

# **Livingston County CARES Inc.**

## **Board of Directors Meeting**

**June 17, 2009**

### **Approved Minutes**

The Board of Directors met at the MacVittie College Union Boardroom on Wednesday, June 17, 2009. The following board members were present: Tom Matthews, Elise Arneson, Lyle Lehman, Karen Bailey, Connie Hurlburt, Dan Dimpfl, and Lori McEvoy. Guests: Dr. David Parfitt, Director of Teaching and Learning Center, Julie Matthews, and Katie Rogers.

Matthews called the meeting to order at 3:00 P.M.

**Approval of the minutes:** Lehman made a motion to approve and Hurlburt seconded a motion to approve the minutes of the May 6, 2009 board meeting. The minutes were approved.

Matthews asked board members to review the language in the last paragraph of "Guidelines for Project Holding Accounts." Matthews clarified the action that the board would take in the event that a group left their special project funds in our account. First, a "good faith effort" will be made to contact student leaders and if Livingston CARES cannot find a similar charity to donate the project funds to, the board will then vote on maintaining the funds in our account and using them for CARES projects.

**President's Report:** Matthews reported he had received a notice from the IRS in regard to our tax exempt status. Previously, Livingston CARES would need to re-file for their tax exempt status in December 2010, but the IRS has given us permanent status as a charity.

**Secretary's Report:** Because the secretary was out, there was no report this month.

**Financial Report:** Lehman submitted financial reports for April 2009 and May 2009. Lehman explained that his job is to reconcile Livingston CARES records with the official bank statement. The ending balance for May 2009 was \$19,378.49.

Matthews suggested that future financial reports separate Livingston CARES funds from project holding account funds.

Bailey made a motion to receive the April 2009 and May 2009 financial report and Dimpfl seconded the motion. The motion carried.

**May Trip:** Matthews reported that 28 participants went on the May trip including 23 students, two community residents, two faculty members, and two administrators. Matthews stated that the trip was very successful. He reiterated previous concerns about

staff issues at the EBCRRA. While the team was in Mississippi, Bill Stalworth, Executive Director of the EBCRRA, who is also a member of Biloxi City Council, was re-elected. If he had not been re-elected, it may have jeopardized the future of our working relationship with EBCRRA. Matthews stated that he was pleased with the staff's commitment and the changes that have been made. Matthews was interviewed by Howard Appell and a story appeared on the May trip in the *Livingston County News*.

**Update on the Website:** Arneson stated that she, Matthews, and Kristen Feust, the Graphics Coordinator, were in the process of redesigning the website. Matthews and Arneson have looked at the current content on the website and have categorized and organized the content for the new design, in hopes that it is easier to locate important information and navigate. Arneson will write the content for the website and plans to have it completed by the end of July. Arneson stated that the goal of the website is to have the website as a useful promotional and informational tool for potential donors and participants. Matthews stated that another additional challenge was how to reduce the amount of pictures on the website to a more manageable amount.

**Volunteers for Booth at Geneseo Summer Festival:** Matthews stated that Arneson and some students would be staffing a booth at the Geneseo Summer Festival and asked for board member support. The dates and times are: Friday, July 10, 2009 and Saturday, July 11, 2009. Arneson asked for help between 11:00 A.M. – 3:00 P.M. for any amount of time. Dimpfl, McEvoy, and Lehman volunteered to help.

**Review of 2009 Work Trip Revenues and Expenditures:** Arneson prepared a report of 2009 work trip revenues and expenditures. She explained that the objective of this report is to show how much each trip costs, our profit/loss margin, and the "true cost" for each participant. For example, the January 2009 trip expended \$16,369.25 and we recorded income of \$10,300.00. This leaves a loss of -\$6,069.25, which Livingston CARES has to absorb. The "true cost," which is the total expenditures / the number of participants is \$654.77. This reflects the cost each participant should be charged in order for Livingston CARES to break even. Arneson explained that the Senator Volker grant helped to make up the loss margin in each trip, and emphasized the need for fundraising efforts.

Dimpfl asked for clarification on the "bottom line" for the January and May trip. Matthews explained that airfare is more expensive in January, because of the New Year's holiday.

**Upcoming 2010 Work Trips and Budget Discussion:** Matthews stated that 2010 work trip dates have been secured. We are in the process of getting quotes on airfares, ranging from \$450 to \$650 per ticket. Matthews mentioned that it is too expensive to fly in and out of Gulfport, Mississippi so we are looking into flights to and from New Orleans. Delta no longer accepts deposits for airfare. Matthews is exploring other options such as flying out of Buffalo, New York and is checking fares from Jet Blue or Air Tran.

Arneson prepared two financial budgets. One budget maintains the current trip costs at \$400 for students and \$500 for non-students; the second budget increases the cost to \$425 and \$525. McEvoy asked if the cost has been raised. The initial trip cost right after Hurricane Katrina was higher than the trips that followed. McEvoy also asked if

community members thought that \$525 would be too much. Dimpfl explained that it is much harder for a younger person to afford the trip than for someone older. Arneson explained the 2 potential budgets to board members. Lehman said that there was nothing in the budget that could be eliminated. Matthews explained that the cost would remain the same for 2010 for the Camp Victor housing accommodations and the HOPE Unites insurance.

### **Review of IRS 990EZ**

Julie Matthews has previously prepared accounting records for Livingston CARES. She explained the 990EZ form. Because an extension was filed, we have until August 15 to submit the form. J. Matthews explained that she separated our income into two categories; one category is for financial support and donor contributions and the second category is income produced by trips. Our total revenue for 2008 was \$64,426. J. Matthews explained that we have two program service accomplishments. One program accomplishment is Disaster and Recovery Assistance to Communities, which includes helping organizations in Mississippi to recover from Hurricane Katrina. The second program accomplishment is our volunteer work trips. J. Matthews explained that these two accomplishments are posted on the IRS website for potential donors.

Matthews thanked J. Matthews for all of her work. He stated that we also had an additional filing to submit with the New York State Charities Bureau, which contains the same information as the federal form, but in a different format.

Hurlburt made a motion to accept the tax form, and McEvoy seconded the motion. The motion passed.

### **Discussion of New January Alternative Break Service Project:**

Dr. David Parfitt, Director of the Teaching and Learning Center at SUNY Geneseo, explained that his job is to provide professional development to faculty members. He has a strong interest in service-learning projects and has done previous civic engagement projects with Matthews.

Parfitt proposed to lead a service-trip to Central Florida to Give Kids the World Village, which serves families with children that have life-threatening illnesses. In coordination with major wish-granting organizations, such as Make A Wish, the Village provides families with sick children an opportunity for a vacation. Meals, housing, and admission tickets to area theme parks are covered for each family. The Village is supported entirely by volunteers.

Parfitt will lead a group of students for one week and provided examples of various volunteering activities that could be done at the Village, such as crafts, child care, serving meals, and equine therapy. Parfitt prepared an informational packet that contains facts about the village, a proposed budget, Dream Villas accommodations, and a map of the area. The Dream Villas housing complex has 3-4 bedroom rental townhomes that hold up to 10 people for roughly \$109-\$150 night. Dreams Villas is located approximately 3 miles from Give Kids the World Village. A shuttle van goes between the Village and the

housing accommodations. Volunteers also receive a meal during their shift. Parfitt is interested in having a total of 10 people on the trip. The Village requires that there be 1 adult chaperone (over the age of 21) for every 4 students. This would mean 8 students and 2 chaperones. The trip will be scheduled from January 10 – January 17 2010.

Dimpfl asked if there was an orientation for volunteers. Parfitt stated that there was an orientation specifically for alternative break students. McEvoy asked if Parfitt would have an application process or screen students. Parfitt described previous service-learning trips he has lead in which a student would write an essay about why they would like to go on the trip.

Parfitt asked for Livingston CARES' help with logistics and with general expertise and knowledge in leading service trips. Parfitt made a request to have a project holding account with Livingston CARES, but not for financial support from Livingston CARES. McEvoy asked if there were any other service trips available to students at Geneseo. Matthews stated that there were no other alternative break service trips available, but that the college is interested in increasing their civic engagement and service projects. Lehman stated that different trips appeal to different types of students; Bailey mentioned that education majors would most likely be interested in this type of trip.

Dimpfl made a motion that Livingston CARES endorses the Give Kids the World Village program and establish a holding account for the Alternative Break trip in January to Give Kids the World Village. McEvoy seconded the motion and it was passed.

#### **Action Items:**

#### **Election of Katie Rogers:**

Katie Rogers grew up in Livonia and recently graduated from Champlain College in Vermont with a degree in Business Administration. She went to New Orleans with Habitat for Humanity 18 months after Hurricane Katrina and stayed in Musician's Village. She will serve as the AmeriCorps VISTA for 2009-2010 year in the Center for Community. Lehman moved to elect Rogers to a one-year term on the board, and Dimpfl seconded the motion. The motion was passed.

#### **Approval of Work Trip Budget for 2010**

Dimpfl approximated that Livingston CARES had \$17,378 in the bank. Referencing the 2010 budget that utilized the \$425 and \$525 prices for the trips, the total absorbed cost is \$15,030.10. Dimpfl hypothesized that even if we received no additional financial contributions, we would be covered.

Lehman suggested that the budget be approved, with the contingency that the budget was subject to the final cost of airfare. Matthews explained that with budget approval we are able to secure dates and make deposits on airfare. Dimpfl made a motion to approve the budget, subject to the final cost of airfare, and Lehman seconded the motion. The motion passed.

### **Approval of Purchase of Hard Drive for Computer Storage**

Matthews suggested the purchase of a hard drive for permanent storage and back-up of important records and pictures. Matthews said the cost of a hard drive was approximately \$100. Bailey made the motion to approve the purchase of a hard drive and McEvoy seconded the motion. The motion was passed.

Dimpfl moved and Lehman seconded that the meeting be adjourned. It was approved. The meeting was adjourned at 4:30 P.M.

Minutes submitted by Elise Arneson, AmeriCorps VISTA

**Next meeting:** August 19, 2009 at 3:00-4:00PM in the McVittie Union Board Room.