

Annual Corporate Meeting Livingston County CARES Inc.

Central Presbyterian Church, 31 Center St. Geneseo and via zoom

Approved Minutes for Monday, April 25, 2022, 4:00 - 4:30 pm

Attendance: Present and constituting a quorum: Bailey, Bolesky, Colon, Donohue, Dolce, Ellis, Freeman, Harvey, Kallio, Lee, Matthews, Palumbo, Rivera, Wilson. Absent: Natoli (Excused), Marafioti, McCue, Popnikolova

Guests: Incoming 2022-23 Board members: Andrew Hermann and students: Nina G. Chicatelli, Amaya DiGiovanni, Summer Dracup, Sierra D. Obad

Call to order of Corporate Meeting: Matthews called the meeting to order at 4:07 pm.

Introductions: Matthews shared a brief history with the incoming board members beginning with the first service trip to Biloxi in 2006. Folks went around the table and introduced themselves. Matthews shared that CARES is not just about service trips and that we participate in several local service initiatives such as Geneseo Goes to Town and the Home Away From Home Respite Program.

Review of 2021-22 Annual Report Draft: Freeman shared some context and information on the report and noted special thanks to Jordan Moore, intern in the Center for Community, who helped organize the Annual Report and has been responsible for creating the Livingston CARES Newsletters. Matthews shared information on the *Front Line Workers* and *Healthcare Workers* initiatives and indicated that the COVID-19 Fund has a small fund balance. He noted that we made donations to World Central Kitchen and AirBnB as part of our response to the war in Ukraine. He also reported that we sponsored Gumbo to Go twice this year. Matthews appealed to incoming student board members to help recruit students for the 2023 planned trips. Lee suggested that we provide updates and edits given the transitions taking place at the College. Donohue shared that in previous years Livingston CARES hosted a dinner for trip participants as a thank you and that we should return to that practice in the future.

Approval of Annual 2022 Report Draft: A motion to receive the draft report was made by Colón and seconded by Dolce. Motion carried unanimously.

Adjourn: A motion to adjourn the Corporate meeting was made by Donohue and seconded by Colón. Motion carried unanimously.

Livingston CARES Board of Directors Meeting

Approved Minutes for April 25, 2022

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Guests: Incoming 2022-23 Board members: Andrew Hermann and students: Nina G. Chicatelli, Amaya DiGiovanni, Summer Dracup, Sierra D. Obad

Call to Order: The meeting was called to order by President Tom Matthews at 4:30 PM

Approval of Minutes from March, 21, 2022 board meeting: Lee shared a comment from page four of March 21 minutes regarding the Rochester Area Community Foundation (RACF) reference noting that \$50,000 is required to start an endowment but we do not need to maintain the \$50,000 balance. Noted for the minutes of the April 25, 2022 meeting Secretary Freeman.

A motion to approve the March 21, 2022 minutes was made by Bailey and seconded by Harvey. Motion carried unanimously.

Officer Reports

President (Matthews): See attached [President's Report](#) Matthews shared that he has been happy to prepare these reports in advance of each board meeting. Matthews shared, "A Tribute Resolution Honoring Garth Freeman" to acknowledge Garth Freeman's departure from his role at the College and as secretary for Livingston CARES. The Resolution, read by VP Palumbo, is included at the end of these minutes. The Resolution was moved by acclamation and approved unanimously. Matthews shared that the folks from the ARC house (next to the church) sent a letter of thanks for Gumbo.

Vice President (Palumbo): Palumbo indicated there were no major updates but emphasized the need for a strategy to recruit and promote service trips and expressed a need to reinvigorate the process and instantiate the program at the College.

Secretary (Freeman): Nothing to report.

Treasurer (Bailey): Bailey reported on the full-year Financial Report. She reclassified fund balances from past trips to general operating expenses. Shared that the existing "Food Pantry" line consisted of donated funds from Tom and Betsy Matthews. Those funds have been reallocated to support grants to staff/faculty for participation in service trips. A total of \$3,000 is now available to support staff and faculty with service trip expenses. Dolce asked about expectations for staff/faculty to attend and how much a trip might cost with typical out of pocket expense? Bailey and Matthews responded that the cost ranges from \$300.00-\$1,000.00, depending on locations and months of the year. Donohue asked why there are no expenditures from the HAFH program. There have not been any to date but we anticipate some donations and expenses to be submitted at the

end of the semester. Lee asked if the southwest credit will expire? Bailey shared that it is on a gift card so it will not expire until used. Colón asked about the Nicaragua funds that are typically expended for materials to build schools in Nicaragua. The expenditures usually occur in the spring semester. Lee suggested that the descriptions of the funds and accounts be shared in the Annual Report and Palumbo responded that sharing some information might be dependent on the MOU.

Freeman shared that he spoke to the student leaders of the Food Security Advocates who agreed that it makes sense to merge the two existing accounts held by Livingston CARES relating to the Food Security efforts of the College: Food Security Advocates and the Pantry at Geneseo (Campus pantry). The FSA leadership has created a treasurer position and understands that they will be responsible for reporting these two separate initiatives moving forward. See below in Action Items.

Sponsored Program Updates

Home Away From Home Respite Program (Freeman): Palumbo shared that the student volunteers do amazing work and they are patient and kind with the participants and their families. Harvey shared that they are able to get the folks to do things the caregivers are not able to. Lee asked if a summer program will be run this summer? Freeman shared that it is dependent on staffing and the College.

Food Security Advocates and Campus Food Pantry (Freeman): A full report from the Food Security Advocates that includes the Pantry and the Community Garden Coalition is attached at the end of these minutes.

Committee Reports:

Executive Committee: No meetings to report

Events and Marketing: Initial report of Geneseo Goes to Town is included in the Annual Report draft.

Finance and Audit: Nothing to report

Fundraising: Nothing to report

Gumbo to Go and Annual Dinner: A comprehensive report on April Gumbo to Go included in the President's Report. The April 7 dinner income from 164 tickets and donations was \$1,963.08 and our expense was \$1,124.09 leaving a positive balance of \$838.99 for the scholarship (grants) fund for student service trip expenses. We were down on orders by more than 50 in the spring. Matthews suggested we should continue to offer Gumbo to Go two times a year, but that we have to rethink how we promote and sell tickets. Lee shared that we have the names of the orders and could outreach to those individuals. Matthews shared that we may need to revisit physical tickets. Bailey shared that it was the week prior to spring break. Kallio asked if it is still worth doing it twice a year? Dolce asked if there is another meal that we might offer. Lehman shared that it could be impacted by not doing trips. Palumbo shared that he will analyze the data but

noted that we lost some of our repeat customers in the spring and at the same time more students purchased Gumbo in the spring.

Scholarship: Nothing to report.

Trips Committee: Nothing to report.

Governance Committee Report: Freeman shared the 2022-23 board of directors ballot below as created and recommended to the board by the Governance committee:

RE-ELECTION OF AT-LARGE DIRECTORS (3-YEAR TERM - 6 seats)
Karen Bailey
Craig Bolesky
Betsy Colón
Holly Harvey
Thomas Matthews
Bryan Rivera
ELECTION OF AT-LARGE DIRECTOR (Completing 3rd year of Glenn Geiser-Getz)
Andrew Herman
ELECTION OF AT-LARGE DIRECTORS (STUDENT 1-YEAR TERM - 4 total seats)
Nina G. Chincatelli (new)
Amaya M. DiGiovanni (new)
Summer P. Dracup (new)
Sierra D. Obad (new)
RE-ELECTION OF OFFICERS (1-YEAR TERM - 4 positions)
Tom Matthews (President)
Nicholas Palumbo (Vice-President)
Secretary: Vacant
Karen Bailey (Treasurer)

Items for discussion:

Gumbo to Go for 22-23 (See above in committee reports)

Memorandum of Understanding (MOU) Discussion: Matthews shared the history of the need for an MOU. Palumbo and Kallio drafted the MOU and it was shared with SUNY legal in early 2022. Matthews indicated that the College has an increased risk management lens and is concerned about programs that could possibly draw lawsuits. The College is questioning the safety of programs like Respite as well as other CARES

activities. Matthews will be meeting with Dean Sancilio and Vice President for Student & Campus Life Taberski next week to discuss the MOU. Matthews shared the history of the establishment of HAFH Respite Program as a direct response to a community need. There is a question about who “runs” the program. Matthews shared Livingston CARES is a “holding account” for the program, but we do not run the program. The College has not elucidated the concerns of SUNY legal for CARES and HAFH. Colón asked who is questioning the legality of the program? Palumbo shared that it moved to the administration and finance division and was reviewed by the new SUNY contract lawyer, and was returned to the College. Lehman asked where the concerns are coming from. Matthews and Palumbo shared that the concerns are coming from the Vice President for Student and Campus Life and the administration and finance division of the College. Lehman shared that these concerns are inconsistent with SUNY goals and went on to share that SUNY had stated that individual colleges *should* be engaged in community work. Colón shared that most of the people at the leadership level of the College are new to the College. Matthews shared that HAFH Respite Program is tied to academic curriculum and the new applied learning requirement of GLOBE.

Action Items:

Election of Board Members and Officers:

A motion was made by Lee and seconded by Dolce to accept the recommendation of the Governance committee and to elect the full slate of directors by acclamation. The motion was approved unanimously.

A motion was made by Freeman and seconded by Lee to accept Donohue’s offer to fulfill the duties of the Secretary while the position is vacant and until such time as the volunteer and service position at the College is filled. The motion was approved unanimously.

A motion was made by Freeman and seconded by Lehman to merge the two existing *Food Security Advocates* and *Pantry at Geneseo* holding accounts into a single holding account called *Food Security Advocates*. The motion was approved unanimously.

Adjournment:

A motion to adjourn was made by Harvey and seconded by Freeman to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 5:54 PM.

Minutes reviewed by

Brenda Donohue, Interim Secretary

A TRIBUTE RESOLUTION HONORING

Garth A. Freeman, M.F.A.

Whereas throughout his tenure as Secretary of the Livingston County CARES, Inc., Board of Directors, Mr. Garth Freeman has worked tirelessly to promote the value of volunteerism, service learning, and humanitarian efforts:

Whereas Garth has been a strong advocate of student access to service learning opportunities as a pillar of a liberal art education;

Whereas Garth has served with distinction as Director of Volunteerism and Community Engagement at SUNY Geneseo for five years;

Whereas his sense of humor, kindness, energy and graciousness has enriched those fortunate enough to know and work with him;

Whereas Garth has served as a good friend and colleague to many CARES members; **now, therefore, be it**

Resolved, that Livingston County Cares, Inc, on behalf of its members:

1. recognizes Mr. Garth Freeman's achievements and his contributions to the volunteer, service learning, and humanitarian efforts of Livingston CARES and its members; and
2. expresses its appreciation and gratitude for those contributions and wishes him well in all the years to come, with many members looking forward to his continued interest in and support of service work in the greater Rochester area.

2021-2022 COMMITTEE ASSIGNMENTS:

Executive Committee

Matthews (Chair) Bailey, Freeman, Lee, Marafioti, Palumbo,

Governance

Freeman (Chair), Lee, Matthews, Natoli, Palumbo, Wilson

Events and Marketing

Freeman (Chair), Bolesky, Harvey, Popnikolova

Finance and Audit

Bailey (Chair), Colón, Ellis, Kallio, Lehman, Rivera

Fundraising

Lee (Chair), Colón, Matthews, Palumbo, Dolce

Gumbo to Go & Annual Dinner

Freeman (Chair), Bolesky, McCue, Donohue

Scholarship

Freeman, Matthews, Palumbo

Trips

Natoli (Chair) Harvey, Colón, LaRocca, Matthews, Palumbo

Ad Hoc Committee to Review Livingston CARES Donations

Kallio (Chair), Dolce, Ellis, Popnikolova

**Livingston CARES Board of Directors
President's Report**

Tom Matthews
4-25-22

Greetings from Livingston CARES.

Thank You Garth Freeman: As most of you know, Garth Freeman will be leaving Geneseo in May to return to work with AmeriCorps in Rochester. He will have a much shorter commute from Irondequoit to work and more quality time with his family. Garth joined our staff in 2017 and I had the pleasure of working with him for the last five years. Despite the pandemic, Garth expanded the civic engagement and volunteer service opportunities for students and has been an outstanding colleague, officer and leader in keeping Livingston CARES alive and well for these past several years. Thank you Garth for all your great work. We will miss you.

MOU Update: Lenny Sancilio, Tom Matthews and Mike Tarberski, Vice President for Student and Campus Life, are scheduled to meet on Wednesday, April 27 to review the MOU document and concerns raised by the SUNY legal staff.

Gumbo to Go: During the 2021-2022 academic year, after a hiatus of two years, Livingston CARES again offered two Gumbo to Go Dinners. Board members were excited to get back in the kitchen and work with our new chef, George Hochbrueckner, on both November 4, 2021 and again on April 7, 2022. Our November dinner income from 215 tickets and donations was \$2,573.00 and our expense was \$1,077.69 leaving a positive balance of \$1,495.31 for the scholarship (grants) fund for assisting students with travel expenses for service trips. Our April 7 dinner Gumbo, according to our gumbo consumers, was one of the most delicious, if not the best ever Gumbo. Thank you to George Hochbrueckner for the Gumbo and to Donna Kennison for making the pralines. Thank you also to the board members who helped with both dinners: Brenda Donohue, Craig Bolesky (donations), Garth Freeman, Holly Harvey, Ken Kallio, Eddie Lee, Tom Matthews, and Nick Palumbo, And thank you to dozens of student and community volunteers who helped prepare food and serve our consumers. The April 7 dinner income from 164 tickets and donations was \$1,963.08 and our expense was \$1,124.09 leaving a positive balance of \$838.99 for the scholarship (grants) fund for student service trip expenses. Although our ticket sales in April were down by 50 consumers, Livingston CARES is committed to continuing the fall and spring dinners in the future with more advertising and direct ticket sales to patrons and members of Livingston CARES.

Humanitarian Assistance: Since the founding of Livingston CARES in the fall of 2005, hurricanes and other natural disasters have occurred each year and we have responded with appeals to the campus and community for donations to help families and communities recover and rebuild. This past August, Hurricane Ida caused major damage to an area that had been hit by Hurricane Laura and Hurricane Rita in 2020. We solicited donations for assistance and

received \$1,307.42 from ten donors. The Board of Directors later voted to donate the funds to the Fuller Center for Disaster Rebuilders in Sulfur, Louisiana that hosted our May 2021 volunteer team that worked on the Laura and Rita recovery efforts. We also scheduled teams to return to the Fuller Center in 2022 until the pandemic led to the cancellation of all 2022 service trips.

In December of 2021, we made another appeal for donations to help the recovery efforts in Kentucky from the devastation from the tornadoes. We received \$1,405.00 from eight donors and the Board of Directors voted to donate \$1,000.00 to the Team Western Kentucky Tornado Relief Fund and the remaining \$405.00 to Hope Force International to assist with their recovery efforts in Kentucky. Board member, Tom Wilson, volunteered and worked with Hope Force International in the Kentucky recovery efforts.

Puerto Rico Funds: In 2017, Livingston CARES established a fund to assist in the recovery efforts from Hurricane Maria that devastated Puerto Rico. Numerous donations were received from the campus and the community and from the Marge Harding Memorial Fund at the Central Presbyterian Church. In 2018, the Board of Directors approved a donation of \$886.43 to purchase a refrigerator for the Rehace volunteer center that housed our service volunteers on multiple service trips to Puerto Rico. In 2022, the Board of Directors approved a second donation of the remaining funds of \$2,112.15 to purchase kitchen equipment and a freezer for the same Rehace volunteer center. Livingston CARES also sent 61 volunteers on five service trips to Puerto Rico in March and May 2018, and January, March and May of 2019. Our January 2020 trip was canceled due to the earthquake, and the remaining trips in 2020, 2021 and 2022 were canceled due to the continuing pandemic. Livingston CARES has reserved space with Rehace for three service trips in January, March and May of 2023.

Ukraine Humanitarian Assistance: Livingston CARES members expressed interest in helping Ukraine families affected by the current Russian invasion of Ukraine. Instead of creating a fund and soliciting donations, we elected to compile a list of credible non-profit organizations that are accepting donations. We posted the links to eight organizations on our website and sent out a Newsletter to encourage members to donate directly to the organizations. The Board of Directors also voted to donate \$500.00 to the AirBnB Ukrainian Fund and \$500.00 to the World Central Kitchen for feeding Ukraine refugees.

Food Security Advocates Year-End Report

2021-22 Academic Year

Food Security Advocates

Food Security Advocates has shown consistent growth in its membership by 40% over the past 2021-2022 academic year. We have added a treasurer position to our eBoard and have expanded to serve as the umbrella organization for The Pantry at Geneseo and the Community Garden Coalition (listed below). In the Fall 2021 semester, we organized 11 events and engaged 40 volunteers. This Spring 2022 semester, we have hosted 3 events to date and engaged 17 volunteers with a large event quickly approaching at the end of April. We have prioritized our Backpack Lunches for Kids Program this year and have packed 414 bags total to distribute to 3 local primary and secondary schools. As a result, we have implemented a running inventory system to more efficiently allocate our donations.

In the Fall 2021 semester, we raised about \$600 in cash and Venmo donations through our fundraising activities and collaboration with Sisters Making A Change (SMAC) in addition to a \$300 grant from Genny Thrift over the 2022 Winter Intersession. The Spring 2022 semester had expenses for a logo sticker purchase of \$126 and the purchase of a \$100 gift card as the prize reward for the very successful Battle of the Greeks food drive competition, which brought in about 1,200 donations for our growing Backpack Lunches for Kids Program.

The Pantry at Geneseo

Students who chose to use The Pantry at Geneseo fill out an online form to receive a prepackaged bag of food once per month. The bags include nonperishables and students are able to indicate if they would like eggs, dairy, and / or meat. The student interns then email the students with a time, date, and unique identifier code that they use to pick up their bag of food from MacVittie College Union Room 114 at posted times throughout the week.

Throughout the 2021-2022 academic year, we had a total of 51 requests submitted through the online request form. Of those requests, 8 individuals (15.69%) utilized the service more than one time.

In the fall '21 semester, 23 requests were filled, with two individuals using the pantry more than one time. One student used the service three times and one used it twice.

In the spring '22 semester 28 students utilized the service, a 21% increase over the previous semester. Out of the 28 requests, five students utilized the service more than once. Three students used the pantry three times and two used the service twice.

In order to ensure privacy and a sense of comfort, we ask patrons of the pantry if they are concerned with anonymity. This year 22 percent indicated that they were concerned with maintaining anonymity. Last Fall 2021 semester, there were 30 GOLD Leader mentors and 30 Student Athlete mentors who helped

facilitate pickups. This Spring 2022 semester, we have 33 GOLD Leader mentors and 39 Student Athlete mentors.

To finance this service, we partner with the Geneseo/Groveland Emergency Food Pantry on Center Street in Geneseo who provides us perishable and nonperishable products in addition to some produce from local farms and the campus's E-Garden. Additionally, we received a \$100 private donation in the Fall, a \$300 grant from Genny Thrift, and approximately 50 physical donations this Spring semester. Our primary expenditures are two refrigerator-freezer units that were covered by an earlier grant from SUNY, and our reusable bags which amounts to \$1,094 in total.

Community Garden Coalition

The Community Garden Coalition has two active interns: Maya Pellitteri, Junior Psychology major, and Holly Moore, Senior Communication major. We work alongside the Food Security Advocates and support their projects as well as other relevant projects and groups on campus.

On March 31st, the Community Garden Coalition hosted one event in collaboration with the Japanese Culture Club (Ramen Night). Over 100 students attended the event with 9 student volunteers from Food Security Advocates, AOP, Sustainability Office and the Japanese Culture Club. We received \$15 and a large amount of canned food donations from attendees. The funding came from the Geneseo Foundation through the Office of Student Volunteerism and Community Engagement. At this event we created a poster on Japanese nutrition and dietary education. We also offered compost buckets at the event and collected 8.7 kilograms of food waste.

The Community Garden Coalition increased outreach with several local farms. In the Fall semester, we received fresh donations from Merrimac Farms to go towards The Pantry on campus. Three farms (Fallbrook Farms, Blackheart Farms, True North Farms) have been in attendance of our general meetings, on Zoom, during both semesters. In the Spring, we reached out to Shannon Beatrice Chanler at Fallbrook Farms to indicate our interest in helping out with mushroom logging and trail building. We connected a bit too late in the semester to find it feasible to recruit volunteers and plan a visit, but there were many other groups on campus who took trips out to Fallbrook Farms. We also reached out to Katie Porter Metzler from Porter Farms who said they could use volunteers when it got warmer out for planting and transplanting. These connections have been established for future semesters and hopefully trips can be planned at the beginning of the semester. .

Along with the connections we grew our Instagram following and publicity via *The Lamron*. On Instagram we now have 8 posts, 132 followers, and are following 167. We post events, food security and nutrition information, and promote other important clubs and events going on around campus. *The Lamron* wrote an article about the Community Garden Coalition and JCC collaboration for Ramen Night.

We tabled at the Volunteer Fair and received a decent amount of interest. From this we collected a list of interested individuals to start a mailing list. We got 26 people who signed the interest form. We plan on tabling on Earth Day in the Union with information about food resources on campus and facts about what we do, how to get involved, with some t-shirt giveaways. We have helped out planning the Hunger Banquet this upcoming Sunday, April 25th with FSA. We helped plan, research, and promote the event.