

Livingston County CARES Inc. Board of Directors Meeting

Remote via Zoom

Monday April 13, 2020

**Draft Minutes Livingston CARES Corporate Meeting 4:00 - 4:15 pm**

Attendance:

Present and constituting a quorum: Bailey, Clarke, Colón, DeRider (intern), Donohue, Ellis, Freeman, Garbarini, Iturbides, Harvey, Kallio, Kennison, Matthews, Natoli, Palumbo, Wilson

Absent: Bolesky, Chaparro, Huff, Lehman, Nieves, Stickle

Call to order of Corporate Meeting: 4:02

Review of 2019-20 Annual Report Draft:

Freeman updated the board on the report. Natoli recognized our work and effort.

Introductions of incoming board members: Angela Ellis (gumbo fan!), Karissa Garbarini, Glenn Geiser-Getz, Jules Orcutt, Parker Slawetsky,

Approval of Annual Report Draft: Motion to approve the draft made by Natoli, seconded by Colón. Carried unanimously. A completed version of the Annual Community Report is forthcoming in the following months.

**Agenda for Board Meeting 4:15 - 5:30 pm**

Present and constituting a quorum: Bailey, Clarke, Colón, DeRider (intern), Donohue, Ellis, Freeman, Garbarini, Iturbides, Harvey, Kallio, Kennison, Matthews, Natoli, Palumbo, Wilson

Absent: Bolesky, Chaparro, Huff, Lehman, Nieves, Stickle

Call to order of Board Meeting: 4:14

Approval of minutes from January 27, 2020:

Motion to approve made by Bailey, second by Wilson, Donohue abstained - carried.

Approval of Executive Committee minutes from March 9, 2020

Motion to approve made by Kennison, seconded by Palumbo, carried unanimously. Matthews and Lee discussed board giving - before the end of the fiscal year - June 30th.

**Officer Reports**

President (Matthews): Items discussed below in Executive Committee Report, Trips Report and Items for Discussion.

Secretary (Freeman): nothing to report

Treasurer: March Financial Report - Bailey - provided a brief update. There are outstanding items that need to be reconciled. \$744.94 will go to SBP. Nicaragua fund shows it is in the negative but we have checks pending for deposit that will go towards building a school.

## Committee Reports

### Executive Committee:

The Held a meeting on April 13 to address refunds and credits to participants on cancelled trips. Matthews has worked tirelessly with Stacey at Judy's Travel to get refunds from Southwest for our travelers. Late last week - Southwest agreed to refund the cost of tickets to CARES. Full refunds are expected for our March trips to PR and FL.

The Executive. committee voted to give full refunds minus -\$10. Refunds will be processed for 44 people. May Keys trip participants will receive a credit up to June 2021. We are waiting to give the refunds and will ask if people want to donate any of those funds to the PR fund (towards the \$1000 match).

Kallio asked if there a reason why CARES could not refund sooner rather than waiting to receive the refund from Southwest. Matthews is concerned with actually receiving the money from Southwest. Nick has received some inquiries and requests from students, parents, asking about the refunds and timeline. He was able to communicate that the refunds are forthcoming - that we are waiting to hear from Southwest. Kallio wants to make sure we are being mindful of student financial needs. Bailey added that the Executive Committee agreed that we would provide the \$40 "booking fee" to students and trip participants to be mindful of financial needs. Give Kids the World - vouchers for future travel forthcoming

Governance Committee: See attached Board of Directors elections document

Finance/ Audit: nothing to report

Events and Marketing: included in discussion below

Fundraising:

Gumbo to Go and Annual Dinner: Cancelled for Spring 2020 - will revisit

15th Anniversary Planning Committee:

Scholarship:

Membership/Marketing:

Trips: (Matthews/Freeman/Palumbo/Colon): Contacts in Puerto Rico have verbally committed to Jan. and March 2021 trips. SBP in NJ would like to have us back in 2021 in NJ. UMCOR in FL is dissolving so it may be difficult to serve there again without finding an alternate host organization. It is possible we could organize a trip to the Panhandle as it is under the Alabama UMCOR. Lee asked if there were other orgs that may be able to host us. Lee asked about St. Bernard Parish / St. Bernard Projects (SBP) in

other locations. Give Kids The World (GKTW) will be taken under our umbrella and their trips (possibly 2 in 2021) will be advertised and promoted as part of CARES. We will work with David Parfitt to coordinate. We will share our registration and coordination process with GKTW. Palumbo shared - benefits - better understand the financials of GKTW. Palumbo will work with the Student Association (SA) to request more funds to support more students. If approved it will provide access to that resource and will increase our \$\$ from SA that is used to provide scholarships for student volunteers. Lee asked about denoting what the payment is for. Donohue and Iturbides acknowledged the work and effort of Matthews, Palumbo, Freeman for the weeks prior to cancelling

Items for discussion:

College Senate COVID-19 fundraising initiative:

College Senate reached out to CARES with a proposal to support fundraising initiative to support CAS employees and local businesses impacted by COVID-19 (see letter included in board packet). This discussion took place over email and zoom meetings with Doug Baldwin and Amy Sheldon and members of the Executive Committee to set up a “project fund” account to solicit money on campus from employees to assist CAS employees who have been laid off (+/- 100 employees). Kennison - Exec committee of College Senate - was approached to ask if the Geneseo Foundation could act in this capacity and Kennison redirected to CARES. The Senate is doing research to find out where the significant need is and are preparing their strategy. We requested a letter be sent (attached) to detail how we can support this effort and establish the account. Lee shared about getting money into the account. We are encouraging people to use venmo - but people can use PayPal, Credit Card, or check. See action item below.

COVID-19 Front Line Workers Initiative:

The COVID-19 Front Line Workers Initiative has been established to support local medical staff, first responders (EMT, Police and Firefighters). Donohue shared seeing people helping first responders - through small gestures. Was thinking in terms of EMT staff - 60 ppl, Dept Health / Mental Health - 60 ppl, and CRN and Noyse hospital staff. Items will be provided like small hershey kisses and life savers. Baked cookies - ready to distribute. Donohue called Kevin Dyke and asked about donating homemade goods and received the OK. We can make an application to Wegmans under their community giving to donate gift cards. We could also use the initiative to support local businesses as a possibility. Bailey shared a connection to Tony's pizza in Dansville - Have sent 30 sheet pizzas on Thursdays and Fridays for about 170 employees- \$300 or less for one day. Bailey would be willing to deliver. Kallio thinks it's a wonderful idea. Could we ask CAS to prepare the food, and if there are food service workers to be hired back to help give them some work and income. Lee thinks it's a win, win, win - work with local businesses to support the community. Matthews asked if there is a consensus. We could ask board members and people who have been engaged with CARES, using our unrestricted funds to support. Freeman said he would create the “Thank you” message and document to attach to the items we donate. Bailey will take care of Noyes location. Matthews shared that people could make a donation to the PR fund and this fund. Donohue - any businesses we should support please let her know. Colon will help.

See below in Action Items to establish *Front line worker COVID-19 Appreciation fund*

Kallio made an initial donation of \$200. Lee matched with an additional \$200.

Action Items:

Approval of College Senate COVID-19 support fund:

Palumbo made a motion and Lee seconded to approve a special projects account to receive and distribute funds to support the College Senate project to support CAS staff fundraiser. Motion approved unanimously.

*Front line worker COVID-19 Appreciation fund:*

A motion was made by Kallio and seconded by Natoli to establish a *Front line worker COVID-19 Appreciation fund*. Motion approved unanimously.

Approval of Humanitarian Awards:

Matthews shared the Humanitarian awards for departing board members Wes Kennison, Matthews read the award for Kennison.

Motion to approve: Colon, Donohue- Kennison Abstained with gratitude.

Officers: Kallio, Wilson,

**ELECTIONS:**

Please review the information below and attached Board of Directors Election Document for the names, positions, and resume/biography for candidates for election to the board of directors.

Recommendation from committee to fill Kennison, natoli no additional nominations.

RE-ELECTION OF AT-LARGE DIRECTORS (3 SEATS - 3 YEAR TERMS)

Brenda Donohue

Ken Kallio

Eddie Lee

ELECTION OF AT-LARGE DIRECTORS (3 SEATS - 3 YEAR TERMS)

Angela Ellis, Deputy County Administrator – Planning & Special Projects, Livingston County

Glenn Geiser-Getz, SUNY Geneseo Vice Provost for Academic Affairs

Tom Wilson, Community member

ELECTION OF AT-LARGE DIRECTORS (STUDENTS - 4 SEATS - 1-YEAR TERM)

Adam Clarke (returning)

Karissa Garbarini (new)

Parker Slawetsky (new)

Jules Orcutt (new)

RE-ELECTION OF OFFICERS (1-YEAR TERM)

Tom Matthews (President)

Nicholas Palumbo (Vice President)

Garth Freeman (Secretary)

Karen Bailey (Treasurer)

New Business:See above

Adjournment 5:15: A motion to adjourn was made by Bailey and seconded by Natoli. Carried unanimously.

**2020-21 COMMITTEE ASSIGNMENTS:**

Executive Committee

Chair: Matthews

Members: Bailey, Freeman, Lee, Clarke, Palumbo

Governance

Chair: Freeman

Members: Palumbo, Lee, Natoli, Wilson, Slawetsky

Events and Marketing

Chair: Freeman

Members: Bolesky, Geiser-Getz, Iturbides, Harvey, Orcutt

Finance and Audit

Chair: Bailey

Members: Colón, Ellis, Garabini, Kallio, Lehman

Fundraising:

Chair: Eddie Lee

Members: Matthews, Palumbo, Iturbides, Colón, Orcutt

Gumbo to Go & Annual Dinner

Chair: Freeman

Members: Bolesky, Donohue, Iturbides, Garabini

Scholarship

Members: Freeman, Matthews, Palumbo

Trips

Chair: Natoli

Members: Harvey, Clarke, Colón, Matthews, Palumbo, Slawetsky

15th Anniversary Celebration:

Chair: Harvey

Members: Bailey, Bolesky, Orcutt, Palumbo, Wilson

COVID-19 Committee:

Chair: Donohue

Members: Ellis, Kallio