

**Livingston CARES Board Meeting
March 2, 2017**

Approved Minutes

Matthews called the board meeting to order at 4:30 pm. Those in attendance and constituting a quorum were:

Present: Bailey, Campbell, Donohue, Gaylord, Kennison, Lee, Lehman, Matthews, Morales, Paratore, Rogalsky

Absent: Blasland, Bolesky, Ellison, Fabiny, Harvey, Hebel, Kallio, Kenney, Natoli, O'Brien, Sauter

Others Present: Eric Mebust (Geneseo Environmental Organization)

Approval of the Minutes: Kennison moved and Bailey seconded a motion to approve the January 26, 2017 Board Meeting minutes. The vote carried unanimously.

Officer Reports: President: Matthews noted that the Governance Committee will need to start looking at names for new board members. Students will be invited back for a second year if they are still interested. We need suggestions for both students (some will be graduating) and community members (who might be rotating off). President Battles has agreed to attend the Annual Thank You Dinner on April 10th. We will have to be sure to invite contributors in addition to those who have gone on trips. Morales asked if we should begin promoting May trips so Matthews reported that he will send a campus-wide email next week.

Officer Reports: Secretary: None

Officer Reports: Treasurer: Lehman met with Julie Matthews to discuss the most important information that the Board should review. Lehman presented the "Net Asset Analysis" (attached to January meetings' minutes). He will report to the Board in this format every month, once the bank accounts are reconciled. The report includes: Beginning Balances, Change in Net Assets, and Ending Balances.

Update on 2017 Livingston CARES Trips: Matthews reported that all March trips are full with 14 to Biloxi, 7 to Detroit, and 7 to Brooklyn. Housing is still an issue for Brooklyn. The Red Hook apartment is still being discussed but there is a back-up plan to use Air BnB lodging. Lee added that Friends of Rockaway, an affiliate of St. Bernard Project (SBP) will now coordinate the work as they are the last organization still specifically working on Hurricane Sandy relief. Matthews added that we have yet to begin promoting the May trips but that airfare is an issue. There is a group fare quote for 14 people but it can be hard to get that many people flying out of the same airport in May. Finally, our insurance provider is no longer available as soon as this March's trips. From now on, Livingston CARES will just provide accident insurance at a cost of \$7-\$8 a person as opposed to \$29-\$30 a person. Since the beginning, only one or two students have been without medical insurance so back-up medical is not needed.

Carbon Offsets Discussion: Eric Mebust, member of Geneseo Environmental Organization (GEO) discussed the desire for Study Abroad students to have the option to purchase carbon offsets for the carbon that is emitted from their air travel. It would cost approximately \$15 for roundtrip to Europe, for example. Eric noted that this teaches people to think about environmental impacts as a cost of travel. People will start thinking about the impacts of their travel, not just the impact of the trip experience itself. Eric noted that they do not have an action item today, but they may want us to create a holding account for them.

Lee asked how the money would be handled and Eric does not currently have a clear answer. Ideally, they would partner with a company to show a clear path for funds rather than have students pay directly on the airline website. Matthews asked when and how often money would be coming in and Kennison replied that it would likely come in once a semester. Lee asked if this is just for Study Abroad or if they plan to expand. Eric responded that it is currently just for Study Abroad participants. Kennison added that some websites they explored have high buy-in rates which is not feasible. Rogalsky questioned why Study Abroad cannot handle the funds directly. Kennison reported that having the money as a transfer through CAS may be an option, but, technically, Study Abroad is not allowed to handle charitable funds. Lehman asked if the funds would be tax deductible, and Kennison responded that it would depend on the program. Matthews was concerned about the additional administrative work for Livingston CARES. Kennison mentioned that Study Abroad could collect funds from students and give everything to Livingston CARES at one time so CARES would only have to write a couple checks per year. Lee asked how/if this fits the mission of Livingston CARES, and Eric responded that these funds could create a local offset project such as solar panels or home insulation to reinvest in the community but administrative costs would likely be high. Lee suggested this as an opportunity to consider our guidelines for creating holding accounts. Matthews invited GEO to submit an official proposal for the next board meeting on April 10th.

Update on Home Away From Home Respite Program: Matthews said they are still seeking funding for the future. Some of the grant proposals are being written under the aegis of Livingston CARES. He would prefer not to create “employee” status, but rather have an independent contractor. Jessie Gyr and Matthews met with a potential funder: the funder asked a lot of good questions, took real interest, and was presented with a synopsis. We need \$12,000-15,000 to hire someone to run the program for a couple of days a week. Gyr’s job right now is to try to find any opportunities for funding.

Action Items

Approval of establishing two-tier structure of annual membership dues of \$10 for students and \$25 for faculty/staff/alumni/community effective immediately for July 1, 2017-June 30, 2018: Matthews summarized that the Governance Committee came up with a list of membership benefits, and possibly a give-away (keychain, sticker, etc.) as illustrated in the handout. The membership levels would include students at \$10/fiscal year. For students participating on week-long service trips, the membership fee would be included in their trip fees. The second membership level is for everyone else (faculty/staff/alumni/community) at \$25/fiscal year.

Matthews asked for suggestions on implementing this new membership structure. The Governance Committee had some suggestions including a “Livingston CARES Day” to promote upcoming trips and bring in alumni for a social hour and to teach workshops and talk about their experiences. Matthews suggested modifying the current donation mailer to include membership

information. Donohue suggested adding a bullet of “I support the mission of Livingston CARES” to the “Why Should I Join” list as it is important for those who cannot go on a trip. The Governance Committee had suggested promoting memberships at the Volunteer Fairs and Gumbo to Go events as well as the Awards Dinners on campus. Lee suggested setting goals for the number of each type of membership as a metric to increase each year.

Donohue made a motion to approve establishing a two-tier dues structure of annual membership dues of \$10 for students and \$25 for faculty/staff/alumni/community effective immediately for July 1, 2017-June 20, 2018. Gaylord seconded the motion. Matthews added that board members will need to become members. Bailey suggested starting by contacting local churches and organizations. Campbell suggested setting up a table during Parent’s Weekend to encourage parents to become members. The vote carried unanimously.

Meeting adjourned at 5:30 pm.

Drafted by Jennifer Rogalsky, Board Member

Save these dates

Tuesday, March 21: Volunteer and Service Awards Dinner at 6:00pm, Big Tree

Inn Thursday, April 6: Gumbo to Go, 9am-7pm, Central Presbyterian Church

Monday, April 10: Annual Corporation Meeting, 4pm-5pm, Interfaith

Center Monday, April 10: Thank You Dinner, 5:30pm-7:00pm, Interfaith

Center

Committee Assignments

Audit (Bolesky, Kallio, Kenney, Lehman, and Paratore)

Annual Dinner (Campbell, Donohue, Fabiny, Harvey, Rogalsky, and

Sauter) Executive (Hebel, Lehman, and Matthews)

Finance (Bolesky, Gaylord, Ellison, Lehman, and Sauter)

Governance (Gaylord, Hebel, Lehman, Lee, Matthews, Morales, Natoli, and

Rogalsky) Gumbo to Go (Donohue, Fabiny, Kennison, Natoli, and Paratore)

Marketing (Bailey, Campbell, Hebel, Kennison, and Morales)

Member Development (Bailey, Blasland, Hebel, Matthews, Morales, and

O’Brien) Scholarships and Grants (Hebel and Matthews)