

**Livingston CARES Board Meeting
November 17, 2015**

Draft Minutes

Attendance: The following board members were present on November 17: Donohue, Gillard, Kallio, Bailey, Parfitt, Hebel, Kennison, Lee, Martin, Lehman, Morales, Matthews. The following board members were not present on November 17: Natoli, Gaylord, Yo, Bills, Ellison, Harvey, Jones, and Kenney.

Call to Order: The November meeting was called to order at 4:30 pm.

Approval of the Minutes: Kallio moved and Parfitt seconded a motion to approve the October 27 board minutes. The motion passed.

Tax Documents: Kennison moved and Bailey seconded a motion to approve the 2015 tax form.

Officer Reports: President: Matthews passed around a Conflict of Interest Statement that was read and signed by all present board members. All board members are required to sign the Conflict of Interest Statement. Matthews introduced Alyssa Penn, AmeriCorps VISTA as a guest to the meeting.

Officer Reports: Secretary: Hebel reported that 199 meals were handed out for Gumbo to Go. The total raised through the November 2015 Gumbo to Go was \$2,065 which included some donations and those who bought tickets but did not pick up their Gumbo. Matthews reminded the board that the next Gumbo to Go is on April 14, 2016 and thanked everyone for their help with and at the event. Lee thanked Donohue for managing the process. Donohue recognized the 34 volunteers we had this year and appreciated being able to delegate tasks and have such support. Lee mentioned the success of the spicy gumbo and believes there was greater consistency in the product this year for each customer.

Officer Reports: Finance: Lehman deferred to Julie Matthew's financial report.

Review of Financial Report: Julie Matthews reported that the 990 and Char 500 were completed. The documents from the previous meeting are included in the form as attachments. Part 1 of the 990 lists all revenue and expenses. Livingston CARES has a very low overhead cost and \$500 of that overhead cost is Director Insurance. Part 4 lists the current board members. Part 5 consists of various questions, none of which apply to Livingston CARES. Part 1 of Schedule A is required for approving public support. Part 2 of the schedule looks at the past 5 years of public support. Because 99.5% of what we receive is public support, we do not need to complete the rest of the report. Schedule O has attachments with explanations for where grants have been paid.

The Char 500 is required by New York State for tax exempt organizations. Because we are a dual registrant, a \$50 filing fee is required, but this report is really all that goes in to New York

State. We filed with automatic extensions and will be able to submit as soon as those are approved.

Matthews reported that Julie Matthews is finding a new way to report projects and change the categories and how the report looks. We need to review the figures before we distribute the document. Julie Matthews reported that the report includes all funds from all trips. Any remaining funds go into unrestricted funds so she needs to zero that fund.

Home Away From Home Respite Center Resolution Discussion: The Center for Community has entered into its third three-year VISTA project, and Alyssa Penn is the new VISTA working on the new project. Each VISTA project has three components. This project's components are to develop and implement a pilot respite care program, increase financial security and awareness for senior citizens, and academic research with Anne Eisenberg in the Sociology department. Matthews moved the discussion to the Home Away From Home Respite Center.

Penn reported that the respite program will train SUNY Geneseo students to provide respite care for families in Livingston County. This VISTA project was based on a defined need in the community for respite care. This program will be out-of-home and take place at the Interfaith Center twice a week for approximately four hours. The Alzheimer's Association is working with us to provide free training to the students on communication skills, dealing with problem behaviors, and an overview of Alzheimer's. Office for the Aging and Christa Barrows at Noyes have been crucial in helping recruit clients. The program is expected to start in the first or second week of February. Students are able to apply for internship credit or volunteer. There are currently 22 applications, and Alyssa Penn is looking to accept 10 to 12 students. Clients who are interested in participating must complete an eligibility packet. This program is companion care and completely non-medical. The goal is to have five clients for the pilot then eventually expand.

Lee asked about transportation issues for the program. Penn reported that they are exploring options. Groups like Faith in Action and Senior Companions may be able to help transport the seniors. Students will be able to walk to the Interfaith Center. Lee asked if the students will need to be certified. Penn reported that the students will receive a certificate from the Alzheimer's Association and will not need anything beyond that because the program is non-medical. Lee also asked if the Interfaith Center is completely accessible. Penn mentioned that the Interfaith Center is mostly accessible, but accessibility is an issue they will work on with the Interfaith Center. As they move forward and have funding, they will help increase the accessibility.

Matthews reported that the program has an advisory council. The council had a concern about how and where to handle monies. Livingston CARES seemed like a good fit to help store money while we work on fundraising and as individuals inquire about donating. We are fortunate to have Alyssa Penn on this project. She is inspired by her personal motivation and has a perfect fit for this program. Lee then asked if the VISTA funding is part of the revenue stream. Matthews reported that initially there were no plans to charge for this program. However, the advisory committee felt we could have a suggested donation so we need a place to put and process money. Penn also stated that VISTA grants are given only for the cost of the VISTA volunteer. There is no extra funding for programs. Parfitt asked the length of the VISTA term. Matthews reported that the terms are one year but are renewable.

Lee asked if this will get complicated as some may be eligible for Medicaid. Penn said that this is under Senior Companion and, therefore, does not go through insurance or Medicaid. The suggested donation will be around \$20 or \$25 a week. It is not anticipated to be an expensive program. Matthews reported that Christa Barrows from Noyes is involved in the project and has some experience in this area. Penn stated that organizations for seniors have approached her asking for donation needs so she is developing a list of suggested items and what they may need funding for. A majority of the funding will go toward activities and items to entertain the seniors for four hours a week. Matthews added that the committee will make policies and procedures for funding and donations.

Lee asked if there is an academic component to this program. Matthews stated that a faculty member is involved in the program which is a new piece that was added. Kallio asked if Anne Eisenberg will be involved for the internship credit component. Penn reported that students have an option to gain internship credit on a professor by professor basis or they can go through a specific internship coordinator for a department. Students can also go through INDT for internship credit. Penn will be the onsite coordinator. Parfitt asked what Eisenberg's role is in the project. Penn reported that Eisenberg's subjects will be the clients. Eisenberg will be studying how group interactions affect memory.

Kallio asked for clarification that the proposal is a holding account for funding as an initial starting point. Matthews said yes this is for funding. If the program gets to the point of paying individuals, they will deal with those implications as they come up. Kallio was worried about the implications of the idea of future workers. If this program will continue to grow and have some permanency, they will have to develop their own financial infrastructure at some point. Penn stated that the purpose of this account is to have a place to put money if they are given donations. They need a place to put money and a place to draw money as they need to make purchases. If the program does grow, they will work to develop their own financial infrastructure. Matthews added that one of the priorities for funding is to assist the Interfaith Center as they are providing a free space for the program. Everything else is speculative. For now, they are just in need of a place to keep money. Kennison mentioned that this does not seem different than any other holding accounts Livingston CARES already has established.

Lee asked if there are other similar programs in the county. Penn shared that ARC is really the only place offering anything similar in Livingston County. Matthews stated that the Livingston County Coalition of Churches is interested in this program. The need for these programs will only continue to grow and this program might be a pilot that offers real opportunities for the future, particularly for students who are interested in pre-med. Penn added that it is a challenge to find people who qualify for this care. Often it is individuals in the early stages who qualify and families do not yet feel that they need the support. We want to be ahead of any issues they may experience. One program we looked at is for cancer patients and helping with their financial stability after being diagnosed.

Lee asked about student certification because of the potential for emergency healthcare needs. How do we get people to services? Penn shared that some of the students are certified in other ways and the student application does ask about previous healthcare experience. Clients are

required to submit a healthcare packet which has all of the information we would need should we need to go to the hospital. Matthews added that this is the exploratory year and a pilot program. The third year of the project will focus on implementing and sustainability including some of these issues. Kallio asked if families will be signing a document granting permission to work with their family members. Penn clarified that family members will be required to fill out a client packet including information about access to medical care, power of attorney, discharge forms from removal from program, and so on. Caregivers know that the clients can be moved out of the program if they no longer meet eligibility requirements. Students will be required to fill out a log of their client's daily progress and activities. Kennison asked if they are asking about liability. Matthews reported that they have worked with the college to confirm liability concerns. Lee said that Livingston CARES is only involved in the money. Liability issues go with the program. Matthews added that they have their bases covered as far as they know at this point and will continue to learn and improve along the way.

Donohue moved and Lee seconded a motion approve the following resolution: Resolved that the Livingston CARES Board of Directors approves the establishment of a project holding account for the Home Away From Home Respite Center and authorizes the officers to accept donations and gifts and expend monies for the center in accordance with policies and procedures approved by the Advisory Committee for the Home Away From Home Respite Center. Motion carried. Parfitt added a request for continued updates about the program.

Celebrating Ten Years of Service of Livingston CARES: Matthews reported that he has been in discussion with Connie Rocko's assistant Liz Tiblier regarding the celebration. Kris Dreessen and Keith Walters are both going on the trip to help document the ten years of service. David Irwin sees this as a big opportunity to tell stories. Matthews hopes their documenting will include speaking with some of the board members. Yo has gone through past records to pull houses Livingston CARES has worked on to create a master list. This list will be shared with Kris Dreessen who will spend her time interviewing some homeowners while Keith Walters will focus on videography. The board of supervisors meets the first Monday of our January trip. Connie Rocko was elected for the first time as the first woman president of a Board of Supervisors in the State of Mississippi on the first day of first service trip in 2006. January 11, 2016 will be a milestone in the long term relationship with Harrison County.

Kennison asked if there are still spots to fill on the trip. Matthews reported that the January trips are both filled. Keith Walters actually puts us over one for the Biloxi trip. Martin, Gillard, and Hebel are also participating in January. Mike Sauter is also going in January and has been on several trips. Kennison asked when the Board of Supervisors meeting will take place. Matthews stated that the Board of Supervisors meeting takes place on January 11. Connie Rocko will be in Geneseo for the CIDD the weekend following our April Gumbo to Go. Matthews hopes that when she is here, the Livingston County Board of Supervisors and the Livingston CARES Board can get together for our own Gumbo dinner. Are there other suggestions for how to commemorate? Bailey suggested a plaque. Donohue believes there is already a plaque and suggests adding a second plaque. Matthews shared that there is already a plaque, but it would be possible to add a second plaque commemorating 10 years. Kallio said our current plaque looks like a tombstone. He suggested that instead of a plaque we contribute to the big seating area that used to be there. It would be nice to contribute in that way and maybe even have that be a project

the group works on. The area is a space the groups have used often. Matthews is not sure what is located in the area but will raise the idea with Liz Tiblier. They will be trying to locate some of the families and asks that anyone who is still in touch with any families they worked with in Biloxi please let him know. They might be able to highlight those families who have continued to correspond. Matthews remains open to any additional suggestions.

Update on Livingston CARES Trips: Matthews reported that both January trips are filled with 22 individuals to Biloxi and seven to Brooklyn. Lisa Burns will be the leader of the Brooklyn trip, and they are trying to make a connection with the Red Hook project. The March trip to Brooklyn only has one person signed up, but we have not really promoted that trip. The March trip to Biloxi has seven spaces remaining so we need to put out an email to students. We need two drivers for the Biloxi trip in March. Leah Root in the library might be helping as one of the drivers. The May trips do not currently have many people. We do need to try to fill the trips, particularly to Biloxi in March, because we have to put a deposit on the flights before students get back from break. Matthews asked that the student board members help spread the messages. Matthews needs to put out an email and usually receives a good response.

The weekend in Rochester has six spaces remaining, but Matthews is not concerned about filing that trip with 12 spaces total. Morales reported that she will be studying abroad in the spring semester but has someone else to lead the trip who has been on two previous trips.

Matthews stated that he will send the list of trip leaders out for approval once they have all been lined up. Lee asked why we approve trip leaders. Matthews responded that it is something we have always done and is more recognition than a legal or vetting issue.

Membership: Lee reported that the corporation and the board are one and the same. It seems that a sustained membership should be different than a voting membership. We can open membership more widely, but it won't change the operational structure which is that the board is also the membership of the corporation. The committee has honed initially on student membership. Yo provided the following rubric as a suggestion:

- To be recognized as a student member, individuals must fulfill at least two of the following requirements:
 - A commitment to promote a culture of service
 - Has volunteered on a weeklong service trip
 - Has volunteered at two or more local service opportunities (Geneseo CARES, Rochester Weekend of Service, Gumbo to Go, or Geneseo Goes to Town)
 - Is an annual donor to Livingston CARES
 - We have not decided on how much the donation will be

Morales stated that she wanted to keep the requirements broad and make sure it included a wide range of options. Lee added that it seems to incorporate everything they hoped to include and makes the membership more definable. If there are no objections, the committee can begin playing with this and put the membership into works.

Lee asked rhetorically, who would this include and is it overly rigid? Martin shared that this would include those individuals who do not participate in the sense that they are not actually helping the organization which he views as positive. Gillard stated that we are excluding people who are not intentionally investing in or wanting to be part of the organization.

Kallio asked how we define a commitment to service. Parfitt mentioned that it seems participating in the other options would show a commitment to service. Donohue added that there is not anything concrete to go along with showing a commitment. Kallio added that the requirement is not operational.

Matthews stated that, if we promote this right, a student membership with Livingston CARES could be something exciting for students and something they want to be part of. Donohue asked if there could be a Livingston CARES cup or something students get when they become a member. Matthews shared that we have always had the Livingston CARES t-shirts. Lehman shared that the purpose was to get funding and asked if that was only one purpose. The more restrictions we place means a smaller pool in terms of funding. Matthews stated that we have Hebel and a whole volunteer center. This membership can help encourage the idea of being involved for more than one day and helps give life to that philosophy. Lee added that the student membership is less about getting in and more about what you do when you get in. We can use this to build a culture, not that it's the first step. Once we get students in the organization, we should continue to enhance and build a culture of service. In that sense, this definition works. Morales stated that she believes Yo wrote the first requirement regarding a commitment to service and suggested asking her to expand her thoughts.

Matthews stated that this definition seems like a direction everyone can move in. The membership needs to be translated into works and marketing. If it is done correctly, this membership should attract some students. Right now, Livingston CARES is all about signing up for a trip and it should be more. When we advertise trips, we can advertise what it means to be a member. Bailey stated that the students who are on the board have naturally progressed onto the board from interest on trips so she believes this can work. The students get involved, move up, and help promote.

Lehman stated that there are still three or four areas of the bylines that need to be updated. Matthews asked that members turn in the Conflict of Interest Statement. He stated that all new members will need to complete this form. Additionally, we have had several members stop coming to meetings and need to affirm with them that they are interested in being part of the board. Donohue added that is important we know who our members are to make sure we can achieve a quorum.

Matthew adjourned the meeting at 5:35pm.

Drafted by Samantha Hebel, Secretary

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

Annual Meeting & Thank You Dinner: Monday, April 25

Gumbo to Go: 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).