

Livingston County CARES Inc. Board of Directors Meeting

REMOTE VIA ZOOM

Monday, October 19, 2020 4:00 - 5:00 pm

**APPROVED MINUTES**

Attendance:

Present: Bailey, Clarke, Colón, Ellis, Freeman, Garbarini, Harvey, Lee, Matthews, Natoli, Palumbo, Wilson

Visitors: Haley Kent (intern), Kristine Pereira (FWS employee), Julie Matthews (volunteer financial consultant)

Absent: Bolesky, Donohue, Geiser-Getz, Iturbides, Kallio, Lehman, Orcutt, Slawetsky

Call to order:

Meeting called to order at 4:06 pm

Approval of minutes:

Harvey moved and Natoli seconded a motion to approve the minutes for the September, 21, 2020 board meeting. The motion carried unanimously.

Officer Reports

President (Matthews): See attached report.

Reunions: Since the September Zoom reunion was successful, we are working on other possible reunions, including one for the first Biloxi trip in January 2006.

2020-2021 Disaster Recovery Fund: Name changed on website in order to include both the Western Fires and other natural disasters. More work needs to be done on how we might help with the 2020 western fires. Matthews reached out to Sonoma State with a contact provided by Geiser Getz. He left both phone and email messages and has not had a response. Garth Freeman will follow up with the volunteer office at Sonoma State.

Vice President (Palumbo): Palumbo is drafting a Relationship Statement to clarify the relationship between the College, the Center for Community and Livingston CARES. Palumbo has drafted some language and anticipates having a document to share at the November board meeting. Palumbo will share with the Executive Committee for review.

Secretary (Freeman): The Conflict of Interest forms were provided to each board member. Please submit the signed copy ASAP to ensure we are in compliance with our by-laws requirements.

Treasurer (Bailey): Financial Report & Tax Documents

Bailey noted that the net assets look much higher due to the inclusion of the assets from the Geneseo Groveland Emergency Food Pantry (GGEFP). Bailey shared the financial statements that were completed in collaboration with volunteer Julie Matthews and the board joined in thanking Julie for compiling the financial statements. Lee asked if in the history of CARES has there been any other organization we have sponsored with such a large fund balance. Bailey responded no. GGEFP is in the process of filing for its own 501(c) 3 public charity status with the IRS. Matthews reported that they have constituted their board of directors and created bylaws and filed the required paperwork with the State of New York and the IRS. He expects that the process will be completed by the end of our 2020-2021 fiscal year which means we may need to include their funds again in the current fiscal year tax reports.

Julie Matthews explained the two Financial activities reports. The 07/01/2019-6/30/2020 is the report used to complete the 990 EZ tax forms and the 07/01/20-09/30/20 represents an update and report for the first quarter of our current fiscal year.. She noted the \$7,000.00 grant from Student Association was used for grants to students on the two January trips and to cover the cost of booking fees for all six scheduled service trips, including those that were cancelled. the balance in that account will carry forward for the next set of service trip grants.

Sandy Relief Fund: Matthews shared that we had donations to that fund going back to 2012-2013. The Board decided to cover the expenses of volunteers who participated in the recent service trip to New Jersey that was related to Sandy recovery work. Matthews recommends that we donate the balance of the fund to SBP who hosted our last two January New Jersey service trips. Freeman was asked to pursue the funding of possible projects with SBP.

Bailey reported on the significant amount of work that was required to move from the business online version of Quickbooks to the nonprofit version of Quickbooks. Bailey, Tom Matthews and Julie Matthews worked as a team to enter all of the 2019-2020 data into the new accounting software in order to complete the two financial reports and complete the 990 EZ tax documents.

Matthews discussed the “holding accounts” and other accounts that are restricted funds held by Livingston CARES for special projects such as the Nicaragua Fund and the Home Away From Home Respite program.

The approval of the two financial reports appears under Action Items.

Tax Report: Board members received copies of the tax documents prior to the board meeting. Julie Matthews briefly reviewed the documents and explained the format used that separates the Livingston CARES activities from the Geneseo/Groveland Emergency Food Pantry (GGEFP) activities. The GGEFP funds are completely separate from Livingston CARES and in a different bank. We are reporting their activities to the IRS since they hired a part-time employee during our 2019-2020 fiscal year.

### Committee Reports:

Executive Committee: no meeting to report.

Events and Marketing: provided update on Zoom Reunions

Finance: no report

Fundraising: ROC The Day is on December 1 and we are registered to participate. Last year we raised \$300.00 from 3 donors and we have set a goal of \$500. Freeman will coordinate this fundraising event with the interns and work study employees.

State Employees Federated Appeal (SEFA) Campaign - SEFA has been successful for us during the last several years and we are netting over \$3000 during this calendar year from the 2019 campaign last year. The campaign occurs in November each year and it is operated by the Rochester Area United Way on behalf of United Way.. Freeman will do coordination and outreach to the employees at the College.

Report on 2020-2021 Disaster Recovery Fund: Employees and students contributed to the Hurricane Laurel Fund in early September. Employees are strongly encouraged to donate. We still have \$100 to raise to match the \$1000 for Puerto Rico.

Check for \$200.00 to help with Hurricane Dorian recovery in the Bahamas has been sent to SBP.

Matthews inquired about the recovery fund/wildfires fund. Ellis shared that Ian Coyle, Livingston County Administrator, is serving on a national board with a representative from a county in Oregon. Coyle will try to connect again if possible. Matthews shared that he thinks it's worth pursuing a relationship with another county, similar to what we did with Harrison County after Hurricane Katrina. Freeman shared that he thinks it is worth continuing to develop these efforts with the long term outcome of coordinating trips. Ellis shared that the county administrators should likely be interested in being involved in this initiative. Matthews offered to be in touch with anyone to share the history of CARES and our mission.

Trips Committee:

Report out from 10/16 meeting with updates. See attached notes from Natoli, who reported that we are shifting our efforts to possible service trips in May 202.

New Business:

Donations for Hurricane Laura have not yet been sent to UMCOR Louisiana/Gulf Coast. We will send the funds now. See Action Item below.

Discussion regarding the meeting dates for spring 2021. No decisions made but Matthews asked the board to share any days of the week with Freeman that are not good for any board members.

A brief discussion took place regarding where the funds collected for Puerto Rico will go once we reach our \$1,000 match with the Marge Harding Memorial Fund grant. Matthews and Colon will investigate.

Action Items:

A motion to **approve the financial report**, with appreciation and thanks to T. Matthews, Bailey, and Julie Matthews, was made by Natoli and seconded by Harvey. The motion carried unanimously.

A motion was made by Natoli and seconded by Colón to **approve the tax filing documents**. The motion was approved unanimously.

A motion was made to **approve the cancellation of all January trips** due to the Pandemic by Bailey and seconded by Colón. The motion carried unanimously.

A motion was made by Colon and seconded by Freeman to change the language of our trips from alternative break trips to **Service Trips**. The motion carried unanimously.

A motion was made by Bailey and seconded by Harvey for **CARES to cover all expenses for each volunteer for our 2021 trips**, except for airfare. The motion carried unanimously.

Prior to the vote we engaged in a discussion regarding remaining funds from our Student Association grant that will be used to help students pay for airfare. Matthews also shared his belief that having every participant pay at least some amount helps to ensure follow through and participation in the trip.

A motion was made to donate funds collected from the **Laura fund to UMCOR Louisiana/Gulf Coast** by Freeman and seconded by Palumbo. The motion carried unanimously.

A motion was made by Palumbo and seconded by Natoli to approve the creation of a **project account for the student group Food Security Advocates (FSA)**. The motion carried unanimously. FSA operates out of the Center for Community, supervised by Freeman, whose purpose it is to support issues of food access and security on and off campus.

A motion was made by Natoli and seconded by Bailey to **donate the remaining funds in the Sandy Relief fund to SBP NJ for continued Sandy Recovery.** The motion carried unanimously.

Adjournment:

A motion was made by Colón and seconded by Harvey to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 5:17 pm.

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

Meeting dates:

Remaining Fall 2020 meetings:

November 23, 2020 4:00 - 5:00 pm via zoom

Spring 2021:

TBD

**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: Bailey, Harvey, Matthews, Natoli

## Livingston CARES Board of Directors

10-19-20

### Report of the President

**Financial Reports and Tax Documents:** During the last three weeks, Karen Bailey, Julie Matthews and I have been working on the new Quickbooks Online software to input all the financial transactions from July 1, 2019 to June 30, 2020. We also added transactions through the first quarter of our 2020-2021 fiscal year. One of the more challenging tasks for Julie was incorporating the Geneseo/Groveland Food Pantry income and expenses into our financial report and tax documents. The second big challenge was to move all of our transactions to a non-profit version of Quickbooks. It turns out that moving things around in the clouds is not an easy task and is a very time intensive process.

In your packet for the meeting today (October 19, 2020) are two financial reports; one report is for June 30, 2020 that was used to complete the IRS 990-EZ, and the second report is for the first quarter of the 2020-2021 fiscal year ending on September 30, 2020. We will need to approve the report and the tax report. After reviewing the reports and the project account balances, I recommend that we donate the remaining balance of \$938.30 in the Sandy Relief Fund to assist SBP with their remaining work in New Jersey. If you have any questions, please text me at 585-261-7029 before the meeting. Last but certainly not least, please join me in thanking Julie for the incredible effort she made to prepare these documents for our meeting today!

**Livingston CARES 15th Anniversary Celebration:** At our September meeting, we reported on the success of our September 9 celebration on Zoom. Most of you participated and we shared the YouTube video <https://www.youtube.com/watch?v=0tLbM9g-guk> with all the participants. We agreed by consensus to organize some additional **Zoom reunions** during our anniversary year. Ken Kallio, Eddie Lee, Karissa Garbarini and I volunteered to serve as an ad hoc committee to make a plan for the year. The committee agreed to offer three reunions this fall with three different approaches. One will engage volunteers from our first January 2006 trip to Biloxi, a second will involve volunteers from all three 2011 trips to Biloxi, and the third will engage volunteers on three trips to the Florida Keys in 2019. We have reached out to trip leaders and are in the process of updating contact information for the volunteers on all nine service trips. The Zoom events are scheduled from 6:00 to 7:00 pm on November 18 (2019 Florida Keys), December 7 (2006 January Biloxi trip) and December 9 (2011 Biloxi). The Zoom events will include a brief welcome and update on Livingston CARES and brief comments from trip staff and student leaders and then Zoom chat rooms either by teams or random groups depending on the number of people responding. Our goals for the Zoom reunions are to reconnect volunteers with each other, with the College and with Livingston CARES, and to learn more about how these service experiences impact individuals in their lives and careers.

Hopefully, the reunions will also serve as a way to keep Livingston CARES engaged and active during the pandemic that prevents us from offering service opportunities for the campus and community.

**Fundraising:** We are participating in the **ROC The Day** on Tuesday, December 1 sponsored by United Way of the Rochester area. Last year, we received \$300.00 in donations from the event with minimal promotion. Hopefully, our interns will develop a marketing plan to increase donations this year. Might we set a goal of raising \$500.00 from 10 donors?

In November 2019, we continued to participate in the **SEFA campaign** and are receiving \$3,305.47 in donations from 20 donors. I am not sure what is realistic this year given the pandemic and the difficult budget issues that are facing the College. We did thank all the donors who contributed last year except the six anonymous donors who contributed \$820.00.

Employees who are contributing this year include: Rebecca Anchor, Anne Baldin, Denise Battles, Julie Buehler, Sherri Bush, Sue Chichester, Ganie DeHart, Patty Hamilton-Rodgers, Donna Hanna, Maria Lima and Beth Mccoy. May we count on all the board members who are employees to work with Garth on ways to get the word out among the faculty and staff?

Members of the **board of directors** are expected to make a **donation** to Livingston CARES each fiscal year between July 1 and June 30. Donations may be made to the unrestricted fund or to any of the project funds. The board has not set a minimum required amount for donations but does expect a culture of giving within the organization.

**Disaster Recovery Fund:** We sent a check to SBP for \$200.00 to assist with the **Hurricane Dorian** recovery efforts in the Bahamas. We discussed the donation of **Hurricane Laurel** monies with the UMCOR staff in Louisiana and also made a reservation for a team of 7 volunteers for May 23-29, 2021. UMCOR expects to charge a materials fee for future volunteer groups and suggested we might consider holding our funds to cover materials for that trip. The area around Lake Charles, Louisiana was subsequently hit again with Hurricane Delta a week after our conversation. We need to decide if we are going to send the donation now or hold it for the possible trip in May.

**Trips Committee:** The trips committee met last Friday and reviewed the possible trips for 2021. We will ask the board to approve one of the three recommendations on Monday: cancel the January trips to Puerto Rico and New Jersey due to the continuing pandemic. The other two recommendations on labeling trips and covering expenses, except for airfares, will be action items for our November meeting when we have more time for discussion.

**Western Fires Project:** Glenn Geiser-Getz reached out to the Council on Public Liberal Arts Colleges (COPLAC) and wrote to the Sonoma State University Provost asking for contact information. Glenn did not get a response and asked me to follow up because his mother passed away and he needed to attend to family matters in New Mexico. Condolences may be sent to Glenn Geiser-Getz, 11 West Seneca Circle, Geneseo, NY 14454. I called the

Community Engagement Center and left a message asking for a call back and I also sent an email with an explanation of Livingston CARES and our interest in exploring a possible collaboration. I have not received a response to the call or email. Garth is working with the students and other offices to explore options for an engagement project. The interns have also created a poster to promote interest in the project.