

# Livingston County CARES Inc. Board of Directors Meeting

## REMOTE VIA ZOOM

Monday, September 21, 2020 4:00 - 5:00 pm

### Approved Minutes

#### Attendance:

Present: Bailey, Colon, Ellis, Freeman, Garbarini, Geiser-Getz, Harvey, Lee, Matthews, Kallio, Wilson, Orcutt, Palumbo, Natoli

Absent: Bolesky, Clarke, Donohue, Lehman, Slawetsky

Visitors: Rachel Roth, Sabrina Gencarelli - students interested in supporting the west coast wildfires initiative

Haley Kent - CARES intern

#### Call to order: Called to order 4:02 pm

Approval of minutes from April, 13, 2020 Corporate Meeting and Board of Directors Meeting -

Motion to approve minutes: Kallio, Bailey unanimously approved

#### Officer Reports

President (Matthews): Matthews shared his report attached to the minutes

Reviewed the statement of solidarity - starting our action plan

Donations to the Millie Pitcher Memorial Fund of \$1,200

Recommend changing Hurricane Laura Fund to 2020 Disaster Recovery Fund

Thank you to Brenda Donohue and volunteers for the COVID-10 Initiative

Thank you to Garth Freeman for the Statement & Action Plan on Black Lives Matter and Anti Racism

Thank you to Stacey Wilson at Judy's Travel Service for 2020 trip refunds

Thank you to founders, volunteers, Holly Harvey and Nick Palumbo for helping make our successful 15th Anniversary Zoom Celebration a huge success

Open discussion on responding to the current west coast fire catastrophe

Reminder: All board members are expected to make a donation each fiscal year and donations may be designated to either the unrestricted fund or to specific funds/projects

Vice President (Palumbo): See discussion on relationship statement

Secretary (Freeman):

Reminded board members of Committee Assignments, required annual

Conflict of Interest Forms and, new board member training on October 19.

Treasurer (Bailey): Update on finances -

There is no financial report today due to the current switching over to a new quickbooks online system.

Key Bank Balance is \$79,358.19 with \$21,016.00 in CD and a cash balance of \$58,341.94. The new software is \$75.00 per year from TechSoup that offers a non-profit rate for an online quickbooks program. We are still working on moving data over to the new version of quickbooks. We currently do not have a student bookkeeper. Hopefully, we will have a complete report for our next meeting. Matthews noted that a significant amount of the cash balance is restricted to projects and programs such as respite and Nicaragua.

### **Committee Reports:**

Executive Committee: Minutes of the Ad Hoc meeting of the Executive Committee on June 8, 2020 were reviewed. Bailey moved and Lee seconded a motion to approve the minutes. Motion was approved unanimously.

Events and Marketing: The board reviewed the September 9th Zoom Celebration of the 15 Years of Service of Livingston CARES. All the feedback on the event was very positive. A YouTube video of the event will be posted later in the month.

Finance Committee: The committee will meet this fall after the fiscal year report is completed.

Fundraising Committee: Lee reported on the contributions from 20 board members. Many boards mandate contributions, but our approach is to strongly encourage all members of the board to donate to Livingston CARES. Last year we had over a 95% giving rate with donations of \$3,432.34 in cash, checks, Venmo, trip refunds, and donated food. Lee recommends that we use the zoom events to raise funds.

Matthews has accepted an invitation to serve on the steering committee of the SUNY Geneseo Capital Campaign. Hopefully, we will be able to work closely with the Geneseo Foundation as part of the campaign. Kallio suggested that we pursue an Memorandum of Understanding with the College in order to ensure a productive outcome for support for Livingston CARES. Kallio also suggested we continue to participate in Roc The Day in December. Matthews reported that we are registered for that event. We will also continue participating in the annual State Employees Federated Appeal (SEFA) campaign that raises money from employees at the college. In 2020, over \$3,000.00 is being contributed to Livingston CARES from the 2019 SEFA campaign. .

#### **Trips Committee:**

Natoli reported on dates/locations tentatively scheduled:

New Jersey, SBP: January 24-30, Trip Leader: Tim Lowmaster

7 total volunteers (6 students, 1 leader) or May

Puerto Rico, UMCOR: January 23-30, Trip Leader: Betsy Colón

8 total volunteers (6 students, 2 leaders)

Puerto Rico, UMCOR: May 22-29, No leader identified

8 total volunteers (6 students, 2 leaders)

Gulf Coast, May 23-29 - still working to identify

an exact location, likely Texas or Louisiana, with UMCOR or SBP.  
7 - 14 volunteers (either 6 or 12 students, 1 or 2 leaders)

### **New Business:**

**Reaffirming our relationship to the College/Establishing an MOU:** Palumbo is working on a Memorandum of Understanding that will make the relationship between the College and the Center for Community more transparent and clear. Board members agreed that this is an important and necessary step to cement relationships with the College and ensure our ability to function and serve both the College and the Community. Palumbo will share a draft in the next week or so to solicit feedback. It will be an interactive process. Matthews shared his agreement with this desire to codify our relationship. Matthews shared the reality of the final Biloxi trip that was removed from the website without adequate consultation. He also noted that the statement of Solidarity was not added to the College website because we were not an internal organization. . Matthews shared that Livingston CARES would not exist without the College support and that Livingston CARES would not offer programs and services that did not meet with College expectations. For example, if we were asked not to offer a trip to a specific state or area, we would not offer a trip to the area. He reported recently learning that management believed we had offered a trip to North Carolina in defiance of the Executive Order of Governor Cuomo banning travel to that state. Although we had a brief discussion about service in North Carolina, we did not develop any plans for a trip. Board members agreed that we need to educate the College about our history and relationship with the College and our unique role as a “Campus and Community” organization. Lee suggested that we should create new expectations for our role and responsibilities in community service. Palumbo agreed and will work on a document that will be used to help clarify our working relationships with the College.

**Developing a Recovery Project for the Western Fires:** Rachel Roth and Sabrina Gencarelli participated in our board meeting. Roth and Matthews corresponded and spoke via phone to discuss the western state firefighters. Both students are looking for support and guidance on how students might respond to the disaster. Gencarelli expressed connection and interest in this issue and would like to find ways for our community to get involved and she reported that students are interested and willing to volunteer. She has connections through her sorority that could lead to involvement with the Greek organizations. Matthews shared that Kallio suggested that we might contact the Council on Public Liberal Arts Colleges (COPLAC) in California, Oregon or Washington. Geiser-Getz reported that he is looking into this idea. When Katrina happened, CARES initially connected to colleges in Harrison County, Mississippi. Ellis shared that Coyle reached out to contacts in Lane County Oregon and shared our interest in getting involved in this effort. He also knows some county leaders on the Gulf Coast who might need recovery assistance from Hurricane Sally. Matthews reached out to firechief Andrew Chanler who shared their support for the Hutchinson Foundation to help firefighters in British Columbia. Geiser-Getz will reach out to the national office of COPLAC and to Sonoma State and Evergreen State that are both members of COPLAC. He will do some outreach to get a sense of what might be done to help with disaster recovery. Geiser-Getz suggested that an educational component to a partnership might lead to a productive relationship. Matthews asked if board members would support changing the Laurel fund into a 2020 Disaster Recovery Fund and accept donations for other hurricanes and for the western fire recovery. Board members agreed to make that

change and to begin accepting donations that might later be shared with west coast agencies. Lee asked the students if they were seeking dedicated funds for this purpose. Roth replied that they reached out for resources and ideas on how to proceed with getting the Geneseo community involved. She added that reaching out to west coast colleges might help engage students in the projects.

Matthews shared that large organizations often take a lot of money for overhead costs and it has always been our policy to take no overhead on donations to recovery funds. Kallio suggested that the wildfire situation is complicated with numerous locations and organizations. Kallio is following the fires pretty closely and reported that the creek fire came within a 100 yds of his family cabin in California. Students can be very helpful in sharing the opportunity to donate but they need to know that we typically take time to research and support longer term projects. However, we need student involvement and input and will work with any student group who would like to support a specific project. Students will make a difference by promoting awareness to the campus community and helping to generate understanding and involvement. Roth responded that students may have connections and she plans to reach out to her connections. She is an intern in the Sustainability Office and she plans to solicit ideas and contacts for suggestions on student involvement. .

Kallio stated that he in the past has advocated for a single fund. Advocating for two funds for Hurricanes and Western Wildfires might confuse donors. Geiser-Getz expressed concern about overstating the ask. Wilson likes the idea of the 2020 relief fund.

Orcutt shared that her position as a board member and as an intern in the Center for Community is to help with projects and initiatives such as the wildfires that Roth and Gencarelli are pursuing. She thanked them for their efforts and offered support and continued connections to the board of directors.

### **Is there a consensus to merge / establish the 2020 Natural Disaster fund.**

**Trip planning and logistics:** Natoli reported that the trips committee met. The bulk of the meeting was discussing the uncertain outcome of the pandemic and what we might be able to do and plan without knowing what the College might need to do with classes and campus programs. The committee agreed that we would need to have a plan by October so we could register volunteers during the first two week of November. In the meantime, we are in a holding pattern and will not post any trips until we are certain they could happen. January is problematic and May might be more realistic. We are exploring the possibility of a May trip to the Lake Charles area of Louisiana. Wilson just returned from volunteering with HOPE International in that area but they will not be there long term.

Study Abroad put out a statement that they are not planning to do trips through next summer. Matthews had a conversation with Brice Weigman who advised that Livingston CARES is not bound by the Study Abroad restrictions. He also urged Livingston CARES to educate the members of the Cabinet on the history and programs of the organization.

Kallio shared that New York State has the quarantine requirement that could affect our service trips. Lee suggested that we create COVID protocols for CARES, as well as our host agencies. Matthews noted that our host agencies are developing very strict COVID

protocols. Colon added that Puerto Rico has been on and off the quarantine list and we need to be aware of how things can change so quickly. Matthews shared that May looks better. Orcutt shared that Geneseo has their own quarantine rules and suggested that we might have a problem with January trips if we still have a two week quarantine requirement. Kent added that we should consider the financial constraints on students. Board members agreed that we need to be super clear about refunds for any trip that we offer.

### **Action Items:**

**Hurricane Laura Fund:** Lee moved and Orcutt seconded a motion to donate the \$530.00 to the UMCOR recovery efforts in western Louisiana. The motion carried unanimously.

**Hurricane Dorian Donation:** Matthews recommended that we add to the \$193.60 donations from the fall of 2019 and donate \$200.00 to SBP Dorian Fund. Kallio moved and Orcutt seconded a motion to approve donating \$200.00 to the SBP Dorian Fund in the Bahamas. The motion carried unanimously.

**Zoom Reunions with volunteers by year or by trip:** By consensus the board agreed to offer reunions to trip volunteers during this 15th Year Celebration. Palumbo and Freeman will help with the zoom meetings. We agreed to reach out to past trip leaders by both locations and teams. Harvey is still in touch with past teams. Lee suggested we put a small work group together. Lee, Garbarini, Kallio and Matthews agreed to serve as a planning committee. The rationale for organizing the reunions is to reconnect with alumni in small groups to share stories and provide anecdotes about the long term meaning and impact on volunteers as well as impact on families served. Lee suggested we also connect with the families served and some of the agency contractors that worked with our volunteers.

**2020-2021 Disaster Recovery Fund:** By consensus, the board agreed to establish a Disaster Recovery Fund that will include opportunities to donate to the western fires recovery and to other hurricanes that may occur later this fall. Garth will post the fund on the website.

**Adjournment:** Harvey, Orcutt 5:30 pm

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

### **Meeting dates:**

Fall 2020:

October 19, 2020 4:00 - 5:15 via zoom **Please note:** as one of our action steps approved with the *Statement of Solidarity with the Black Community* during this meeting we will be participating in implicit bias training with robbie routenberg, Geneseo chief diversity officer. Please make every effort to attend. We have added 15 minutes to accommodate action items and new business.

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

09-21-20

### Report of the President

Today is a beautiful day in the Genesee Valley. I just finished eating some Gumbo from our last dinner in the fall of 2019. It is easy to freeze and all you need to do is add some fresh shrimp or other preferred ingredients. I look forward to our short time together at 4:00 pm today. In order to provide as much time as possible for discussion, I am writing a short report that I will briefly refer to during the meeting.

**Livingston CARES 2020 Service Trips:** Our last in-person board meeting was on January 22. At that meeting, we reported on the January 2020 service trips to Clearwater, Florida and New Jersey and the cancelled trip to Puerto Rico. We were moving forward on our two spring break trips and the May trip to the Florida Keys. Then, COVID-19 hit and we patiently waited as long as we could before cancelling the remainder of our 2020 service trips. The cancellations by our host agencies came just days before the trips were to depart. During the next six weeks, we worked with Stacey Wilson at Judy's Travel Service to get our money back from Southwest Airlines. We then processed refund checks to the volunteers and all checks were cashed by the end of the fiscal year on June 30. Board members suggested that we acknowledge the enormous effort by Stacey and we gave her a Fratelli;s gift certificate in July with a thank you card.

**Annual Meeting and Election of New Board Members:** We organized our first Zoom meeting on April 13 to review the annual report to the community and elect board members and officers. We thanked our retiring members including Stephen Chaparro, Laura Huff, Carolyn Nieves, Brook Stickles and shared a special citation to honor Wes Kennison for his 15 years of service on the board. We welcomed new members Angela Ellis, Glenn Geizer-Getz, Karissa Garbarini, Parker Slawetsky and Jules Orcutt.

**COVID-19 Front Line Workers Appreciation Project:** At our April meeting, board member, Brenda Donohue, suggested that Livingston CARES recognize and honor the work of the front line workers in our county. Board members responded enthusiastically with donations and hours of volunteer efforts to reach out to workers throughout the county. A separate report on these efforts is posted on the website. We did not solicit contributions except from the board and the service trip volunteers who were given the opportunity to donate to this fund or the Puerto Rico fund. The fund COVID-19 fund received \$1,143.98 in donations and \$102.10 in food items. We also received a grant from Wegmans of \$249.00 that was used to purchase food for the project. Expenditures from the fund for supplies and food items were \$1,122.43 leaving a balance of \$21.55. The donated food and the Wegmans gift card are not included in these totals.

**Statement of Solidarity with the Black Community:** In late May, Garth Freeman recommended that Livingston CARES add our voice to the nationwide outcries for racial justice

after the murder of Mr. George Floyd. . He drafted a resolution and the board helped edit and create a statement that was approved at our June 8 meeting. The statement was published on our website and shared in a CARES newsletter. Each of you will have an opportunity to participate in the action plan that will begin with a training session during our October board meeting. Thank you to Garth for this important initiative.

**Home Away From Home Respite Millie Pitcher Fund:** This summer, Millie Pitcher who was one of the first participants in the program passed away and her family reached out to Livingston CARES to establish a memorial fund in her honor to support the respite program. We established the fund and have received \$1,200 in gifts from 14 donors. All of the donations were received after the end of our last fiscal year.

**Hurricane Laurel Fund:** We asked for approval of the board to establish the Hurricane Laurel Fund to help in the recovery from the first major hurricane in 2020. We received unanimous support from all 20 board members. Garth immediately posted the fund on the website and put out a newsletter soliciting support; we received \$530.00 from 13 donors. Our recommendation is that we contribute those funds to SBP to be used in either Western Louisiana or East Texas. Normally we would do a special project but we could ask that the money be used to purchase tools for use by volunteers in the recovery efforts.

**Geneseo/Groveland Emergency Food Pantry (GGEFP).** At our June board meeting, the board approved by consensus a possible opportunity to pool resources with GGEFP and establish an endowment fund at the Rochester Area Community Foundation (RACF). The minimum requirement for a fund is \$50,000.00 and we do not have sufficient reserves to set aside more than \$25,000.00, including our current CD's. As part of the conversations, we hosted two zoom sessions with GGEFP and RACF. Subsequent to the calls, the GGEFP decided to pursue establishing their own separate 501 (c) (3) and that process is now underway. We are happy to support that effort and will help with the transition that will likely take several months. We are still obligated to include their revenues and expenses on our 2019-2020 tax filing.

**Livingston CARES 15th Anniversary Celebration:** On September 9, we hosted a Zoom Celebration of the founding of Livingston CARES in September 2005 in response to Hurricane Katrina. We invited several people who were "in the room when it happened" to share a few thoughts and stories. A majority of the board members participated in the celebration. Our thanks to Holly Harvey and Nick Palumbo for helping to make the event possible and thank to everyone who was able to participate. As a follow up to the event, Nick Palumbo created a YouTube video and here is the link for the video.

<https://www.youtube.com/watch?v=0tLbM9g-guk>

We are recommending that Livingston CARES host additional Zoom events during our 15th year with teams or groups of teams to catch up and share stories from their service trips. We need volunteers to help with that effort.



**Establish a 2020 Disaster Recovery Fund:** We were somewhat successful with the Hurricane Laurel Fund and now we know there are more storms and an enormous catastrophe with fires in all the western states. We are engaging in conversations about how to best respond and several ideas have floated to the surface. Two students who wrote to us last week (Rachel Roth and Sabrina Gencarelli) have been invited to join our meeting today to share thoughts about how our community might respond to the fire. We have also reached out to Livingston County and the Provost's Office to encourage collaborative efforts. I recommend that we create the fund change and let the campus community know that Livingston CARES will help individuals and groups respond to disaster recovery efforts.

**Hurricane Dorian in The Bahamas:** In September 2019 Hurricane Dorian smashed into The Bahamas and we established a fund to assist in the recovery efforts. We attempted to create a service trip but the cost was over \$1,00.00 per person. We had two donations that totaled \$193.60. Since we do not have sufficient funds to create a special project, I recommend that we donate \$200.00 to the SBP Dorian Recovery Project. We have worked with SBP for several years on Hurricane Sandy recovery and we are confident they will use the money wisely in the recovery efforts.

**Report on Contributions from board members:** Last year, the board agreed to create a culture of giving by asking each member of the board to lead by example and contribute to Livingston CARES. We also agreed that there would not be any set minimum amount for donations. During the fiscal year July 1, 2019 thru June 30, 2020, 21 members of the board (including new board members) contributed \$3,534.44 to Livingston CARES. Twenty donations were in cash, checks, Venmo, and transfers from service trip refunds. One additional donation was food items for the COVID-19 fund bill for \$102.10. Nine donations were for the COVID-19 fund and four were for the Puerto Rico fund. All other donations were unrestricted.