

**Livingston County CARES, Inc.**  
**Board of Directors Meeting**  
**September 3, 2008**

**Approved Minutes**

The Board of directors met in the MacVittie College Union ballroom on Wednesday, September 3, 2008. The following board members were present: Lyle Lehman, Dan Dimpfl, Joan Ellison, Amanda Flannery, Elise Arneson, Cynthia Oswald, Connie Hurlburt, Kathy Jones, Tom Matthews, Jerry Alonzo, Dick Hatheway, Kurt Christiansen, Kay Fly and guest Marissa Evarts.

Matthews called the meeting to order at 3:00 PM.

**Approval of the minutes:** Jones moved and Alonzo seconded a motion to approve the minutes of the July 23, 2008 board meeting. The minutes were approved.

**VISTA Report:** Arneson reported that the forms for the 2009 Livingston Cares trips are posted on the web site and available to potential volunteers. She handed out forms for board members to fill out with biographical information that will be posted on the Livingston CARES website.

Arneson indicated that the Avon festival she attended in August went well and that she will be attending a fair in Livonia on September 13<sup>th</sup> as well as another fair in Avon on September 20<sup>th</sup>. She announced that Students CARE will be doing another Jailbreak fundraiser in the spring. She also stated that the cookbook project would move forward with the support and help from volunteers such as Edith Matthews. Board members agreed to help Arneson with the project.

**President's Report:** Matthews indicated that Arneson's outreach to Avon and Livonia is part of our effort to move beyond the Geneseo community and make our presence known throughout Livingston County. Matthews also reported that he, Flannery, Evarts, Arneson and Fly will be presenting on Livingston Cares at the national meeting of the Association of Volunteer Resources management conference on October 2, 2008 in Binghamton. Matthews reported on the Livingston Cares work trips. There are 25 seats for the January trip and a down payment for the airfares has been paid. Matthews reported that the Volker grant will be used for the March Trip and that a bus has been reserved through Kemp's Bus Service. He also reported that Yankee Stadium will be closing in December and that accommodations will be at Camp Victor, a Lutheran site in Ocean Springs, Mississippi. The work will be in East Biloxi and the East Biloxi Recovery & Reconstruction managers will provide a supervisor for each work site. Matthews also reported that eight volunteers are signed up and ready to participate in the February trip. Tradewinds Travel in Rochester is now booking air travel that was previously arranged through Geneseo Travel. The fares will be \$383.00 for the February trip.

Matthews reported that Andrew Chanler had been working for six weeks trying to obtain Livingston CARES accidental and health insurance and no carriers were willing to write a separate policy for us. Chanler recommended we obtain coverage through HOPE Unites. Matthews will be negotiating with HOPE Unites later this week and will report to the board on the outcome of the discussions. Lehman asked about other church groups and Matthews replied that many of them go without insurance. Matthews also said that we have established a policy that all participants must have health insurance to travel on Livingston CARES trips. Hurlburt recommended that we have accident insurance to cover traveling on buses and planes to and from Mississippi. Dimpfl pointed out that if a student was injured the accident insurance would cover the flight home.

**Treasurer's Report:** Lehman reported on the July 2008 transactions.

Beginning balance 6/30/08	\$18, 897.96
One deposit	200.00
One withdrawal	1, 875.00
Interest earned	4.23
Ending balance 7/31/08	\$17, 227.19

Deposit	
Contribution	\$200.00

Withdrawal	
Travel deposit Jan.'09 trip	\$1,875.00

**IRS Reports:** Lehman reported that he had been looking into IRS Compliance and what we need to report and for what time periods. He believes that since incorporation we had less than \$35,000.00 and may not have to file a tax return. If, after further review we determine that we need to file a 990 form, we will provide a copy to each board member for review and likely post it on the Livingston CARES website. The IRS regulations are going to be more stringent in the future and that we will need to adopt policies on 1) Documentation of meetings 2) Conflict of interest policy 3) document retention policy 4) documents available to public and 5) whistle blower policy. Julie Matthews, a local CPA and daughter-in-law of President Matthews has volunteered to review the documents and assist us in determining the steps we need to take with filing and adopting required policies.

**Election of Board Members & Officers:** Matthews reported that board members whose terms were expiring were contacted to see if they wish to extend their terms. Hathaway, Lehman and Kennison each indicated they are willing to stand for election for a three year term on the Board of Directors. Doug Wilson declined to run again because he has retired and feels active members of the Coalition of Churches should be involved on the board of directors. Ellison moved and Dimpfl seconded a motion to approve Lehman, Kennison and Hatheway for three year terms. The motion passed and Lehman, Kennison

and Hatheway were elected. Jones moved and Hurlburt seconded a motion to elect Marissa Evarts for a two-year term on the board. The motion passed and Evarts was elected. Ellison moved and Dimpfl seconded a motion to elect the current officers for another term: Matthews as president, Fly as secretary and Lyle as treasurer. Motion passed and the officers were elected.

**Trip Leaders:** Matthews recommended the following trip leaders: Matthews for the January trip, Tom Wilson for the February trip, Arneson, Flannery, and Evarts for the March trip, and Connie Hurlburt for the May trip. Alonzo moved and Ellison seconded the approval of the trip leaders. The motion carried.

Matthews said that all non-students will be informed about the real cost of the trips and encouraged to contribute above and beyond the required amount based on their ability to pay. Financial assistance forms will be available in College Union 353.

Matthews reported that Nick Mazza intends to participate in the January trip and we will arrange to have Mazza present the Livingston County flag and to assist in the dedication of the flagpole that CARES provided to the youth recreation area in Harrison County..

**Regular Meetings:** Board members agreed that future board meetings will be held the second Wednesday of every month.

**Discussion of Mission:** Matthews stated that our mission was a humanitarian one and he asked board members to consider how we can make sure that our programs and work is not just about Mississippi. There will be other disasters and we need to be prepared to respond when students and other volunteers want to help create other recovery projects. He asked the board members to be prepared to discuss this issue at our next meeting,

The meeting was adjourned at 4:00pm.

Minutes submitted by Kay Fly, Secretary

**Next meeting:** October 8, 2008 at 3:00pm.