft Minutes

Approval of the Minutes: Matthews called the meeting to order at 4:30pm. Donohue moved and Jones seconded a motion to approve the April 27 board minutes. The motion passed. The following board members were present on September 8: Brenda Donohue, Brandon Gaylord, Holly Harvey, Mitch Gillard, Kathleen Jones, Wes Kennison, Tom Matthews, Victoria Morales, Phil Natoli, Ken Kallio, Eddie Lee, Dave Parfitt, and Sarah Yo.

Officer Reports: President: Welcome to Samantha Hebel, Coordinator of Student Leadership, Volunteerism, and Service. Hebel provided a brief summary of her personal background, degrees and experience. Parfitt moved and Kallio seconded a motion to elect Samantha Hebel to the Board of Directors to fill the vacant seat created by the retirement of Kay Fly and the resignation of Jon Macko, and to a one year officer position as Secretary of the Board. Matthews asked the board members to save the dates for future board meetings on October 27, November 17, January 26, March 8, and April 25. He also asked members to assist with the Gumbo to Go Dinner (9:30am-7pm) on November 12.

Matthews sent a campus-wide email on August 28th recognizing the 10th Anniversary of Hurricane Katrina and suggested that Livingston CARES host a celebration in April in conjunction with GREAT Day when Connie Rocko from Harrison County will be in Geneseo. McClure has offered to create a Katrina composition. Lee asked who should be involved in the 10 year celebration of the founding of Livingston CARES. Matthews will contact Liz Tibler, assistant to Connie Rocko in Biloxi, to determine what might be an appropriate activity during the January trip to mark the 10 years of service trips to Mississippi.

Officer Reports: Finance: Lehman had a minor operation and was unable to attend the meeting. Matthews provided the August 31 Key Bank statement of cash in the Livingston CARES bank account. He also reported that a new accounting student will be assisting with the accounting and reporting functions. She will be working with Julie Matthews to prepare the 2015-2016 tax report that should be completed for the October board meeting.

Update on Livingston CARES Trips: Student Association allocated \$3,000, primarily for financial assistance for students. There is a new host for the New York trips: New York Rebuilds. Matthews proposed charging \$175 for the three New York City trips and covering any deficit from the Hurricane Sandy funds. Kallio moved and Parfitt seconded a motion to set the following fees for the 2015-2016 trips: \$585 for Biloxi, \$175 for Brooklyn, and \$20 for the Rochester Weekend of Service trip. Promotion for these trips will begin on September 9 at the Volunteer Fair. Matthews asked for volunteers to staff the Livingston CARES table at the Volunteer Fair on September 9th. Matthews indicated that Livingston CARES will return to the policy of deposits for service trips to try to increase student commitment. The deposits will be \$100 for Biloxi and \$50 for Brooklyn and registration will begin on October 1. The balance of fees for the trips will be due on November 1 for the January trips, December 1 for the March trips, and March 1 for the May trips. Additional deposits will be taken for a wait list with checks

held until confirmed. Dan Martin is organizing student board members to host information sessions in the residence halls before the October 1 start of registration. Matthews will post applications on the website and have them ready for the Volunteer Fair. Lee suggested creating online applications. Yo will work on this as part of her Student Community Assistant work using online Google forms.

Update on Give Kids the World: Parfitt reported on plans for the March Give Kids the World trip to Orlando. Informational meetings will be held in September and students will be selected in October. Flights are about \$550 to Orlando in March.

Strategic Plan Update: Kallio reported on discussions held during a summer afternoon retreat. Do our Bylaws reflect on how we operate? Lee and Kallio discussed their review of the Livingston CARES documents. They are planning to update the by-laws for review by the board of directors later this year. There are several questions that need to be resolved. Who is the membership of this organization? Who are our members? How do we know who to invite to our annual meeting in April? Should someone outside Livingston County be able to join? Kallio and Lee believe the wording of membership needs to be updated. Lee believes it's a subset of the mission: who are we and who do we serve? Kallio raised the question of membership dues and Lee suggested creating a membership account with an annual revenue stream as well as more opportunities for fundraising. Kallio mentioned honorary members such as the one we created for President Dahl as a farewell tribute. Honorary membership is not provided for in our bylaws. Parfitt suggested that students who participate in trips should be considered members and not be expected to contribute more money. Matthews suggested community membership at \$25 a year as a low buy-in that would start a revenue stream. Matthews would like to begin implementing fees in the next calendar year. Lee and Kallio are looking for consensus on these issues as part of the updating of language for the Livingston CARES by-laws. They will also provide language that reflects the work of the standing committees.

By consensus, the board members approved the recommended 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).

The meeting adjourned at 5:42pm.

Drafted by Samantha Hebel, Secretary

Save these dates for board meetings at 4:30 pm
Tuesday, October 27, Tuesday, November 17, Tuesday, January 26, Tuesday, March 8

Monday, April 25 Annual Meeting & Thank You Dinner
Gumbo to Go on Thursday, November 12 & Thursday, April 7
2016 Volunteer & Service Awards Dinner: Tuesday, March 22 at Big Tree Inn