



**DRAFT**  
**Rotary District 5500 Corporate Board**  
**May 8, 2023 Meeting Minutes**

The Rotary District 5500 Board meeting was called to order by District Governor Anita McDonald at 4:05 p.m. via Zoom.

**1. Attendance – Corporate Board Members present.**

Anita McDonald, District Governor

District Governor Elect, Don Jorgensen

District Governor Nominee, Sue Archibald

Immediate Past President, Hank Huisking

Past President, Ellie Patterson

District Rotary Foundation Chair, Teree Bergman

At-Large-Member, AG Georg Haubner

At-Large-Member, Joe Puett

At-Large-Member, Bob Delaney

Also Present: Kasia Yuska, District Administrator; Mike Kloehn, District Secretary; Ann Huber; Chad Denson, District Treasurer; Anjelica Chavez; Nancy Fusco.

**2. District Governor Updates**

- Current District Membership

DG Anita reported that the current membership count is 1302, which is a 10 member increase from the beginning of the year. She added how fortunate it is that the District's membership has been steady.

- **RYLA**

DG Anita stated that this year's RYLA was a success, was well run by Jennifer Kay Wantz, and expressed the hope that the RYLA program will continue to prosper. She recognized that she was joined by DGN Sue and IPDG Hank in serving as adult advisors.

- **AZ Rotary Days of Service**

It was noted by DG Anita that the Rotary Days of Service had come and gone, but District Clubs have continued to serve. She added that the District partnered this year with District 5495 to sign up volunteers. DG Anita stated that Clubs also had service opportunities on their own, and did well.

DG Anita complimented District Administrator Kasia for preparing news releases for the entire district and serving as the contact person for the Days of Service article that appeared in the Arizona Daily Star.

- **Club Awards**

Announcements have gone out for the 22-23 District Awards. There will be club awards in seven areas and an Inspire Award for one person in each club.

- **AZ Rotary License Plate**

DG Anita summarized the joint action with the Governor of District 5495 to implement this initial District fund raising program. She explained that a 501(c)(3) fund will be established to accept funds from the State and oversee the equal disbursement of funds between the two districts.

DG Anita expressed excitement about the prospects of this great opportunity.

- **Eller Consulting Group**

DG Anita shared that the students have finished the Planning and Marketing Guide and recently gave a report to a group of 19 District representatives, including in-person and online attendees. The District has signed off and DG Anita and DGE Don will confer as to how to roll out the document.

DGE Don announced that the Report will be presented as a breakout session at the next District Conference. PDG Ellie offered that this conference session is a great idea.

One of the benefits of the project mentioned by DG Anita, was how much five students learned about Rotary, and how excited they were to be part of it. DG Anita suggested that they may be potential members of the Community Rotaract Club.

- **Strategic Action Plan and the Monitoring Team**

Expressing excitement about the Strategic Action Plan, DG Anita stated that the District intends to help members to understand the Plan and establish a process to monitor Plan progress. A Strategic Action Plan Team will be created to monitor the Plan, as well as to communicate with the Clubs. DG Anita shared that Bob Grady will lead the Team.

- **Currently seeking to place District 5500 as the name on QuickBooks Accounts, Zoom Account and Google Account**

DG Anita reported that the accounts have been personalized by members who are being helpful, but that it is more beneficial to have the accounts in the District's name. She added that she, Chad and Anjelica would also work on a District Credit Card.

### **3.a. Proposed change in Signature Policy requiring two signatures for All Checks**

Citing the Finance Committee Meeting held just prior to this meeting, DG Anita asked District Treasurer Chad Denson to provide a recap of the Committee's action.

Chad advised the Board that the proposed policy change is intended to ease the complication and burden of the Treasurer's duties by providing a better organized and more efficient method of payment. He added that the policy will reduce the number of signatures on checks of less than \$1,000 to one person, stating that the current policy requiring two signatures is slow and painstaking. The new system will increase speed and efficiency to get out payments and reimbursements under \$1,000.

The second item described by Chad is to have an individual acquire and assemble all payment and reimbursement requests, and put them in a single report to the DG. The report is to include the name of the person requesting the payment, the amount of funds requested, the budget line item and the person who authorized the payment. The new system will allow the district to issue payments and reimbursements more expeditiously. Individuals receiving payment will be advised of the check number and the date that the check is mailed.

It was commented by DG Anita that submittals have been submitted in a variety of forms and that Chad and Anjelica took over during the time that RYLA and SW PETS funding requests were being submitted. It was a very busy time and the recommended changes are good for the District. DG Anita asked if there were any questions regarding Chad's presentation.

Anjelica shared that with the SW PETS form it was easier than the current standard system to cut checks. It was a better process and made record keeping easier.

DG Anita offered that past District Treasurers have commented regarding the burdensome nature of the system.

DG Anita stated that the Policy change would need approval by the Board and asked if there were any questions. She then entertained a motion for what was submitted by the Finance Committee.

Foundation Chair Teree made a motion for approval.  
Georg seconded the motion.

At DG Anita's request, Kasia read the Policy "In three accounts (Operating, Youth Exchange, and Ride to End Polio), all checks up to \$1,000 will only require one signature, pending approval by the Corporate Board. Payments greater than \$1,000 will require two signatures, and when two signatures are required, the Treasurer will contact one of the signers for approval."

DRFC Teree clarified that the motion will require two signatures for checks over \$1,000, and that the Treasurer would contact one of the additional check signers. DG Anita responded in the affirmative.

Under discussion, DGN Sue asked who would develop the form for the new Policy. Chad stated that Kasia has been working on it and they would work together as team to develop it. Anita added that the Finance Chair has had input as well. DGN Sue also asked when the new Policy would begin. DG Anita responded that July 1<sup>st</sup> would be the start date but that it might be tried out prior to that time. In addition, Information will be provided to Club Presidents and Committee Chairs.

Georg asked if there would be any audit or review process periodically done for those checks. DG Anita asked Chad to address Georg's question. Chad responded that there is an annual audit performed by RCM, who will prepare the Districts I-91 form at the end of the Rotary Year. Additionally, there are a number of checks and balances because several people will be reviewing expenditures. Chad reiterated that there will be adequate checks and balances.

Motion passed unanimously.

### **3.b. Proposed Changes in the DRFC - Check preparation for approved Grants**

DG Anita explained that the Finance Committee had a second motion related to how the checks are prepared for District Grants, and requested DRFC Teree to explain this item.

DRFC Teree stated that this is a proposal from Kristi Halvorson who is the incoming Chair of the District Rotary Foundation Committee (DRFC). She explained the following proposal.

Checks will be written by the DRFC Chair and two signatures will not be required because every item for which a check is written has to be approved by the Rotary Foundation as a part of the District's annual spending plan.

She added that it typically has taken a long time to go through the process and a lot of the clubs are eager to get started on their projects. Consequently, DRFC Teree stated that anything the District can do to streamline the process makes sense. She added that starting with the new Rotary Year all expenditures will be visible because the District will be using the Clubrunner Grants Module where

Clubs will be uploading all of their receipts and that Clubs can monitor their grants, so there will be extra visibility.

Joe asked DRFC Teree if the DRFC Chair is signing, would the Treasurer have no role? Teree said the Treasurer would not sign, but there would be other signatories on file at the bank so that if the DRFC Chair is not available, the checks could still be signed. Chad added that there will be checks and balances because the Treasurer will have to record the transactions in the books, and will monitor the transactions to ensure that the payments are consistent with the District Grants.

Joe responded to DG Anita that his question was answered, that it is a fairly significant change, but he didn't see a problem to it. Chad added that District Grant checks are written in the middle of tax season, so added efficiency will be helpful, and this system has been used in several other Districts. He further added that Clubs will be happier with the District.

Joe asked if there is a contingency plan if the DRFC Chair is unavailable. DRFC Teree reiterated that there will be four signatories on file at the Wells Fargo Bank, so if the DRFC Chair is unavailable, the other signatories would be authorized to sign the checks.

DG Anita stated that this is a major change, but it will allow Clubs to begin their projects more quickly.

With no further questions, DG Anita asked for a motion.

Motion by DRFC Teree that the DRFC Chair will be authorized to write checks for district grants with only one signature required.

Second by Joe.

Under discussion, Joe stated that this will speed up the process.

The motion passed unanimously.

#### **4 Report on current Annual Fund Giving, Polio Plus and other funds**

DG Anita asked DRFC Teree to address the item. Teree stated that she had looked up Arch Klumpf information that DG Anita had asked about, and the Chairs Circle is the \$250,00 - \$500,000. She added that there are two members in the District who are Legacy Society members, which is \$1,000,000, and they are Ernie and Sally Montaigne and Ellie Patterson. Ann Marsh is also a member, but Teree stated that it was her understanding that she is moving out of the District.

FBC Teree stated that the District is up to date on the Global Grant reporting. She added that the District Grant reports are coming in and Christie is working to ensure that the Clubs submit their final reports.

DG Anita mentioned that Bob Grady is Chair of the Annual Fund and he has said that the District is at or ahead of where it was last year. She added that he hopes that the District will finish better than last year and efforts will be made to request that members contribute to support the Annual Fund.

DG Anita stated that she was excited to receive a letter from Zone Representative Tom Walker indicating that the District had a new major donor. Teree indicated that she didn't know who the people are. DG Anita assured the Board that she knows how to find them. FC Teree stated that it was wonderful that someone is willing to step up and support the Rotary Foundation.

It was announced by DG Anita that today would be the last meeting of some of the meeting's attendees. She indicated that Bob Delaney would be leaving the Board and expressed appreciation for his service. Bob thanked DG Anita for asking him to serve, and stated that he had learned a lot.

DG Anita shared that Secretary Mike will be moving out of state and that she appreciated his willingness to serve when asked.. He added that he appreciated the opportunity and enjoyed being part of the Board and watching how it worked.

#### **5. Approval of the February 13, 2023 Minutes (including Addendum)**

DG Anita asked if there were any revisions or changes.  
Minutes approved.

DG Anita asked if anyone wanted to bring anything up to the Board.

PDG Ellie asked if DG Anita had shared that the Zone 26-27 Newsletter highlighted the Arizona Days of Service. AG Anita thanked PDG Ellie for bringing that to the Board's attention and added that Clubs should be getting the word about Rotary out there. She added that she was very pleased with the amount of activities of the Clubs. DG Anita stated that what excites her about the Eller project is that it provides a roadmap for the Clubs to become more strategically engaged with businesses, whose employees will learn more about Rotary and hopefully volunteer or join.

Realizing that this is her last Board Meeting as the Governor, DG Anita stated that she thoroughly enjoyed her year. She added that she has met some wonderful folks in the District, and meeting people outside of the District has been very rewarding.

DG Anita mentioned that before she leaves for Australia, she will be sending emails for the search for the next DGND. She added that the Rotarians in the District Line would agree that our work has to be collaborative to maintain continuity for stability, growth and impact. We will be seeking a person who is comfortable working collaboratively with the Team and appreciates the importance of continuity. She requested that the Board Members encourage people to apply that want to be part of a working team.

DGN wished PDG Hank a Happy Birthday.

DG Anita thanked the Board for their support and patience during the year.

The Meeting adjourned at 5:03.

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Michael Kloehn  
D5500 Secretary