

Livingston County CARES Inc. Board of Directors Meeting

MacVittie College Union – Room 330

Monday March 11, 2019

APPROVED MINUTES

Call to order of Board Meeting: Matthews called to order at 4:09

Attendance:

Those present and constituting a quorum: Brady, Donohue, Colon, Freeman, Harvey, Huff, Kallio, Lee, Livisey, Rogalsky, Matthews

Absent: Bailey, Bolesky, Kennison, Lehman, Mann, Natoli, Palumbo, Sauter

Approval of Minutes from: 2/6/19 meeting - Corrected *Marjorie Harding Memorial Fund*, Update Lee as May Florida Keys trip leader, added Dan Martin and Doug Hollinger to Puerto Rico trip.

Motion made to approve the corrected minutes by Harvey, seconded by Donohue - carried no dissent

**Officer Reports**

President (Matthews):

Secretary (Freeman):

- Livingston CARES Newsletter:

Discussed the Livingston CARES electronic newsletter - the first edition of which was created and distributed by Livesy in March and provided information on our Jan. trips. We discussed the cost involved - \$20 per month if using the online hosting site *Constant Contact*. Discussed where the funds would come from to support it the creation and distribution. Matthews suggested the Center for Community purchase the license for the department. Everyone agreed the newsletter was effective and well organized.

- Annual Meeting planning:

The space at the Interfaith Center is reserved for Monday April 15th and we are waiting on an invoice from them.

Freeman will coordinate the dinner and the volunteers for the evening.

Annual Report - Discussed getting content and collaborating with trip participants and for reports and pictures.

Freeman / Livesy will assemble the 2019 Annual Report

Treasurer (Matthews for the absent Bailey):

- Presented Financial Report for the month end of January 2019
- Matthews alerted Board to the fact that SUNY stated would not be able to support us with the \$400 per person subsidy as previously arranged. Mathews was able to work with SUNY to get an agreement with them to uphold that original agreement.
- Matthews Looking forward to sustainability of the Home Away from Home Respite Program. Livingston CARES currently acts as the “Fiscal Sponsor” for the Respite program.
  - CAS is currently the employer of Sharon Leary who coordinates the program

- Kallio suggested the idea that perhaps we should not act as the “employer” because acting as an employer may be going beyond the scope of our mission and bylaws.
- Leary has applied for funding through the Gannett Foundation
- Student volunteers to the program are engaging in a “go fund me” type of fundraiser.
- Harvey will connect with her connections at Paychex to find out what the cost might be for them to be the HR support.
- Donohue will connect with the County to see if there is interest / funds to support the Respite Program.
- Matthews shared updates regarding the The Geneseo Groveland Food Pantry (the Pantry)
  - The Pantry received funding from Foodlink and Coastal to pay a part time coordinator.
  - The Pantry handles their own funds currently.
  - Treasurer at Pantry does not want to be the employer of the part time employee.
  - Matthews and Bailey will investigate the possibility and costs of using a payroll hosting company.
  - Lee asked if we could negotiate independent contractor status. We will review with our attorney and seek advice from CPA on options.

#### Committee Reports

Executive Committee:

Governance: Scheduled to take place before March 11 Board meeting

Finance:

Audit:

Events:

Gumbo to Go dates: Thursday April 11, 2019

Volunteers: Freeman and Donohue will coordinate

Tickets will be sent via interoffice mail - 10 each for general board members, 2 each for student board members

CARES Member volunteer sign-ups:

Livesey will create a google form for responses

Working with CAS / food order: Freeman is finalizing

Discussed system for coordination of receiving the tickets and facilitating the details of the day.

Kallio will be there at 9:00 to help prepare until George arrives at 1:00 pm

Annual Meeting / Dinner: April 15, 2019 at Geneseo Interfaith Center

4:00 pm Corporate meeting followed by April Board meeting.

At Corporate meeting we will share annual report with attendees.

At full board meeting we will hold the annual election of board members and officers.

We have solicited applications from students and will be able to elect them during this meeting.

Scholarship:

Membership / Marketing:

Trips: (Matthews / Freeman / Palumbo / Colon) Report on upcoming trips:

Upcoming Trips:

March Trips 3/16 - 3/23:

Big Pine Key - 14 people - filled

Biloxi, MS - 7 people - filled

Brooklyn - 5 people - closed (no longer taking volunteers)

Florida Panhandle - 7 people - filled

Puerto Rico - 14 people - filled

May Trips 5/18 - 5/25:

Big Pine Key - 6 - closed - Trip leader: Eddie Lee

Puerto Rico - 14 People - filled - Trip leader Dan Martin and Doug Hollinger

Items for discussion:

- Methodist church leadership schism on acceptance of LGBTQ individuals
  - Matthews shared the Florida Conference of UMCOR's statement on their mission / vision / and values.
  - We have not had a formal response from the Texas Conference or Puerto Rico
  - We will continue to monitor the United Methodist Church actions and will hone our relationship with UMCOR to ensure all of our students and trip participants are being respected and treated with dignity.
  
- Marjorie Harding Memorial Fund
  - Harding was committed to social justice issues and the family created the fund in her honor.
  - Matthews was approached to submit a grant proposal which requires a \$1000 match from the organization that receives it.
  - Lee asked if we could match with existing funds. Consensus is that in good faith we should raise the money.
  - Kallio asked what the grant holds us to - what are the requirements: The funds are meant to support our trips to Puerto Rico. They are unrestricted funds. We do not believe the grant will prohibit supporting student travel to Puerto Rico
  
- Contingency planning for travel issues: weather, interrupted service, etc. Tabled
  
- Creating an MOU with partner organizations that ensure our needs, policies, and procedures are being met - Tabled
  
- Respite Program funding - See financial report above
  
- Newsletter - See above
  
- Geneseo Goes To Town - day of service on Sat. April 6th. There are several Alumni of Livingston CARES trips across the country that will be coordinating service projects to coincide with this day. Details to come.
  
- Students in the discipline / conduct system that register for trips - Tabled
  
- Training / policies and procedures for Trip Leaders - Tabled

Action Items:

- A motion was made by Donohue and seconded by Kallio to accept the Marjorie Harding Memorial Fund grant of \$1000 and commit to raising the \$1000 matching funds. Motion approved without dissent.

New Business: No Action Items

Adjournment: Colon made a motion to adjourn and Lee seconded the motion. Approved and adjourned at 5:12 pm

**Please save the following dates for Livingston CARES Activities**

**BOARD MEETINGS:**

SPRING

3/11/19 (current meeting)

**ANNUAL CORPORATE MEETING AND APRIL BOARD MEETING**

April 15 – 4:00 PM Meeting

Dinner at 5:30 PM Interfaith Center

**GUMBO TO GO**

April 11, 2019

**2018-19 COMMITTEE ASSIGNMENTS:**

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Executive Committee	Matthews	Bailey, Freeman, Lee, Livesey, Palumbo
Governance	Freeman	Palumbo, Huff, Lee, Natoli, Rogalsky
Finance	Bailey	Kennison, Mann
Audit	Lehman	Kallio
Events (Gumbo to Go / Annual Dinner)	Donohue	Harvey, Kennison, Brady
Scholarship		Freeman, Matthews, Palumbo
Membership / Marketing	Lee	Bailey, Harvey, Kallio
Trips	Huff	Harvey, Lee