

Livingston County CARES Inc. Board of Directors Meeting

MacVittie College Union - MacVittie Boardroom - 351

Monday October 21, 4:00 - 5:00 pm

**Approved Minutes**

**Attendance:**

Present: Bailey, Clarke, Chaparro, DeRider (student intern, non board member) Donohue, Freeman, Harvey, Iturbides, Kallio, Lee, Lehman, Natoli, Nieves, Matthews, Palumbo, Wilson

Absent: Bolesky, Colón, Huff, Kennison, Stickles

Call to order: Quorum reached and meeting to order at 4:00 pm.

Approval of minutes from Sept. 9, 2019 meeting. Natoli moved and Lehman seconded a motion to approve the minutes: Passed. Donohue abstained.

**Officer Reports**

**President (Matthews):** Discussion with Bill Loftquist from Sociology Department: The Lofquist family has property in the Bahamas. Discussed interest in possibly coordinating a trip to the Bahamas. Host agencies will need several months before they will be able to accommodate recovery teams and for Livingston CARES that most likely means May 2020 at the earliest. Tom Wilson added that he was just in the Bahamas doing some early relief work with Hope International in the Freeport area. Matthews also reported on a conversation with the Florida UMCOR staff and the possibility of their agency establishing a recovery program in the Bahamas. Lee asked if we will follow a similar framework as our current trips. The board agreed by consensus that Livingston CARES would be interested in a service week in the Bahamas similar to our other trips.

Matthews suggested that we consider offering January and May trips to Puerto Rico and eliminate the March trip in 2021 due to the high cost of airfares in March. Phil Natoli and the trips committee will consider those options for the next round of service trips.

**Geneseo Groveland Emergency Food Pantry:** An individual has been hired part time to manage the Food Pantry. A payroll processing company (Direct Payroll) from Greece has been hired to serve as the employer. The company will process all the paperwork and payroll taxes and ensure compliance with state and federal requirements. Payment for their services will be withdrawn

directly from the Food Pantry account at Five Star Bank. The Livingston CARES Key Bank account is not linked to the Food Pantry. However, since their bank account has our 501 (c) 3 tax exempt number, Livingston CARES will begin reviewing their fiscal records and reporting their annual income and expenses in our next tax filings for our 2020-2021 fiscal year. There will not be any comingling of funds with our Key Bank accounts.

Matthews asked Lee to head a fundraising committee. Members of the committee include Lee, Palumbo, Matthews, Kennison, Iturbies, and Colon. Matthews asked for a student to step up and sit on the committee.

Lee asked about Roc the Day, the local one day fundraising initiative through the United Way on December 3. Lee reported that United Way charges a 3% fee on donations and donors have the option to pay for the fee. Based on the low fee, Matthews recommends that we participate this year.

Matthews asked that the student board members step up their involvement and help with recruitment efforts to fill the January (and March) service trips. We need to get these trips filled.

**Secretary (Freeman):** Newsletter - we signed up for a free subscription to Mail Chimp - a free, 2000 distribution that we can also use to target community groups. The Newsletter is a great opportunity to highlight our trips, Gumbo to Go, local service, etc. DeRider is leading this initiative.

**Vice President Palumbo** reported that the new registration system (google forms) is working really well and the flow of communication has been great. Beth Standish, Administrative Assistant in the Center for Community, has been a great asset in guiding and supporting the registration process.

The Geneseo Chapter of UUP will be contributing \$500 to help faculty/staff in the bargaining unit who need financial assistance to go on a Livingston CARES trip.

Brenda asked about Give Kids The World (GKTW). David Parfitt from the Teaching and Learning Center organizes the trip and our staff is not involved with the trip except to process payments and expenses for the participants. We do allow Parfitt to use our Key Bank Credit Card to purchase plane tickets.

**Treasurer (Bailey):** Reviewed the budget and costs of trips and noted that the Puerto Rico trip is very expensive and higher than originally projected. Lee added that it appears that we are not

having difficulty filling the Puerto Rico trips even though they are expensive. Matthews explained the shared “Dropbox” account that all board members will have access to. The spreadsheet will update in the shared account. Palumbo sent the members a link to the account. Matthews mentioned that Jessica Brockway (student volunteer) is doing a fantastic job with the bookkeeping. Bailey noted that some of the May 2019 Puerto Rico and Florida credit card charges did not show up in the June 2019 bank statement and the \$1409.00 charge now appears in our current fiscal year. Bailey shared that she and Betsy Matthews and Nancy Stewart from the Food Pantry, researched other payroll processing options for the part time manager. Direct Payroll was the most accommodating and the most affordable. (Direct payroll is the “Employer” under our 501(c)3). Lehman asked about the process for doing the 990. Matthews shared that we will have to review and incorporate their annual income and expenses in our future tax filings. Kallio remarked that the process for payroll addresses some of the issues from the last meeting. Matthews discussed the Memorandum of Agreement (MOA) between CARES and the Food Pantry referring to the last clause requiring the Food Pantry to notify CARES of any changes to the operation of the pantry. Matthews explained that the New York Council of Non-Profits (NYCON) provided guidance and advice that we should not treat the part time manager as an independent contractor and that the manager should be paid through the services of a payroll company. Lee shared his concern that in fiduciary agreements, we did a large amount of administrative work to support the Pantry through the process of finding the payroll company and that we did their administrative work. Lee suggested that perhaps we should revise the MOA to reflect the concerns. Matthews indicated that a written description of the operating procedures will be provided once the process is fully operational. He further explained that Livingston CARES is not interested in running the Food Pantry and we are not involved in their operational policies and procedures.

**Committee Reports:** No reports from the Executive Committee, Events and Marketing, Finance, and Governance:

**Gumbo to Go:** Freeman reported that he will shortly start recruiting volunteers for Gumbo to Go.

**Scholarship:** Palumbo reported that 13 grants have been awarded totalling \$3,850. There are 4 outstanding requests that have yet to be reviewed.

**Service Trips:** Nieves is presenting at Putnam Hall, DeRider is presenting at Inter Residence Council and at Onondaga Hall. Members of the board discussed our challenges with filling the two Tampa trips that do not have many registrations..

Natoli asked if we are going back to Big Pine Key. Matthews shared that yes, our volunteers will

be staying in Big Pine Key. Palumbo shared that we need many more volunteers to fill the March Tampa trip. Harvey shared that we need to be more specific about the definition of location and work to be done. How do we promote this trip? Palumbo asked Harvey to explain what the location has to offer. St. Petersburg, Sarasota. Arts communities, beautiful beaches, Chaparro asked about whether or not we have been using the trip reports and statements from students to promote. Freeman will work with DeRider to update the Facebook page and post on more Geneseo Facebook Pages. Natoli shared that the trip reports available in the Livingston CARES annual reports provide extensive information on each of the service trips. Lee remarked that we don't have an "elevator speech" that we all have ready to go. Clarke asked if we have a means of transportation to the airport for trips? Matthews responded that we ask the leaders and participants for each trip to coordinate transportation to the airports. This saves money and puts some responsibility on the groups traveling together. Kallio remarked that the actual service work is buried on the trip descriptions. He suggested that the postings lead with the hurricane or the work of the trip. The rationale and emotional reason for doing this work needs to be more prominent. Members suggested that we might use short videos to tell the story.

### **Service Trips and Registrations**

Available spots for January Puerto Rico: 12 total spots / full. Registered: 3 non-student leaders, 1 student leader, and 8 students.

January Tampa Bay: 14 total spots / 7 registered / 7 spots available: 2 non-student leaders, 1 Student Leader, 1 community member, 3 students.

January New Jersey: 7 total spots / 3 registered / 3 spots available (waiting for leader Tim Lowmaster to register) 1 student leader, 1 non-student leader, 2 students.

March Puerto Rico: 12 total spots / "full": 3 non-student leaders (none have yet registered officially) 1 student leader, 8 students.

March Tampa Bay: 14 spots / 5 "registered" / 9 spots available: 2 non student leaders (not yet registered officially), 1 student leader, 2 students.

March Florida Keys: 14 total spots / 11 registered / 3 spots available: 2 non-student leaders, 1 student leader, 9 students.

May Florida Keys: 7 total spots / 6 registered / 1 spot available: 1 non-student leader, 1 student leader, 4 students registered.

Please note: If trip leaders have yet to register please do so.

**Action Items:**

1) Approval of proposed changes to the Livingston **CARES By-Laws**:

Lee highlighted the proposed changes: 1) Increase the board size to 21 (to have an odd number of members), 2) change the time required for the Secretary to share meeting notes/agenda to the board to 3 days, 3) removed the audit committee as a stand alone committee and charged the Finance Committee to create an Audit subcommittee as necessary.

Lehman, asked about the addition of the “Vice President’s authorization to make financial transactions for the organization” Kallio asked if there is a difference between the board authorizing the expenditure of funds and an office “making financial transactions.” Lehman noted the language from the By-Laws, “Transactions for the organization as approved by the board” Lee noted that there is an inherent fiduciary responsibility of all board members. Kallio suggested changing the wording to “execute transactions.” Matthews asked that we vote on the bylaws as presented and address these suggested changes at our next meeting.

Lehman made a motion, seconded by Kallio to approve the By-Laws as presented. The motion carried unanimously.

2) Key Bank Account Signatories:

A motion was made by Donohue and seconded by Kallio to authorize Nicholas Palumbo (Vice President) and Karen Bailey (Treasurer) as signatories on the **Livingston CARES Key Bank Account**. Motion carried unanimously.

**Adjourned:** Bailey made a motion, seconded by Lehman, to adjourn. Passed. Meeting adjourned at 5:08 pm.

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

Meeting dates:

Dec. 2, 2019, 4:00 - 5:00 pm - MacVittie Union Room 324

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:

**Gumbo to Go:** April 2, 2020

**Geneseo Goes to Town:** Saturday April 18, 2020

**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 Committee Chair Bailey. Members: Kennison, Colon, Kallio, Lehman, Clarke

Fundraising: Chair:Eddie Lee. Members: Matthews, Palumbo, Kennison, Iturbides, Colon

Gumbo to Go & Annual Dinner Chair: Freeman Members: Donohue, Bolesky, Iturbides, Chaparro, Nieves

Scholarship Members: Freeman, Matthews, Palumbo

Service Trips Chair: Natoli. Members: Harvey, Colon, Matthews, Palumbo, Chaparro, Clarke, Huff, Nieves, Stickles