

**Livingston CARES Board Meeting
August 28, 2017**

Approved Minutes

Matthews called meeting to order 4:10 PM

Those in attendance and constituting a quorum were:

Present: Bailey, Donohue, Freeman, Henning, Huff, Kallio, Lee, Matthews, Morales, Mrozack, Sika, Smith, Paratore

Absent: Bolesky, Carrick, Ellison, Ellison, Kenney, Kennison, Lehman, Natoli, O'Brien, Rogalasky, Sauter

Approval of the Minutes:

Lee: correction to minutes - need to amend bylaws to reflect additional members on the board (24 total, 15 non-student, 9 student)

Donohue moved and Bailey seconded a motion to correct minutes to reflect that the board will take future action to amend bylaws to increase membership from 21 – 24. Carried without dissent.

Donohue moved and Kallio seconded a motion to approve April 10, 2017 amended minutes. Carried without dissent.

Kallio moved and Bailey seconded motion to appoint Garth Freeman to the board of Directors of Livingston CARES and to appoint him secretary. Carried without dissent.

Officer Reports:

President: Matthews reported that there is work to be done to formalize the Membership campaign. Discussion followed – outlined below in *Membership / Marketing Committee* report

Secretary: Distributed copies of ***Conflict of Interest Policy*** to be signed by all members

Received: Bailey, Donohue, Freeman, Henning, Kallio, Lee, Mrozek

Already on File: Harvey, Huff, Lehman, Paratore, Sika, Smith

Outstanding: Bolesky, Ellison, Kenney, Kennison, Natoli, Rogalasky, Sauter

Treasurer: not in attendance

Committee Reports:

Executive Committee: Report on Fiscal Sponsorship of Food Pantry – Discussed by Executive Committee on Aug. 7, 2017. Action Item below. Notes recorded and in archive.

Governance: Nothing to report

Finance: Nothing to report

Audit: Nothing to report

Events: (Gumbo to Go / Annual Dinner): Dates for Gumbo to Go: Nov. 2, 2017 and April 12, 2018

Scholarship: Nothing to report

Membership / Marketing: Committee Met on Aug. 22 no quorum. In attendance: Chair Lee, Freeman, Henning, Morales. Notes recorded and in archive.

Discussion:

- Lee presented challenge to board: If 100% of board pays dues by our next meeting date then he will match 50% of total board contribution.
- Phases of Membership Campaign:
 - o Fall semester PHASE I: Want to assign leads to take up responsibilities for each effort, improve website, create a way to accept online donations, update the brochure
 - o Refer to "matrix" in action items below
 - o Spring Semester PHASE II - undefined at this point

Discussion:

Matthews discussed importance that incentives be given on a one-time basis and reiterated that CARES has invested funds this year toward campaign: \$500 for key fobs \$400 for stickers, \$500-for t-shirts.

Discussion took place debating the \$10.00 discount versus the 10% off trip fees and how those benefits would be applied over time. Members stated pros and cons of each.

Henning reported on meeting of student members of Committee: Marie, Torrie, Thomas Magnus. Discussed the importance of using social media, creation of a calendar, Emphasize Service Learning aspect of trips, increase reflection on experience, the need for student leaders to have a distinct role during and after trips, possibly providing training for leaders

Updates on 2018 Livingston CARES Trips (Freeman/Matthews)

We need a student and faculty / staff / community member leader for each trip

We work on recovery as opposed to relief efforts. We seek to support families and those impacted in the long term versus immediate aftermath of a disaster.

Proposed 2018 trips:

Rochester: 1 weekend trip - 2/23-2/25, tentatively planned

Brooklyn: 3 trips – Jan 7-13, Mar. 10-17, and May 13-19. Working with St. Bernard Projects

Atlanta: Yes, if interest. Cathy Adams – Has connections and some forward momentum.

Appalachia: Possibly next year

Texas and Florida: (preliminary planning occurred after this meeting –3 trips to each location – Texas (Houston) and Florida. Jan 7-13, Mar. 10-17, and May 13-19. We are working on details. St. Bernard's Parish / Projects – setting up recovery efforts in TX. We should connect with them. We need someone to reach out.

Biloxi: May – Scheduled and paid a non-refundable \$200 fee. 7-14 volunteers

Discussion: Need to rethink pricing of trips. Reprice for everyone or help those in need with scholarships. How to establish criteria? Categories of need? Need guidance of

board to navigate. Tom is not in favor of individual groups doing fundraising for individual trips. At Volunteer Fair and LC Day – We should get a list of people who are interested in service trips

Update on Home Away from Home Respite Program (Matthews)

LC is Fiscal Sponsor of program under supervision of Center for Community. Received a 10,000 grant to support paying a new coordinator, Sharon Leary. CAS is administering payment to Leary.

Update on Fiscal Sponsorship of Food Pantry (Matthews / Executive Committee Members)

Notes from Executive meeting available.

Discuss Livingston CARES Day – Sept. 15, 2017

Promoting membership and trips - Board members should sign up to table at the event

Discussion regarding special funds for Harvey Recovery:

Tom sent out an email with recommendation to collect funds to be used to support recovery efforts in Texas and (consequently) Florida– board members responded via email to “approve”

Affirm decision to approve fund – Board members agreed by consensus to affirm decision to establish fund. Discussion continued regarding where the funds are to be applied and how to ensure their appropriate use and accounting. Funds are to be applied to legitimate agencies that serve those most in need.

Action Items:

A motion was made by Kallio and seconded by Freeman to approve *Fr. Gordinier Memorial Fund Recipient*, \$500 community service award. Approved without dissent.

A motion was made by Donohue and seconded by Bailey to approve recommendation from Executive Committee to assume Fiscal Sponsorship of Geneseo / Groveland Food Pantry. Motion carried without dissent

Lee recommended a vote to formally approve Fiscal Sponsorship agreement that will act as a guide to accommodate future requests from other projects / orgs to serve in the same manner. Issue tabled until next meeting.

A motion was made by Bailey, seconded by Freeman, and approved without dissent to approve Membership Committee Recommendations relating to membership as described below:

- Student Membership:
 - Basic = \$10 10% off trip fees, invite to annual meeting, annual report, key chain, sticker, first notification and opportunity to sign up for trips
 - Helping Hand = \$20 or more, all above benefits + a t-shirt

- Non-Student Membership
 - Basic = \$25 10% off trip fees, invite to annual meeting, annual report, key chain, sticker, first notification and opportunity to sign up for trips
 - Helping Hand = \$50 or more, all above benefits + a t-shirt

Upcoming Events and Committee Assignments:

Tabling at Livingston CARES Day
Planning / Coordination of 2018 trips
Committees to schedule meetings as needed

Motion to adjourn made by Bailey and seconded by Freeman

Meeting adjourned: 5:35 Matthews.

Drafted by Garth Freeman, Secretary