

**Livingston CARES Board Meeting
October 27, 2015**

Draft Minutes

Approval of the Minutes: Matthews began the meeting at 4:30 pm with a review of the financial report. Matthews called the meeting to order at 4:50 pm. Kallio moved and Parfitt seconded a motion to approve the September 8, 2015 board minutes. The motion passed. The following board members were present on October 27: Tom Matthews, Phil Natoli, Eddie Lee, Samantha Hebel, Brenda Donohue, David Parfitt, Brandon Gaylord, Sarah Yo, Victoria Morales, Wes Kennison, Ken Kallio, and Dan Martin.

The following board members were not present on October 27: Karen Bailey, Erin Bills, Joan Ellison, Mitchell Gillard, Holly Harvey, Kathleen Jones, Tamara Kenney, and Lyle Lehman.

Officer Reports: President: Matthews reports are taken care of in following sections.

Officer Reports: Secretary: Hebel announced that scholarships have been awarded to 9 students, thus far, to attend Livingston CARES trips in Spring 2016. She anticipates using the full \$3,000 from Student Association to award to students.

Officer Reports: Finance: Lyle Lehman was out of town and unable to attend. Matthews reported that Lehman checked on compliance with federal and state policies and believes we are in compliance with current requirements. Lee will review issues of conflict of interest and best practices for signing documents.

Review of Financial Report: Julie Matthews reported on the problems working with the new Quicken software system. Individuals are now able to work on multiple computers but the new version eliminated the non-profit section. She is working with Quicken to align the reports and the data merger with the new system.

Julie Matthews reported that the Hurricane Sandy funds were used to offset funds for the Sandy service 2015 service trips to zero them out (where expenses exceeded income) Income and expenses for last fiscal year (July 1, 2014-June 30, 2015) were similar to the previous year. Gumbo to Go is currently the only fundraiser but it produces over \$4,000.00 each year.

Scholarships are funds from UUP and Student Association to help offset individual trip costs. Unrestricted funds include all other contributions (SEFA, donations, etc.). Matthews reported there are some individuals who give yearly donations. We have not done any fundraising other than Gumbo to Go for the last several years.

Julie Matthews intends to have the 990 tax filing completed in time for the November board meeting. The financial statements included with the minutes are not the actual tax forms. Livingston CARES does not file a certified audit and is nowhere near the income level needed to file a certified audit. We currently do a compilation but there is no payment so the compilation is not official. Kennison moved to accept the financial report, Natoli seconded. Motion carried.

Report on SEFA Campaign: Matthews filed the SEFA forms and indicated we are a non-profit affiliated with a college. Since we do not file a certified audit, it made more sense to report our affiliation with a college. We still qualify to be part of the SEFA campaign. Matthews filed yesterday to qualify for 2016 SEFA campaign.

Celebrating Ten Years of Service of Livingston CARES: Matthews has been in discussion with Liz Tibler, Connie Rocko's assistant, in Biloxi exploring a symbolic gesture for our ten years of service in Biloxi. On the first trip, participants went to a meeting of the Board of Supervisors and were present when Rocko was elected as the first President of the Board of Supervisor of Harrison County. The Board of Supervisors will be meeting on Monday, January 11 and our January service team will most likely attend that meeting. We may also plant another tree or do some other symbolic public activity to celebrate and mark the tenth anniversary of the Livingston CARES work in Mississippi. Kris Dreeseen from College Communications will be participating in the trip. She is planning on interviewing homeowners and since she is a photographer and writer, she will be able to help obtain publicity during the trip. Kennison suggested speaking with Joe Koch. Koch works on local history projects and may be able to assign a student to write an extensive history on the 10 years of Livingston CARES and provide a sustained history.

Lee questioned whether we also want to have reports taking place in Livingston CARES in real time during the January Biloxi trip. Should other coverage be happening in our community? Kennison stated that David Irwin can help us set-up media coverage on campus and in the county during the January trip. Matthews reminded the board that Connie Rocko is coming for the CIDD Board Meeting in April so there might be a way she can present something to the Livingston County Board of Supervisors. Donohue will work with Board of Supervisors to see if there's a way to connect at their April 20, 2016 regular meeting. Matthews will speak with Connie about attending the Board of Supervisor meeting during her visit.

Kennison will reach out to Koch to speak more about the local history project. The resolution was for a 10 year project: WE MADE IT! We should have symbolism to create some closure. This is a special moment for Connie Rocko and she has been working with us for ten years.

Update on Livingston CARES Trips: Matthews reported that both January trips are filled. One driver is still needed for Brooklyn in January. The Rochester weekend of service in February has 6 spaces remaining. The March trip to Biloxi has 9 spots left and 2 drivers needed. The March trip to Brooklyn has 12 spaces remaining and we need 2 drivers. The May Biloxi trip has 10 spaces remaining and needs 1 driver. The May Brooklyn trip has 6 spaces remaining and needs 1 driver. All participants have paid deposits for January, but Monday is the deadline for the remaining balance for January trips. December 1 is the deadline for March trip payments. March 1 is deadline for May trip payments.

Matthews will put out an email and asked student board members to spread information through word-of-mouth. Matthews will send an email to faculty/staff reminding people that they could donate to Livingston CARES through SEFA. Kennison reported that he and McClure have

humanities classes from 8:10-9:45am on Tuesdays/Thursdays so student board members can go speak to their classes and share information.

Update on Give Kids the World: Parfitt reported that 13 students will be going to Orlando. The fundraising concert on Saturday, October 17th, with Bob Jackson from Disney World, made about \$1,300. This fundraiser brings the trip cost down about \$100/student. The trip costs about \$800 per student. Last year the cost was \$750. The budget is still being working on and Parfitt bumped up the cost a little for more food, based on expenses from last year. Airfare is still the biggest cost of the trip and is about \$550 per person this year. The group will be staying in the same hours for the first time instead of renting 2 condos as usual. The house has 8 bedrooms and is about 2 miles from the volunteer site. There has always been some group separation so Parfitt is excited to have everyone together.

Gumbo to Go Planning and Ticket Sales: Matthews reported that Gumbo to Go is scheduled for November 12 and we need people to sell tickets. Donohue passed around a sign-up sheet for volunteers. She will send an email to pass along to interested students who want to volunteer. This semester is the easiest time to get students to help because they have finals during the spring.

Lee asked if we are maxing out on tickets or if the fundraiser could be bigger. Matthews reported that we can increase but do not want to purchase too many supplies. Gaylord asked why we do not invest more if it has been so successful. Matthews reported that last year we cut it back and sold about 225 tickets. The food is paid for through the Center for Community so there is a limit on the amount we can spend on groceries and supplies for the dinner. Kennison stated that when working with food, we would have to rethink logistics if we try to increase the amount too much. We could increase maybe 25-30 tickets but do not want to compromise quality by making the event too big. Natoli thinks it is better to run out than to have too much. If 250 tickets has been working, we should stick with that. Gaylord asked if we table for this event and Yo agreed that tabling would be a good way to sell more tickets. Hebel has extra tickets in her office for anyone who needs more.

Strategic Planning Committee Report: Lee reported that he and Kallio worked on defining the membership and updating the bylaws after conversations at the last board meeting. They broke membership down into 5 categories. Lee asked students if the membership for students is overly precise, overly restrictive, or too broad. Lee and Kallio wanted to create an ongoing commitment to community service by requiring several events, not just one small project to be a member. Morales agreed three events show commitment. Lee asked if we should rank events and if a service trip has greater value.

Martin suggested that events should not be rated as finances can be a struggle for students and would limit the students who can participate. Yo agreed. Parfitt asked if we want to exclude students who do not have time or money. Lee asked if students should donate to become a member. Martin did not like the idea of three qualifying events because there may be seniors who are committed but only just learned about Livingston CARES and cannot reach three events. Anyone who goes on a trip should automatically be members because they pay funds to volunteer. Morales and Yo agreed. Yo questioned whether membership expires upon graduation.

Lee confirmed this membership is only for current students. Kallio asked if changing the clause to three days of service instead of three events would be more inclusive and would mean students on a service trip automatically qualify. Events like Geneseo CARES would count as a “day”. There would be a concern about how to track these events. Lee clarified that the purpose is less about getting a membership than it is about building a community service mindset and culture.

Kallio stated that having a stipulation for membership is a way students can write their membership on a resume and explain what their membership means. Martin believes having days works better than having events, but we still need to identify what counts as a “day.” Gumbo to Go should not count because members should be contributing to the community. Morales agreed that this shows a commitment to service over time. Natoli wants to avoid a paid membership for students because it will not contribute to a commitment and does not illustrate a culture of service. Lee stated that the purpose of this conversation was to get buy-in from the student perspective. Once the language is set, Lee and Kallio can qualify the information. Lee and Kallio asked that the students send written information about the criteria for membership, how we define meaningful student membership, how we advertise membership, what counts, etc. by the next board meeting.

Matthews stated that we do need a revenue stream that is from a recurring source not just an annual contribution. We cannot rely only on Gumbo to Go. Lee questioned how we will produce revenue and questioned whether we will have dues and varying levels of contribution. Can we use names to show in advertising to get individuals to donate more? We would need a sustained database that is continually updated. Lee stated that we currently have two goals: define membership and try to create annual revenue. This is the first chunk of reviewing the bylaws. Board members should send suggestions to Lee and Kallio.

Natoli moved and Parfitt seconded a motion to adjourn. The meeting adjourned at 5:44 pm.

Drafted by Samantha Hebel, Secretary

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

Annual Meeting & Thank You Dinner: Monday, April 25

Gumbo to Go: Thursday, November 12 & Thursday, April 7

2016 Volunteer & Service Awards Dinner: Tuesday, March 22 at Big Tree Inn

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)