

Livingston County CARES Inc. Board of Directors Meeting

Remote via Zoom

Monday May 3, 2021

Minutes - Annual Corporate Meeting

Attendance:

Present and constituting a quorum: Bailey, Bolesky, Colón, Garbarini, Geiser-Getz, Harvey, Kallio, Lee, Matthews, Rivera, Freeman, Palumbo, Lehman, Natoli, Harvey Guests Sharon Leary and candidates for election as directors: Hannah Marafioti, Hailey McCue, Alexa Larocca, Betina Popnikolova, and Joe Dolce

Absent: Ellis, Orcutt, Slawetsky

Call to order of Corporate Meeting: 4:05 p.m.

Review of 2012-21 Annual Report Draft:

Introductions of incoming board members: Hannah Marafioti, Hailey McCue, Alexa Larocca, Betina Popnikolova, and Joe Dolce

Approval of Annual Report Draft: A completed version of the 2021 Annual Community Report will be published later this summer.

Freeman updated the group about the creation of the Annual Report, and the healthcare and frontline workers thank you projects. Matthews thanked the donors, committee members, and volunteers for the initiatives this fall and spring. "It was the right thing to do" - Matthews

Kallio offered compliments to Garth, the respite program, and the Nicaragua schools project. Kallio also reported that when he and Hailey went to Noyes Hospital, the staff remembered and recalled the pizza delivery the previous summer. Harvey remarked how great it was to do something local. Freeman added that we all functioned really well as a team for the latest cookie thank you project.

Kallio moved and Garbarini seconded a motion to accept the annual report. Motion was approved.

The Annual Corporation Meeting adjourned at 4:16 pm.

Minutes of the Livingston CARES Board of Directors May 3, 2021 Meeting 4

Present and constituting a quorum: Bailey, Bolesky, Colon, Garbarini, Kallio, Lee, Matthews, Rivera, Freeman, Palumbo, Wilson, Lehman, Natoli, Harvey. Guest Sharon Leary and candidates for election as directors: Hannah Marafioti, Hiley McCue, Alexa Larocca, Betina Popnikolova, and Joe Dolce

Absent: Ellis, Geiser-Getz, Orcutt, Slawetsky

Call to order of Board Meeting: 4:17 pm.

Approval of minutes from Monday, March 8, 2021 board meeting

Bailey shared an update on the dates for the Puerto Rico trips. Lee questioned if “instantiating” is a word and found a typo in treasurer's report. Wilson moved and Bailey seconded a motion to approve the minutes with the corrections noted. The motion was carried unanimously.

Officer Reports

President (Matthews): See attached President's Report

Matthews shared that there is a *history* section on the CARES website that he is working to update. He asked board members to review and help update.

Wilson will be returning to the Lake Charles, Louisiana area with Tim Lowmaster and two other community members. The Fuller Center will serve as the host organization. If this works, there may be a good opportunity for future work with Fuller. Car rental costs are quite expensive right now. Wilson is looking forward to helping Tim Lowmaster with the trip. Lehman noted that the Fuller center is the “breakaway” from Habitat for Humanity. Fuller was the founder of Habitat for Humanity and wanted to focus on rehabs of buildings instead of new house construction.

The Food Pantry has now received their 501(c) 3 status. We supported them through the process and we will continue to partner with them moving forward. The Pantry will be removed from our financial statement in the next fiscal year.

State Employees Federated Appeal (SEFA) campaign: Names of SEFA donors are in the annual report. Tom encouraged the College employees to contribute to CARES through SEFA. Palumbo shared that it has been 2 years since we've been invited to speak at the College on behalf of CARES through SEFA and that it really makes a difference when we have the opportunity to do so. Palumbo will request to be included again in the fall 2021 campaign.

Fundraising: Matthews reiterated that we should create a “culture of giving.” Lee shared that because of COVID we haven't really pursued fundraising but that we should get back to it this year. There are 3 legs to the fundraising stool: 1 leg = 1 time events like ROC the Day and SEFA, 2nd leg = programmatic fundraising like Gumbo to Go and trips revenue, and the 3rd Leg = personal fundraising by board members, alumni, and programs such legacy giving. Lee hopes that once we emerge from the covid pandemic, we will be well positioned to restart a legacy giving initiative. Lee also shared that in the financial report, there has not been an increase in donations.

Trips committee: The committee needs to meet and begin some preliminary planning. There will be three week-long trips to Puerto Rico trips and each will have a limit of 8 volunteers. Matthews reached out to David Parfitt about Give Kids The World and he is considering whether or not he will lead a trip in 2021. The Sulfur, Louisiana area may also be an option for service trips. Natoli will schedule a trips committee meeting in June.

Matthews asked Bailey to create an annual budget for the 2021-22 fiscal year.
Vice President (Palumbo): Update on MOU with the College.

Palumbo is working on the “relationship” statement with the College and CARES. He met with Kallio for suggestions on a framework that would be acceptable to the College and he thanked Ken for his support and guidance. Palumbo has created a draft statement that is not yet ready for sharing. He hopes to have a document for review in June. It is a complex relationship that needs to be in writing.

Secretary (Freeman):

Freeman invited Sharon Leary to report on the Home Away From Home (HAFH). Leary thanked the board for their support for the program. She reported that the program continued this past year but as a remote respite. The participants had a lot of fun. The two interns, Hannah Marafioti, and Alexandra, worked with 16 student volunteers and 4 families. Marafioti has been reaching out to civic and faith out to civic and faith leaders introducing them to the program and seeking families that are interested in getting involved with HAFH. Leary reported lots of great publicity and press on the program, both on campus and in the region. See the Annual report for links to the press events. A colleague of Sharon’s nominated HAFH for a national award. ARCH - National Respite “Innovative and Exemplary Respite Service” An announcement on the award will be made later this summer. Leary will attend an (virtual) international Respite conference.

Lee thanked Hannah for the outreach letter and inquired about tech challenges they faced using the virtual platform. Hannah and Leary reported that the program started slowly but built up to bi-weekly, one-hour meetings. The Zoom Respite started last fall. Leary thanked the students for leading the way in integrating and utilizing technology.

Treasurer (Bailey): See the attached Financial Report

Bailey noted that there has not been much financial activity primarily due to the hold on service trips. Bailey reported discrepancies on some of the amounts for projects and trips. The refund from Allegiant Air came as a credit card refund and that amount was later credited to our bank cash account. The expenses under Membership and Marketing is for constant contact (newsletter software) that is being moved to general administrative expenses and the balance in our Sandy fund was moved to general disaster relief and recovery funds. The COVID 19 funds also included “in kind” donations of cookie dough that do not show up on our cash balance. There are other expenses that have not been received and processed through quickbooks for the healthcare workers thank you initiative. The Geneseo/Groveland Food Pantry will come off the statements in the next fiscal year. Bailey indicated that fundraising income needs to be allocated for specific Kallio shares and that we might want to separate out the GKTW as a “project” rather than a trip. Palumbo shared that we are planning to offer the GKTW trips under our umbrella using our registration process. Having the funds together makes sense. Matthews shared that we will meet with Parfitt to decide on how to proceed.

Executive Committee: No Report.

Governance Committee: Freeman shared the Governance Committee recommendations. See the attached Board of Directors ballot document. Matthews explained the election process and the election of board members and officers occurred. See the actions reported below.

Gumbo to Go and Annual Dinner: Gumbo-to-Go reservation at Central Presbyterian Church on Thursday, November 4, 2021 and Thursday, April 7, 2022. The Annual Meeting and Thank You Dinner tentative for Monday, April 4, 2022

Scholarship: No report.

Membership/Marketing: No Report.

Trips: We potentially have four leaders for the January Puerto Rico trip, but we need two for the March trip and two more for May. Colon shared that we will need two leaders (non-students) for each trip and that will permit only six student volunteers for each of the three trips to Puerto Rico.

Kudos and Thanks: Holly thanked the students who participated in the HAFH program. Palumbo recognized the students connected to the board and thanked them for their work and effort. Bailey thanked Hailey and Jules for putting the newsletter together. Kudos! Matthews looks forward to working with the new students on the board and encourages each of them to fully participate with their thoughts and suggestions. Freeman reminded new board members there will be training in the fall.

Action Items:

Approval to transfer remaining balance of Sandy Recovery funds to General Disaster Relief to support upcoming service trips. Matthews shared that CARES likes to purchase equipment, so moving this to the general disaster funds makes sense. Kallio moved and Lehman seconded a motion to approve moving the funds. Motion was approved.

Approval of Humanitarian Awards: Matthews shared the Humanitarian awards for departing board members: Adam Clarke, Karissa Garbarini, Jules Orcutt, and intern: Haley Kent. Kallio moved and Bailey seconded a motion to approve the 2021 awards. The motion was approved unanimously.

ELECTIONS:

Geiser-Getz moved and Harvey seconded a motion to approve the reelection of the three board members and the election of four new board members. The motion was approved unanimously. Kallio moved and Harvey seconded a motion to approve the reelection of the four officers. The motion was approved unanimously. See the document attached to the minutes for resumes/biographies of the newly elected board members.

RE-ELECTION OF AT-LARGE DIRECTORS (2 SEATS - 3 YEAR TERMS)

Garth Freeman - Director of Student Volunteerism and Community Engagement

Lyle Lehman - Community member
Phil Natoli - SUNY Geneseo retired faculty member
Nicholas Palumbo - Assistant Dean of Students for Leadership

ELECTION OF AT-LARGE DIRECTORS (1 SEAT - 3 YEAR TERM) Joe Dolce -
Instructional Designer, Department: Computing & Information Technology

ELECTION OF AT-LARGE DIRECTORS (STUDENTS - 4 SEATS - 1-YEAR TERM)

Alexa LaRocca
Hailey McCue
Hannah Marafioti
Betina Popnikolova

RE-ELECTION OF OFFICERS (1-YEAR TERM)

Tom Matthews (President)
Nicholas Palumbo (Vice President)
Garth Freeman (Secretary)
Karen Bailey (Treasurer)

The meeting adjourned at 5:15 pm.

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, Geiser-Getz, 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

DATES TO SAVE FOR 2021-2022

Finance and Audit Committee: May 24, 2021 11:00 am
Executive Committee: May 24, 2021 2:00 pm
Trips Committee: June 14, 2021
Board of Directors: Tuesday, September 7, 2021
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
Livingston CARES Day: September 15, 2021

Gumbo-to-Go: Thursday, November 4, 2021
Thursday, April 7, 2022

Livingston CARES Board of Directors

04-30-21

Tom Matthews, President's Report

Greetings: We are looking forward to seeing you on Monday. We will begin with our annual meeting of the corporation and the review of the **Livingston CARES 2021 Annual Community Report**. Special thanks to Garth Freeman for the enormous effort involved in organizing the annual report! On Monday, we will also elect or re-elect board members and officers and honor volunteers with humanitarian awards.

Service Trip to Louisiana May 23-29: Four Livingston CARES volunteers will travel to Sulfur, Louisiana and work on low-income family housing under the direction of the Fuller Center Disaster Rebuilders. The Fuller Center does work with other colleges on service trips so we will explore working with them on possible trips for 2022. Tim Lowmaster, a veteran service trip leader for multiple Sandy-related trips, will serve as trip leader. Tom Wilson will also be participating in the trip. We moved ahead with the trip after consulting with the College and agreeing to limit participation to community volunteers. Travel arrangements are complete. We learned about the shortage of rental vehicles and the steep increase in fees that may continue into 2022.

Zoom Reunions: The last of the five reunions during our 15th Anniversary year was held on March 10 with the six teams that volunteered for Hurricane Sandy recovery work on Staten Island. Team leaders Chuck Reyes, Alyssa Stefanos-Yates, Holly Harvey, and Tim Lowmaster participated in the reunion. Unfortunately, Peggy Wirth who is a nurse was called into service that night due to the pandemic. Once again, we heard wonderful stories and great testimonies from alumni about the value of our Livingston CARES service trips. All the Zoom reunions were recorded and we will be able to use video clips for marketing future service trips.

Geneseo/Groveland Emergency Food Pantry (GGEFP): I am pleased to report that the GGEFP has received letters from the IRS and the NYS Charities Bureau approving their status

as a separate 501 (c) 3 non-profit public charity. Livingston CARES agreed to serve as the parent organization during the interim between the dissolution of the Livingston County Coalition of Churches and the creation of their new and independent charitable organization.

SEFA Donations: We just received the report of the State Employees Federated (SEFA) for calendar year 2021 and the amount is \$1,922.00. There were nine anonymous donors from SUNY Geneseo (5), NYS Department of Transportation (1), and NYS Department of Environmental Conservation Region 8 (2). Eight employees who wish to receive an acknowledgement of the donation include: Denise Battle, Sherri Bush, Susan Chichester, Ganie Dehart, Patty Hamilton-Rodgers, Beth McCoy, Amy Sheldon, and Jane Towne. One large donor from 2020 did not renew the donation. Please give some consideration to how we might increase the employee donors by organizing in advance of the fall 2020 campaign.

Fundraising: Eddie Lee and I had a conversation this week about possible fundraising strategies and most of you will recall our "culture of giving" discussion. BC, otherwise known as before COVID-19, we started to do some longer-range thinking and planning. The sudden increase in rental fees for vans and the quick return to higher plane fares, leads me to conclude that we need to be proactive in raising funds in order to keep our future trip fees reasonable. To that end, I did make reservations for the Central Presbyterian Church kitchen for **Gumbo-to-Go** dinners on Thursday, November 4, 2021 and Thursday, April 7, 2022.

Service Trips in 2022: Currently, we have three reservations in 2022 for service trips to Puerto Rico: January 15-22, March 12-19 and May 21-28. Each team will be limited to eight volunteers including staff. We should consider reserving spaces at the Fuller Center Disaster Rebuilding in Louisiana in January and/or March. We are also reaching out to Dave Parfitt to determine if we are able to offer a service trip to Give Kids The World during spring break. We also know from 15 years of experience that there will be other hurricanes and natural disasters in the fall that might capture widespread attention and donations. Although we were not able to connect with possible hosts or agencies last year for possible service opportunities in California, we will likely see wildfires dominating the media later this year. Should we consider responding this year? The **Trips Committee** will need to review the possibilities and develop a plan for 2020.

Livingston CARES Budget: Again, before BC, we were working on an annual budget for Livingston CARES. We need to get back on track and create a budget that will help us with goals for the year and enable us to report on progress and variances. Karen Bailey will be working with the Finance and Audit Committee to develop a budget for the board to approve later this summer and prior to the posting and marketing of 2022 service trips.

Trips Committee Meeting 6/10/2021

Present: Freeman, Harvey, Matthews, Natoli, Palumbo, LaRocca (via zoom) Not present: Colon

Trips planning:

Updates from Tom:

Puerto Rico - Confirmed with [REHACE](#)

Waiting for fees - Last time was \$385 - estimating \$400 per person / week for the fee

There are vehicles available - cost?

3 trips - 8 total people 2 leaders and 6 volunteers

Jan. 15-22 - Harvey - Is working with a friend who may go as well.

Mar. 12-19 - Colon / Rivera (will do either Jan or March - but prefer March)

May 21-28 - Dan Martin / Father or other -

We have leaders for these trips

Waiting for Southwest fees

Estimating \$600-\$800 airfare

Meeting scheduled - for... Tom will invite - will get a sense of their approach, fees, etc..

Registration should open Oct. 1 - we may delay if COVID protocols are not known

\$400 per person / week for the fee

Projected trip costs \$1190.50 - subsidize to \$800 (**See below for final costs and fees**)

PR is making vaccinations mandatory - this has changed and has been updated.

[ReHace](#) is the contact in PR now. UMCOR NY is no longer leading these experiences Tom is looking into the charge per person, and the availability of vehicles that are provided by ReHace.

\$385 per person for room and board was the previous fee in PR

Sulfur, LA with [Fuller Center](#) - Confirmed

2 trips

7 per trip - 1 leader / 6 volunteers

Jan 16-22 - Lowmaster

Mar 13-19 - Palumbo

Palumbo shared the [evaluation](#) from the Sulfur, LA trip

Projected cost - \$706.50 - subsidized cost to \$600 (**See below for final costs and fees**)

\$100 per person / week fee for the week - room and board

A deposit was made for Lowmaster

Give Kids The World is not confirming any dates currently from Make a Wish. They are limited to 25% capacity. David Parfitt has not decided yet about leading a trip. If able it would be a March trip.

Would he consider letting someone else lead the trip? There's money to support this from refunds.

Freeman will contact GKTW to inquire about availability.

*Freeman spoke to David Parfitt and he confirmed that GKTW is functioning at a highly reduced capacity and will not be able to accommodate a group from Geneseo in 2022. Dave shared that once the organization resumes more normal operations in terms of hosting regular groups he plans to continue leading the trips

We could potentially see a 6th trip if a natural disaster hits this fall.

Geiser-Getz - Stepping down from board. We would like to get a faculty member to replace

Glenn.

We must think about vaccination policies - presumably all students will be vaccinated barring any religious or health issues.

Finalized fees for trips:

PR - \$975 / per person

LA - \$675 / per person

Post trip leaders / dates / deadlines

No group fares (10 is minimum)

(Gumbo should help fund) Nov.4 and Apr. 7

\$1000 flat fee is high, but given the experience it would be doable. Maybe market trips at \$900 or \$950.

Funds available for scholarships - Close to \$4000

Discussion of allowing students to book their own airfare. Matthews & Natoli think we should bundle the fees - airfare, and all, to simplify the process, not allow student to book their own flights. This is not workable. We will not pursue this approach.

What will CARES cover? How can we make this affordable?

Times of flights impact the fares (early morning / late night more affordable)

Based on projected budgets - we should review before deciding on a fee. We need to decide how much we can subsidize.

For example - \$450 (est) airfare + \$400 R&B fee + ground transport =

Could book out of NYC for Jan. trips.?

Remaining in SA funds to support student scholarships - \$4900

Market and promote the trips at Vol fair (9/8 or 9/9) and Cares Day (9/15) George Sullivan? Tom Matthews, Alyssa (Yates) Stefanise, board members, Tom Wilson

Registration opens on Oct. 4

Deposit - \$100 / no refundable - update website

We will require vaccinations for all trip participants based on the requirements of the host organizations.