

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

**Date/Time:** Wednesday, September 20, 2023

**Location:** Zoom Meeting

## **Approved Minutes**

Matthews called to order the September 09, 2023 meeting of the Board of Directors at 4 pm on Zoom.

**Attendance:** Bailey, Dolce, Donohue, Harvey, Herman, Ellis, Henry, Kallio, Lee, Martin, Matthews

**Guest:** Burns

**Excused:** Palumbo

**Approval of Minutes** of Aug 15, 2023 Meeting: Harvey moved and Dolce seconded a motion to approve the minutes. The minutes were approved without dissent.

## **Officer Reports**

**President Matthews:** Matthews sent out two packets. A LCC Zoom license has been purchased for Zoom for future use. Matthews referred the board to his written report. Ellis was invited to report on a meeting with Ian Coyle of Livingston County that she and Matthews held today. Matthews will be invited to attend a department head meeting of the county. There are many new agency heads who might not be familiar with LCC. The idea behind the meeting is to increase exposure of county departments with CARES and to build possible collaborative relationships. There is some history of county department heads being involved with CARES. Coyle asked about our county projects. No commitments were made. Matthews directed the Board to a statement by Coyle in a recent welcome message to returning students at the college. Matthews thought it was a very good discussion with Coyle. In a debrief with Ellis, Coyle offered a positive impression of the interchange.

**Vice President Palumbo:** Matthews spoke with Palumbo this morning. He is out on family medical leave caring for his mother who is gravely ill. He reported that he has moved all our files onto the new website location that is not yet posted. There is still work to be done. Palumbo will provide Matthews access to the site.

**Secretary Kallio:** No report other than the minutes of the previous meeting

**Treasurer Bailey:** Bailey reported the purchase of the Zoom license. We have sent the donations to Maui and Matthews reported that we received grateful responses from the groups we sent funds to. The Nicaragua project group now has their 501c3 and we move their funds once they have their bank accounts established. Lee asked about fiscal sponsorship of student groups, including food security advocates. He is concerned before we cut them off that we

should look for a mutually beneficial solution. Matthews said we can certainly do that. Matthews reported that we provided them this week with a gift card from their account to purchase food. The challenge is managing the many very small donations that come in through Venmo that takes a great deal of time to manage. There is now a new treasurer for the organization and Bailey will reach out to that person before we make a decision about the account. Bailey sent a copy of The budget narrative to the board prior to the meeting and noted a few changes and updates.

### **Action Items:**

1. **Election:** Matthews reported that the Governance Committee has reviewed Lisa Burns resume and recommends her for election to the board. Matthews requested a motion to elect Burns to an unexpired one year term to the board. Donohue moved and Harvey seconded the motion. Motion passed without dissent. Matthews welcomed Burns to the board and also reported that Burns has volunteered to help with the website.
2. **Reframing Document:** Matthews has shared the document with the board. There was discussion of the giving levels and whether the record of giving that is reported should be based on a cumulative history of donations or annual donations. The cumulative list would be much more difficult to track. Keeping track of an annual donation level was the sense of the board. Matthews reported on a recent call he had with former SUNY Geneseo President Chris Dahl. Motion to approve the reframing document by Donohue, seconded by Wilson. Motion carried without dissent.

Matthews reported that the annual report has not been sent out to the email list of donors and members. It should be sent as soon as the website is posted.

**Service Trips:** Matthews reported that we have an approved reservation for a May trip to Puerto Rico. The agency, Techos Pa' Mi Gente has connections with a graduate of the University of Rochester. Martin reported that there will be an opportunity to repair and build roofs on homes in Puerto Rico.

We are not doing a January trip but will offer two spring trips and one trip in May.

**Events Committee:** Donohue reported on planning for Gumbo. We have good information on the ingredients we need to order. Discussion of what to charge ensued and the sentiment is to raise the donation for a meal to \$15. George Hochbrucher is scheduled to be head chef. The planning committee will meet soon. We should try to have both online and physical tickets. After additional consideration and Palumbo's leave, online ticketing does not seem within our capability. We will market to students, but they have a history of not buying much gumbo.

**Open Discussion:** Matthews offered some closing discussion of disasters in Morocco and Libya. For Maui, we only received donations from two board members. Discussion ensued about whether we should continue sending out calls for donations with each disaster. Kallio offered that we consider advancing to a new model wherein we establish a set annual budget for

donations to external agencies. The current ad hoc committee would continue to make recommendations to the board on where to send help. Funding of the budget line would come out of regular fundraising. This approach would mean that we would discontinue sending out calls for donations after each disaster. There may be some that might call for a special request for donations. The idea is to get away from the current ad hoc, disaster-specific approach to fundraising. All agreed that further discussion of this topic was needed and that we should not make a decision at this time.

Next Meeting: The next meeting was tentatively set for Wednesday, November 1. Students will provide feedback on whether this date works.

Meeting adjourned at 4:57 pm.

### **Committee Assignments for 2023-2024 (Revised 9-6-23)**

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

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

Marketing: Herman (Chair), Bolesky, Colón, Drapala, Harvey, Henry

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

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

Events: Gumbo to Go & Chili Dinners: Donohue (Chair), Bolesky, Henry, Kallio, Lee, Obad

Scholarship: Bailey, Matthews, Palumbo

Trips: Harvey (Chair), Chincatelli, Colón, Henry, Martin, Matthews, Palumbo

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

**Board Meeting Schedule:** Next meeting tentatively set for Wednesday, November 1. Remainder of schedule: TBA

### **Upcoming Meetings and Events**

**Gumbo to Go:** Thursday, November 9, 2023

**Chili Dinner:** Thursday, February 1, 2024

Respectfully submitted,

Ken Kallio, Secretary

**Livingston County Cares President's Report**  
**Tom Matthews**  
**09-20-23**

**Update on Livingston County Cares:** Our By-Laws stipulate that if a vacancy occurs on the Board of Directors, the vacancy may be filled by election at any meeting of the Board. As you are aware, Mackenzie DeRider resigned last May when she moved to a new job at RIT. Fortunately, we discovered a past board member, Lisa Burns, who recently retired and is interested in volunteering for Livingston County Cares. The Governance Committee reviewed Lisa's resume and is recommending her for election to the unexpired one-year vacant seat on the board. Lisa's resume is included in Packet # 2 for the September 20 meeting.

**Reframing Livingston County Cares:** Most of you have responded to my request for feedback on the reframing document that has been prepared for use in the transition to our new home as a community-based public non-profit organization. A copy of the draft document is also included in Packet # 2. It is included in the agenda as an action item for your approval.

**Discussions with Livingston County Administrator, Ian Coyle:** On Wednesday morning (tomorrow), Angela Ellis and I will be meeting with Ian Coyle to begin exploring ways we might work with the county on projects and programs that might address some humanitarian needs in the county and also help us establish a more public presence. We still hear how much the health care providers appreciated our pandemic thank you messages and the cookies. Ian also appreciates and values our work and made a very public statement about Livingston County Cares. Here is the link to the statement on the county website:  
We will provide a verbal update at the board meeting.

**Update on Service Trips:** We received confirmation today that we have a reservation for May 19-25, 2024 with the Techos Pa Mi' Gente host agency in Puerto Rico. The March Give Kids the World trip is also confirmed. The third service trip to either Kentucky or Mississippi will be confirmed later in November.