

Livingston County CARES Inc. Board of Directors Meeting

REMOTE VIA ZOOM

Monday, January 31, 2022 4:00 - 5:00 pm

Approved Minutes

Attendance:

Present and constituting a quorum:

Bailey, Colón, Donohue, Dolce, Ellis, Freeman, Kallio, Harvey, Natoli, Lee, Matthews, Palumbo, Rivera, Wilson

Absent: Bolesky

Guests: Leary

Call to order: Meeting was called to order at 4:01pm.

Harvey moved and Bailey seconded a motion to approve the Minutes of the December 6, 2022 board meeting. Motion was approved.

Officer Reports

President (Matthews): See attached President's Report.

Matthews reported that board member Eddie Lee is running in the March 15 village election for Mayor of Geneseo as the democratic nominee. He also reported that Tom Wilson has agreed to repair the countertop in the kitchen at the Central Presbyterian Church that was damaged at the November Gumbo to Go Dinner. Board members by consensus agreed to cover the cost of any materials for repairing the damage. Wilson was in Waverly, Tennessee last week working on flooded homes and reported that Hope International will be working in Kentucky on recovery efforts from the tornadoes. He suggested we might want to send some of the donations to their fund.

Vice President (Palumbo): Palumbo reported that the draft MOU submitted to the College on December 17 has been forwarded to the contract attorney at SUNY for review. The College is waiting for that review before responding to the draft document. Lee asked if this is a "technical review" and Palumbo shared the process that included a review by the Dean Sancilio and the Vice President for Student and Campus Life, Michael Taberski. Dean Sancilio was authorized to provide a strong case and positive recommendation to SUNY legal for approving the MOU with Livingston CARES. Kallio asked if the College Cabinet had seen the document and Palumbo responded that he believes the Cabinet will review it after getting feedback from the SUNY attorney. The MOU was shared with the new Finance Controller, Stacey Marshall, as well as with our campus appointed counsel, Seth Gilbertstein. Palumbo also shared that the College is planning to cancel the zoom contract and as a result will be using MicroSoft Teams. The transition is taking place now and we will use this new platform starting March 1. Lee asked about training during the transition? CIT is working to train folks on campus to use Teams. Palumbo is also updating the website with trips for the 2023 trips and other Livingston CARES events.

Secretary (Freeman): Freeman reported on his conversation with County Environmental Management and chair Patty LaVigne about possible collaboration on projects in April. He will keep the board informed as talks continue. He also reported that Livingston CARES will publish upcoming newsletters on February 15, March 15 and April 15. He also asked board members to help staff a Livingston CARES table at the Volunteer Fair on Tuesday, February 8 from 1:00-4:00 pm in the MacVittie Ballroom. Please also note that the February board meeting has been rescheduled for Monday, March 21.

Treasurer (Bailey): Financial Report: Bailey reviewed the January financial report (see attached). She noted that the balance sheet for the Kentucky Tornado Fund reports donations minus the PayPal fees, so the amount we have available to donate will be the actual cost to the donors; we will absorb the PayPal fees from our unrestricted funds. Bailey also reported that the Finance and Audit Committee supports pursuing a possible investment of \$50,000.00 to create an endowment fund with the Rochester Area Community Foundation. Bailey noted that she and Tom & Betsy Matthews are discussing the possibility of moving the Food Pantry Fund that was for student interns and no longer needed to create a grant fund for assisting trip leaders and young professionals who are interested in leading a trip but could use the funds to support them doing so.

Sponsored Program Updates: Leary reported on the Home Away From Home Respite Program and indicated that the program has two very active interns that are managing program activities and using social media and outreach to create strong student interest. HAFH is also partnering with the Neuroscience Department and Alison Bechard's seminar for volunteers. They are now at the maximum of serving ten families. The program will resume on February 10.

Freeman reported that the the **Food Security Advocates and Campus Food Pantry** are back and active on campus this semester

Committee Reports:

Executive Committee: No Report

Events and Marketing: Freeman reported that Gumbo to Go planning is underway.

Finance and Audit: Bailey summarized the notes from January 19, 2022 meeting of the committee. Our current Key Bank balance is \$107,000 with \$66,000 available for unrestricted use. The committee supports investigating the possible creation of a \$50,000.00 endowment at the Rochester Area Community Foundation (RACF). We will use the board meeting time slot on February 28 to meet with Mary Hartstein at RACF to review details on an endowment fund. Natoli asked what the endowment would do to help Livingston CARES and Bailey responded that their 10 year average return on investments is approximately 9% and we would need to create a plan for using the annual earnings of the endowment fund. All board members will be invited to participate in the February 28 session with RACF. Bailey and the committee will make a recommendation for review at the March meeting of the board. Bailey thanked Kallio and Colón for updating and reorganizing the master donor list that presents the 2021 donations for each fund and program. Lee observed that the notes suggest several items needing attention at

future meetings. He also asked if the Martin Luther King Day (MLK) program will continue. Palumbo shared that the Director of Multicultural Affairs was redesigning the service event but resigned from the College so the interim Director is working with students to redesign the program and include the service as part of February Black History Month programming at the College. The Knight Spot in Blake A is becoming a multicultural space and will have a Grand Opening in February.

Fundraising: No report.

Gumbo to Go and Annual Dinner: Freeman will start planning and organizing for the April 7 Gumbo event.

Scholarship: No report.

Trips Committee: Natoli reported that the Service Trips Committee met in January and decided to cancel the remaining 2022 trips because we have not received approval from the College and will not have sufficient time to market and manage trip arrangements. Natoli moved and Palumbo seconded a motion to affirm the decision by the committee and the officers to cancel the remaining 2022 service trips. The motion passed unanimously.

Ad Hoc Review Committee on Donated Funds - Kallio and the committee reviewed two agencies that are accepting funds for the Kentucky Tornado relief efforts. One fund associated with a church in Bowling Green was not acceptable and the second was the Team Western Kentucky Relief Fund set up by the State of Kentucky to directly assist families who are applying for assistance through FEMA. There are no overhead charges for donations and grants from this fund so Kallio recommended we consider this fund for a donation. Tom Wilson works with Hope Force international and they are planning to work on recovery projects in the Bowling Green area of Kentucky. Hope Force International relies solely on service volunteers for projects. There are no employees and the work is completed by volunteers who stay in church facilities similar to our Livingston CARES service trips. Lehman has some contacts in Kentucky. After some additional discussion, the board approved a motion to donate the funds to two agencies. See the action reported under new business action items.

Items for discussion:

Members of the board are invited to participate in an informational meeting with Mary Hartstein at the **RACF** to learn the details about the foundation endowment funds on Monday, February 28, 2022.

Freeman reported on his discussion with the **New York City Relief** agency that provides volunteers with opportunities to work with the homeless population in New York City. He is exploring the possibility of offering a service trip during spring break in 2023.

Geneseo Goes to Town: Freeman is working on the annual spring service day and is hoping to increase participation with active involvement of Livingston CARES board members. The event is scheduled for Saturday, April 9, 2022. Board members expressed interest in helping with this event, especially because we are not able to offer any service trips this semester.

Poverty Simulation: The College received a grant to conduct a local poverty simulation event for the campus and community. Matthews participated in a similar program in Wyoming County and reported that it had a significant impact on participants. The Geneseo event is scheduled for Saturday, April 23 and Livingston CARES will be invited to participate. (The program has just been postponed until the fall of 2022).

Colón shared information on **Rehace** and that they originally asked for funding for an air conditioner. We are more inclined to donate money for appliances instead of an air conditioner. Matthews shared that we previously purchased the equipment from a vendor but Rehace, like many organizations, is experiencing problems with price quotes and supply chain challenges. The suggestion is that we should donate the money directly with the proviso that they use it for the appliances we agree to support including a refrigerator and freezer.

New Business Action Items:

The board of directors agreed by consensus to commit to supporting and volunteering to help with the **Geneseo Goes to Town** volunteer day on Saturday, April 23.

Bailey moved and Natoli seconded a motion to pursue establishing an **endowment with the Rochester Area Community Foundation**. The motion passed unanimously.

Kallio moved and Natoli seconded a motion to donate the balance of the **Puerto Rico Fund (\$2,112.15) to Rehace**, our agency hosts in Puerto Rico Motion, for the express purpose of purchasing a refrigerator and freezer for the kitchen in the volunteer camp operated by Rehace. Rehace will be expected to provide Livingston CARES with a report and photos of the appliances. The motion was approved unanimously.

Kallio moved and Wilson seconded a motion to donate **\$1,000.00 to Team Western Kentucky Relief Fund and the balance of \$405.00 to Hope Force International for service projects related to the tornadoes in Kentucky**. The motion passed unanimously.

Natoli moved and Colón seconded a motion to approve membership in **Livingston County Chamber of Commerce** at the “enhanced” level which is \$200.00 a year. The motion was approved unanimously.

Colón moved and Harvey seconded a motion to approve membership in **New York State Council on Nonprofits** at the \$80.00 membership level. The motion was approved unanimously. Freeman will disseminate information on NYCON training opportunities,

and advocacy for nonprofits. Each board member is encouraged to take advantage of at least one program and other online training sessions. The programs are included in the annual membership fees.

Adjournment:

Kallio moved and Natoli seconded a motion to adjourn the meeting. Passed unanimously.

Submitted by

Garth Freeman, Secretary

Please save the following dates for Livingston CARES Activities:

Committee of the Whole with RACF: Monday, February 28, 2022

Board of Directors meetings: Monday, March 21, 2022

Annual Meeting & Board meeting: Monday, April 25, 2022

Gumbo-to-Go: Thursday, April 7, 2022

Geneseo Goes To Town: Saturday, April 9

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

1-31-22

Tom Matthews, President

Greetings Board Members. Hope you and your families had a great holiday season. Hopefully we are seeing the beginning of the end of the pandemic. We have to be optimists! Looking forward to our January board meeting next Monday.

Service trips for 2022: As you already are aware, earlier this month we consulted with our service trips committee and made the decision to cancel the March trips to Louisiana and Puerto Rico and the May trip to Puerto Rico. Although the campus committee had not completed their review, we felt we could not wait much longer to either move forward with advertising and recruitment efforts to fill the open spaces or to cancel and give the service opportunities to other volunteer groups. We were also concerned about rising airfares and the compressed timeframe for registration, training, and managing the logistics, particularly for the two March trips. We also informed our host agencies of the cancellations and at the same time reserved spaces for 2023. We are pleased to announce that we will offer service trips to Louisiana on January 15-21 and March 12-18, 2023 and to Puerto Rico on January 14-21, March 11-18 and May 20-27, 2023. Our hope is to offer 30 service trip spaces to students and engage eight faculty/staff/alumni/community volunteers as trip staff leaders. We hope you will enthusiastically support returning to our core function of providing community service opportunities for the next generation of college students.

Garth is also exploring another service opportunity for March 2023 spring break for students to work in New York City with agencies serving the homeless. He will share more information in his report on Monday.

Memorandum of Understanding (MOU) between Livingston CARES and SUNY Geneseo: The draft MOU has been submitted to the SUNY Legal Counsel contract lawyer for review. We were hoping to wrap up this initiative for your approval this month. Hopefully, the draft will be ready for our next meeting at the end of February.

SEFA 2021 Campaign: Although we will not get a final report on the State Employees Federated Appeal until March, the SEFA office at United Way shared an informal report that we had 11 donors and a total of \$1,729.00 in donations. We lost 6 donors and I know several were employees who retired in the last year.

Livingston CARES Finances & Investments: Karen Bailey met with the finance and audit committee last week to review our donor records for 2021. Despite all the pandemic and the disappointment of not being able to offer service trips in 2022, our fund balance is healthy. The committee discussed the possibility of creating a Livingston CARES endowment at the Rochester Area Community Foundation (RACF). Karen will lead a discussion on that possibility and propose a motion to invite the RACF staff to share details and prepare documents for approval at the February or April board meeting.

Kentucky Tornadoes Fund and Puerto Rico Fund: Ken Kallio and the Ad Hoc Committee on Donations are reviewing possible grants from these two funds. The Puerto Rico Fund balance is \$2,112.50 and the Kentucky Tornadoes Fund balance is \$1,405.00. We do have a relationship with Rehace in Puerto Rico and they have suggested equipment for the kitchen in one of the camps that house volunteers. We do not have relationships with any recovery centers in Kentucky so Ken is looking for reputable agencies that will ensure the funds go to helping low income families and/or communities.

Geneseo Goes To Town: Since we are not offering trips this semester, Garth suggested that we might engage board members and more community residents to help with service projects on Saturday, April 9. Check your calendars and save that Saturday to work on some community projects. Garth will share more details on Monday.