

Livingston County CARES Inc. September 2017 Board of Directors Meeting

MacVittie Board Room, MacVittie College Union, Room 351

Monday September 25, 2017 4:00 – 5:00 PM

**Approved Minutes**

Call to order of Board Meeting Matthews called to order: 4:00

Those in attendance and constituting a quorum:

**Present:** Bailey, Donohue, Freeman, Harvey, Henning, Huff, Kallio, Lee, Lehman, Matthews, Mrozek, Paratore, Rogalsky, Smith

**Absent:** Bolesky, Carrick, Ellison, Kenney, Kennison, Morales, Natoli, O'Brien, Sauter, Sika

**Approval of Minutes:** August 28, 2017 Meeting – Bailey moved and Donohue second a motion to approve the 9/25 minutes. Carried without dissent.

**Officer Reports:**

President (Matthews): Reported out on GOLD workshop Livingston CARES Day: Stories of Service from Students and Alumni with George, Karen Bailey, Tom Matthews.

Reported on number of individuals that signed up with interest in trips

Reached out to Judy Travel in Mt. Morris RE: setting up airfare for trips – shared possible fees for airfare. Discussed when presenting the cost of trips to the community to quote trip fees separate from airfare.

Eddie's Challenge: ½ of the board has not paid, October 31<sup>st</sup> to complete challenge.

Secretary (Freeman): Distributed and collected conflict of interest statements. Board members who have yet to complete: Bolesky, Carrick, Ellison, Kennison, Morales, Natoli, O'Brien, Sauter

Treasurer (Lehman): Reviewed Net Asset Analysis July, 1, 2016 – June 30, 2017

**Board Discussion:**

Proposal for next meeting to give a gift / donation to SBP in Brooklyn. No amount finalized.

Red Hook space - Discussed the Geneseo owned apartment in Red Hook to potentially stay in when doing service in NY Metro area. There is some work to be done to bring the apt. up to code / fulfill expectations of students. Can sleep 10 legally. We will continue to monitor and make decisions based progress of space.

Looking for leaders / drivers for each trip. Need board members to help promote.

A question was raised about our mission as it relates to the section: "a repository for resources and information..." Should we link to other orgs that people can donate to or volunteer with? Issue tabled.

**Committee Reports:**

Executive Committee – nothing to report

Governance: Scheduling a meeting prior to 10/30 full board meeting

Finance – nothing to report

Audit – nothing to report

Events (Gumbo to Go / Annual Dinner) – Nov 2<sup>nd</sup>. P. McClure creates flyer and distributes.  
Time w/ set up: 9:00. 4:00 – 6:30 is meal time. Need help w/ cooking and clean up  
Brenda – will coordinate volunteers.

Scholarship: nothing to report

Membership / Marketing:

Debrief on Livingston CARES Day (9/15/17) – since LC Day **28 people** have paid membership fees totaling **\$375**

A discussion took place regarding the 10% off trip fees and the amount of time and energy expended for the campaign as compared to the results. We agreed by consensus to have patience and to let the campaign have time to take hold and gain momentum and to continue to monitor and evaluate on an ongoing basis.

Additional fundraising ideas:

SEFA (State Employees Federated Appeal) – should we consider anyone who donates through SEFA a “member”? There was a consensus that this makes sense. (See Action Items)

We could better utilize and promote online giving. Continue to investigate and pursue.

Trips Committee:

Booking airfare -

A board member proposed that booking the flight could be the responsibility of the students.

A strategy was proposed to book a block of tickets put burden on student / parents to confirm and pay for airfare so students can use airline miles.

10% fee -

It is premature to change that amount or policy at this time. We need to follow the expectations we promoted to the students.

We agreed by consensus that students who have joined as members get 10% off *fees*, not airfare.

Trip locations -

Atlanta: with all of the recent disasters not this spring.

Puerto Rico: can we do practically? Possibly take less trips to Brooklyn and add Puerto Rico

Discussed possibility of taking one trip to each location rather than multiple trips to each. Trip decisions are based on need, interest, and availability

**Action Items:**

*Approval of Fiscal Sponsorship Policy Guidelines:*

Tabled until next meeting – distribute before meeting.

*Unrestricted donations applied as membership:*

A motion was made by Kallio and seconded by Bailey: “Any unrestricted funds donated equaling \$25 or more constitute a membership.” Motion carried w/o dissent.

*Special fund for Harvey / Irma recovery:*

Motion made by Kallio seconded by Lehman: “Create a fund for “Hurricane Relief 2017” and individuals can specify which location the donation is to go towards.” Motion carried w/o dissent.

Adjournment: Motion to adjourn made by Freeman and seconded by Matthews at 5:30 PM

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

**BOARD MEETINGS:**

FALL 2017:

August 28, 4:00 – 5:00 PM, MacVittie Board Room (351)

September 25, 4:00 – 5:00, MacVittie Board Room (351)

October 30, 4:00 - 5:00, MacVittie Board Room (351)

(November 27 reserved for meeting if needed)

SPRING 2018:

January 29, 4:00 - 5:00 MacVittie Board Room (351)

February 26, 4:00 - 5:00 MacVittie Board Room (351)

April 9 - Board Meeting (Annual Meeting) 4:00 - 5:00

**ANNUAL MEETING -**

April 9 – 4:00 PM Meeting / Dinner at 5:30 Interfaith Center

**GUMBO TO GO**

FALL - November 2

SPRING - April 12

**UPCOMING EVENTS:**

SEFA fundraiser

Work to find sites and connect with (Lehman – Presbyterian church in Houston)

Holly has connection in Tampa, also Rogalsky,

Tampa area as focus – Ft. Meyers?

**COMMITTEE ASSIGNMENTS:**