

Livingston County CARES Inc. Board of Directors Meeting

Interfaith Center, 11 Franklin St. Geneseo, NY

Monday April 15, 2019

Approved Minutes for Corporate Meeting 4:00

Attendance:

Present and constituting a quorum: Bailey, Brady, Colón, Freeman, Harvey, Huff, Kallio, Lee, Livesey, Mann, Matthews, Natoli, Palumbo, Rogalsky
(Non-board members in attendance: Adam Clarke, Karilyn Nieves, Brooke Stickles)
Absent: Bolesky, Donohue, Kennison, Henning, Lehman, Sauter

Call to order of Corporate Meeting: Matthews called the meeting to order at 4:04 pm

- Attendees introduced themselves for the benefit of individuals who were up for election to the board (“Non-board members” listed above) were attending the meeting for the first time.

Review of *2018-19 Annual Community Report*

- Matthews and Natoli recognized the work of Livesey and Freeman who prepared the report. Freeman recognized Livesey’s work as she was the main coordinator and editor.
- Lee discussed the possibility of revising the format of the “Financial Information” section to make it easier to understand.
- Lee also discussed the possibility of having the report reflect the fiscal year of Livingston CARES (July - June) instead of the academic year of the College (Aug - July).
- In reviewing the “Trip Reports” section of the *Community Report* Matthews discussed the number of 2019 trips (10) and the number of participants (105) in the past year.
- Matthews also discussed the “Community Program Reports” section of the *Community Report*, highlighting Geneseo Goes to Town (GGTT) as an expanded effort to engage alumni of CARES trips to do service in their current home communities. We had two communities participate. Lee asked if any support for GGTT came from the Alumni Relations (AR) Office at Geneseo and Matthews and Freeman shared that they met twice in 2018-19 to talk about how they could support us. They did provide names of alumni to the college that lived in the region as potential partners for the local community service projects. Rogalsky mentioned that in her experience AR has done, and can do, outreach on behalf of College Departments. Lee discussed possibility of connecting GGTT to Great Day and Freeman and Matthews shared that AR coordinates “Great Knight” which is a social event across the country the evening of Great Day. There is some interest from AR to shift that to a service day. Matthews will follow up with Alumni Relations and Advancement to continue the conversation around this national Alumni Day of Service.

Approval of Annual Report: A motion was made by Natoli and seconded by Kallio to approve the *Annual Community Report*. The motion was carried unanimously.

Draft Minutes Board of Directors Meeting

Call to order of Board Meeting: 4:32

Approval of minutes from March 11, 2019 meeting:

A motion was made by Colón and seconded by Mann to approve the March 11, 2019 minutes. The March 11, 2019 minutes were approved unanimously.

Officer Reports

President (Matthews):

- Matthews shared the results of this year's New York State Employees Federated Appeal (SEFA) which Livingston CARES participates as a charity that accepts donations. Palumbo presented to the SEFA Kick Off Event in the fall of 2018 explaining Livingston CARES and through that effort and CARES reputation in the community a total of \$3,467 was donated.
- Matthews shared that the mandatory Service Trip Orientation for the May trip participants was going to take place the following evening in the GOLD Leadership Center in the College Union. Lee asked what the protocol was for individuals who could not make the group meeting. Palumbo shared that individual meetings could be scheduled with himself or Freeman in that case.

Secretary (Freeman): Nothing to report

Treasurer (Bailey) : Bailey shared the March Financial Report and referred to the Year End Financial Report in the *Annual Community Report*. Matthews acknowledged the work of Julie Matthews who, with the student volunteer Madeleine Brillling, oversee the bookkeeping and create the monthly and annual financial statements.

Committee Reports

Executive Committee:

Governance: Met on March 11 and April 2, 2019 to discuss board vacancies and applications by students to the board (notes included in board packet)

Finance:

Audit:

Events:

Scholarship:

Membership / Marketing:

Trips: (Matthews / Freeman / Palumbo / Colon)

Review Trip Reports from March Trips:

March Trips 3/16 - 3/23:

Big Pine Key - Natoli and Harvey were the trip leaders and shared their thoughts.

The group engaged in mostly finish work including installing trip, paining. Did some work on No Name Key. Discussed concern regarding where and what work the May trip participants will engage in. Shared that they spent a day working in the parsonage of the host church. Harvey remarked on the fact that they toured / visited homes that were destroyed and that the very next home was completely restored. They enjoyed working with the students and remarked that they had great project leaders.

Biloxi, MS - See Trip Report in *Annual Community Report*

Brooklyn, NY See Trip Report in *Annual Community Report*

Florida Panhandle - See Trip Report in *Annual Community Report*

Puerto Rico - Matthews shared that the trip leader, Gabe Iturbides, within two hours of finishing work for the week, fell off a ladder and dislocated his knee. Lee asked about insurance for the Puerto Rico trips and Matthews shared that since the PR trips were directed through the Study Abroad Office (only CARES trips that were facilitated this way) that we did purchase SUNY insurance. Since Gabe participated in the trip on "release time" his injury will be processed as worker's compensation claim.

Details and planning for May Trips:

May Trips 5/18 - 5/25:

Big Pine Key - 5 paid - Eddie Lee will lead

Puerto Rico - 14 People - filled

Matthews initiated a discussion about the fact that SUNY would be hosting another summer service program sending SUNY Students to Puerto Rico and how this complicates our May trips, for which our students paid \$450. Sam Cardamone from Study Abroad approached Tom when he found out about the summer program. They decided it would be worth asking SUNY if they would provide the \$400 per student stipend for our CARES trips to PR. SUNY leadership could not commit to providing that benefit. Sam decided not to act as a coordination site for the 2019 summer trips to PR. Colón asked if it made sense for students / the board to do separate fund raising specifically for trips to Puerto Rico since they were the highest cost of our trips.

Items for discussion:

- The board engaged in a discussion about the spring Gumbo to Go fundraiser. Lee remarked that the number and quality of volunteers was great. Many on the board shared that the quality of the gumbo was also excellent. Colón asked what happens with the leftover food and shared that she would be willing to take any leftovers to a men's shelter in Rochester. A deposit of \$2,200 was made after the Gumbo fundraiser. Freeman acknowledged the work and effort of Brandy Rosas and Dave Herbert who work at CAS and were a pleasure to work with.
- Trip planning for 2019-20 service year: Board decided to convene a trips meeting prior to the end of the semester to discuss 2020 trips including what locations and how many trips.

Action Items:

Approval of Humanitarian Awards to be conferred upon: Enid Brady, Madeleine Brilling, Dilynn Livesey, Austin Mann, Fatima Rodriguez Johnson, Jennifer Rogalsky, and Beth Standish. A motion was made by Lee and seconded by Freeman to approve the Humanitarian Awards. The motion carried unanimously.

ELECTIONS:

The following individuals are being recommended to serve on the Board of Directors by the Governance Committee.

A motion was made by Natoli and seconded by Kallio to accept the Governance Committee recommendations and vote by acclamation to elect all individuals for the positions below. The motion carried with no dissent.

- Re-election of five (5) At-Large Directors (3 year Term)
 - Karen Bailey
 - Craig Bolesky
 - Betsy Colón
 - Holly Harvey
 - Tom Matthews
- Election of one (1) At-Large Director - 1 year term (completing final year of Sauter's director position)
 - Tom Wilson
- Election of one (1) At-Large Director - 3 year term
 - Gabriel Iturbides
- Election of five (5) At-Large Directors (Students) for 1 year term (4 new and one returning)
 - Stephen Chaparro
 - Adam Clarke
 - Laura Huff
 - Karilyn Nieves
 - Brooke Stickle

A motion was made by Kallio and seconded by Natoli to elect the four officers to one year terms by acclamation. The motion carried with no dissent.

- Election of four (4) officers: President, Co-Chair, Treasurer, Secretary
 - Tom Matthews, President
 - Nicholas Palumbo, Vice-Chair
 - Garth Freeman, Secretary
 - Treasurer, Karen Bailey

New Business:

Board members are invited to communicate to the Secretary which committees they would like to sit on for the coming year.

Adjournment: A motion was made to adjourn the board meeting by Harvey and seconded by Natoli at 5:15 pm. The motion carried with no dissent.

Please save the following dates for Livingston CARES Activities

ANNUAL / CORPORATE MEETING

April 15 – 4:00 PM Meeting

Dinner at 5:30 PM Interfaith Center