

Livingston County CARES, Inc., Board of Directors Meeting

Date/Time: Monday, December 2, 2024

Location: Zoom Meeting

Matthews called to order the December 2, 2024 meeting of the Board of Directors at 4:00 pm on Zoom.

Attending: Burns, Donohue, Ellis, Emerson, Ferrero, Herman, Kallio, Lee, Martin, Matthews, Olbert, Palumbo, Patrick

Guest: Christa Barrows

Not Present: Bailey, Bolesky, Colon, Cope, Coronna, Garcon, Harvey, Marra, Rivera, Wilson

Approval of Minutes: Minutes of the October 28, 2024 board meeting were approved without dissent after the addition of Olbert to those attending.

Officer Reports

President Matthews: Matthews issued a written report that is attached below.

Vice President Palumbo: Palumbo reported on changes to our website that included information about Gumbo to Go, Roc the Day, and the service trips. He has submitted a request for \$10,000 in grant support to the Student Association. There is a hearing on the request this week. If our request requires a second hearing, we will not hear about support until next year. Later in the meeting, he indicated that students applying to go on a service trip are asking for much more grant support from us than in the past. Adding to the pressure is that SA may not have the funds to meet our request.

Secretary Kallio: No report

Treasurer Emerson: Two documents were distributed: a financial statement, and a statement of recent transactions. The Beloved Asheville donation was made, but has not hit the transactions record yet. Emerson will check to see that our funds are mostly in a money market account to maximize their interest earnings.

Agenda Items:

- 1. Report from Home Away From Home: Christa Barrows** supplemented her written report with an update on the program. There were 12 students and five adult volunteers this fall, serving six clients. The program can serve more clients. Barrows is working with others to market the program. It is a challenge to recruit participants. The program has a Facebook page and she invited board members to view it (and like or share it).

- 2. Report on Reducing Transportation Barriers Grant: Matthews** shared the recent report on the program prepared by Shawn Ryan for the Rochester Area Community Foundation. He attended their annual dinner and discussed the program with RACF staff. RACF has invited us to submit an additional grant that will be sent to funders that are interested in projects that address poverty issues. Ryan estimates that \$7,000 is needed to operate the transportation program next year.
- 3. Report on 2025 Service Trips: Palumbo** reported that our scholarships and grants committee will meet December 3 to do a preliminary assessment of the grant requests from students. He explained to the board the complex process involved in assessing the amount to award each student applicant. Applicants complete a detailed information sheet that attempts to collect information about need and interest. In certain cases, students are asked to meet in person to provide additional information. Concern was expressed that students who want to take trips late in the year (e.g., Puerto Rico) have a fair shot at receiving support.
- 4. Report of Events & Gumbo Committee:** No report
- 5. Report of the Marketing Committee:** No Report
- 6. Report of the Fundraising Committee:** No report
- 7. Report on Volunteer Recognition Awards Event on April 10: Burns & Ellis** provided an update on the planning for this event. It is set to be held at the reopened Big Tree Inn event center on April 10, 2025. An online nomination form has been created and will go live as soon as possible after an anticipated proclamation by the Livingston County Board of Supervisors. The proposed proclamation will be reviewed by the LCBS Human Services Committee on January 3, 2025. It will then go to the supervisors for approval at their January 8, 2025 meeting. A press release should follow declaring April Volunteer Month and April 10 Volunteer Day. The nominations process will then open with a deadline of February 10. Cares is partnering with the LCBS, LC Chamber of Commerce, LC Council on the Arts, and SUNY Geneseo. The event will be free to attendees. In order to accomplish this, about \$6,000.00 in funding is needed. An appeal for sponsorships has been prepared and board members have been asked to help promote sponsorship. Angela Ellis and Lisa Burns will serve as emcees and Tom Matthews will deliver the keynote address.
- 8. Update on SEFA 2024 Campaign:** No report
- 9. Report of Ad Hoc Committee on CARES Donations: Kallio** will work with Matthews to follow up on the donation to Beloved Asheville.
- 10. Affirming Executive Committee approval of 2023-2024 tax documents:** Motion to affirm the tax documents was approved without dissent.

Prior to adjournment, Matthews asked about interest in turning the January 27 board meeting into an informal in-person planning meeting, perhaps held at the Central Presbyterian Church. We would have pizza and about two hours to discuss future plans and specific plans for the volunteer recognition event. There seemed to be interest in this idea.

Committee Assignments for 2024-2025

- Executive Committee: Matthews (Chair), Coronna, Emerson, Kallio, Lee, Palumbo
- Governance Committee: Palumbo (Chair), Garcon, Lee, Matthews, Wilson
- Events: Donohue (Chair), Bolesky, Ferrero, Herman, Coronna, Garcon, Lee
- Finance and Audit: Emerson (Chair), Bailey, Colón, Ellis, Kallio, Patrick, Rivera
- Fundraising: Lee (Chair), Emerson, Herman, Marra, Matthews,
- Marketing: Herman (Chair) Burns, Garcon, Olbert, Patrick
- Service Trips: Harvey (Chair), Cope, Garcon, Martin, Matthews, Olbert, Palumbo, Patrick,
- Ad Hoc Committee to Review Livingston County CARES Donations: Kallio (Chair), Ellis, Ferrero, Patrick, Wilson
- Focusing on the Future: Burns (Chair), Colón, Cope, Ellis, Emerson, Lee, Marra, Matthews

Board Meeting Schedule: Dates and Times Proposed for 2024-2025 board meetings

- Monday, January 27, 2025 informal planning meeting at Central Presbyterian Church
- Monday, March 3, 2025 at 4 pm by Zoom
- Monday, May 5, 2025 at 4 pm at 31 Center Street

Events Schedule

- Gumbo to Go Thursday, April 3, 2025
- Volunteer Recognition Event, April 10, 2025

The meeting was adjourned at 5:09 pm.

Respectfully submitted,

Ken Kallio, Secretary

Livingston County Cares
President's Report
Tom Matthews
December 2, 2024

Greetings Livingston County Cares Board Members: Looking forward to seeing each of you on Monday afternoon at 4:00 pm on zoom. I hope everyone is having a Happy Turkey Week. Our agenda for Monday includes several updates and committee reports.

Respite Programs: Christa Barrows will join us on Monday to provide an update on the Home Away From Home Respite Program (HAFH). Please open the two PDF's from Christa: one on the Geneseo and Dansville respite programs and a second acknowledging national recognition from ARCH National Respite Network and Resource Center. Just a refresher for the new board members that HAFH operates respite services at the Interfaith Center on Tuesdays and Thursdays each week while college is in session and once weekly during the winter and summer months. Livingston CARES hosts a project fund that accepts donations and provides funding for program supplies and rental fees for the Interfaith Center.

2025 Service Trips: The five 2025 service trips were posted on the Livingston County CARES website and opened for registration on November 15. We will update you with the numbers on Monday. The Scholarship & Grants Committee (Nick Palumbo, Holly Harvey, Debby Emerson and Tom Matthews) are reviewing the applications and will meet next week to begin allocating grants to assist students with service trip travel expenses. Nick has prepared a request for scholarship and grant funds from the Student Association and will be attending their meeting next week.

Financial Reports & Budgets: Livingston County CARES filed the 990 EZ federal tax forms and the CHAR500 New York State tax forms for our fiscal year 2023-2024. The Executive Committee approved the filing and we sent a copy of the 990 EZ to board members last week. Thank you to Debby Emerson and Karen Bailey for preparing the documents that Julie Matthews used to prepare the tax forms. A special thanks to Julie for continuing to prepare our tax documents each year. Your packet for this meeting includes a November 26 financial report and a new report that identifies recent transactions for income and expenditures.

Update on Hurricane Relief and Recovery: At our October board meeting, the board approved a \$2,500.00 donation to Beloved Asheville to assist with the relief and recovery efforts from Hurricane Helene. The funds came from nine donors and a matching allocation from Livingston County CARES. We forwarded the donation by credit card so the funds were available to use as needed to help low-income families and communities affected by Helene.

Livingston County CARES Awards: Planning continues for the April 10, 2025 first annual Volunteer Awards event that will be held at the Big Tree Inn. The nomination forms are almost finished and will be ready for online submission when the board of supervisors passes a county

proclamation in early January. The committee is asking board members to help raise \$6,000.00 to fund the awards and the event by reaching out to friends, families, and businesses to become sponsors at the same levels we use for all levels of giving: Givers: \$1.00 to \$249.00, Donors \$250.00 to \$499.00, Good Samaritans: \$500.00 to \$999.00, and Humanitarians: \$1,000.00 plus. Contributors will be acknowledged in all appropriate marketing pieces, the event program, the website, and in tax deductible thank you letters. Angela Ellis and Lisa Burns will provide more details and information on Monday.

Gumbo: Thank you to all the student and community volunteers and the board members who helped make the November 7 Gumb to Go, one of our most successful to date. Special thanks to Brenda and the Events Committee and our chef George Hochbrueckner and Donna Kennison. Our income included cash sales of \$1,217.00, Checks for \$1,400.00, and Venmo orders for \$1,245.00 for a total income of \$3,862.00. Expenses were \$1,239.38 with \$293.88 paid by Craig Bolesky leaving a net cost of \$945.50 and a net fundraising income of \$2,916.50 for the Gumbo To Go Dinner. One of best ever with no broth left over and 258 gumbos out the door. If anyone wants to contribute \$52.22 we could claim this event as our most successful ever. We have heard from many people suggesting this was the best ever Gumbo. I shared that with George and he said, "we didn't change anything so let's just keep making it." Save April 3, for Gumbo # 27.

SEFA: November is the month when the State Employees Federated Appeal occurs and employees are asked to donate to charities through payroll deductions in the following year. . During the last several years, Livingston CARES has been among the top five charities selected by SUNY Geneseo employees. We have lost some generous donors to retirement so we would appreciate our board members who are state employees to encourage colleagues to include Livingston CARES among their donations.

ROCTheDay is coming on Giving Tuesday, December 3. This is one of the few general appeals we use to raise funds for Livingston CARES. For the last two years, Eddie Lee and I have offered a challenge by matching all the donations for ROC The Day. Last year, we raised \$1,696.00 from 11 donors and with the match our total income for Giving Tuesday was \$3,432.00. Please join us with your donations to Livingston CARES. If you would like to designate your donation to a specific project (travel grants, disaster recovery, reducing transportation barriers, our new April 10 volunteer recognition event, or the unrestricted fund), we will contact you after December 3 to make that happen.
<https://roctheday.org/roc-the-day/causes/LivingstonCARES>.

Reducing Transportation Barriers Grant: The Interim Report on the grant from the Rochester Area Community Foundation is included in the meeting packet. I received this report on November 13 and forwarded a copy to the foundation that day. That evening, I represented Livingston CARES and the College at the foundation annual gala at the Riverside Convention Center and had the opportunity to talk with key staff members who had read the report and were interested in reaching out to funders interested in addressing poverty issues in Livingston County. The foundation subsequently invited us to submit an application to help fund the

program in 2025. Eddy Company at the Livingston County Planning Department is preparing the grant application that will be submitted later next week.