

Livingston County CARES Inc. Board of Directors Meeting

MacVittie College Union - Room 330

Monday Sept. 9, 4:00 - 5:00 pm

**APPROVED MINUTES**

Attendance:

Present: Bolesky, Bailey, Chaparro, Clarke, Colón, Donohue, Freeman, Huff, Iturbides, Kallio, Lee, Lehman, Matthews, Natoli, Nieves, Palumbo, Stickles, Wilson  
Absent: Harvey, Kennison

Call to order: 4:01 PM

Introductions

Discussed that we would be getting a group photo and individual headshot photos of all board members

Approval of minutes:

April 15, 2019 Corporate Meeting and Board of Directors Meeting

June 18, 2019 Executive Committee meeting

July 17, 2019 Executive Committee meeting

Natoli noted a few minor spelling and clerical edits to the April 15, 2019 minutes that were made to the electronic document.

A motion to approve all minutes listed above was made by Bolesky and seconded by Natoli. Motion carried unanimously

Financial documents and accounting:

Julie Matthews, community member and volunteer who has been supervising our accounting and finances since 2006 joined the meeting to review our financial documents including:

*Statement of Financial Activities - For the Year Ending June 30, 2019*

*2020 Livingston CARES Service Trips - Projected Trip Fees and Expenditures*

*Livingston County CARES, Inc. Projected Budget 7/1/2019 - 6/30/2020*

*990-EZ Short Form Return of Organization Exempt From Income Tax*

J. Matthews provided background information and details on how each document was created and for what purpose.

Discussion took place noting that on the 2018-19 financial statement Atlanta 3/19 was in the spreadsheet. Palumbo shared that that trip was cancelled and most students registered for other trips.

Kalio asked for clarification on “actual operating funds” versus “total ending cash balances” J. Matthews shared that the total fundraising, membership, and M&G” balance is our operating / actual balance. The “Total Ending Cash Balances” include funds that we cannot spend, including some of our “project” funds.

T. Matthews noted an update on the Nicaragua school building project. Our volunteers

did not travel to Nicaragua in 2018-19. Lupisella, who coordinates school building in Nicaragua noted that they may not be able to travel and support that community, and may look for another location to engage in similar work. We are waiting for an update from Lupesella and will hold those funds until further notice.

Matthews noted a negative balance on MLK day of service from 2019. As a result we cleared negative balance from general operating funds and added \$400 for 2020 MLK Day activities.

Respite Program update / history: Employment Services / Community Outreach Coordinator in the Center for Community was vacated spring 2019. Responsibilities for the new employee will include managing the Respite program. Matthews and Palumbo noted that a student fundraising effort raised \$1600 and that the Respite program will receive a \$5000 grant from Konar Foundation. These developments as a whole will ensure ongoing support of the Respite Program in terms of salary.

T. Matthews noted we will expend the balance in the Sandy Relief funds in the 2019-2020 calendar year.

T. Matthews discussed the "Puerto Rico Fund:" We received and accepted a \$1000 grant with the understanding that we will need to raise \$1000 to match the donation. Colón asked if there is a timeframe for raising and spending the funds. Matthews did not think there was a strict timeline and will look into it and update the board.

A motion was made to approve all financial and tax documents, with recognition of Julie Matthews' contributions of time and effort, by Kallio and seconded by Lehman. Motion carried unanimously.

#### 2020 Budget Document:

Matthews noted that we will travel to Central Florida - flying to Tampa Bay, not Northern Florida as previously discussed.

Kallio asked about the first column in the projected budget for trips. He asked about the projected amounts. Palumbo shared that the Executive Committee looked extensively at the fees for trips based on past need and, noting that many students will ask for and receive financial grants.

Matthews added that we have historically been transparent about the fees and cost to students,

Kallio asked what % of our unrestricted funds are we contributing to support the trips this year? Bolesky noted that a typical amount for pulling money from "endowments" is around 5%. It was discussed that we draw on 5.1% of unrestricted funds for this purpose. Lee noted that we do not have a formal fundraising program that could help to replenish these funds.

Matthews noted that last year we had the \$400 / per person grant from SUNY to offset the cost of the Puerto Rico trips in 2019.

Stickles - noted that the projected fees are reasonable, especially given the financial grants

Colón asked how students are made aware of the financial grants? How is it communicated? Iturbides also asked the same. Palumbo shared that we have made changes to our process for sharing the financial grants including more

transparency, clearly breaking out the levels of financial support and streamlining the application process. This is done on our website and in all public discussions of the trips. Student board members will share the availability of the grants with their peers. Palumbo noted that when requesting the funds from SA he that there would be a \$500 ceiling for individual financial grants.

We briefly discussed allocating a small amount of funding support for Geneseo Goes To Town, a spring service day that is a partnership with the Office of Student Volunteerism and Community Engagement.

We briefly discussed \$1500 that supports the Betsy Matthews Geneseo Groveland Food Pantry Internship.

The board discussed the possibility of establishing an account to accept funds for helping in the recovery efforts in the Bahamas and a possible service trip to the Bahamas. Matthews shared the opportunity to establish a specific fund for relief efforts in the Bahamas. Lee noted, if CARES does not have to get involved in collecting money perhaps there are other viable orgs to accept the funds. Kallio noted that we don't necessarily need to set up a separate fund, we should simply collect "Hurricane" funds. Donohue noted that she agrees with Lee, the money should not sit in an account Bolesky said we should be clear about how the funds will be spent - "this is for recovery, not relief"

Kallio noted that the message to the community should be, "we are collecting funds to address the long term relief efforts in the area - we are looking to provide support and funds"

Matthews asked if the board is interested in finding a way to send a service trip to the Bahamas. There was a general consensus that we should at least start to do some research and outreach to evaluate feasibility.

A motion was made by Lehman and seconded by Bolesky to approve the Livingston CARES 2020 Budget. Lee commented that the budget is a guide, not a fixed budget. The motion carried unanimously.

## **Officer Reports**

President (Matthews):

Secretary (Freeman): Conflict of Interest Forms

Treasurer (Bailey) :

Committee Reports:

Executive Committee: minutes included in board packet

Governance: Met on Aug 13 to discuss and plan board training

Finance and Audit:

Gumbo to Go and Annual Meeting:

Scholarship:

Events and Marketing: Livingston CARES Day, Sept. 18 - 11:00 am - 5:00 pm

Trips:

Trips and Dates:

PUERTO RICO - Jan. 11-18 & March 14-21  
FLORIDA KEYS - March 14-21 & May 16-23  
NORTHEAST FLORIDA - Jan. 11-18 &  
March 14-21  
OCEAN COUNTY, NJ - Jan. 12-18

Action Items:

- 1) Membership in NY Council of Nonprofits ( NYCON):  
A motion was made by Kallio and seconded by Bolesky to approve payment of \$130 for an annual membership in NY Council of Nonprofits ( NYCON). Lee mentioned that all members can be signed up individually. The motion carried unanimously.
  
- 2) Approval of Geneseo Groveland Food Pantry hiring of part-time manager through payroll processing company:  
Kallio, voiced reservations about acting as an employer. He shared that he believes this is a policy decision that opens the door to doing this in other situations. Matthews shared that Livingston CARES is not the “employer,” the Food Pantry is the “employer” and CARES is the fiscal sponsor and holds the funds on behalf of the pantry to pay the part time employee.  
Lehman posed the question: Will this have to be reflected in the 990? Matthews offered that yes, it would be reflected in the 990.  
Bailey shared that they met with payroll companies after recommendation from NYCon and decided to go with Direct Payroll Services from Rochester, NY with a \$35 / month fee to process tax and payroll services.  
A motion was made by Donohue and seconded by Bolesky to approve the Geneseo Groveland Food Pantry hiring a part time manager with payroll being processed by Direct Payroll Services. The motion was approved with Colón and Kallio dissenting.
  
- 3) A motion was made by Kallio and seconded by Donohue to approve the Executive Committee recommendation to establish student board member incentives of \$100 deduction on one trip fee for active recruiting efforts for 2020 service trips. The motion carried unanimously.
  
- 4) Approval of proposed Livingston CARES By-Laws changes. Tabled.

Meeting was adjourned: 5:12

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

Meeting dates:

Sept. 9, 2019 Board of Directors Meeting 4:00 - 5:00 & Board training 5:00 - 6:00 pm - MacVittie Union 330  
Oct. 21, 2019, 4:00 - 5:00 pm -MacVittie Union Board Room 351  
Dec. 2, 2019, 4:00 - 5:00 pm - MacVittie Union Board Room 351  
Jan. 27, 2020, 4:00 - 5:00 pm - MacVittie Union Board Room 351  
Mar. 9, 2020, 4:00 - 5:00 pm - MacVittie Union Board Room 351

Apr. 13, 2020 4:00 - 4:30, Corporate Meeting, 5:30 - 7:00 Board of Directors Meeting -  
Interfaith Center, 11 Franklin St.

Other Dates:

Sept. 18, 2019, 11:00 - 5:00 - Livingston CARES Day

Nov. 7, 2019 - Gumbo to Go

April 2, 2020 - Gumbo to Go

**ANNUAL / CORPORATE MEETING**

April 15 – 4:00 PM Meeting

Dinner at 5:30 PM Interfaith Center

**2019-20 COMMITTEE ASSIGNMENTS:**

Executive Committee

Chair: Matthews

Members: Bailey, Freeman, Lee, Huff, Palumbo

Governance

Chair: Freeman

Members: Palumbo, Stickles, Lee, Natoli, Wilson

Finance and Audit

Chair: Bailey

Members: Kennison, Colón, Kallio, Lehman, Clarke

Gumbo to Go & Annual Dinner

Chair: Freeman

Members: Donohue, Bolesky, Iturbides, Chaparro, Nieves

Scholarship

Members: Freeman, Matthews, Palumbo

Events and Marketing

Chair: Freeman

Members: Bolesky, Iturbides, Harvey, Chaparro, Nieves

Trips

Chair: Natoli

Members: Harvey, Colón, Matthews, Palumbo, Chaparro, Clarke, Huff, Nieves, Stickles