

Livingston County CARES Inc. Board of Directors Meeting

MacVittie College Union – Room 351

Wednesday February 6, 2019

Approved Minutes

Call to order of Board Meeting: 4:02 PM

Attendance:

Present: Karen Bailey, Enid Brady, Betsy Colon, Brenda Donohue, Garth Freeman, Laura Huff, Ken Kallio, Eddie Lee, Lyle Lehman (via conference call), Dilynn Livesey, Austin Mann, Thomas Matthews, Phil Natoli (via conference call) Nick Palumbo

Absent: Craig Bolesky, Holly Harvey, Wes Kennison, Jennifer Rogalsky, Mike Sauter

Approval of Minutes from 9/6/18 meeting (not approved at 10/23/18 meeting due to there being no quorum)

Approval of Minutes from 10/23/18 meeting

Motion to Approve all past meeting minutes: Motion made by Bailey, seconded by Freeman, approved - carried no dissent

Officer Reports

President (Matthews):

- A cost analysis for Jan. trips was provided, reviewed, and discussed.
 - Included discussion of disrupted travel due to inclement weather.
 - Florida: a few students took the option to stay behind in FL and fly to NY later
 - Houston: Volunteers were unable to travel for two nights - one in Houston (stayed at airport), one in Baltimore (got hotel rooms). They flew to NY on Tuesday January 22
 - Puerto Rico: In order to get back to the Continental US they decided to take the option to fly to Chicago and drive back to Geneseo, NY. Included renting vehicles.
 - Lee: Discussed having a reserve fund specifically set up to meet this type of need
- Marjorie Harding fund - Matthews will submit the grant Friday February 8 for \$1000. This is a matching grant so if received Livingston CARES will raise \$1000 in matching funds.

Secretary (Freeman):

- Open student board member seat - vacated by Marie Henning.
 - Palumbo has a student who is very interested in taking the position and will speak to them directly.
 - Freeman / Livesey will create an application for student board seats.
 - Student board member Brady will only be here through next Fall - will have another ½ year student board position to fill in Dec. 2019.
- Annual Report and Newsletter - Freeman will start working on with Livesey

Treasurer:

- December Financial Report - Accept report with exception that the Sandy

Relief Fund needs to be corrected.

Motion to receive the report: Motion made by Kallio, second: Palumbo, carried, no dissent

- Bailey - noted interest received in CD value

Committee Reports

Executive Committee: See minutes from Meetings on 10/29/19, 11/19/18, & 1/8/19 all shared in board packet

Governance: nothing to report

Finance: nothing to report

Audit: nothing to report

Events:

Gumbo to Go dates: Thursday Nov. 8, 2018 & **Thursday April 11, 2019**

Volunteers: Freeman and Donohue will work on

Annual Meeting / Dinner: April 15, 2019

Scholarship:

Discuss need and response from students:

- We received \$5000 from SA to support students in financial need.
- We have currently allocated \$2,875 in financial grants to 16 students and remainder will be used to cover the cost of reducing fees for March and May trips.

Membership / Marketing: nothing to report

Trips: (Matthews / Freeman / Palumbo / Colon)

Review Trip Reports from January Trips - 1/12-1/19:

Patillias, PR - Colon:

12 students, 1 SUNY Geneseo staff, 1 community member.

Very well organized (compared to last trip in March 18).

Had equipment, foremen, food, students really became a tight group.

Exceptional students - worked hard, embraced the culture, had a schedule everyday.

Shared time and work with another work group.

Types of activities: Ran electric saws, tore out and rebuilt walls. Removed windows, doors, old construction materials

Drove over an hour each day to the worksite.

Suggestion: Continue with the 7 passenger vans but recruit only 12 volunteers to accommodate people and their belongings in the rental van.

Matthews asked coordinator of projects in PR to clarify what the \$55 a day is for:

Supplies come from UMCOR through FEMA. Set up 5 camps - the \$55 funds the camps to pay for the support staff, meals, etc.

Discussion: Attending church

The experience of going to church is a part of the host site culture. We should be clear in communicating this part of the experience to volunteers beforehand. It is our responsibility to inform volunteers before they pay their full amount that going to service is an expectation of them during the visit. This will give them the opportunity to withdraw if they are not OK with this aspect of the trip.

Houston - Palumbo: 12 students + Nick

11 students, UMCOR Texas was extraordinarily organized except the group had

no contractors on site. With Sonny and Nick they had the necessary skills but not an ideal arrangement.

Worked on 8 houses - 3 families were able to return to their homes the UMCOR Texas likes the work we do and wants to continue to host our group.

Types of service activities: Hanging doors, drywall, mudding, yardwork, putting furniture together

Drove an hour and a half from Airport to Port Arthur Texas

Discussion: Had an issue with the students and the host site with discrimination.

As a result we are suspending our trips to Texas for the time being until we can address the issue.

UMCOR is inclusive, but defers to the policies that houses the group. This group was housed at a different church's facilities and the group was housed at a church that is not inclusive.

Based on this experience Matthews initiated a discussion with Florida Conference to begin this conversation with their leadership

Here at Geneseo we have met with students, The Dean of Students, CDO to strategize our approach moving forward.

Nick proposed creating some policies / procedures / an MOU to ensure our students are protected and safe.

Florida - Matthews:

14 volunteers

Types of service activities: gutting and reconstructing a Florida room in one home and multiple reconstruction projects in a second home

Discussion: The construction manager on site was delivering sermons every morning. Matthews addressed the issue with the state coordinator.

UMCOR typically allows groups to attend to their own devotion and reflections.

Upcoming Trips:

March Trips 3/16 - 3/23:

Big Pine Key - 14 people - filled

Biloxi, MS - 6 people - closed

Brooklyn - 5 people - 2 available spots

Florida Panhandle - 6 people - closed

Puerto Rico - 14 people - filled

May Trips 5/18 - 5/25:

Big Pine Key - 5 paid - Need a Trip Leader

Puerto Rico - 14 People - Dan Martin and Doug Hollinger

Items for discussion:

- Contingency planning for travel issues: weather, interrupted service, etc.
 - Create policies and procedures that we can utilize to mitigate challenges on the ground
 - Creating spending policies and guidelines for trips. This discussion emerged from needing to rent hotel rooms, rental cars, and food for extra days due to inclement weather.

- Creating an MOU that partner organizations must sign and adhere to that ensures our needs, policies, and procedures are being met (see Houston Trip report above)
- Geneseo Goes To Town - Day of service on Sat. April 6th
 - Donohue - Discussed connecting it to Livingston County Clean Up Day - Ian Coyle, County Administrator - April 27-28
 - How do we ensure students show up and follow through? We have to support students start to finish.
 - We will have a few alumni help coordinate projects in Livingston County
- Tabled: How do we work with students in the discipline / conduct system at Geneseo that register for trips?
- Tabled: Training / policies and procedures for Trip Leaders. We need to create a separate training for trip leaders to understand their role and responsibility
- Discussed fees for trips to utilize generous SA funds. Many students have applied for financial grants, but some did not follow through on signing up for the trip. Freeman is working with Center for Community student workers to finalize this list.

Action Items:

- Affirm Executive committee meeting action items from 10/29/18 (in board packet)
 - Motion made by Kallio, seconded by Bailey, carried - no dissent
- Motion to give Matthews Authority to submit a grant to the Marjorie Harding Memorial Fund
 - Motion to authorize Matthews to pursue the grant funds - with specific item(s) identified. Possibly an air conditioner. Motion made by Donohue, seconded by Freeman, carried - no dissent
- Motion to approve the Dec. 31st Financial Report - Approved: See above in Treasurer's report

New Business:

Adjournment: 5:05 PM

Please save the following dates for Livingston CARES Activities

BOARD MEETINGS:

SPRING

2/6/19 - Current meeting

3/11/19

ANNUAL / CORPORATE MEETING

April 15 – 4:00 PM Meeting

Dinner at 5:30 PM Interfaith Center

GUMBO TO GO

April 11, 2019

2018-19 COMMITTEE ASSIGNMENTS:

Committee	Chair	Members
Executive Committee	Matthews	Bailey, Freeman, Lee, Livesey, Palumbo
Governance	Freeman	Palumbo, Huff, Lee, Natoli, Rogalsky
Finance	Bailey	Kennison, Mann
Audit	Lehman	Kallio
Events (Gumbo to Go / Annual Dinner)	Donohue	Harvey, Kennison, Brady
Scholarship		Freeman, Matthews, Palumbo
Membership / Marketing	Lee	Bailey, Harvey, Kallio
Trips	Huff	Harvey, Lee