

# Livingston County CARES, Inc., Annual Meeting and Board of Directors Meeting

Monday, May 6, 2024, 4:00 PM  
Central Presbyterian Church, Geneseo, NY

## Approved Minutes

The May 6, 2024 Annual Meeting of the Corporation was called to order by President Matthews at 4:00 PM.

**Attendance:** Bailey, Burns, Chicatelli, Coronna, Dolce, Donohue, Drapola, Harvey, Henry, Herman, Kallio, Lee, Lehman, Marra, Matthews, Obad, Olbert, Palumbo, Wilson

**Guest(s):** Debbie Emerson, Joe Cope, Laura Garson

**Excused:** Ellis, Colon

**Approval of Livingston County Cares, Inc. Annual Meeting:** Matthews

The Annual Report was presented by Tom Matthews for approval by the Board of Directors. A motion was made to accept the report by Bailey and seconded by Wilson. The Annual Meeting adjourned at 4:10 pm.

**The May 6, 2024 Board of Directors Meeting was called to order at 4:11 pm.**

See Corporation Meeting attendance for Board Meeting attendance.

Approval of Minutes of March 25, 2024, 4:00PM Board of Directors Meeting: Wilson made and Lehman seconded the motion to approve the minutes. Minutes were approved without dissent.

## Officer Reports

**President Matthews:** -

President Matthews reported that a special meeting of the Board will be held on May 20<sup>th</sup> to approve the changes in the by-laws. Matthews requested that Lee give a synopsis of the changes: to increase the Board of Directors size from 21 to 23 members; to clarify that Board terms begin on June 1<sup>st</sup> and end on May 31<sup>st</sup>; and to eliminate the requirement that the President and Secretary of the Board must be SUNY Geneseo staff members. The President's formal Report is appended to the end of these minutes as *Appendix I*.

**Vice President Palumbo:**

Palumbo reported that 'Give Kids the World' may be adding a service trip in January 2025. Progress is being made in moving our new platform to a site independent from SUNY Geneseo. He is also adding time and attention to archiving our photo collection.

**Secretary Donohue (pro tem):** no report.

**Treasurer Bailey:** Bailey reported that she had changed the budget format to make it more readable. Budget figures are estimates only; figures were used from previous years for estimates. Bailey provided a description of each project/function follows:  
Financial Assistance: The fund balance in this account is from SUNY Geneseo Student Association allocations to Livingston CARES for financial grants to assist students with service trip expenses.

HEROES Project: This project was a VISTA initiative involving SUNY Geneseo students working in area schools with tutoring and other educational programs. The students working with the Volunteer Center raised funds and asked Livingston CARES to establish a fund account for their programs. Interest in the program declined, but the account remains open for future possible use by the Center for Community and student initiatives.

HAFH Respite Program: Home Away from Home is a respite program that was created as a VISTA Project to fulfill a community need for senior citizens with dementia, cognitive issues and memory loss. This program is now managed by Christa Barrows from UR Noyes Hospital caregiver services. Livingston CARES accepts donations on their behalf, and funds are used for supplies and expenses for the program (excluding salaries and benefits).

Millie Pitcher Memorial Fund: Relatives of one of the beloved participants in the Home Away From Home (HAFH) Respite Program, Millie Pitcher, asked Livingston CARES to accept gifts in her honor when Millie passed away in 2020. These funds are available to support the respite program.

General Disaster Relief Fund: This fund has existed since the founding of Livingston CARES in 2005. Funds have been donated to a variety of projects that are identified and described in the Livingston CARES Annual Report to the Community. The fund was recently combined with our Hurricane Relief Fund, which included funds used to support recovery projects in multiple locations.

Father Gordinier Fund: This fund was created at the request of members of the community and a donor who contributed monies to honor an individual each year for their volunteer work in the Geneseo community. The community ad hoc committee selects a recipient and we write a check for \$500.00 to the person being honored. Livingston CARES retains any earned interest on the fund.

Community Resource Network (CRN): CRN is an informal organization of community service organizations throughout Livingston county ranging from Goodwill to the Office for the Aging and the college volunteer and service programs. CRN requested that Livingston CARES establish a holding account to eliminate the cost of monthly bank charges. The College hosts the website for CRN.

COVID 19 Fund: As a response to the pandemic, funds raised were used to show appreciation and thanks for frontline and essential workers. A second fundraising appeal was used to purchase and distribute gourmet cookies to Healthcare Workers throughout Livingston County. During the current fiscal year, the board will decide what to do with the remaining balance in the fund.

Reducing Transportation Barriers: In collaboration with Livingston County, and supported by grants from the Rochester Area Community Foundation (RACF) and the Marjorie Harding Memorial Fund, this fund is aimed at reducing transportation barriers for vulnerable populations within the county. The initiative seeks to enhance residents' access to essential services by covering transportation expenses not funded through other channels.

Disaster Relief Donation Fund: This account was established in order to have general unrestricted funds available for donations to assist in areas where hurricanes and other disasters have occurred during our

current fiscal year, based on recommendations and research from a Livingston CARES *ad hoc* subcommittee.

**Executive Committee:** no report

**Report on Service Trips:**

Matthews reported that next year will mark our 100<sup>th</sup> service trip! He has reached out to Back Bay Mission in Biloxi to initiate the 100<sup>th</sup> trip to Biloxi in honor of the previous 40 service trips to this location. Martin will be taking his third group to Puerto Rico in 2024. Wilson reported that the trip to Kentucky was \$23 over budget.

**Events Committee:**

Donohue reported that we made about \$2200 on the April 18<sup>th</sup> Gumbo-to-Go event. This was our 25<sup>th</sup> Gumbo-to-Go!

**Report on Ad Hoc Committee on Refocusing LCC: Burns**

Burns stated that next year could be a monumental year for the evolution of Livingston County Cares. The 100<sup>th</sup> service trip is a great opportunity for us to celebrate this milestone and to engage in more Livingston County activities and collaborations, such as our Transportation Needs Grant.

**By-Laws Amendments: Lee**

An explanation of amendments to the by-laws was presented by Lee as part of the President's Report, at Matthews' request.

**Governance Committee: Palumbo**

Palumbo explained that effective June 1<sup>st</sup> there will be three full three-year term directors: Palumbo, Burns, and Martin. There will be two new at-large positions open: Joe Cope and Deborah Emerson. There will be two new seats on the board beginning June 1<sup>st</sup>, in accordance with the by-law amendments. These seats will be filled by Heather Ferrero and Sonja Olbert at the Special Meeting on May 20<sup>th</sup>. Four student positions will be filled by Ledis Coronna, Laurie Garson, Olivia Louise Marra, and Alexis Patrick. Burns made the motion and Lehman seconded. The motion was unanimously approved.

**Election of Officers of The Board of Directors:**

The slate of officers is as follows: President - Matthews, Vice-President - Palumbo, Secretary - Ken Kallio, and Interim Treasurer - Deborah Emerson. The motion was made by Lehman and seconded by Chicatelli. The motion was unanimously approved. See *Appendix II* for the director election results and details.

**Approval of Humanitarian Award: Matthews**

Henry, Obad, Chicatelli, Drapola, Dolce, and Lehman were nominated for the Humanitarian Awards. The motion was made by Donohue and seconded by Bailey. The motion was unanimously approved.

**Approval of Emeritus status to Lyle Lehman for exceptional service as a charter member of Livingston County Cares: Matthews**

The motion was made by Burns and seconded by Bailey. The motion was unanimously approved.

**Adjournment:**

Wilson moved for adjournment, seconded by Lehman. The meeting was adjourned at 4:57 pm

**Upcoming Meetings and Events**

There will be a Special Meeting on May 20, 2024 at 4 pm to amend the by-laws and confirm the election of two additional board members.

Gumbo to Go: Save the date for fall Gumbo to Go on Thursday, November 7, 2024

Dates and times for 2024-2025 Board Meetings are to be determined. Mondays at 4 pm have worked best in the past.

**Committee Assignments for 2023-2024**

Executive Committee: Matthews (Chair), Chicatelli, Bailey, Donohue, Lee, Palumbo,

Governance: Palumbo (Chair), Dolce, Drapala, Lee, Matthews, Wilson

Events: Donohue (Chair), Bolesky, Henry, Kallio, Lee, Obad

Finance and Audit: Bailey (Chair), Colón, Ellis, Kallio, Lehman, Obad, Rivera

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

Scholarship: Matthews, Bailey, Harvey, Palumbo

Trips: Harvey (Chair), Chicatelli, Colón, Henry, Martin, Matthews, Palumbo

Ad Hoc Committee to Review LCC Donations: Kallio, (Chair), Dolce,

Ellis, Matthews

Respectfully Submitted,  
Brenda B. Donohue, *Sec'y pro tem*

(Two appendices)

## APPENDIX I

### Livingston CARES President's Report

Tom Matthews

#### Livingston County Cares

President's Report

May 6, 2024

**Annual Meeting of the Corporation & May Board of Directors Meeting:** Each year, Livingston County Cares is required by state law to hold an annual meeting of the Corporation. Since the corporation and the board of directors members are the same people, we separate the business into two meetings. At the 4 pm corporate meeting, we will review and discuss the 2024 Annual Report and then adjourn the corporate meeting and call the board meeting to order. The agenda will include reports from the Events Committee, the Ad Hoc Committee on Focusing on the Future, the Trips Committee, and the Governance Committee. We will then proceed to the re-election and election of board members and the election of officers. There are five board members whose terms are expiring; two members are not seeking re-election (Lyle Lehman and Joe Dolce) and three members are willing to serve for three-year terms (Nick Palumbo, Dan Martin and Lisa Burns). Two individuals (Joe Cope and Debby Emerson) have agreed to fill the seats currently held by Lyle Lehman and Joe Dolce. Our treasurer, Karen Bailey, has asked to step down from the officer position, but will continue on the board for the last year of her current three-year term. Karen, we will celebrate your amazing service as treasurer before your seat on the board expires. Debby Emerson has agreed to serve on the board and as treasurer. Since we have been looking for more community members to join the board, two additional volunteers have also agreed to run for election to the board (Heather Ferrero and Sonja Olbert). On Monday, we will also elect four new students to one-year terms on the board of directors (Ledis Coronna, Laurie Garcon, Olivia Marra, and Alexis Patrick). Please review the board meeting packet document with the resumes of the eight new people who are willing to serve on our board of directors.

**Special meeting of the Board of Directors on May 20 at 4 pm:** In order to elect Ferrero and Olbert, we will need to amend the by-laws to expand the board from 21 to 23 seats. The by-laws require 15 days advance notice to the board for proposed amendments. We are sending the proposed changes to the by-laws on May 5, 2024 and calling a special meeting of the board of directors by zoom on Monday, May 20 at 4 pm for the purpose of amending the by-laws and expanding the maximum number of seats on the board to 23 and confirming the election of two additional board members. As part of the governance process, Eddie Lee and Tom Matthews agreed to review the current by-laws and recommend updates to language to reflect recent changes in our structure and practices as we re-focus on the future of Livingston County Cares. Please review the By-Laws document included in the May 4, 2020 board meeting packet. Proposed **deletions are bracketed in yellow and proposed updates in the language of the by-laws are in orange.**

**2024 Livingston County CARES Annual Report** The annual report is attached for your review and discussion at our Corporation Meeting on May 6. Thank you to all the volunteers who helped with this project by writing reports and providing information. Special thank you to Celia Henry, our Livingston County CARES intern, for editing the report and creating an attractive document that celebrates the history of our organization. Please note that we have reposted all the previous annual reports on our new website and will add the 2024 report, pending your approval on Monday.

**Livingston County CleanUp Day:** On Saturday, April 20, Livingston County CARES participated in the Livingston County CleanUp Day sponsored by the Environmental

Management Council. Six board members (Jenna Drapala, Brenda Donohue, Angela Ellis, Eddie Lee, Lyle Lehman, Tom Matthews) and two friends of Livingston County CARES (Mary Merner and Gary Moore) spent the morning unloading chips and spreading them in the playground area and the dog run at Highland Park in Geneseo. Livingston County CARES will also participate for a second year in gardening projects at the Upper South Street Apartments in Geneseo. Board members are encouraged to sign up for this event with Lisa Burns.

**Gumbo to Go Dinner:** We celebrated our 25th Gumbo Dinner on April 18th. Over 30 volunteers pitched in to help with our most popular fundraiser. Please see the fundraising report on page 33 of the Annual Report for more details on our special events.

**History in the Making:** We have also completed our lengthy review of **24 years of minutes** of the board of directors and reposted them on the website. Special thanks to Kristen Matteo for helping with this project. As reported earlier this semester, we have been working with an intern (Sully Badger) with Dr. Michael Oberg in the history department to organize our collection of papers that will be placed in the College Archives when Milne Library reopens this fall. Our papers are now sorted by academic and fiscal years. Although we had hoped to organize the photo collection, we made very little progress on that project. We did learn that google photos will sort photos by dates, places, and events and we hope to find an intern or volunteer to create an online gallery of our service trips and events. This coming year In 2025, we will celebrate 20 years of service to the College and the Community. We will also achieve another milestone when we send a team of volunteers on our 100th service trip.

APPENDIX II

**2024-2025 LIVINGSTON CARES BOARD OF DIRECTORS ELECTION**

<b>RE-ELECTION OF AT-LARGE DIRECTORS (3-YEAR TERM - 3 seats)</b>
Nicholas Palumbo
Lisa Burns
Daniel Martin
<b>ELECTION OF AT-LARGE DIRECTOR (3-YEAR TERM - 2 seats)</b>
Joseph Cope
Deborah Emerson
<b>ELECTION OF AT-LARGE DIRECTOR (2 seats upon by-law amendment on May 20, 24)</b>
Heather Ferrero (appointed to a 2-year term)
Sonja Olbert (appointed to a 1-year term)
<b>ELECTION OF AT-LARGE DIRECTORS (STUDENT 1-YEAR TERM - 4 total seats)</b>
Ledis Corona
Laurie Garcon
Olivia Louise Marra
Alexis Patrick
<b>RE-ELECTION OF OFFICERS (1-YEAR TERM - 3 positions)</b>
Tom Matthews (President)
Nick Palumbo (Vice-President)
Ken Kallio (Secretary)
<b>ELECTION OF OFFICERS (1-YEAR TERM – 1 position to replace Karen Bailey)</b>
Treasurer: Deborah Emerson

**Governance Committee Report:** Palumbo shared the recommendations for the 2024-2025 board of directors by the Governance Committee:

*Discussed open board positions:*

- Joe Cope will join the board to fill the open seat left by Lyle Lehman, who stepped down from the board. All members of the Governance Committee support Joe’s nomination.
- Deborah Emerson will join the board to fill the open seat left by Joe Dolce, who stepped down from the board. All members of the Governance Committee support Deborah’s nomination.
- Sonja Olbert and Heather Ferrero will join the board following an amendment to the by-laws on May 20<sup>th</sup>, 2024. All members of the Governance Committee support the nomination and forthcoming vote on Sonja nomination to a 1-year term and Heather’s nomination to a 2-year term.

*Other reelections for board members who have agreed to renew their membership to the board for a three-year term:*

Three at-large directors (three-year term) open positions:

- Nicholas Palumbo
- Daniel Martin
- Lisa Burns

*Student positions:*

Four open (one-year term) positions:

- Ledis Coronna (served on March 2023 & 2024 GKTW Service Trips) - GOLD Leader Mentor
- Laurie Garcon (served on March 2023 GKTW Service Trip) - GOLD Leader Mentor
- Olivia Marra (served on March 2023 GKTW Service Trip) - GOLD Leader Mentor
- Alexis Patrick (served on March 2023 GKTW Service Trip) - GOLD Leader Mentor

Palumbo was able to engage four GOLD mentors to serve on the board for the coming 2024-2025 term. Nick has integrated these positions into the requirements for their mentor status.

*Re-election of the officers:*

President Matthews and Vice President Palumbo will be re-elected for one-year terms. Secretary Kallio will fill the current Interim Secretary Donohue's position through reelection for a one-year term. To fill the open seat left by Secretary Bailey, who will be stepping down and transitioning back to the board member role during the summer, will be filled upon election by Deborah Emerson.