

## Livingston County CARES Inc. Board of Directors Meeting

REMOTE VIA ZOOM

Monday, January 25, 2021 4:00 - 5:00 pm

### **Approved Minutes**

#### Attendance:

Present: Bailey, Bolesky, Colon, Donohue, Freeman, Garbarini, Harvey, Kallio, Kent, Lee, Matthews, Rivera, Slawetsky, Palumbo, Wilson  
Absent: Clarke, Ellis, Geizer-Getz, Natoli, Orcutt

Guests: Sharon Leary, Director of the Home Away from Home Respite Program, Lindsay Kent, student intern, Kristine Periera, volunteer

#### Call to order: 4:01

Approval of Minutes: A motion was made by Wilson and seconded by Harvey to approve the minutes from the November 23, 2020 board meeting. The minutes were approved unanimously.

Lee shared that we are a member of NYCON and as such are beneficiaries of some resources. Matthews will research and share opportunities and resources with the board.

#### Officer Reports

President (Matthews): See attached President's Report

Zoom reunions - Matthews thought they were "quite successful" with a good mix of folks participating. Great way to reconnect. Garbarini mentioned being able to see the completed resident's home that CARES worked on. Lee shared that the geographical theme was a good way to organize the reunions, maybe try a NY Metro / Sandy, and Puerto Rico. Matthews asked about targeting February or March. The Alumni office has been helpful and are interested in learning who was participated in the zoom reunions. Harvey shared that the first trip for Sandy recovery was to Staten Island and she is still in contact with some students from the trip. Matthews would like folks who went on the trips to step up and help lead / facilitate future meetings. Palumbo shared that we learned a lot about the process and keeping things simple. Palumbo will support the technical aspects of these events. Reach out to Matthews if interested in helping to organize.

Potential trips to Puerto Rico and Port Charles in May - Potential trip leaders: Dan Martin and his dad, and possibly Natoli. Tim Lowmaster is willing to lead the trip to the Lake Charles area of Louisiana. We discussed possible setting up not-student trips if the College does not want to see students participate due to COVID restrictions. We will make a decision at the March 6 meeting on whether or not we host these trips. Kallio asked if we would require anyone on the trip being vaccinated? Matthews shared that we can possibly think about that requirement. Folks in Puerto Rico are excited and ready to host us and Matthews is confident that they will do everything in their power to make it safe. Kallio thinks strongly that we should require a vaccination. Lee shared that under the

current vaccination protocols it may not allow time for interested participants to get vaccinated. Lee asked about starting recruitment in early March. There was consensus that this would give us time to recruit participants. Check the interstate travel restrictions as we plan. The Center for Disease Control (CDC) website has all of the restrictions and guidelines including Puerto Rico. Kallio asked if there's not a mandatory vaccination requirement we need to have an explicit statement in the paperwork.

Vice President (Palumbo):

Palumbo reported that he is working on the joint statement between the College and CARES. He will provide a draft for the Executive Committee to review. The statement should cover our potential trips and other events. Kallio is willing to contribute some time working on the document with Palumbo. Palumbo shared that he enjoyed the reunions and thinks they are a good use of our time. Palumbo believes Constant Contact is a great tool for our newsletters, although it is pricey and the usage rates were not clear. Matthews suggested that the software could and should be used for other Center for Community programs like GOLD and volunteer services and that the Dan Ward and/or the Matthews Endowment Funds should be used to cover the Constant Contact fees.

Secretary (Freeman): Freeman reminded the board members to put the March 8 and May 3 meetings on their calendars

Treasurer (Bailey): Financial Report

Julie Matthews and Kristine Pereira have done a lot of work on the financial records and Bailey appreciates the help. The financial report is included in the packet. Still have not been able to generate decent reports using the online version of Quickbooks. Bailey noted that the cash balance looks very high but the bulk of the money is Food Pantry funds. Negative balances: the MLK Day of Leadership and Service amount of \$576 needs to be covered from our unrestricted funds leaving a zero balance in that line. Under the fundraising and management line, the membership keychains and stickers purchased a few years back when we were charging for membership cost \$1310.60. We also need to cover that negative amount from our unrestricted funds. Lee suggested that we create a description for each project line in the financial reports. Matthews agreed.

Sponsored Program Updates:

Home Away From Home Respite Program: Sharon Leary reported the remote respite is working this year with 13 students and 5 families. Fifteen students are signed up as volunteers including 2 interns. They will start the program up again on February 9. They are staying in contact with the families in an array of ways including 1 hour of zoom on Tuesdays and Thursdays, exercise, games, and student participation. Students are writing letters to families and the letters are added to a respite package with activities, materials, and craft ideas. Students have been doing short videos that are shared with the HAFH families. There is a [Home Away from Home youtube page](#) if board members would like to visit. HAFH has gotten some good press at the College and in the local community. Spectrum News contacted the program and the transition to remote programming.

Matthews shared that the Millie Pitcher fund is included in the financial report as a separate fund for HAFH and we have received \$1,400.00 in honor of Millie Pitcher. Kallio shared that there is a lack of remote respite for adults. Leary reported that it has been challenging, but the students have been awesome and are moving it forward with great success. Harvey shared that she and her husband have experienced the remote zooms and that Russ loves and appreciates those sessions.

#### Committee Reports:

Executive Committee: Report out from January 22, 2021 meeting

Events and Marketing: No report

Finance and Audit:

Report on out from January 20 zoom meeting:

Donations from ROC the Day, including matching funds from Lee and Matthews totaled \$2184.20. There was also another \$25 ROC the Day donation directly through the Facebook link. The total donations for the Western Wildfires was \$32.95. The finance and audit committee also discussed the problem with Quickbooks charging a monthly fee of \$70.00. In order to stop the payments, Matthews cancelled and replaced the credit card. We are disputing the charges with the Key Bank Mastercard company.

There was a brief discussion about continuing our membership in the New York Council of Nonprofits (NYCON). The organization has numerous training programs and offers assistance and advice to members. We consulted with their attorney when the Food Pantry was moving to a part-time employee. Board members may access their website and training programs.

The committee also revisited the possibility of setting up an endowment with the Rochester Area Community Foundation. We will need \$50,000 to create an endowment fund. We will continue to work toward that goal independently.

The board discussed covering all expenses (except airfare) for the possible 2021 upcoming trips.

#### Items for discussion:

Zoom Reunions: We will work on other possible team reunions later in the semester.

Hurricane Sandy relief funds and SBP NJ - Freeman is continuing to look into donating to SBP - The board is committed to purchasing an item rather than general operating funds.

We are looking at possible May trips to Puerto Rico and / or Louisiana.(See above in President's report)

We exceeded the matching funds of \$1,00.00 for the Marge Harding Puerto Rico fund.

Donations for Puerto Rico: Colon, Matthews and Rivera will continue to explore possible projects or equipment to support the recovery efforts in Puerto Rico. We expect to continue travelling to Puerto Rico and have some time to make a decision on the funds.

Freeman reported that there is not much progress on coming up with a viable recovery project or program related to the western wildfires.

New Business:

Health Care Workers Appreciation initiative - We are starting a new initiative to thank all of the healthcare workers in Livingston County. We are looking into buying cookies for the estimated 800 individuals in the healthcare field. We might include a sticker message such as: "You are appreciated by your community." Harvey shared that this project is to show our appreciation for health care workers in our region. We will reinvigorate the committee that worked last spring. We will need to create a list of Health Care facilities in the region to recognize and thank. We discussed getting cookies from Finger Lakes Cookie Company and other local bakeries. Donohue shared that she would like to include the nursing home workers in this initiative. We are estimating there are likely 700-800 health care workers including the Noyes facilities, individual doctor's offices, blood donation centers, physical therapy, private nursing facilities, etc. Ellis shared that she thinks they would appreciate the outreach and acknowledgement. Ellis will check with the Health Department to get some of those numbers. Ellis will join the committee. Ellis was activated to emergency management during our front line workers project and heard a lot of positive responses from our initiative this past spring. There is a lot of fatigue and a simple "thank you" is very much appreciated. Amy Rose from the Central Presbyterian Church in Geneseo is thinking about a fundraiser for the project. We should use the newsletter to invite folks to contribute. Donohue reported that distribution last summer was fairly easy and fun. She also commented that \$2.00 for cookies is pricey. We will need to work on the cost of the project. This effort may also be a great way to connect our board students and other college students.

Matthews asked if there was a consensus from the board members to move forward with the thank you efforts for the healthcare workers. Everyone agreed that we should proceed with the project. We will activate the ad hoc COVID-19 Committee and start working on the project. Ellis is working on a current project for the county to identify the "essential workers" list and she will share that information with our committee. Possible dates for the project might align with: Nurses / Health Care Workers Appreciation week or April 7 World Health Day, or March 15-19 Health Care Professionals Week, or perhaps the Geneseo Goes to Town event in April.

Action Items:

Approval of NYCON membership. A motion was made by Kallio and seconded by Palumbo to approve our continuing membership in NYCON at a cost of \$130 a year. The motion is approved unanimously.

Adjournment: Harvey made a motion to adjourn seconded by Kallio. Meeting adjourned at 5:08 pm

Minutes submitted by: Garth Freeman

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

Upcoming Meeting dates:

Board Meeting: Monday, March 8, 4:00 - 5:00 PM via zoom  
Corporate Meeting and Board Meeting: Monday May 3, 4:00 - 5:30 PM via zoom

**2020-21 COMMITTEE ASSIGNMENTS:**

Executive Committee

Chair: Matthews  
Members: Bailey, Freeman, Lee, Clarke, Palumbo

Governance

Chair: Freeman  
Members: Palumbo, Lee, Natoli, Wilson, Slawetsky

Events and Marketing

Chair: Freeman  
Members: Bolesky, Geiser-Getz, Iturbides, Harvey, Orcutt

Finance and Audit

Chair: Bailey  
Members: Colón, Ellis, Garabini, Kallio, Lehman

Fundraising:

Chair: Eddie Lee  
Members: Matthews, Palumbo, Iturbides, Colón, Orcutt

Gumbo to Go & Annual Dinner

Chair: Freeman  
Members: Bolesky, Donohue, Iturbides, Garbarini

Scholarship

Members: Freeman, Matthews, Palumbo

Trips

Chair: Natoli  
Members: Harvey, Clarke, Colón, Matthews, Palumbo, Slawetsky

15th Anniversary Celebration:

Chair: Harvey  
Members: Bailey, Bolesky, Orcutt, Palumbo, Wilson

COVID-19 Committee:

Chair: Donohue  
Members: Bailey, Harvey, Matthews, Natoli

## Livingston CARES Executive Committee Meeting Notes - January 22, 2021

### Attendance:

Bailey, Clarke, Freeman, Lee, Matthews, Palumbo

### For discussion:

Palumbo will continue working on the MOA / MOU / Partnership statement between the College and CARES. Must think about who and how we communicate to the College and community.

Matthews to reconnect with Laura Lane, President Chamber of Commerce. A meeting was scheduled in March just as the pandemic was beginning to change our habits and had to be cancelled. Matthews will set up another meeting to discuss Livingston CARES and our role in the community.

Matthews and Lee discussed taking out an ad / listing in the Livingston County Business Directory and the pennysaver.

### Potential May 2021 Service Trips:

#### Puerto Rico and / or New Orleans

- 7 people per trip. The weeks are currently being held for our groups in both locations.
- We need to strategize at what point we communicate the trips to students. We discussed mid-march as a cut off date. We will discuss and finalize at the board meeting on 3/8.
- Dan Martin and his father lined up to lead the PR trip. Tim Lowmaster will lead the NOLA Trips
- Matthews discussed the possibility of running trips with only community members - not with students.

### COVID-19 Health Care / Nursing Home / First responders worker appreciation:

- Emerged from Pastor Nancy Lowmaster and Tim who is a pharmacist who has communicated how hospital staff continue to be strained and challenged with COVID-19
- Matthews spoke to Harvey to think about a 2nd phase of our "Front Line Workers" appreciation project in the spring of 2020 . Discussed buying Finger Lakes Cookie Co. And labeling with "I'm appreciated by my community" or "You are appreciated!"
- Garbarini shared during the Finance and Audit meeting on Jan. 20 that there are some upcoming "Weeks" that celebrate and recognize health care workers / first responders, etc. Health Care Worker week Apr. 5-11. We could connect the initiative to one or more of these as well.
- Matthews spoke to Donohue who is also interested in supporting this initiative.
- Lee shared that this time, let's focus on health care workers. Nursing homes, places that are doing testing, vaccine distribution, etc. A more targeted approach. Lehman in the finance meeting shared this sentiment. Clarke shared that students would support this initiative. We could ask folks to contribute to the fund to support the cause. Lee shared

that if we promote in early Feb. we could generate some interest (and possible donations) from students.

- Lee also said we should connect with LCN prior to the initiative to help.
- Clarke shared that Finger Lakes isn't really visible on main St. Matthews shared that FLCC has supported these types of projects in the past.
- Use this to engage board members in volunteering to deliver cookies.
- We will engage the COVID-19 committee in planning and ask the board to help facilitate and organize delivery.
- We will strategize with the Central Presbyterian Church

Matthews will meet with Bryan Rivera today to get him up to speed on his board membership. Bryan is filling the seat vacated by Gabe Iturbides.

Finance report and establishing a budget:

- Karen presented on the Financial report. Acknowledged the work of Julie Matthews, Kristine Periera, & Tom.
- Minutes from the Finance and Audit meeting will be shared with the board on Monday 1/25.
- Not a lot of funds being expended with no trips this year so far. Some small amounts of money in and out.
- Noted Food Security Advocates fundraising efforts: \$450 to the Geneseo Groveland Emergency Food Pantry and \$20 to UNICEF
  - Freeman will coordinate thanking the donors to the FSA fund drives
- \$59.02 SEFA / other small donations
- Roc the Day just came in on Wednesday 1/20 - will be added prior to Monday's meeting
- Quick Book and Constant Contact expenses
- Cash balance looks large but it includes the \$\$ in the CD and \$\$ the pantry has with us
- Food Pantry Update:
  - They have their 501(c)3 # but are waiting for their tax exempt letter from NY State so the pantry will keep their funds with us at least for a few more months
  - Tax report will have to include the Pantry funds.
  - We will provide the funds back in the form of a grant to the Pantry.
  - Matthews shared that the numbers in the report are the July 2020 Numbers
- Update on the credit card and charges. Quick books was closed but we continued to be charged \$70 monthly. Tom changed the credit card so they can't charge us. Tom has logged a complaint with Mastercard and is seeking to be reimbursed those funds that were collected.
- Discussed Constant Contact and the fee structure and Lee asked if this is an opportunity to clean up lists to target more specifically mailing lists to groups. Jules Orcutt put a lot of time into this in the fall and will work on it through the spring.

- Quickbooks - We set it up through the C4C. We were paying \$700 +/- annually. They referred us to Tech soup - an org that works with non profit organizations to provide lower cost versions of the same software for non profits. We set up an account with an online version of quickbooks that only costs \$70 / month. The “desktop” version of quickbooks was not cancelled initially, and we were charged \$70 / month for Oct., Nov. Dec. Palumbo and Freeman will look into these issues.

Matthews had a conversation with Ellen Leverich regarding the capital campaign and trying to link to folks who went on a CARES trip or anyone interested in financially supporting CARES. There is still a Livingston CARES Foundation account that could accept funds (probably existing from the beginning of CARES in 2005/2006).

Wildfires project: did not discuss

Sandy Recovery funds: Freeman has been in touch with SBP NJ and will communicate the options to the board on Monday.

Geneseo Goes to Town -

- CARES is a partner on this annual College / Community even that engages our students in service across the county on one day (usually 1 or 2 Saturday in April - date is currently not set).
- Lee shared that maybe change the model - make it a one to one personal engagement. Partner with individuals or orgs to serve or volunteer. For example: Picking food up for a family, connecting with individual families to do yard work.

Meeting adjourned at 12:00 noon



**Livingston CARES Board of Directors**  
**01-25-21**  
**Tom Matthews President's Report**

**Go Bills:** In case you read this before 6:40 pm Sunday Night!

**Livingston County CARES** is alive and well. Although we are not able to offer service trips in January and March, we remain hopeful that we might be able to send a group of seven volunteers to both Puerto Rico and to the Lake Charles area of Louisiana in May. The board approved a special allocation from our unrestricted funds to cover all the expenses for these two trips (with the exception of plane fares, which could partially be covered from our scholarships and grants fund). Current single airfares (we are limited to 7 volunteers so no group fares will be available) for May for Puerto Rico are \$442.40 from Buffalo and for New Orleans are \$363.95. Dan Martin, Class of 2016 has volunteered to lead the trip to Puerto Rico and Tim Lowmaster has volunteered to lead the trip to Louisiana. Most likely, we will need to make a go or no go decision on these trips at our March 8 board meeting.

**Service Trip Reunions:** In November and December, we hosted three successful service trip reunions. The November 18 event included 14 volunteers from the January, March and May 2019 service trips to the Florida Keys. We had a good mix of alumni, current students, administrators and community volunteers. One highlight of the event was a virtual tour by one of the homeowners of her refurbished home. Most often our volunteers never get to see the finished project. The December 7 event included 18 alumni, administrators, and community volunteers from the January, March and May 2011 service trips to Biloxi. And the final zoom event on December 9 included 20 volunteers from our inaugural trip in January 2006 to Biloxi. I came away from these three events with a very positive sense that our service trips are indeed providing significant engagement opportunities for our students and for our faculty/staff/alumni and community volunteers. The feedback on all the reunions has been quite positive.

Should we continue organizing zoom reunions for other service trip teams? There is no cost for the event except for the time needed to organize and manage the zoom. I pose this question to all of the board members who participated in one or more trips. Please let us know if you would like to help organize a zoom reunion.

**Fundraising and Donations:** During the current fiscal year (July 1, 2020 to June 30, 2021), Livingston CARES has received donations for the Millie Pitcher Memorial Respite Fund, donations for Hurricane Laura, donations for the western wildfires, donations through Food Security Advocates for the food pantry and US Fund for UNICEF, donations from ROC The Day, donations received from the State Employee Federated Appeal (SEFA), and a few unrestricted donations from individuals and families. This year, we are not able to conduct our major fall and spring fundraiser (Gumbo to Go Dinners). Just a reminder to board members that we do expect each member of the board to donate funds each fiscal year (no minimum and no maximum) to Livingston CARES and those donations may be unrestricted or to any of our projects and programs.

**Possible New COVID-19 Project:** Our agenda for the January 25 meeting includes discussion of a possible second round to recognize and thank health care workers. Please see the report on our highly successful Front-Line Workers Project from last summer that is posted on the Livingston CARES website:

<https://docs.google.com/document/d/1EkKQLG9mZAL4pBqDI4rRbOniWbAd2NvDVCrowpfdRAc/edit>

We originally authorized \$1,000.00 from unrestricted money to support that project, but the funds were not used because board members and other donors contributed \$1,143.98 to support the project. Currently we have a positive balance of \$21.55 in the fund. If we decide to move forward with a second project, we should again invite contributions and cover any additional expenditures from unrestricted funds.