

**Livingston CARES Board Meeting  
November 17, 2016**

**Draft Minutes**

Matthews called the board meeting to order at 5:02 pm. Those in attendance were:

***Present:*** Donohue, Hebel, Lee, Lehman, Matthews, Natoli, Paratore, Morales

***Absent:*** Bailey, Bolesky, Campbell, Ellison, Fabiny, Gaylord, Harvey, Kallio, Kenney, Kennison, Rogalsky, Sauter

***Others Present:*** William Blasland and Grace Rowan

**Approval of the Minutes:** Donohue moved and Natoli seconded a motion to approve the October 20<sup>th</sup> Board Meeting minutes. Approved and carried with a minor change of next meeting date to January 26<sup>th</sup> when incorrectly listed as January 27<sup>th</sup>.

**Officer Reports: President:** Matthews, on behalf of the board, would like to formally thank Grace Rowan, Chaukim Peters, Nicole Ceden, Ashley Raphael, Stephanie Jacob, Kyle Fletcher, the Alliance for Community Enrichment and Intercultural Dinner, the Elementary and Secondary Education Association, Young Children's Council, Kappa Delta Pi, and the Council for Exceptional Children for their efforts in raising funds for the Haiti Relief Fund.

**Officer Reports: Secretary:** None

**Officer Reports: Finance:** Lehman reported that Livingston CARES has \$27,574.48 remaining in unrestricted funds. This fund does not include any of the specific projects such as the Sandy Relief Fund and Haiti Relief Fund.

**Review of IRS Income Tax 990:** Matthews reported that \$3,922.09 of the Sandy Relief Fund remains so we need to determine how to use up that money. Matthews suggested lowering the Brooklyn trip cost to \$125 to increase participants and use some of the funds. Hebel mentioned that the Brooklyn and Detroit trip costs are currently equal so lowering the cost of one may cause questions. Lehman suggested lowering Brooklyn and Detroit trip costs to \$125 a person. The Sandy Relief Fund will subsidize the lowered Brooklyn trip cost, and Livingston CARES will cover the remaining cost of the Detroit trip.

**Updates on 2017 Livingston CARES trips:** Matthews reported that the January trip to Biloxi is filled with twenty-one people. Ted Canning and Tim Lowmaster have agreed to be drivers for the January Biloxi trip. Hebel reported that there are four spaces remaining for the March trip to Detroit, six spaces remaining for the March trip to Brooklyn, and eight spaces remaining for the March trip to Biloxi. Registration was opened last Friday. Campbell, Morales, and Paratore tabled in the union to promote March trips.

**Update on Home Away from Home Respite Grant:** Matthews has reviewed the grant contract and met with Bruce Weigman and received a certified letter so we do not need to pay worker's compensation and other fees. The best way to manage the funds is by listing the hired coordinator as an independent contractor rather than an employee.

**Update on Haiti Relief Fund:** Matthews reported that Grace Rowan helped to raise \$890 from the clubs in the College of Education. Rowan organized a sweatshirt and tote bag sale and added an extra fee for donations to the Haiti Relief Fund. Matthews reported the current balance of the Haiti Relief Fund at \$3,788.25. Geneseo's Multicultural Dinner donated \$697 from their ticket sales. Livingston CARES also received donations from other community, faculty, staff, and students. Matthews spoke with Rosemarie about donating money to purchase cisterns. With the \$700 Livingston CARES match, the total fund is over \$4,000 and will provide funds for three cisterns. Rosemarie will provide further information with where remaining funds will be used.

#### Action Items

**Approval of IRS Tax Documents:** Donohue moved and Natoli seconded a motion to file the 990-EZ and CHAR 500. Natoli moved and Hebel seconded a motion to acknowledge the work Julie Matthews completes each year on tax preparation and financial documentation.

**Approval of Committee Appointments:** Matthews moved and Donohue seconded a motion to approve the committee appointments as listed below. Approved and carried without dissent.

**Approval of Expenditure for Armatrice Earthquake Funds:** Natoli moved and Lehman seconded a motion to expend the appropriate funds to Armatrice as soon as an appropriate organization is identified. Approved and carried without dissent.

**Approval of Fr. Bill Gordiner Community Service Award Fund:** Matthews reported Tim McMahon has a donor in the community that would like to give \$5,000 to honor Fr. Gordiner. The holding account would provide a \$500 award annually to honor an individual for their contributions to the community. Natoli moved and Donohue seconded a motion to approve the Fr. Bill Gordiner Community Service Award Fund. Approved and carried without dissent.

Meeting adjourned at 5:20pm.

Drafted by Samantha Hebel, Secretary

#### Save these dates

Thursday, January 26: Board Meeting 4:30pm, MacVittie Union

Thursday, March 02: Board Meeting at 4:30pm, MacVittie Union

Tuesday, March 21: Volunteer and Service Awards Dinner at 6:00pm, Big Tree Inn

Thursday, April 6: Gumbo to Go, 9am-7pm, Central Presbyterian Church

Monday, April 10: Annual Corporation Meeting, 4pm-5pm, Interfaith Center

Monday, April 10: Thank You Dinner, 5:30pm-7:00pm, Interfaith Center

#### Committee Assignments

Audit (Bolesky, Kallio, Kenney, Lehman, and Paratore)

Annual Dinner (Campbell, Donohue, Fabiny, Harvey, Rogalsky, and Sauter)

Executive (Hebel, Lehman, and Matthews)

Finance (Bolesky, Gaylord, Ellison, Lehman, and Sauter)

Governance (Gaylord, Hebel, Lehman, Lee, Matthews, Morales, Natoli, and Rogalsky)

Gumbo to Go (Donohue, Fabiny, Kennison, Natoli, and Paratore)

Marketing (Bailey, Campbell, Hebel, Kennison, and Morales)

Member Development (Bailey, Blasland, Hebel, Matthews, Morales, and O'Brien)

Scholarships and Grants (Hebel and Matthews)

**Subsequent Virtual Vote:** Bailey, Bolesky, Campbell, Ellison, Fabiny, Gaylord, Kallio, Kenney, Kennison, Lee, Morales, Natoli, and Rogalsky all voted yes to all action items via email.