

Livingston County CARES Inc. Board of Directors

Minutes for Zoom Meeting,

Thursday, August 4, 2022

Approved Minutes

Meeting was called to order at 5:05 pm

Attendance: Present and constituting a quorum: Bailey, Bolesky, Chicatelli, DiGiovanni, DeRider, Dolce, Donohue, Dracup, Herman, Kallio, Lee, Lehman, Matthews, Natoli, Obad, Palumbo, Rivera, Wilson
Excused: Colon, Ellis

Approval of Minutes of April 25, 2022 Meeting

Wilson moved and Lee seconded a motion to approve the draft minutes of the corporate meeting and board of directors meeting on April 25, 2022. Motion passed without dissent.

Election of Mackenzie DeRider to Board of Directors: Kallio moved and Lee seconded a motion to elect Mackenzie DeRider to fill the unexpired term of Garth Freeman. Motion passed without dissent.

Election of Mackenzie DeRider as Secretary of Livingston CARES: Kallion moved and Lee seconded a motion to elect MacKenzie DeRider to the position of Secretary. Motion passed without dissent.

Officer Reports:

President Matthews

Matthews reported on the Executive Committee meeting held on July 27. The committee reviewed the recommendations of the trips committee held just prior to meeting and agreed that we should proceed with the planning of trips to Puerto Rico in January and May, trips to Louisiana in January and March and the possibility of a Give Kids the World trip during spring break. He referred to his written report and shared a brief update on the Home Away From Home management change to Noyes Hospital with funding from the Livingston County Office for the Aging. Livingston CARES will continue to provide a holding account for the program, accept donations, and pay for expenses and supplies (not for staffing).

Vice President Palumbo

Palumbo reported that he is working on updates to the Livingston CARES website and will rebuild the main page and the trip application pages as soon as we finalize the 2023 service trip information.

Secretary DeRider

DeRider reported that the annual fall Volunteer Fair will be held on September 7 from 1-4 pm. She asked board members to help staff the Livingston CARES table at the fair. Her office is also setting up the flags near the Gazebo to honor the victims of 9/11. DeRider will send out the Conflict of Interest forms that all board members are required to sign each year.

Treasurer Bailey

Bailey reviewed the draft financial summary report for June 30, 2022 that will be used to prepare

the 2021-2022 tax documents. We have recently received donations for the Home Away from Home program and for the Nicaragua Fund. Bailey noted that she combined the Food Security Advocates and the SUNY Geneseo Food Pantry accounts, at Garth's and the student leaders' suggestion. Lee inquired if the report will include information on the endowment fund. Since the report is dated June 30, 2022, any actions on the endowment will be reflected in upcoming reports. Bailey asked for suggestions and items for inclusion in the 2022-2023 budget that will be presented at the September board meeting.

Executive Committee Report:

The Livingston CARES Executive Committee met July 27 to do some planning for the coming academic year. We reviewed committee assignments, established meeting dates for the year, discussed the status of the Home Away From Home Respite Program and talked about progress on the Memorandum of Understanding (MOU).

Service Trip Committee Report: Harvey & Palumbo

Palumbo discussed the upcoming trip ideas and reported that he has made connections with a few different organizations. For the Louisiana Trip, he is working with the **Fuller Center Disaster Rebuilders** and they have agreed to host a group of seven volunteers in January and seven volunteers during spring break. The scope of the work projects will be determined later. Dave Parfitt is working with Palumbo to restart the **Give Kids the World** service in Orlando through Make A Wish Foundation. Parfitt is reaching out to alumni to serve as staff leaders for a service trip. Palumbo also reported that he is in conversations with hosts in Puerto Rico to schedule a service week in January and a second week in May. The airfares are way too expensive to offer a trip during spring break. In response to the recent floods in Kentucky, Palumbo reported that we are exploring a possible spring break trip to work with Hope Force International (Wilson frequently volunteers for their service projects).

Discussion of Home Away from Home Respite Program

Livingston CARES appreciates all the incredible work that Sharon Leary did with the program. Matthews sent a personal thank you note to Sharon on behalf of the board of directors. Leary resigned from her position at the College and is definitely not interested in working with the program in the future. Matthews updated the board on the current status of the program. The Livingston County Office for the Aging is extending an existing service agreement with Noyes Hospital. Christa Barrows, an employee of Noyes will manage the program and it will continue to be offered at the Geneseo Interfaith Center. Students in the neuroscience and psychology programs will continue to help run the program with internship guidance from faculty sponsors. Livingston CARES will continue to accept donations and pay expenses as long as we are able to do so with existing funds and future donations.

Discussion of MOU

The MOU is still under review. A positive note is the college has hired DeRider and is in the process of searching for a person to fill Sharon Leary's position.

Discussion of Endowment Fund

Bailey will seek the advice of the Finance Committee as part of the process of moving forward

with the establishment of an endowment Fund. Andrew Herman asked for a review on how CARES is doing with the Endowment. Matthews explained that CARES is working with the Rochester Area Community Foundation to establish the fund. An initial investment of \$50,000.00 is required and once established, the board will have the ability to withdraw funds at any time, if needed. Kallio asked if we needed to have the MOU approved before moving forward, and Matthews responded that he believes the issues with the MOU will be resolved in time and that we should not delay creating the endowment. Board members asked if there were sufficient funds to cover trip expenses. Bailey responded that we currently have about \$17,000 in unrestricted funds available to use as needed for trips or other expenses. Matthews asked if board members support our moving forward with establishing the fund, and there was no objection.

Meeting Schedule for 2022-2023

Discussion took place on whether the board meetings would be better to have on Monday or Wednesday and start at 4:00 or 4:30 pm. Everyone agreed that Monday at 4:00 pm works. The next meeting will be on Monday, September 12.

Discussion of Gumbo to Go

Matthews reported that the dates for the Gumbo fundraiser are set (Thursday, November 3 and Thursday, March 30) and the kitchen at the Presbyterian Church is reserved for those dates. Since there was a large difference in sales between the fall and spring gumbo dinners, discussion ensued about having just one or two dinners each year. Lee noted that there was a difference in years past and this past year. He wondered if it had to do with how we marketed the event and if not having printed tickets made a difference. Board members also shared that they felt the fall gumbo was not as good as the spring and that maybe that had an effect on sales in the spring. Matthews mentioned that we could fix the marketing and we might also reduce the number of choices. Kallio noted that Spring 2022 Gumbo was the best! Kallio offered an idea to change the menu to food that relates to our recent trips. Chili and corn chowder might be good choices. Discussion on menu change will be in effect for our Spring Gumbo to Go. The Gumbo Committee will be asked to consider these options for the spring fundraiser.

Training for New Board Members

The five new board members need to prepare a short statement to be posted on the CARES website. There will be a mini orientation/training training immediately after the September 12 board meeting from 5:00-5:30 pm. The September meeting will be a zoom meeting.

Committee Assignments for 22-23

Everyone is all set with their assignments

Adjournment

Kallio moved and Wilson seconded a motion to adjourn. The motion passed and the meeting adjourned at 5:33 pm.

Respectfully submitted,

Mackenzie DeRider, Secretary

Committee Assignments for 2022-2023

Executive Committee: Matthews (Chair) Bailey, DeRider, Lee, Chincatelli, Palumbo,

Governance: Palumbo (Chair), DeRider, Dolce, Lee, Matthews, Wilson

Events and Marketing: DeRider (Chair), Bolesky, Harvey, Dracup, DiGiovanni, Herman

Finance and Audit: Bailey (Chair), Colón, Ellis, Kallio, Lehman, Rivera

Fundraising: Lee (Chair), Colón, Matthews, Palumbo, Dolce

Gumbo to Go & Annual Dinner: DeRider (Chair), Bolesky, Obad, Donohue

Scholarship: DeRider, Matthews, Palumbo

Trips: Harvey (Chair), Natoli, Colón, Matthews, Palumbo

Ad Hoc Committee to Review Livingston CARES Donations: Kallio (Chair), Dolce, Ellis

New Student Board Members

Nina G. Chincatelli, Student-Athlete Mentor: ngc3@geneseo.edu

Amaya M. DiGiovanni, Student-Athlete Mentor: amd39@geneseo.edu

Summer P. Dracup, GOLD Leader Mentor: spd4@geneseo.edu

Sierra D. Obad, GOLD Leader Mentor: sdo2@geneseo.edu

**Livingston Cares Board of Directors
President's Report**

Tom Matthews
8-4-22

Summer greetings from Livingston CARES.

Summer Meeting on August 4, 2022. The officers and Executive Committee scheduled a special meeting to update you on projects and programs and to elect a new board member and secretary.

At our April meeting, we honored Garth Freeman for his five years of service as Director of Student Volunteerism and Community Engagement and as a board member and Secretary for Livingston CARES. Garth left the College in April to return to work for Rochester AmeriCorps. The Center for Community conducted a search for an interim director and **Mackenzie DeRider** was hired and started work last week. Mackenzie is a graduate of Geneseo and participated in a Livingston CARES service trip to the Florida Keys with Holly Harvey. She also served as an intern with Garth for Livingston CARES. Her very impressive resume is attached to the agenda and packet for our Thursday meeting. Our first item of business will be to elect Mackenzie to the board and to the position of Secretary.

Update on Home Away From Home Respite Program (HAFH): After our April meeting, Lenny Sancilio and I met with the Vice President for Student & Campus Life, Michael Taberski to discuss the MOU and the respite program. During the conversation, we learned that the College decided to cancel the HAFH program based on risk management concerns raised by SUNY legal counsel. After the last week of the program in early May, Sharon Leary resigned from her position in the Center for Community and indicated that she would no longer continue with HAFH. I sent a personal note to Sharon on behalf of the board thanking her for her incredible work on the award-winning program. During our May cruise in the Mediterranean, I started getting email questions about the future of the program. In late May, Angela Ellis, Livingston County Deputy Administrator, and Sue Garlock, Director of the Livingston County Office for the Aging, and student volunteers, faculty in the neuroscience major, and the families with loved ones participating in HAFH expressed a strong desire to continue offering the program. After many conversations and meetings, I am pleased to report that the program will continue at the Geneseo Interfaith Center (pending final approval of Livingston County) under the supervision of Noyes Hospital services and Christa Barrows. Christa was involved in the creation of the program and has served on the advisory committee since HAFH was developed as a VISTA project. We anticipate the transition to new management will begin on August 8 at a meeting of the stakeholders. Livingston Cares will be represented at the meeting by Holly Harvey, Nick Palumbo and me.

Service Trips for 2023: Our trips committee met last week to review the 2023 opportunities for service. We have two weeks reserved with the Fuller Center Disaster Rebuilders program in

Sulfur, Louisiana. Although we had three weeks reserved with Rehace in Puerto Rico, we learned last week that the Hurricane Maria recovery projects have ended. We are exploring other options with our hosts in Puerto Rico. Nick will have an update for us on Thursday. Nick is also working with Dave Parfitt who expressed interest in exploring ways to once again offer the Give Kids the World program sponsored by the Make A Wish Foundation in Orlando . Another option we might consider is service work in Kentucky possibly through Hope Force International (board member Tom Wilson is one of their volunteers). Hopefully, we will be able to offer some service opportunities in 2023.

MOU Discussion: This week, Lenny Sancilo and I have been discussing the MOU and his conversations with Vice President Taberski about the MOU. Lenny indicated that he and Taberski support proceeding with 2023 service trips. Taberski will be reviewing the MOU with SUNY legal counsel to address any concerns and work out solutions that will enable Livingston CARES to continue our service work with the College and the Center for Community. I think we will be able to resolve any concerns and return to our core work engaging students in service opportunities. I am especially pleased, despite all the problems facing higher education, that the College decided to fill Garth's position as well as Sharon Leary's job with student services (other than HAFH).

Livingston CARES Finances: Treasurer Karen Bailey will be sharing an end of the fiscal year report in a separate email to the board. She is also working on a budget for 2022-2023 to present at our September 12 meeting. We should have sufficient information by then on our 2023 service trips to establish fees and project income and expenses.

I think our finances are in good shape and that we may now be in a position to establish the endowment fund with the Rochester Area Community Foundation.

Save these Dates: The Executive Committee is recommending the following dates for the upcoming year: Board meetings on the following Mondays from 4-5 pm (September 12, October 24, November 21, January 30, February 27 and Annual Corporate Meeting on April 24.

Gumbo to Go reservations have been made at the Central Presbyterian Church on Thursday, November 3 and Thursday, March 30.

Committee Assignments for 2022-2023

Executive Committee

Matthews (Chair) Bailey, DeRider, Lee, Chincatelli, Palumbo,

Governance

Palumbo (Chair), DeRider, Dolce, Lee, Matthews, Wilson

Events and Marketing

DeRider (Chair), Bolesky, Harvey, Dracup, DiGiovanni, Herman

Finance and Audit

Bailey (Chair), Colón, Ellis, Kallio, Lehman, Rivera

Fundraising

Lee (Chair), Colón, Matthews, Palumbo, Dolce

Gumbo to Go & Annual Dinner

DeRider (Chair), Bolesky, Obad, Donohue

Scholarship

DeRider, Matthews, Palumbo

Trips

Harvey (Chair), Natoli, Colón, Matthews, Palumbo

Ad Hoc Committee to Review Livingston CARES Donations

Kallio (Chair), Dolce, Ellis

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