

Livingston County CARES Inc. Board of Directors Meeting

MacVittie College Union - MacVittie Boardroom - 351

Monday March 9, 2020 4:00 - 5:00 pm

**Approved Minutes of the Executive Committee Meeting**

Attendance:

Present: Bailey, Clarke, Colón, DeRider (CARES Intern), Freeman, Huff, Matthews, Palumbo, Lee, Wilson

Absent: Bolesky, Chaparro, Donohue, Harvey, Iturbides, Kallio, Kennison, Lehman, Natoli, Nieves, Stickle

Call to order: 4:05

Matthews called a meeting of the Executive Committee:

Approval of minutes from January 27, 2020 meeting: Postponed until April 13 board meeting.

Lee made a suggestion to add a summary of decisions reached by consensus to the “Action Items” section of notes

Officer Reports

President (Matthews): Matthews had lunch with Laura Lane from the Livingston County Chamber of Commerce and the Chamber is interested in getting involved with CARES in a support role. The chamber could help with Geneseo Goes To Town. Matthews, Palumbo, and Freeman will meet with Laura Lane in the coming weeks to discuss opportunities to work together.

Update on Highland Park Playground Project: Matthews followed up with Katie Fish. Reminded them that Kiwanis might be a good resource. Matthews will follow up with Mayor Duff to see what the Village intends to do with this project. The Village will have to create an account to hold funds for the project. Rochester Area Community Foundation cannot give money directly to a municipality. This arrangement, should we choose to support it, would be a “pass through.” The question was raised again by the board: does it align with our mission. Consensus is to wait for more information before making a final decision. Matthews will seek more details from all parties involved in the potential project.

Update on Rochester Area Community Foundation (RACF): Matthews talked with staff members at the RACF. They support small 501(c) 3 organizations.

They

have a minimum requirement of \$50,000 to create an “endowment.” that has had a past investment return in the range of 9%. They will permit organizations to access the principle if needed. Matthews thinks we should explore establishing a fund at some future date. Matthews suggested we might be able to leverage funds from the Geneseo Groveland Emergency Food Pantry (GGEFP) to help establish a shared fund. GGEFP is currently applying for a grant through Livingston County United Way for \$7,000. All of GGEFP finances will be included in our future tax documents. Matthews also shared that there is a donor who has included Livingston CARES in his will and he supports the idea of

creating an endowment fund. Consensus from attendees at the meeting is that we should explore this concept further.

Vice President: No Report

Secretary (Freeman): Revisit of board vote on unexpended Hurricane Sandy funds - voted to expend funds at 9/6/18 board meeting. Matthews shared that we used the funds to support the trips to NYC Metro in 2019 and the NJ Trip in 2020.

Treasurer (Bailey) : Renewed CD. Bailey and Matthews met with KeyBank, renewed at 1.1%

### Committee Reports:

Executive Committee: Executive Committee met to discuss at length the planning for upcoming trips in respect to COVID-19 and travel.

Governance Committee: Update on Recruitment of Board Members (Students, faculty/staff/alumni and Community): There are four non-student seats open (Donohou, Kallio, Kennison, Lee) and three student seats open (we are decreasing the number of student board seats to 4 and Clarke is willing to serve for a second term) Palumbo set up a schedule to interview potential student board members. Matthews shared that we have typically looked to individuals who have gone on trips but do not have to limit our search to those folks. Glen Geizer-Getz, Vice Provost for Academic Affairs at Geneseo has agreed to serve on the board. We would also like to have faculty representation on the board if possible.

Events and Marketing: Update on Geneseo Goes to Town (GGTT) Day of Service on April 18th: Freeman is planning with his student intern and student Jenna Smolinski. There are currently ten projects/communities registered. The student sign up will be sent out in the coming week. Ideas were shared by board members: could GGTT work with The Healthy Campus Community Coalition. (HC3) to support individuals and engage with residents in Geneseo neighborhoods for projects? Wilson suggested that Habitat for Humanity currently has a local house in construction that would be a great project. Matthews added that rural churches are a good place to start because of aging members who need help with projects . Freeman will call churches and other localities.

Celebrating 15 Years: A planning committee has been formed to create an event to celebrate the founding of Livingston CARES on September 8, 2005. Holly Harvey will chair the committee with support from Bailey, Bolesky, and Wilson. Palumbo suggested that we host the event on campus. Matthews thinks the Big Tree is a more appropriate venue if we want to get community members to attend. Freeman suggested that the bulk of our trip attendees are students and we should have something on/near campus. Palumbo and Colón suggested the Hunt room for a campus event. Matthews suggested doing two events with one on campus for students and one later at the Big Tree for community members. We need to have Livingston County involved since they were a critical constituency in helping to create Livingston CARES. We should also target Alumni who participated in our service trips. Lee asked that board members do the planning for these events and

not just leave it up to the staff in the Center for Community. Palumbo and Freeman will work on student facing initiatives. The event at the Big Tree could serve as a fundraiser, it should not be promoted as a ticketed event. .

Finance and Audit: No report.

Fundraising: Update from Fundraising Committee Initiatives: Lee is seeking clarity regarding getting 100% donation rate by the board. with a deadline at the end of the fiscal year. Consensus is yes, everyone should contribute. Matthews will send a reminder asking for full board participation. (See also under Events and Marketing report regarding the 15th Anniversary)

Gumbo to Go and Annual Dinner:

Gumbo to Go: The planning team met on Jan 22 to finalize plans for the event. Gumbo to Go with proceeds will go “directly to support student scholarships for service trips.” Lee mentioned upping the amounts to accommodate the 275. We are adding tofu to the vegetarian gumbo. Arrangements were made for the drop off of supplies and ingredients to the church. The volunteer shifts and roles were clearly defined and the form is ready to distribute. A google form is ready to be distributed to recruit volunteers to help cook the dinner and ingredients for the meal will be ordered with CAS in the coming week.

Annual Meeting: The Annual Corporate Meeting and Thank You Dinner will take place on Monday, April 13. The Annual report is currently being drafted by DeRider with support from Freeman.

Scholarship: No report

Trips: At time of meeting the March trips are going as scheduled. The situation involving COVID-19 makes trip planning a fluid situation and we will monitor and make decisions as quickly as possible.

#### New Business:

Puerto Rico Fund: Colón shared that many people have inquired about where money donated to this fund goes. Colón emailed Tamera (our contact with UMCOR/Methodist Church in Puerto Rico) and she sent a list of items that included some small items but they are seeking a \$15,000 generator that will be used at the location where our trip participants stay. Iturbides and Bryan Rivera will look into this need on their trip to Puerto Rico in March. Since we have to raise funds to match the \$1000.00 for the Harding fund, these funds would be used to contribute to the generator.

Colón suggested the idea of holding a dinner to raise funds for Puerto Rico. Colón would like to coordinate a large-scale event. The Latinx Student Association (LSA) is also raising money for PR. Bailey and Colón will work on a proposal for the fundraiser. Iturbides and Bryan Rivera are in support of the idea. Colón is thinking of a September or October date. We need to avoid September 8 and the 15th Anniversary event. The Methodist church that Karen Bailey attends would be willing to provide the space at no charge. October is Hispanic Cultural Month and could be a good way to connect the fundraiser to those celebrations. Colón is hoping for a cultural and colorful event.

Consensus is that we should support Colón who is willing to coordinate with support from colleagues.

Funds raised for the Bahamas: Two people donated \$190 to this fund. UMCOR is taking service trips to the Bahamas but the cost for a week is \$800 + airfare. Matthews asked if the board would be willing to use general operating funds to round up a donation for \$500. Wilson suggested that the funds go to setting up a facility in the Bahamas to host volunteers. Consensus is that we should pursue this donation.

Action Items / Decisions reached by consensus:

Highland Park Project: Consensus is that in order to make a final decision we need more information. Matthews will pursue further.

RACF: Consensus from attendees to the meeting is that we should explore establishing an endowment with RACF. Matthews will pursue further.

15th Anniversary: Consensus decision is that we will pursue a student event(s) to take place (Freeman and Palumbo will lead) on campus and a separate event at the Big Tree (Harvey Bailey, Bolesky, and Wilson will lead) on September 8, 2020.

Fundraiser for Puerto Rico: Consensus is that we should support Board member Colón who is willing to coordinate with support from colleagues for an event to take place in October of 2020.

Bahamas Fund: Consensus is that we should contribute to the Bahamas fund by donating \$310 to bring total donation to \$500.

Adjournment: Freeman moved and Bailey seconded a motion to adjourn. The meeting adjourned at 5:20 pm.

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

Meeting dates:

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

Other Dates:

April 2, 2020 - Gumbo to Go

**ANNUAL / CORPORATE MEETING**

April 13 – 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

### Events and Marketing

Chair: Freeman

Members: Bolesky, Iturbides, Harvey, Chaparro, Nieves

### Finance and Audit

Chair: Bailey

Members: Kennison, Colón, Kallio, Lehman, Clarke

### Fundraising:

Chair: Eddie Lee

Members: Matthews, Palumbo, Kennison, Iturbides, Colón

### Gumbo to Go & Annual Dinner

Chair: Freeman

Members: Donohue, Bolesky, Iturbides, Chaparro, Nieves

### Scholarship

Members: Freeman, Matthews, Palumbo

### Trips

Chair: Natoli

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

### Anniversary Celebration:

Chair: Harvey

Members: Bailey, Bolesky, Wilson