

## **Livingston CARES Inc. Board of Directors Meeting**

**October 23, 2013**

### **Approved Minutes**

The Board of Directors met in the MacVittie Board Room on October 23, 2013. The following Board members were present: Tom Matthews, Phil Natoli, Lyle Lehman, Zachary Bodenweber, Daniel Martin, Alyssa Stefanese, Diana Castro and Ben Gajewski. Guest: Julie Matthews.

**Approval of the minutes:** Lehman moved and Stefanese seconded a motion to approve the minutes of the September 18, 2013 meeting of the Board of Directors. The minutes were approved.

**Updates on Trips:** Six students have registered for the January trip to Biloxi. We have paid a deposit for 14 volunteers on the January trip and 21 for the March trip. The Student Association approved \$2100 for financial grants plus \$900 to help reduce the price for the March trip to Biloxi. Matthews reported that \$2,100 will also be donated from Phi Eta Sigma to subsidize the Biloxi trips. Matthews indicated that the high fees, particularly for the March trip (\$650.00), may explain the low response rate on the Biloxi trips this year. Natoli moved and Martin seconded a motion to change the fees and charge \$551.60 for all three trips to Biloxi. The motion passed.

**Discussion:** Matthews recommended that CARES donate \$1500 to the Hicksville Church on Long Island for the purpose of purchasing cots and other housing supplies that will be used by volunteer groups working on Hurricane Sandy recovery efforts. The Hicksville Church hosted our March 2013 volunteers and will host our March 2014 volunteers. Matthews also recommended that CARES donate \$2500 to the Annual Conference of the United Methodist Church (an organization and not a meeting) to buy tools and other supplies for use by volunteers working on restoration of houses damaged by Hurricane Sandy. Natoli moved and Gajewski seconded a motion to donate \$1500 for cots and housing supplies to the Hicksville Church and \$2500 to the Annual Conference of the United Methodist Church to be used for purchasing tools and other supplies used by volunteers working on Sandy recovery efforts. The motion passed.

**Policy statement:** Matthews asked for a motion to confirm the approval of the following policy statement that was approved electronically by a majority of the board and reported to the board on October 2, 2013:

The officers are authorized to create restricted Livingston CARES charitable gift accounts to accept donations from College departments and make donations to non-profit public charities. All transactions from each specific charitable gift account will be reported to the board of directors on a regular basis and reviewed at each meeting of the board of directors.

Gajewski moved and Lehman seconded to accept the Policy on record. The motion passed. Matthews reported that the women's soccer team deposited money with Livingston CARES and a check was written to the American Cancer Society.

**Tax Filing:** Julie Matthews provided a detailed explanation of the reports that will be submitted with the tax forms to the state and the IRS. Natoli moved and Gajewski seconded a motion to approve the filing of 2012-2013 tax forms. The motion carried.

**Next meeting:** January 22, 2014.

**Adjournment:** Matthews moved and Natoli seconded a motion to adjourn. The motion passed.

Notes by Diana Castro & Kay Fly, Secretary

**Dates for future meetings & events:**

Wednesday, January 22 (4-5 pm)

Wednesday, March 12 (4-5 pm)

Tuesday, March 25 (2014 Volunteer & Service Awards Dinner at 6 pm)

Thursday, April 10 (Gumbo-to-Go dinner) (Prep & dinner from 9 am to 6:30 pm)

Monday, April 28 (Corporation Annual Meeting & Dinner) (4:30 pm)