

Livingston County CARES Inc. Board of Directors sMeeting
Tuesday, August 15, 2023 at 12:00 pm

Approved Minutes

Call to order of Livingston County Cares Board of Directors: 4:10 pm

Attendance: Bailey, Colón, Dolce, Donohue, Drapala, Ellis, Harvey, Henry, Herman, Kallio, Lee, Martin, Matthews, Palumbo

Excused:

Motion made by Harvey and seconded by Dolce to approve minutes of May 1 2023 Annual Corporation Meeting and the Board of Directors Meeting. Approved with a correction to add Donohue to attendees of both meetings.

President's Report

Received invitation to attend Volunteer Fair on September 6, 1-4. Matthews asked for volunteers to staff the Livingston CARES table. Herman, Lee, and Holly volunteered.

Matthews reported that he was unable to convince the College that Livingston CARES should remain attached to the Center for Community services. Now, we must be separate, including, email address, website, mailing address and phone number. He thanked Palumbo for the efforts he is making to move the website off campus.

Vice President's Report: Palumbo reported on his work to transition our website. He acquired a new .org domain and a digital phone service through Zoom. He also acquired an email address. Livingstoncountycares@gmail.com. He is in the process of moving all data from the old CARES account into the new one. It is a complex process because we are moving to an outside domain. The website has an under construction notice on it and the new site has contact information posted.

Lee asked if the college will allow a link to our new CARES website. Palumbo responded that there is no guidance on that question. The Interfaith Center is in a similar situation and they have a redirect page on the college website. Dolce suggested we could have a redirect link from the old to the new web page.

Palumbo will send out a message to the board when the new website is complete.

Secretary's Report: Kallio did not have a report for this meeting.

Treasurer's Report: Bailey reported that we were able to use the gift card from Southwest Airlines for the May service trip to Puerto Rico. She reported that we are making good interest from the Key Bank Certificate of Deposit. The Rochester Area Community Foundation fund is also showing growth. She noted that there are some expenses for the transition to the new website and domain that will be charged to general management expenses. Lee asked what the timeline is for the Linking Hands project to move the funds from Livingston Cares to their new

non-profit organization. Bailey responded that the transfer will occur after the Certificate of Deposit Interest is credited in early December and that Linking Hands for Learning is agreeable to that timeline. Their separation from Livingston CARES will reduce our workload with financial transactions. Bailey also noted that we have some holding accounts for college related groups and that we may turn these back to the College. The accounts include Geneseo Goes to Town, Food Security Advocates, and an athletic department fund. Geneseo Goes to Town is a program created by Livingston CARES so we have partial ownership of this program. We will review these accounts and report back to the board at the next meeting.

Executive Committee Report: Matthews reported that the Executive Committee met in late June and agreed to begin planning for operating as an off-campus independent organization. We approved expenses for a new website. The committee also discussed future service trips.

Service Trips: Palumbo noted that service trips were lost from the college culture due to the pandemic. We will not have a January trip this year based on our experience last year of not being able to fill a winter trip. We will focus on March and May with two trips for Spring break. Give Kids the World has two volunteer leaders that will allow us to double the number to 15 people. The other trip will be with the Fuller Center, but they are no longer working in Louisiana. They are looking at completing projects in the Louisville area or possibly in Mississippi. We should know the location in late October. We are hoping it will be in Kentucky so volunteers could drive rather than fly to the host site. Dan Martin led the trip to Puerto Rico in May and is willing to lead a May trip again in 2024. Martin discovered an agency that should be a good fit for our volunteers to work on roofing projects in San Juan.

Lee asked if we will use the September Volunteer Fair to recruit for trips. Matthews responded that we should recruit students for the 2024 service trips and ask for volunteers to help with the November Gumbo to Go Dinner. .

Social Media and Marketing Discussion: Matthews indicated that we will no longer have help from the Center for Community staff with social media and newsletters that we had in the past. Herman suggested that we simplify Events and Marketing to just Marketing. There was no objection to this change. The newly named committee would take over the social media and newsletter functions. Two ideas emerged in the discussion: members of the committee could divvy up the responsibilities or adopt an agency model that maintains oversight and then obtain a student intern who wants to develop skill and experience in this area.

Matthews asked if there is another board member or two who would serve. Celia Henry and Angela Ellis volunteered. Herman is also currently on the committee and Matthews asked him to chair the committee. There may be others in the community who are not board members who may want to help. The Marketing Committee should meet to flesh out a plan for the future. This should happen soon so that recruitment of volunteer help can commence. Betsy Colón is willing to also be part of this project.

A question was raised about Palumbo's future work with Livingston CARES. Palumbo reported that the College sees our work with service trips as valuable and that the trips are an applied

learning opportunity for students. The College wants the trips to continue and Paolumbo's role will be reduced to working on the service trips and with the student members of the board.

Matthews suggested that the Marketing group meet next week. Herman reported that a student intern might possibly be set up for the fall semester. Details need to be worked out with Palumbo. Perhaps a 2 credit internship could run the full year and that would be 5-6 hours per week. The Intern would need a faculty director and Livingston CARES would need to provide a field supervisor and that could be someone on the Marketing Committee. This would be a way to use the agency model approach.

Sponsorships: Lee indicated that this is an opportune time to pursue the idea of sponsorship because of the transition and this is a way to encourage ongoing support from people who have (see sponsorship report for details) supported us in the past. Discussion of the idea followed, focussing on how this would fit with other fundraising activities.

Election of Secretary: Donohue moved and Bailey seconded a motion to elect Kallio as Secretary. The motion passed with Kallio abstaining.

Executive Committee Action: Bailey moved and Harvey seconded a motion to affirm the action of the Executive Committee to pay for all the expenses for establishing a new website. Motion passed without dissent.

Donations to Maui Relief: Kallio moved and Bailey seconded a motion to make \$500.00 donations each to Mercy Chefs, Direct Relief, and the Maui Community Foundation. Motion passed without dissent. We will ask board members to donate because we do not have all the new website and other information available to us during the transition.

Livingston CARES Sponsorships: The board members received the report on sponsorships from Lee (attached to minutes). Matthews verbally shared an additional bullet on serving as an incubator. The board members concurred with the first three bullets but indicated that the fourth bullet needs more discussion. We also need to be mindful of the work that Palumbo is doing on the website so we don't delay the posting of the site by adding more pages.

Meeting adjourned at 1:34 pm.

Respectfully Submitted,

Ken Kallio, Secretary

Attachments: Revised Committee Assignments for 2023-2024, President's Report 08-15-23, Sponsorships Report

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, 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

Livingston Cares President's Report
08-15-23
Tom Matthews

Summer greetings to members of the Livingston CARES Board of Directors. The agenda for our August 15 meeting and the draft minutes for our May 1, 2023 meeting are attached. We set the meeting time at noon so people could join us during the lunch hour. We have a few business items that will also include updates on the separation of Livingston CARES from the College.

Executive Committee Report: The Executive Committee met on June 28th and authorized Nick Palumbo to establish a new website and to begin the process of transferring files. We also agreed to begin using our new google email address (livingstoncountycares@gmail.com) and to negotiate a physical location for a new mailing address required by the Internal Revenue Service. The Central Presbyterian Church agreed to permit Livingston CARES to use 31 Center Street as our mailing address. Since the new Center for Community Volunteer Services Director, Hope Martin, will not be permitted to serve on our board at least for the foreseeable future, the committee agreed to recommend Ken Kallio to serve as Livingston CARES Secretary. The committee also agreed to offer three/four service trips for 2024 and to offer one Gumbo to Go Dinner on November 9 and a second Chili Dinner on February 1.

Service Trips for 2024: Livingston CARES has three service trips in the planning stages: (1) Give Kids The World on Saturday, March 9 to Saturday, March 16 for 14 volunteers and alumni who have volunteered to serve as trip leaders; (2) Fuller Center Disaster Rebuilders either in Kentucky or Mississippi (not in Sulfur, Louisiana), on Saturday, March 9 to Saturday, March 16 for 7 volunteers; and (3) Techos Pa'Mi Gente in Puerto Rico on Saturday, May 18 to Saturday, May 25 for 7 volunteers, including Dan Martin. Dan made the initial contact during the May 23 trip to Puerto Rico and suggested that their focus on rebuilding roofs is more inline with our traditional service trips.

As we look forward to the future, it makes sense for Livingston CARES to consider supporting and/or offering service trip opportunities to non-students including alumni and community members. We could select sites and times that might be attractive to community volunteers. We could offer grants to individuals who might need some assistance with service trip expenses.

Marketing Livingston CARES: Please see the report from Andrew Herman on possible ways to redistribute tasks that were previously managed by DeRider and Freeman and our Livingston CARES student interns.

Donations for Maui Relief & Recovery Efforts: Ken Kallio and his review committee will be recommending that we approve a donation to the recovery efforts in Maui. Since our website is down, we are not able to solicit funds from our members. However, we would encourage board members to do a venmo donation and or a check to add to the donation from our disaster relief and recovery funds. Just let Karen and I know the amount so we can include it in the donation we will make in the next couple of days. Thank you!

Sponsorships: Please review the document in your packet on sponsorships. Thank you to Eddie Lee for drafting a plan that expands on our earlier discussions on sponsorships for dinners. This plan would encourage individuals and organizations to become sponsors of Livingston CARES projects and programs. Sponsors would have their names (as appropriate) posted on our website, newsletters and social media. The categories of giving were established several years ago before we started individual disaster recovery funds that listed donors to the specific funds. We think now might be an appropriate time to reach out to the public and also to alumni who participated in past trips to become Livingston County Cares sponsors.

Report from Home Away From Home Manager Christa Barrows

HAFH has 8 participants coming to the summer respite program. We have been meeting on Tuesdays through the summer. Our last summer session will be September 19 or 26. Students from the Neuro-Psych class will start the new year on either September 26 or October 3. The consistency has definitely helped the folks with dementia - by providing regular, weekly contact with me and the volunteers, helps lessen their confusion.

We have 4 adult volunteers and 3 students that helped out during the summer. We were able to pay the students a small stipend of \$50.00 per 4 hour respite session. This was very helpful in having enough staff & volunteers to continue offering regular programming through the summer.

I attended the [NYS Caregiving & Respite conference](#) on July 20 & 21 as a guest speaker on their panel. The conference was about "Building up Respite in Your Community". Over 100 people from around the state gathered to talk about providing family caregivers with respite, including the NYS Office for Aging director and Executive Director from the Association on Aging in NY.

Nicaragua: For several years, Livingston CARES partnered with Linking Hands for Learning in their annual school building projects in Nicaragua. We established a project account and accepted all of their donations and forwarded funds as needed to their Enlace Project in Nicaragua. We also provided annual thank you tax letters to their donors. Rob Lupisella, recently retired principal of the Avon Elementary School, is working on establishing a separate 501 (c) 3 non-profit organization for Linking Hands for Learning and we anticipate that process will be completed by the end of the calendar year. Our bank balance will decrease by approximately

\$18,000.00 but we did earn some interest on the project fund each year. We enjoyed working with the Lupisella family and helping with their amazing school projects.

2023-24 Livingston CARES Sponsorship Campaign
08-15-23
Eddie Lee

As SUNY Geneseo changes the types of support it provides Livingston CARES, our humanitarian organization remains steadfast in its commitment to help our neighbors in need both locally and far away.

Livingston CARES continues its mission to:

- o provide meaningful service experiences to college students and community members through disaster relief and recovery efforts and other projects
- o act as a repository of resources and information for relief efforts, and to collect and distribute funds to areas affected by natural disasters
- o support and engage in service projects and programs in collaboration with other Livingston County nonprofit and community organizations

Livingston CARES is a 100 percent volunteer organization. Staff receive no salaries or stipends. Funds are distributed with minimal overhead. Donations come from small contributors and fundraising events such as Gumbo to Go.

During the next year, Livingston CARES will ask our community and those who have lived the CARES experience over 16 years (our alumni locally and across the country) to support its ongoing and future work with sponsorships of different levels. During this campaign, we will also recognize the support of past benefactors who have been lifelong or regular annual contributors to CARES.

Our Sponsorship Levels will reflect new and past supporters as follows:

- | | |
|------------------------|---------------------|
| ◇ CARES Giver | \$1.00 - \$249.00 |
| ◇ CARES Donor | \$250.00 - \$499.00 |
| ◇ CARES Good Samaritan | \$500.00 - \$999.00 |
| ◇ CARES Humanitarian | \$1000.00 plus |