

Livingston County CARES Inc. Board of Directors Meeting

REMOTE VIA ZOOM

Tuesday, September 7, 2021 4:00 - 5:00 pm

**APPROVED MINUTES**

Attendance:

Present and constituting a quorum: Bailey, Bolesky, Colón, Dolce, Donohue, Ellis, Freeman, Harvey, Kallio, LaRocca, Lee, Lehman, Marafioti, Matthews, Natoli, Palumbo, Popnikolova  
Absent: McCue, Rivera, Wilson

Guests: Sharon Leary, Home Away from Home Respite Program

Call to order: 4:07 PM

Approval of Minutes from 5/3/21 corporate meeting and board meeting:

A motion was made by Colon and seconded by Kallio to approve the minutes. There were no additions or edits offered and the motion was approved unanimously.

Officer Reports

President (Matthews): See attached President's Report

Additional items shared by Matthews:

The Pantry at Geneseo: Livingston CARES has established a project fund for a campus pantry that is operating out of the office of student volunteerism and community engagement in partnership with the Geneseo Groveland Emergency Food Pantry.

Glenn Geiser-Getz has tendered his resignation from the board.

A motion was made by Lee and seconded by Dolce to accept the resignation of Glenn Geiser-Getz with thanks for his service and concern for his family.

Vice President (Palumbo): Update from Nick Palumbo. Nick is on the mend and back in the office full time.

Secretary (Freeman): Introduction of student interns Grayson Dailey and Jordan Moore  
Conflict of interest forms are required. Freeman will send forms via email to members of the board. Zoom meetings are more convenient for many and we will continue to hold board meetings via zoom until further notice. Lee suggested that maybe we could meet outside. The board agreed this might be possible in the spring when weather permits.

Treasurer (Bailey): Financial Report

Bailey reviewed the fiscal report, the draft of the trips budget and the draft of the 2021-2022 annual budget that was emailed to the board prior to the meeting. The Geneseo Groveland Emergency Food Pantry funds will be included in the upcoming tax filing and then dropped from our reporting because they now have separate non-profit status.

Approved 2022 Hurricane Fund and Pantry @ Geneseo Fund

### Sponsored Program Updates:

Home Away From Home Respite Program (HAFH) - Leary shared that HAFH received the National Respite Network's Innovative and Exemplary Respite Program Award with national recognition. Respite will be going live this semester with both returning and new families. Seven new families are interested in the program and people are eager to get started. Leary reported that HAFH will need to replace several volunteers and they will be attending the Volunteer fair to recruit 20-25 students to help with the program. They will need to train the new volunteers and expect to restart the live program at the beginning of October. Will recruit and train volunteers. Marafioti shared extra congratulations to Sharon Leary for all of her work applying for the respite award.

Food Security Advocates (FSA) : Freeman shared that FSA has been very active and is involved with all of the food security and food justice work happening on campus. Lee asked about Campus Auxiliary Services (CAS) involvement and collaboration. Freeman shared that he and the FSA students have met with CAS over the last four years with varying degrees of acceptance and integration. Freeman also reported that interactions with the new CAS Director, Mat Felthausen, have been very positive.

### Committee Reports:

Executive Committee: See Action Items.

Events and Marketing: No meetings to report.

Finance and Audit: No meetings to report.

Fundraising:

Gumbo to Go and Annual Dinner: George Hochbruckner will be the chef for Gumbo that is scheduled on November 4 at the Central Presbyterian Church. Matthews asked if we should increase the cost. Natoli asked what we charged for our last Gumbo. The Gumbo dinners have been \$10.00 since we started the fundraiser over 10 years ago. Should we increase it to \$12.00? Lee suggested that \$15 would be too much. Bolesky offered that if George sends a list of ingredients he will price it out. Dolce asked about reaching out to Wegmans to get discounted ingredients. Matthews shared that we used Wegmans to support the Annual Awards dinner. Harvey shared that Wegmans gave us gift cards, not ingredients or cash. Dolce thinks we should find ways to keep it at \$10. LaRocca shared that maybe we could charge 1 for \$12 and 2 for \$20. Brenda shared that we many people purchase more than one dinner. Typically, we sell around 225 tickets for an income of \$2,250, but we spend about \$1,200 for ingredients. Kallio suggested that \$12.00 is a fair price and Natoli agreed that our folks will not worry too much about an increase. Gumbo will be marketed as a fundraiser to help volunteers with trip expenses. The board agreed by consensus to increase the cost to \$12 per meal.

Scholarship: No report.

Trips Committee: See committee notes from 6-10-21 and 8-3-21 attached below

### Items for discussion:

Review trips planning and logistics:

Kallio asked if we know anything about the situation on the ground in Louisiana - what needs are there and what the work will be for the trips. Our May trip volunteers had a productive week at the Fuller Center for Disaster Rebuilders in Sulfur, Louisiana. We

know there is plenty of recovery work in that area due to the three hurricanes and extreme flooding in the Lake Charles area.

Colon, Freeman, Matthews, and Wilson attended a zoom meeting with ReHace that manages the trip sites in Puerto Rico. ReHace has made some changes due to Covid-19 that includes mask wearing at all times, both indoors and outdoors. This new requirement is a challenge working in high humidity in Puerto Rico. Although they are keeping the \$55.00 per day fee, there are less meals included. Priority will be given to Spanish speakers on the PR trips to keep us from having to pay for interpreters at \$400.00 per interpreter and 2 for each trip. Lee shared that we will be working at a deficit to fund the trips moving forward. Colon shared that some of the restrictions and guidelines are becoming burdensome and she felt the meeting with REHACE was “a bit overwhelming.” Matthews shared that we will not purchase plane tickets until we know for certain that we can take the trips.

Relationship statement and MOU with the College - This continues to be something that we need to draft and get approval from the College and our Livingston CARES board of directors. Instances continue to come up that necessitate this agreement being finalized. An AdHoc committee with Kallio, Lee, Freeman and Matthews will work with Palumbo on the draft statement.

#### New Business:

Kallio suggested that Livingston CARES might offer some assistance with the recent local disasters by helping with home and infrastructure damage. He suggested looking into assisting in this cause. Matthews suggested that we might recruit volunteers to work on a Saturday if we are able to find some agencies that could help organize projects. He will reach out to Amy Sheldon and her husband who we partnered with Livonia School on recovery work in Owego several years back. Kallio will look into this service further. Ellis will reach out to the Office of Emergency Management and to Steuben County to offer assistance. Dolce suggested recruiting students from surrounding areas as a way of increasing involvement. Matthews suggested that we talk with students about this possibility when tabling at the Volunteer Fair. If an opportunity presents itself this fall, we want to try to help.

#### Action Items:

A motion was made by Dolce to affirm the executive committee’s decision to create a project fund for *The Pantry at Geneseo*. Donohue seconded the motion which passed unanimously.

A motion was made by Kallio to affirm the executive committee’s decision to create a 2021 Hurricane Recovery Fund. Marafioti seconded and the motion passed unanimously.

#### Adjournment:

A motion was made to adjourn by Kalio and seconded by Natoli. Motion passed unanimously and the meeting was called to a close at 5:07 pm

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

Upcoming Meeting dates:

Board of Directors meetings:

Tuesday, September 7, 2021  
Monday, October 4, 2021  
Monday, November 1, 2021  
Monday, November 29, 2021  
Monday, January 31, 2022  
Monday, February 28, 2022

Annual Meeting and Thank You Dinner:

Monday, April 4, 2022

Livingston CARES Day:

September 15, 2021

Gumbo-to-Go:

Thursday, November 4, 2021  
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

## Livingston CARES Board of Directors

9-3-21

Report: Tom Matthews, President

**Happy Labor Day Weekend.** This is always an exciting time as we welcome our students back to campus. We were hoping to greet board members next Tuesday for our first live and interactive meeting since March of 2020. Instead, we will continue our zoom meetings until this latest uptick in covid is under control.

In case some of you missed my update on August 18, I will repeat a couple of items.

(1) We are regretfully accepting a resignation from board member **Glenn Geiszer-Getz**. Glenn shared the following with me in a recent email: "I hope you and your family are doing well. As you know, I've had some personal challenges during the past year. In addition to struggling with the pandemic both at work and at home, both my mother and stepmother passed away recently. I'm struggling to keep up with an unusual workload at the office, support my immediate family, and help my father and stepfather manage their affairs in the wake of the deaths of their respective spouses. It has not been easy. I'm the only person who can help them and there will be much work both this year and in the years to come, in particular because my stepfather has been diagnosed with dementia and that seems to be advancing more rapidly now that his wife (my mother) is gone." On behalf of the board, I expressed our best wishes to him and his family as they deal with difficult challenges. I had the pleasure of getting to know Glenn during our last service trip to Florida before the pandemic and he is committed to Livingston CARES and volunteer service work. Hopefully, he will be able to rejoin our service efforts in the future. Glenn, our thoughts are with you and your family.

Gath and I have been talking about a possible replacement for Glenn but we do not yet have a name to put forward for the Governance Committee to consider. If you have suggestions, please let us know.

(2) Board members should also know that **Nick Palumbo** is on medical leave from August 16-September 20. He is a living donor and recently gave a kidney to his father, Paul Palumbo . We will give you an update from Nick at our meeting on Tuesday. Best wishes to Nick and his dad for speedy recoveries. If you wish to send a card, Nick's mailing address is 2299 Brighton-Henrietta Town Line Road, Apt. 53, Rochester, NY 14623.

(3) Livingston CARES offered one trip for community volunteers this past May. Tiim Lowmaster led the team of four volunteers that also included Tom Wilson for a week to the **Fuller Center for Disaster Rebuilders in Sulfur, Louisiana**. The area near Lake Charles was devastated by two hurricanes in the fall of 2020 and more flooding in the spring of 2021. The team had a very successful experience and based on their recommendations, we have reserved two weeks (January 16-22 and March 13-19) for seven volunteers. Tim Lowmaster will lead the January trip and Nick Palumbo will lead the March trip. Each trip will be limited to seven volunteers.

(4) Livingston CARES has also reserved three weeks with the **Rehace hosts in Puerto Rico** (January 15-22, March 12-19, and May 21-28). Betsy Colon and Bryan Rivera are slated to lead the January trip, Holly Harvey will lead the March trip and Dan Marin will lead the May trip. Each team will be limited to 8 volunteers and we need two people on each trip who speak Spanish and are able to communicate without an interpreter. We will share some additional information about these trips at our Tuesday meeting.

(5) Phil Natoli, chair of our **trips committee**, hosted a meeting on August 3. The notes from both the June and August meeting are attached to the board packet for Tuesday. Although the covid pandemic keeps changing, we are continuing to move forward with planning for three trips to Puerto Rico and two to Louisiana. Announcements will be posted and registration will begin on October 4. Please note that this could change depending on College and/or health department guidelines and travel restrictions. Based on recent estimates for airfares, the fees will be \$675.00 for Louisiana and \$975.00 for Puerto Rico. The fees will be posted and we will require a \$100.00 non-refundable deposit before reserving and buying plane tickets. Fees may be adjusted, if needed, but guaranteed once the travel is booked. We will accept applications for travel assistance grants beginning the last week of September and before the registration begins on October 4. The committee would like to offer a Give Kids the World service trip during spring break, but that will depend on the host agency in Orlando opening up their services again.

The trips committee agreed that we should keep open the possibility of adding **another service trip** in response to a major hurricane. Now that Ida has hit both the Gulf Coast and the Northeast, we will continue to explore that possibility. Please understand that it will be several weeks before host agencies might be able to accept volunteer service recovery teams.

(6) **2021 Hurricane Recovery Fund:** Thank you for promptly responding to our request for approval to create a fund and solicit donations from the campus community. Garth sent a message and a link to the faculty/staff in the September 1 edition of "Today at Geneseo." See the message with the link below. The Livingston CARES interns are working on a newsletter to our members and donors that will include an appeal for donations. Thank you to the 9 donors who contributed \$1,062.89 to the fund through PayPal. Board members are also encouraged to contribute to the fund. Just click on the link at the end of the announcement.

### **Hurricane Relief Fund**

We are all seeing the images and hearing the reports of the devastation brought on by Hurricane Ida. Sixteen years ago to the day, Hurricane Katrina hit the Gulf Coast. In response, SUNY Geneseo and Livingston County joined together to create Livingston CARES to aid in the recovery efforts. The rest is an incredible history of engagement and service, with 1,200 students serving on 90 trips across the US and in Puerto Rico.

Today, we are making an appeal to our colleagues and community members to contribute to the 2021 Hurricane Recovery Fund. These donations will support our response to Hurricane

Ida and other storms that impact the US throughout this hurricane season. The funds will be used to support recovery efforts that directly help low-income families and communities with no administrative fees or overhead.

### Trips Committee Meeting Notes for 6/10/2021 & 8/3/2021

Present: Freeman, Harvey, Matthews, Natoli, Palumbo, LaRocca (via zoom)

Not present: Colon

Trips planning:

Updates from Tom:

Puerto Rico - Confirmed with [REHACE](#)

Waiting for fees - Last time was \$385 - estimating \$400 per person / week for the fee

There are vehicles available - cost?

3 trips - 8 total people 2 leaders and 6 volunteers

Jan. 15-22 - Harvey - Is working with a friend who may go as well.

Mar. 12-19 - Colon / Rivera (will do either Jan or March - but prefer March)

May 21-28 - Dan Martin / Father or other -

We have leaders for these trips

Waiting for Southwest fees

Estimating \$600-\$800 airfare

Meeting scheduled - for... Tom will invite - will get a sense of their approach, fees, etc..

Registration should open Oct. 1 - we may delay if COVID protocols are not known

\$400 per person / week for the fee

Projected trip costs \$1190.50 - subsidize to \$800 (**See below for final costs and fees**)

PR is making vaccinations mandatory - this has changed and has been updated.

[ReHace](#) is the contact in PR now. UMCOR NY is no longer leading these experiences

Tom is looking into the charge per person, and the availability of vehicles that are provided by ReHace.

\$385 per person for room and board was the previous fee in PR

Sulfur, LA with [Fuller Center](#) - Confirmed

2 trips

7 per trip - 1 leader / 6 volunteers

Jan 16-22 - Lowmaster

Mar 13-19 - Palumbo

Palumbo shared the [evaluation](#) from the Sulfur, LA trip

Projected cost - \$706.50 - subsidized cost to \$600 (**See below for final costs and fees**)

\$100 per person / week fee for the week - room and board

A deposit was made for Lowmaster

Give Kids The World is not confirming any dates currently from Make a Wish. They are limited to 25% capacity. David Parfitt has not decided yet about leading a trip. If able it would be a March trip.

Would he consider letting someone else lead the trip? There's money to support this from refunds.

Freeman will contact GKTW to inquire about availability.

\*Freeman spoke to David Parfitt and he confirmed that GKTW is functioning at a highly reduced capacity and will not be able to accommodate a group from Geneseo in 2022.

Dave shared that once the organization resumes more normal operations in terms of hosting regular groups he plans to continue leading the trips

We could potentially see a 6th trip if a natural disaster hits this fall.

Geiser-Getz - Stepping down from board. We would like to get a faculty member to replace Glenn.

We must think about vaccination policies - presumably all students will be vaccinated barring any religious or health issues.

**Finalized fees for trips:**

**PR - \$975 / per person**

**LA - \$675 / per person**

Post trip leaders / dates / deadlines

No group fares (10 is minimum)

(Gumbo should help fund) Nov.4 and Apr. 7

\$1000 flat fee is high, but given the experience it would be doable. Maybe market trips at \$900 or \$950.

Funds available for scholarships - Close to \$4000

Discussion of allowing students to book their own airfare. Matthews & Natoli think we should bundle the fees - airfare, and all, to simplify the process, not allow students to book their own flights. This is not workable. We will not pursue this approach.

What will CARES cover? How can we make this affordable?

Times of flights impact the fares (early morning / late night more affordable)



Based on projected budgets - we should review before deciding on a fee. We need to decide how much we can subsidize.

For example - \$450 (est) airfare + \$400 R&B fee + ground transport =

Could book out of NYC for Jan. trips.?

Remaining in SA funds to support student scholarships - \$4900

Market and promote the trips at Vol fair (9/8 or 9/9) and Cares Day (9/15)

George Sullivan? Tom Matthews, Alyssa (Yates) Stefanise, board members, Tom Wilson

Registration opens on Oct. 4

Deposit - \$100 / no refundable - update website

We will require vaccinations for all trip participants based on the requirements of the host organizations.

Livingston CARES Ad Hoc Meeting to discuss *Statement of Solidarity with the Black Community*  
June 8, 2020

Present: Bailey, Clarke, Colón, Donohue, Freeman, Iturbides, Kallio, Lee, Matthews, Natoli, Palumbo, Wilson

Absent: Bolesky, Ellis, Garbarini, Geiser-Getz, Lehman, Orcutt, Slawetsky

The board meeting was called to order at 10:10 am. Due to the lack of a quorum of board members present, the executive committee was called into session in order to conduct the business of Livingston CARES.

Board members reviewed and made suggestions and edits to a draft of the statement prepared by Freeman. The board deliberated on several sections of the statement seeking to find consensus in the overall message and language of the document, as well as finalizing the four action steps that Livingston CARES is committing itself to to address structural racism and oppression. The finalized statement is included below.

After deliberating and discussing the statement and finalizing the draft, and after a quorum was reached, the meeting of the board of directors was called into session at 11:11 am to vote on the following items:

Discussion:

- Matthews shared with the board an opportunity to start an endowment with the Rochester Area Community Foundation (RACF) with the Geneseo Groveland Food Pantry. \$25,000 from each organization would be required to start the endowment. Consensus reached to pursue this opportunity further. Matthews will take the lead in communicating with the Pantry and RACF and will keep the board apprised of any developments.

Action Items:

- Purchasing Constant Contact, the web-based newsletter service. A motion was made by Donohue, seconded by Natoli to purchase the constant contact service for one year to be shared with the Center for Community. The motion carried unanimously.
- Approval of the *Statement of Solidarity*. A motion was made by Freeman seconded by Palumbo to adopt the statement and share with the campus community, local partners and supporters. The motion carried unanimously.

### **Statement of Solidarity**

As America and the world processes the tragic murder of Mr. George Floyd, and the countless other people of color who have experienced unwarranted violent policing and systemic racism, the board of directors of Livingston CARES is voicing its solidarity with the Black community. We are moved to speak out and pledge ourselves to actions that will help our communities heal through meaningful and

systemic change for a more just and equitable society.

Our humanitarian service over the past 15 years has provided hundreds of Geneseo students, faculty, staff, and community members, from all backgrounds, ages, and abilities, the opportunity to serve their fellow Americans in times of tragedy and crisis. While the physical work of Livingston CARES volunteers entails rebuilding communities damaged by natural disasters, the human impact goes beyond this material manifestation of service. The communities and people that are hardest hit, and have the most severe and lasting challenges long after the floodwaters have receded and the rubble is removed, are nearly always communities that struggle with generational poverty, political and social disenfranchisement, and institutional racism.

We understand that this is a time for both reflection and action. We are committed to addressing the immediate needs of individuals and families after disasters strike and will redouble our efforts to address the root causes of inequality that exist in our communities. We will take the following four steps to best engage with this work:

1. First, our board members will be undertaking implicit bias training this fall to help us understand our privilege and place in the systems of oppression.
2. Second, we will integrate diversity, equity, and inclusion training as part of our orientation process for all of our trip participants.
3. Third, we renew our commitment to the social justice dimension of services trips by including educational programming about the history of the region and the lived experiences of the individuals who we serve.
4. And fourth, we will be exploring service trips that expressly engage volunteers in actions and educational opportunities focused on anti-racism and inclusive community development.

Through continued self-education, shared purpose, and collective action we seek to better serve our fellow Americans with love, empathy, and understanding. We are hopeful that in this time of pain that we can meet the moment and engage with folks in our Geneseo community and in communities across the United States to begin to dismantle the institutions that perpetuate oppression and racism. Together we will contribute to the process of rebuilding our communities, both physically and emotionally, and we are hopeful that over time our actions will build the trust that is necessary to engage in this transformative work.

*Adopted by the Livingston County CARES, Inc., Board of Directors on Monday, June 8, 2020*

The *Statement of Solidarity* will be shared with:

Send an email to Pres. Battles, the President's Cabinet / Vice Presidents  
Livingston County News - Matthews

College listservs: All Staff / On campus / Off Campus / Staff-I / Faculty-I / Freeman will disseminate

Freeman will add the statement to the CARES website and create a special issue of the newsletter to share with our distribution lists.

### [Wildland Firefighter Foundation](#)

- Recognized as the organization that provides immediate financial and crisis assistance to families of fallen and injured wildland firefighters.
- The organization providing recognition and honor to all wildland firefighters, past, present, and future.
- Financially self-sustaining, thanks to the overwhelming generosity of its constituent supporters.
- An effectively managed organization adaptive to an ever-changing environment.
- An organization capable of immediately responding to situations that involve the loss or injury of a wildland firefighter.
- An organization with programs that tell the story of fallen wildland firefighters so that preventable deaths are limited.
- An organization partnering with agencies and others to work toward preventing The Greater Bay Area Central Coast Wildfire Relief Fund was created to provide immediate and long-term recovery assistance to Bay Area and Central Coast residents affected by the August 2020 wildfires that have spread throughout the region line of duty deaths and provide timely safety messages

[The Los Angeles Fire Department Foundation](#) - Approximately 97% of the fire department's budget is allocated to personnel expenses, leaving just 3% to cover the department's other needs. The LAFD Foundation is a non-profit organization that was created by civic and corporate leaders in 2010 to supplement the fire department's budget by providing first responders with essential equipment, new technology, and educational resources that would otherwise go unfunded.

[The Greater Bay Area Central Coast Wildfire Relief Fund](#) was created to provide immediate and long-term recovery assistance to Bay Area and Central Coast residents affected by the August 2020 wildfires that have spread throughout the region. Working together, United Way Bay Area, United Way of the Wine Country, United Way Monterey County, and United Way of Santa Cruz County will assist the residents and community agencies in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma, Santa Cruz, Monterey, Mendocino, Lake, Humboldt, and Del Norte counties that have been adversely affected by the August 2020 wildfires.

# **Livingston CARES**

## **Conflict of Interest Policy**

An interested Person is defined as a member of the Livingston County CARES Board of Directors or any volunteer or contractor working for the organization.

An interested Person shall refrain from engaging in those activities or situations in which the interested Person has a duty to protect the organization's interests therein and a simultaneous opportunity to realize a personal gain of benefit, unless such activity has been appropriately disclosed and approved by the organization.

Additionally, no Interested Person shall engage in any activity, business or employment that conflicts with the organization's interests or diminishes the ability of the Interested Person to render to the organization their full, loyal and undivided service.

Finally, all Interested Persons shall at all times use their best efforts to avoid the appearance of a conflict of interest. The appearance of a conflict can be as damaging as an undisclosed and/or actual conflict. Every Interested Person shall maintain an attitude of awareness dedicated to recognizing those situations in which an appearance of conflict might arise.

### Acknowledgement

I, \_\_\_\_\_, by signing my name on the signature line below, hereby acknowledge that I have received and read a copy of the Conflict of Interest Policy of Livingston County CARES, Inc. I agree to comply with the requirements of this policy.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)