

**Livingston CARES Board Meeting
April 10, 2017**

Draft Minutes

Matthews called the April 10th Board Meeting order at 4:15pm. Those in attendance and constituting a quorum were:

Present: Bailey, Bolesky, Donohue, Fabiny, Hebel, Kallio, Kennison, Lee, Lehman, Matthews, Morales, Natoli

Absent: Campbell, Ellison, Gaylord, Harvey, Kenney, Paratore, Rogalsky, Sauter

Others Present: William Blasland, Kathleen O'Brien, Amanda Sika, Druzell Smith, Laura Huff, Tyler Carrick, and Marie Henning

Approval of the Minutes: Donohue moved and Lehman seconded a motion to approve the March 2nd Board Meeting minutes. Approved and carried without dissent.

Officer Reports: President: Not all of the money is in, but we are close to having raised \$2,000 from Gumbo to Go. We handed out 196 actual meals.

Officer Reports: Secretary: Hebel reported that she has accepted a job at another institution and will be leaving Geneseo effective May 3, 2017. The search is beginning for someone to replace her position at Geneseo but a secretary will be voted in until that position is filled.

Officer Reports: Finance: Matthews added that there is an updated financial report behind the March 2nd minutes. Our intention is to send the board a monthly financial report of the previous month once information has been reconciled. Lehman added that these reports have a new format hopefully making it easier to understand. Money is restricted to each project and the remaining is unrestricted. Lee asked if we have provided financial assistance to any students this year. Matthews responded that we did provide financial assistance but that has not yet been taken out of the accounts so it is not currently reflected. UUP has offered financial support but there have not been no takers at this time.

Updates on 2017 Livingston CARES trips: May trips to Biloxi and Brooklyn are not yet filled. Some students sat in the lobby last week to promote the trips but many students were stuck on the financial aspect of the trips. There are three open seats to Biloxi. Matthews asks that the student board members really seek out individuals who may be on the fence and try to encourage them to participate. Kennison added that it helps the International Student Scholars Office when individuals reach out to international students and help them feel connected and provide them opportunities, even post-graduation.

Update on Home Away From Home Respite Program: Matthews reported that the VISTA year for this program will end at the end of July and was not renewed for a third year. One of the families has an association with an organization in Rochester so it looks promising that they may provide some funding for the program. The intention is to hire a part-time person to manage the program following the end of the VISTA program. The new Neuroscience Program will be

involved in this program and the St. Michael's RKids Program in coming years. The program has been a huge success so we are doing our best to sustain this program financially. Donohue suggested applying to the Greater Rochester Area Foundation as they offer a simple grant application and our need is right in their price range.

Discussion of Future Service Trips: Matthews reported that the only week we have service in Biloxi next year is for May. Hebel was a key leader behind the new Detroit trip so we would have to think about involving other leaders who would be interested in possibly continuing that trip. Hebel reported that the trip was overall very successful and positive. The communication with the Cass Community Social Service volunteer coordinator was somewhat lacking and the sleeping accommodations were not ideal, but if a leader and group were aware of that ahead of time, it would be far less of an inconvenience. Laura Huff was a participant and reported really enjoying the interfaith component of the trip and thought it was very unique. Hebel researched some opportunities for a service trip in March. Fatima Rodriguez-Johnson is also looking to develop a social justice trip in Washington D.C. Those are two additional possibilities. Matthews asked that student board members think about and look into some options for service trips they may be interested in. Lee added that he suggested Marie Henning for the board because of her passion for service trips and experiences on service trips in Appalachia which may be an opportunity for service in the future. Matthews also reminded the board that the per person cost at Back Bay Mission has increased \$250 which is somewhat prohibitive.

Lehman has several contacts in the Appalachian area and think that would be an entirely different experience for students. Would students be interested in and attracted to that kind of experience? Kennison had experience as the chaplain sending trips to Appalachia including an experience with Catholic Charities that led to the establishment of Catholic Charities in Livingston County. Kennison stated that there is a crucial educational component to these types of trips and would require some intentionality for the experience. Matthews shared that the President has a task force looking into re-establishing an intersession allowing students to take a three-credit course between semesters which could possibly affect our ability to send January or May trips with students participating in intersession and May possibly falling into Memorial Day. However, this could also help on January trips if students realize they are getting bored being at home so long. Lee feels that there is at least another year worth of service trips in Brooklyn, but that is contingent on AmeriCorps funding as Friends of Rockaway is reliant on AmeriCorps volunteers.

Discussion of Membership Campaign: Matthews passed around the new donation envelopes that include membership information. The board is expected to lead by example and sign up as members. Matthews said that graduating seniors can sign up as board members for \$10 instead of the \$25. The Governance Committee talked about a "Livingston CARES Day" in the early fall as a way to introduce the membership and bring alumni, community, students, faculty, and staff all together. For students, the \$10 goes toward a trip. Lee mentioned that, at the last meeting, we talked about this as a rolling effort and getting other support including students who want to support but not necessarily participate on a trip. We will need to reach out to alumni of trips as new members. Raising this alternative source of revenue will allow us to do different types of trips and maybe even lower the cost of trips to make them as affordable as possible for everyone. Natoli asked if the students felt other students would be okay with this and if it would present any sort of hardship. Morales asked if Gumbo would be separate from a membership. Druzell

Smith and other students felt that it was definitely feasible for students. Lee mentioned that we raise \$4,000 a year through Gumbo to Go. If we could get 400 student members, that would double what we are able to do and offer as an organization.

Discussion of Board Member Training: Matthews reported that we will be adding a board member training so we can be more consistent with how and when we train board members. Lee added that part of the chair of the Governance Committee is to hold training. Lee recommends formalizing training that will be required for new members and optional for existing board members. Lehman would like members to know about history of non-profits and how to read financial reports.

Committee Assignments: Matthews asked that students reach out to express interest in various committees so we can set committees for the coming year.

Dates for Meetings for 2017-2018: Matthews asked which days of the work will work best so most board members can attend meetings. Students are still unsure of fall schedule so will report back over the summer. Matthews will reach out over the summer to find an appropriate meeting date and time.

Action Items:

Increase seats on seat: Lehman moved and Natoli seconded raising the cap of membership from 21 members to 24 members. Approved and carried without dissent.

Election for New 3 Years Terms: Matthews recommended Eddie Lee, Ken Kallio, Wes Kennison, Mike Sauter, and Brenda Donohue to be elected for new three-year terms. Natoli moved and Bailey seconded a motion to approve Lee, Kallio, Kennison, Sauter, and Donohue to new three-year terms on the Board of Directors. Approved and carried without dissent.

Election of Student Members for 1 Year Terms: Matthews recommended Tyler Carrick, Marie Henning, Laura Huff, Amanda Sika, Alex Mrozek, Druzell Smith, Amanda Paratore, and Kathleen O'Brien to 1-year student board terms. Donohue moved and Kennison seconded a motion to approve Carrick, Henning, Huff, Sika, Mrozek, Smith, Paratore, and O'Brien to 1-year terms as student members on the Board of Directors. Approved and carried without dissent.

Election of Officers: Kallio moved and Bailey seconded motion to elect Matthews and Lehman as officers of the Board of Directors. Approved and carried without dissent.

Approval of Humanitarian Awards: Matthews announced the humanitarian awards for William Blasland, Rachel Campbell, Hannah Fabiny, Brandon Gaylord, Stephanie Jacob, and Victoria Morales. Natoli moved and Bolesky seconded approval of the humanitarian awards. Donohue moved and Lehman seconded a motion to approve a humanitarian award for Samantha Hebel thanking her for her service on the board and contributions to Livingston CARES. Approved and carried without dissent.

Proposal of Thanks for Julie Matthews: Donohue proposed purchasing a \$50 gift certificate to give to Julie Matthews in appreciation for all the work and time she gives to completing our

financial reports and tax documents. The board felt this was appropriate Lehman moved and Natoli seconded approval of purchasing a \$50 gift certificate as a token of the board's thanks for her work and support. Natoli will purchase the gift card to Good Spirits and get reimbursed. Approved and carried without dissent.

Meeting adjourned at 5:15pm

Drafted by Samantha Hebel, Secretary