

Livingston County CARES Inc. Board of Directors Meeting

REMOTE VIA ZOOM

Monday, December 6, 2021 4:00 - 5:00 pm

Approved Minutes

Attendance:

Present and constituting a quorum: Bailey, Bolesky, Colón, Dolce, Donohue, Freeman, Harvey, Kallio, LaRocca, Lee, Lehman, Matthews, Palumbo, Rivera, Wilson

Absent: Marafioti, Ellis, McCue, Natoli, Popnikolova,

Guests: Grayson Dailey (intern), Jordan Moore (intern)

Call to order: 4:02pm

Approval of Minutes from November 1, 2021 board meeting

Motion to approve: Bolesky, Wilson - unanimously approved

Discussion: none

Officer Reports

President (Matthews): See attached President's Report. Special thanks to the Gumbo to Go Committee and especially to our chef, George Hochbruchner for another excellent dinner. We sold nearly the same amount of tickets as we did for the last in-person event in November 2018. Thanks to Craig Bolesky for helping with the C & R Foods order and for covering a portion of the food bill. Donohue shared that a family friend thought that it was "absolutely crazy" for the chef to have to deal with so many small pots when cooking. She recommended that we invest in additional equipment so the cooking could be more efficient. Lee recommended that Hochbruchner be invited to participate in the spring GUMBO to Go planning meeting. Freeman will facilitate.

ROC the Day: The event was not as successful as 2020 but we raised \$1014.50 and with the generous match from Matthews and Lee, the total income is \$2,064.50.

Vice President (Palumbo): Update on MOU with the College The Executive committee unanimously approved the draft document. Palumbo thanked Ken Kallio for refining and editing the document. Palumbo welcomed any input or comments. Lehman shared that "it is an excellent document." Wilson agreed. Kallio thanked Palumbo for creating the initial draft. Lee asked what the next steps are. Palumbo indicated that it will be submitted to Lenny Sancilio, Dean of Students; Mike Taberski, Vice President of Student and Campus Life; and other members of the President's Cabinet. It will also go to Tracey Marshall, the controller and risk management professional at the College.

An update was provided on the trips petition process for upcoming trips. Both the Louisiana and Puerto Rico trips have gone through the process and responded to questions and comments. Palumbo, Freeman and Sacilio met today with Tracey Marshall and were told to make additional revisions to the Louisiana Trip document for financial risk mitigation and health and safety concerns. Marshall asked for wording that indicates that CARES will cover the total cost of any safety or health emergencies. Palumbo will work to update the petition. Freeman shared that the timeline is tight in terms of the planned trip to Louisiana in January. Lehman shared that it is doubtful to proceed with only three students. Kallio asked if the virus risk is at the center of the debate for the College and shared that the Cameron County, Louisiana COVID numbers are lagging and may be under-reported because of the extraordinarily low vaccination rates in the region. Lehman shared that we may need more time to investigate the financial risk to CARES. Lee thinks we should take our time to get it all right. Donohue shared that a group of four does not really constitute a good group dynamic. Matthews shared that he hopes to keep our service trips alive. Colón shared that the College is not willing to take the risk and she shared that she would not be comfortable leaving a student to be quarantined in Puerto Rico. Matthews asked if there is a consensus that we drop the January trip to Louisiana and pursue offering a trip in March? By consensus, the board members agreed that we should cancel the January trip to Louisiana and try to reschedule in March. Matthews shared that this process was prolonged and needs to be streamlined in the future. Matthews asked where this leaves us with the Puerto Rico trip. Palumbo will submit this petition again as well addressing the same issues as outlined today in our meeting with Ms. Marshall.

A motion was made by Donohue and seconded by Kallio to cancel the January trip to Louisiana and to reschedule in March and to continue offering the Puerto Rico trip in March. The motion was carried unanimously.

Secretary (Freeman): Reminder of conflict of interest forms (emailed with board packet). Please sign and return to freemang@geneseo.edu or drop off in the Center for Community

Treasurer (Bailey): Highlighted recent expenses and funds and reported that the tax documents were filed with the IRS and New York State..

Sponsored Program Updates:

Home Away From Home Respite Program: Last day of Respite will be Thursday, December. 9.

Food Security Advocates and Campus Food Pantry (Freeman): The pantry on campus continues to run smoothly. Student leadership has been exceptional.

Committee Reports:

Executive Committee: Reviewed and approved draft of the MOU statement.

Events and Marketing: no report

Finance and Audit: no report

Fundraising: See President's Report RE: SEFA and ROC the Day fundraisers.

Gumbo to Go and Annual Dinner: Livingston CARES hosted our semi-annual fundraiser Gumbo-to-Go on Thursday, November 4. The event was a success and we engaged dozens of volunteers and raised \$1,483.97.

Scholarship: no report

Trips Committee: See above in Vice President's report

Ad Hoc Committee to Review Livingston CARES Donations: Kallio reported that the committee (Dolce, Ellis, Popnikolova, Kallio) communicated via email. He also interviewed Tom Wilson about his experience working with the Fuller Center last May. They have disaster projects in Sulfur, Louisiana and on the coast of North Carolina. They are an organization we could have an ongoing relationship with for future service trips. The committee is recommending that we donate the \$1363.92 to the Fuller Center Disaster Rebuilders program.

Items for discussion:

Review of MOU: See above in Palumbo's report. Matthews shared that we are happy to have a draft document.

Updates on planned service trips and College approval process: January trip to Louisiana needs to be postponed: Four students are pre registered and the scheduled trip leader is Tim Lowmaster. The March trip to Puerto Rico has four interested students and two possible trip leaders. The May trip to Puerto Rico has two interested students and two trip leaders.

Matthews asked what the dynamic has been on campus? What is the community experience? LaRocca shared that she is not coming to campus as often as possible because of the threat of COVID. Other board members who are on campus agreed that they are limiting interactions and have seen much lower activity on campus.

New Business: None

Action Items:

A motion was made by Donohue and seconded by Kallio to cancel the January service trip to Louisiana and to continue to pursue the Louisiana and Puerto Rico service trips in March. The motion was carried unanimously.

A motion was made by Kallio and seconded by Wilson to donate the \$1363.92 to the Fuller Center Disaster Rebuilders fund. The motion was carried unanimously.

Adjournment:

A motion to adjourn was made by Wilson and seconded by Donohue. Motion carried unanimously and the meeting adjourned at 4:51 pm.

Respectfully Submitted,

Garth Freeman, Secretary

Please save the following dates for Livingston CARES Activities:

Board of Directors meetings:

Monday, January 31, 2022

Monday, February 28, 2022

Annual Meeting and Thank You Dinner:

Monday, Apr 25, 2021 (Changed date)

Gumbo-to-Go:

Thursday, April 7, 2022

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, 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

Ad Hoc Committee to Review Livingston CARES Donations

Kallio (Chair), Dolce, Ellis, Popnikolova

Livingston CARES Board of Directors Report

12-6-21

Tom Matthews, President

Greetings Board Members. Happy holiday season to everyone. We hope you all had a good Turkey Week and are looking forward to the end of the fall semester and the upcoming holiday season. My apologies for another change in the schedule for our meetings. We postponed our meeting for a week so we could take whatever action is needed on our January and March trips. We also needed more time to review the MOU and a recommendation for action on our 2021 hurricane fund. These items will be on our agenda for the meeting on Monday.

Gumbo to Go Dinner: The November 4 Gumbo dinner far exceeded our expectations. Our last previous dinner was in November of 2019 prior to the pandemic. So, this year Garth Freeman and our Gumbo Committee planned for 225-250 dinners and to do all the ticket sales online via the Livingston CARES website. The results are in. Our income from 215 tickets plus donations was \$2,573.00 and our expense was \$1,077.69 for a net result of \$1,495.31. Thank you to the committee, the army of volunteers on November 4, and our chef George Hochbrueckner for producing one of the best ever Gumbo dinners.

2021 Hurricane Recovery Fund: Our Ad Hoc Committee reviewed the options for making a donation of the funds received this fall and will be recommending that we approve donating the funds to the Fuller Center in Sulfur Louisiana that housed our May 2021 service trip and will host our 2021 January service trip. Thank you to Ken Kallio, Angela Ellis, Joe Dolce and Betina Popnikolova for your work on this review committee.

ROC The Day: On November 30, Livingston CARES participated in the annual day of giving program hosted by the United Way. Nine donations were received for a total of \$1,014.50. Eddie Lee and I are matching the amount so the total income to Livingston CARES is \$2,064.50. Thank you.

Memorandum of Understanding (MOU) between Livingston CARES and SUNY Geneseo: Board members are aware of the long standing need to have a written agreement and understanding with the College on our relationship and role within the academic and local community. Nick Palumbo and Ken Kallio drafted and edited a document that was reviewed and unanimously recommended by the Executive Committee for your approval on Monday. I will be sending you the MOU and related documents in a separate email this afternoon. I am sure you will be impressed and pleased with the relationship statement.

