

Livingston County CARES Inc. Board of Directors Meeting  
MacVittie Board Room, MacVittie College Union, Room 351  
Wednesday June 20, 2018 1:00 – 2:00 pm

### Approved Minutes

Attendance: Bailey, Freeman, Harvey, Lee, Matthews, Natoli, Palumbo

Call to order of Board Meeting 1:03 – No quorum

Approval of Minutes from 4/9/18 corporate and board meetings – did not put to a vote

#### Officer Reports:

##### President (Matthews)

Membership – Discussed at Exec. Committee meeting (see notes)

Continue the concept of membership, but drop fee.

Any interested individual fills out a card, receives a sticker, early notification on trips, invite to Annual dinner

Anyone who contributes money is a member (donors to general fund and specific funds)

Keep database of members to recruit trip participants / leaders, ask for donations,

Consider creating a quarterly/biannual newsletter sent to members

Each board member is responsible for recruiting members

Grants Research - [Metasoft Systems Inc.](#)

\$5,000 fee for Metasoft to identify sources of funding

Decided not to pursue at this time

Research and track in-kind donations - Matthews

##### Secretary (Freeman)

Committee chairs: Please schedule committee meetings for the Fall (see list below)

Check contact info and update if necessary

##### Treasurer (Bailey)

Review account balances including 2018 trip costs

Brian Ludemann and Julie Matthews donated time to put together reports

Suggest a per person analysis

#### Committee Reports

Executive Committee: Report out

Governance:

Finance:

Audit:

Events:

Gumbo to Go: Tentative dates: Thursday Nov. 8, 2018 & Thursday April 11, 2019

Annual Meeting / Dinner:

Livingston CARES Day:

GOLD Workshop – Alumni of CARES trips

Tabling in Union

Scholarship:

Membership / Marketing:

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

**Houston:** Freeman is working with Methodists in TX to discuss potential of Jan. and March – 7 -14 participants

**Florida Keys** - Jan., 14 participants, March – 14 participants, and May –(14 reserved) likely 7 participants

**Puerto Rico:** Planning trips in Jan., March, & May - 14 participants

Tom has requested lowering of \$55 fee per person per day

**Brooklyn:** March 17-23, 2019: Freeman has contacted Study Abroad who now oversees the space in Red Hook – they have us penciled in for that date.

**Biloxi, MS:** March – 7 people. Back Bay Mission - Deposit paid for 2019

**Atlanta Project:** March 17-23 - Lead by Provost Stacey Robertson and History professor Cathy Adams. Service / Cultural focus Civil and Human Rights – 7-14 participants

**Action Items:**

- Authorize president to proceed to distribute collected funds:
  - Sandy funds - to SBP – need to identify the exact purpose for the funds
  - Specific funds for: Puerto Rico
  - Houston
  - Florida
  - Haiti – Tom has requested a more detailed report before giving the balance of the funds
- Authorize Livingston CARES to accept funds from the Community Resource Network
  - CRN has \$900 balance in their account. Banks are planning to charge to have accounts
  - LC will act as Fiscal Sponsor
- Authorize Executive Committee to move forward on planned 2019 planned trips
- Authorize Board President and Treasurer to research investment of funds into cds - \$20,000
- Vote to elect Nick Palumbo as Vice Chair

Suggestion to utilize technology –conference calls for our future meetings to help us reach a quorum

Adjournment: 2:00 PM

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

**BOARD MEETINGS - 4:00 – 5:00 pm in the MacVittie Board Room, MacVittie College Union unless otherwise noted:**

**FALL**

6/20/18

9/10/18

10/15/18

11/26/18

**SPRING**

2/4/19

3/11/19

**ANNUAL / CORPORATE MEETING**

April 15 – 4:00 PM Meeting

Dinner at 5:30 PM Interfaith Center

**GUMBO TO GO**

November 8, 2018

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	Kenney	Lehman, Sauter, Henning
Events (Gumbo to Go / Annual Dinner)	Donohue	Harvey, Kennison, Brady
Scholarship		Freeman, Matthews, Palumbo
Membership / Marketing	Lee	Bailey, Harvey, Henning, Kallio
Trips	Henning	Harvey, Huff, Lee, Sauter