

## **Livingston County CARES Board of Directors Meeting**

Monday, October 27 at 3:30 pm

Zoom Meeting

Present: T. Matthews, J. Cope, H. Harvey, D. Emerson, M. Rees, S. Miner, L. Burns, L. Murphy, E. Lee, A. Ellis, E. Frost, B. Donohue, A. Herman, W. Carmen, C. Bolesky, H. Ferrero, S. Olbert

### **Call to Order**

- Matthews called the 27 October Meeting of the Board of Directors to order at 3:32pm.

### **Approval of Minutes**

- Approval of the minutes of the 22 September 2025 board meeting was moved by Emerson, seconded by Donohue, and passed unanimously.

### **Officer Reports**

#### President Matthews

- See president's report (attached).
- The president provided a summary of the decision to support a Puerto Rico service trip in March based on student demand.
- The E-newsletter will go out shortly.

#### Vice President Palumbo

- The vice president provided updates on maintenance of and updates to the website.
- The vice president explained that for this year's service trips, there will be an application process for students and staffing of students on trips will be decided based on a rubric. This departs from the previous first-come, first-served practice. There was discussion of the timeline and vetting process.

#### Secretary Cope

- No report.

#### Treasurer Emerson

- The treasurer noted that the trip budgets have been adjusted to incorporate the Puerto Rico trip and changes to travel costs due to some trip leaders driving instead of flying. The trip budgets will need an additional update based on funding from the Geneseo Student Association's allocation; we should know more about this in the coming weeks.
- The annual tax documents are due in mid-November. These are being finalized and will be reviewed by the Executive Board before submission.

### **Committee and Team Reports**

#### Report of Events & Gumbo Team: Donohue

- There is a need for more volunteers. Members of the board are encouraged to check

- their availability and sign up for a slot if possible.
- Main Street businesses have been provided with publicity materials and there are plans to distribute flyers to other local businesses. An email will also be distributed to previous contributors and participants. Board members are encouraged to promote this event.

#### Service Trips Team: Emerson, Harvey & Palumbo

- Palumbo clarified that the trip application process for students is intended to help balance participants and better understand their financial needs.

#### Volunteer Recognition Awards Event: Burns

- Burns reported that planning is well underway for the 10 April 2026 event, which will follow the basic framework from the 2025 event. Items of note include:
  - The team is looking into a guest speaker.
  - The team has discussed the invitation process. Paper invitations will go out to nominees and nominators by mail this year.
  - Team leaders will be meeting with the county administrators in January. Other collaborators include the college, the Chamber of Commerce, and the GVCA.
  - The GVCA will again assist in finding artists to create the awards.
  - We will continue to solicit donor support for this event.

#### Reducing Transportation Barriers Fund: Ferrero

- Ferrero reported that a new consultant is working with the team and has been helpful.
- Thanks to a donor, funding has been secured through 2026.
- There was discussion of the aims of the program and eligibility.

#### Marketing Team: Herman

- Herman reported that the team is looking for a coordinator and/or a student intern who can take a lead on marketing the organization. There are also ongoing discussions of strategies to expand the marketing team and draw on expertise beyond the board.

#### Fundraising Team: Lee

- Lee reminded the board that several major funding streams are in progress, including the annual SEFA campaign, ROC the Day, Gumbo to Go, and Student Association funding.
- The team is planning a discussion of strategic approaches to additional fundraising.

#### Disaster Response Team: Kallio

- On behalf of the team, Matthews raised the question of making a contribution for hurricane relief to Jamaica. There was board consensus in favor of making a contribution through an external organization. An appeal will be sent to previous contributors.

#### Future of Livingston CARES Discussion: Cope

- Cope reviewed the strategic discussion that occurred at the September board meeting. Notes are in the 22 September 2025 board minutes.
- The three main initiatives for future progress are:
  - Organizational development and sustainability (leadership development, continuity planning, board recruitment)
  - Locally-centered volunteerism (including and especially the community resource hub)
  - Internal/external communication, marketing, and increasing awareness of the organization

Volunteer Working group: Ellis

- The group has been continuing discussions of the volunteer hub. A helpful development has been through a meeting with Mark Anthony at United Way, who reports that the United Way has put together a website that is similar to what we are envisioning and would welcome our partnership.
- The group will meet with the United Way in December or January to explore the website; board members will also be invited. This will include a demonstration of the website and a discussion of ways that Livingston County Cares can collaborate.
- Matthews reported that we are also in discussions with the United Way about creating a donor number, which will increase our pool of donors and will make us eligible for grants through UW. We are also discussing ways that Livingston County Cares can working through their portal for donations.

**New Business:**

Service trip to Puerto Rico

- Matthews reviewed the Executive Committee discussion of adding a Puerto Rico trip and asked that the board affirm this decision. A motion to affirm the addition of a service trip to Puerto Rico in March 2026 was made by Donohue, seconded by Lee, and passed unanimously.

Approval of Tax Documents

- There was discussion of the process for approving the organization's tax documents. There was no vote, but the board expressed unanimous consensus that the Executive Board should review and approve the tax documents for submission.

Adjournment at 4:32pm was moved by Donohue, seconded by Emerson, and passed unanimously.

Respectfully submitted by Joe Cope, Secretary

Appendix: President's Report, 27 October 2025

**Livingston County CARES**  
**President's Report**  
**10-27-25**

**Greetings** from Geneseo and Livingston CARES.

**Puerto Rico Service Trip added to Spring Break 2026 Service Trips:** At our September board meeting, we approved trips to Give Kids the World in Kissimmee Florida, Burnsville North Carolina, and Biloxi Mississippi. During the discussion, the student board members asked us to reconsider adding a trip to Puerto Rico back into the schedule. We agreed to find out if we could add the trip during spring break. We conferenced with the agency host from the previous two years (Tchos Pa' MiGente) that repairs and replaces roofs. They agreed to put us on their volunteer work schedule that week but told us they could not provide housing. On our behalf, they reached out to La Casona de Monteflores that is part of the Presbyterian Disaster Relief in Puerto Rico and they are able to provide housing accommodations for \$35.00 per night per person- a decrease from the \$50.00 per night we paid in 2025. Based on this information, the Executive Committee met on October 9 and decided to add the Puerto Rico trip back into the spring break schedule. Nick Palumbo moved quickly to create a flier for the four trips and add the Puerto Rico trip to the website. We are also using fliers designed by Lou Murphy that were prepared prior to the addition of Puerto Rico to share with community groups.

Just a reminder that registration for the 2026 trips will open on Monday, November 3. Nick Palumbo and Will Carmen are working with the Student Association to secure additional funding for grants to assist students with travel expenses for the trips. We are changing the selection process for volunteers from the past practice of first come, first served to a merit-based selection process. Nick is reworking the applications to provide the scholarship committee with more information and a rubric to evaluate the applicants. There are 35 spaces available for the four trips with 8 set aside for trip leaders and alumni.

Since we have a week left before registration opens, we need everyone on the board to share information with family, friends, colleagues, and students and encourage people to consider volunteering for a service trip.

**Gumbo to Go:** Brenda and the events committee are ready for the fall 2025 Gumbo. We need your help to sell tickets. Please share the attached flier with your family and friends and put it out on your social media. We have more tickets if you need them. Encourage people to use venmo to order their dinners. One note worth sharing is that we offer an amazing meal with over \$1,000.00 of ingredients cooked to perfection and we only charge the same \$15.00 that other groups charge for chicken barbeque dinners. And you can easily freeze the meals to have later in the winter. Please, please, promote Gumbo!!!!

**Volunteer Recognition April 10 Event:** Lisa Burns will update the board on Monday. Much of the information will be very similar to the first event last April. We have an anonymous donation of \$6,000.00 to cover the cost of the event so we have not actively solicited donations. Perhaps the team and the board should weigh in on that question. The five partners in this event will again be recognized for their support: Livingston County Government, the Genesee Valley Council on the Arts, SUNY Geneseo and the Chamber of Commerce, and Livingston County CARES..

**E-Newsletter:** Debby Emerson is planning to send out the next newsletter right after our board meeting with short messages about registering for the 2026 trips, Guimbo to Go on November 6, and the November SEFA campaign.

**SEFA Campaign:** For the first time since the pandemic, Mary Toale, Officer-In-Charge from the President's Office at the College organized a kick-off for the State Employees Federated Appeal (SEFA). Livingston CARES has been in the top group of organizations selected by employees for their payroll donations. The event attracted about 70 employees and three of us were invited to share stories about our organizations (Martin Miskell, ARC GLOW; Anna Campbell Teresa House; and Livingston CARES). We also met MarcAnthony Bucci representing United Way that manages the SEFA campaigns. DID YOU KNOW that employees at any state agency may use our SEFA number 66-00437 to donate through payroll deductions to Livingston CARES. We are listed in the SEFA Directory and alumni have made donations to us in past years.

**Volunteer/Agency Connections:** Angela Ellis and our team exploring ways to connect volunteer agencies in Livingston County recently learned that United Way of Greater Rochester and the Finger Lakes has developed a new free portal for non-profits and volunteers to learn about opportunities for service. Angela Ellis will share more information with you at the board meeting and you will all be invited to learn more about the United Way services in early December. We think this could be a great partnership that will help agencies and volunteers expand volunteer service and engagement throughout the county. Since this service is only available to 501 (c) 3 agencies, our team will need to find ways to help other non-profits just as we were able to do with the food pantry and the Nicaragua school projects before they received their 501 (c) 3 designation.

**Future of Livingston CARES:** Joe Cope helped guide us through some thoughtful discussion at our September meeting. His notes from the conversations are included in the draft minutes of the meeting. Joe will continue leading more discussion as time permits on Monday.