

Livingston County CARES Inc. Board of Directors Meeting

REMOTE VIA ZOOM

Monday, Nov. 1, 2021 4:00 - 5:00 pm

Approved Minutes

Attendance:

Present and constituting a quorum: Bailey, Bolesky, Colón, Donohue, Freeman, Kallio, Lee, Marafioti, Matthews, Natoli, Palumbo, Rivera, Wilson

Guest: Sharon Leary

Absent: Ellis, LaRocca, Lehman, McCue, Popnikolova

Call to order:

Approval of Minutes from September 7, 2021 board meeting

A correction was made to correct a typo - "2021 Hurricane fund"

Natoli made a motion to approve the minutes, Bolesky seconded. Unanimous vote to approve.

Officer Reports

President (Matthews): See attached President's Report

Vice President (Palumbo): Update on relationship Statement / MOU

Palumbo shared that there are a lot of changes at the College that impact Livingston CARES. For example, the study abroad and study away (in USA) programs are under review of the Study Abroad Emergency Risk Management Team (SAERMT), a new working group on campus that will review any "study away / study abroad" trips to evaluate protocols to address COVID-19 and other health and safety concerns. We will follow this new procedure to have our Livingston CARES trips for 2022 approved by the College. The approval process should take 1-2 weeks once submitted. We have prepared and will submit petitions for approval of Louisiana and Puerto Rico trips. The Dean of Students is a member of (SAERMY). This process has an impact on the MOU as we develop that document to codify the roles and relationships with the College. Matthews requested that a draft of the MOU be shared at the next full board meeting.

Secretary (Freeman): Conflict of interest forms will be sent electronically. Please complete the forms and return them to Freeman.

Treasurer (Bailey): Bailey reviewed the **Financial Report**. The question was raised, do we want to create a permanent Hurricane Relief fund rather than create a new one each year that we need to spend down year over year? Kallio asked what is the difference between the general hurricane relief fund and the 2021 (or any year's) fund? Matthews shared that many times donors want to submit money to specific funds. But then specific funds have been transferred to the general operating fund when we were unable to zero out a fund like the Sandy fund. Kallio recommended removing the Sandy line. Kallio proposed the establishment of an Ad Hoc committee to develop ways to use the 2021 Hurricane Relief Fund. The **Pantry at Geneseo** is the new account established for the student volunteers to use for raising money for the on-campus pantry and the

Geneseo/Groveland Emergency Food Pantry. We did receive donations that came in after the September 30 quarterly report. Bailey also reported that we renewed our online **Quickbooks** software through TechSoup for \$75.00 per year. Bailey is in the process of moving our Certificate of Deposit funds back into the business banking account because the CD interest rate is extremely low.

Natoli asked about the **March trip to Puerto Rico** and the cost of airfares and the Rehace host agency fees. Both airfares and the housing and food costs are high but we do not have any other alternatives if we want to continue sending volunteers to Puerto Rico. Colón feels the fees and the masking and other requirements of Rehace are crazy high and excessive and she is undecided about leading the March trip. She will make a decision when the College completes the review. Donohue agreed with Colón. Rivera has the same concerns about the costs and the requirements. Wilson reported that he was required to wear masks throughout his time on a recent service trip. Rehace responded to the mask issue and indicated that OSHA is making the requirement and does conduct worksite inspections.

Review of 2020-21 tax documents: Bailey reviewed the IRS 990 EZ for the fiscal year 2020-2021. The tax report covers the transactions from July 1, 2020 to June 30, 2021. Julie Matthews prepared the set of tax documents. Bailey pointed out that the documents include the assets of the Food Pantry. We will not have to include this information in the future because the pantry is now a separate 501 (c) 3 agency. Bailey pointed out that Schedule O reports our activity for 2020-2021.

Action Item: Kallio moved and Natili seconded a motion to approve the IRS 990 EZ and the New York State tax documents for filing. The motion passed unanimously.

Sponsored Program Updates:

Home Away From Home Respite Program: Sharon Leary reported that the Live in person respite started on 10/12 with 3 families and is now up to 8 families with 2 additional applications in process. It has been a gratifying semester so far. The application process has been updated and reviewed by the Risk Management department at the College. The new process added some extra paperwork requirements. Clients must be vaccinated and volunteers follow Geneseo's pandemic guidelines, Matthews asked Leary if HAFH has experienced difficulty getting volunteers. Leary responded that they have but Hannah Marafioti has been able to help recruit the current 15 volunteers. Lee asked if the volunteers are mainly upper class? Leary responded that the volunteers are primarily upper class students and that the first year students have been the least reliable so far this year.

Food Security Advocates and Campus Food Pantry: Freeman reported that the food pantry on campus has been up and running since September with decent success. Usage of the pantry has averaged two students per week. The relationship with the Geneseo Groveland Emergency Food Pantry is going well and the system for getting food items from the pantry and bringing them to the College works well. The Pantry at Geneseo would like to increase visibility so all students will be able to access the service when needed.

Committee Reports:

Executive Committee: No meetings to report.

Fundraising: Planning for the November 4 Gumbo to Go is underway. Freeman has scheduled a meeting on November 3 with the committee to cover last minute details. Bolesky indicated that food order through C & R Food could be reduced if ticket sales are lower than anticipated. All ticket orders will be online this year and no tickets will be printed. We are hoping to sell the same number of gumbo dinners that we did for the last one in November of 2019.

Scholarship and Grants: Palumbo reviewed the scholarship awards for 2022 service trips. Students have been approved in amounts ranging from \$150.00 to \$450.00 for a total of \$2050.00. total. The Student Association grant fund carried over from 2019 has a balance of \$4000.00 so we will be able to cover all the requests for 2022.

Trips Committee: Committee meeting notes are attached.

Ad Hoc Committee on Hurricane Recovery Funds: Matthews asked Kallio to serve as chair of a committee to review the hurricane funds and to report at the next board meeting with recommendations on grants for the 2021 hurricane fund.

Items for discussion:

Reports and actions on 2021 service trips: Palumbo led this discussion, He reported that Livingston CARES promoted and conducted outreach across campus and that it has been a challenging semester based on many factors including the pandemic and the difficulty of reverting to in person events. The Trips committee decided to cut back to three trips: the January trip to Louisiana with six students pre registered plus leader Tim Lowmaster; the March trip to Puerto Rico with four current pre-registered students and two trip leaders; and the May trip to Puerto Rico trip with two students pre registered plus an alum trip leader. Lee suggested that we need to look at the “Culture of Activity” on campus. What is the reality? Are students less engaged? Is it a condition of there being 1000 less students on campus? Palumbo has been doing a comprehensive survey of online learning and many students are electing and expecting more online programming. Half of our students have not had an in person experience, First and second year students want to do online programming and the College is attempting to adjust to this new reality. Colón shared that the “community isn’t happening” and students are now using zoom instead of in-person learning. The guidelines for COVID are impacting interest in all activities and we are in the middle of this incredible change. Marafioti shared that her observations are similar and there has been a lack of ability to transition. From an accounting perspective, the struggle is the same across the board and Accounting firms have few applicants. Palumbo shared he is supporting the new Career Design Center and they have 100 students in attendance in an online activity but few show up for in-person programs. Rivera shared that his work has been hybrid as well. He works with a caseload of students and it is difficult to get buy in and participation. Rivera shared that the previous week Blake had an asbestos issue so they transitioned to online and it was well attended.

Matthews pointed out that we need to continue our positive relationship with Rehace and deciding now to cancel the January trip to Puerto Rico will give Rehace an opportunity to replace our group in a timely manner. Despite the high fees for service in Puerto Rico, we do not have any other viable options for offering trips on the island.

The consensus of the board members on the zoom is that we need to obtain approval from the College before we proceed with booking travel for the January trip to Louisiana and the March trip to Puerto Rico. Palumbo and Freeman will submit the required information to the internal SAERMT committee and wait for a response. Palumbo thinks that should happen in the next two weeks.

Fundraising efforts and upcoming opportunities including SEFA (through November), ROC the Day (Nov. 30th). Matthews has set up all of the accounts and we are prepared to accept donations through those projects and programs. Lee asked that we adopt and continue the “culture of giving” encouraging folks to give what they can for CARES. Lee and Matthews will match whatever amount is donated during ROC The Day. Employees received their first appeals for the 2021 SEFA campaign today. CARES is currently receiving \$2500.00 from the 2020 campaign. Matthews urged board members who are employees to reach out to their colleagues and encourage SEFA donations.

New Business: No new business items.

Action Items: See action above that approved the federal and state tax documents for submission.

Adjournment: Kallio moved and Natoli seconded a motion to adjourn, The motion was approved. and the meeting adjourned at 5:08 pm.

Please save the following dates for Livingston CARES Activities:

Upcoming Meeting dates:

Board of Directors meetings:

Monday, October 4, 2021
Monday, November 1, 2021
Monday, November 29, 2021
Monday, January 31, 2022
Monday, February 28, 2022

Annual Meeting and Thank You Dinner:

Monday, April 4, 2022

Gumbo-to-Go:

Thursday, November 4, 2021
Thursday, April 7, 2022

2021-2022 COMMITTEE ASSIGNMENTS:

Executive Committee

Matthews (Chair) Bailey, Freeman, Lee, Marafioti, Palumbo,

Governance

Freeman (Chair), Lee, Matthews, Natoli, Palumbo, Wilson
Events and Marketing

Freeman (Chair), Bolesky, Harvey, Popnikolova

Finance and Audit

Bailey (Chair), Colón, Ellis, Kallio, Lehman, Rivera

Fundraising

Lee (Chair), Colón, Matthews, Palumbo, Dolce

Gumbo to Go & Annual Dinner

Freeman (Chair), Bolesky, McCue, Donohue

Scholarship

Freeman, Matthews, Palumbo

Trips

Natoli (Chair) Harvey, Colón, LaRocca, Matthews, Palumbo

Ad Hos Committee on Hurricane Funds

Kallio (Chair), Ellis, Dolce, Popnikolova