**DRAFT**

**Rotary District 5500 Corporate Board**

**December 5, 2022 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 Governor, Hank Huisking

DRFC, Teree Bergman

Chair District Finance Committee Chair, Kirk Reed

At-Large-Member, AG Georg Haubner

At-Large-Member, Bob Delaney

At-Large-Member, Joe Puett

Also Present: Mike Kloehn, District Secretary;

1. District Governor Report:
* DG Anita stated that she had six clubs remaining to visit, having missed three recent visits due to her health. She added that she enjoyed meeting with the clubs and getting to know their members. One of her observations was that older members that bring in younger members are challenged to make sure that everyone is engaged and participating. DG Anita added that younger members can bring new ideas into the clubs.
* Re the Global Grant Partnership Program, DG Anita described the proposals presented during her attendance at the Arizona/Mexico Conference in Zacatlan, Puebla, Mexico. It began with a great welcome from the host club. There were 22 proposals presented and included displays of the proposed projects. 70+ people came to hear the proposals and offer financial or leadership assistance. I was allotted $25K DDF and offered support to seven grants for a total of $24,750. The next Conference is in Prescott from October 28th to the 31st. All Clubs are invited to attend.
* District Administrator Position - DG Anita reiterated that the position had been approved by the Corporate Board in August. She added that the job notice had appeared in recent editions of “The Glance” and the District received one expression of interest. DG Anita stated that a temp agency will be contacted and asked to provide at least five applicants. She reminded the Board that a committee had been appointed to review applications, but while the initiative will keep moving forward, the review process will most likely happen after the first of the year. No Board members had any questions regarding this issue.
1. August Minutes:

The minutes were approved with no changes.

1. Finance Report:

DG Anita announced that Lynn DeVou had resigned as District Treasurer and that Wendy Hobbs has agreed to serve as Treasurer until January 1st. DG Anita and DGE Don jointly agreed on the appointment of Chad Denson as Treasurer and Angelica Chavez as bookkeeper. DG Anita added that Wendy and Chad will work together from the present time until January 1st.

To effect the changes, DG Anita indicated that minutes for a Special Board Meeting had been prepared by Wendy and action by the Board was required. In the first set of Special Board Meeting minutes, Wendy replaces Lynn. In the second set, Chad replaces Wendy.

Joe offered a comment that Lynn did a great job, was hardworking and possessed the necessary expertise. DG Anita personally expressed the Board’s appreciation for Lynn’s work.

* First Special Meeting to replace Lynn DeVou as District Treasurer with Wendy Hobbs, motion made by Kirk, seconded by Georg, motion passed unanimously.
* Second Special Meeting to replace Wendy Hobbs as District Treasurer with Chad Denson, motion made by Joe, seconded by Teree, motion passed unanimously.

Regarding the Finance Report, DG Anita stated that the District was doing well with only a little clean up necessary. She offered copies of the report to the Board, but no member requested a copy.

Wendy reported that two clubs had not yet paid their July 1st District dues, specifically Casas Adobes and Superior. DG Anita mentioned that she would be visiting the Superior Club on Tuesday.

DGN Sue mentioned that it is difficult to get invoices to some Club’s officers. Wendy added that invoices were sent to Treasurers when they were identified by the Clubs, and if not, the invoices were sent to the Club Presidents.

Wendy introduced the topic of electronic invoice payment by stating that QuickBooks allow for online pay. The Board then discussed various mechanisms that allow clubs to pay electronically. DG Anita suggested that a pilot program with a few Clubs participating would be the best way to proceed.

1. Membership Report:

DG Anita shared the Membership Report provided by Bruce Monro that indicated as of November 30, membership is 1388, down from July 1 number of 1392.

Miscellaneous Items:

* DG Anita indicated that she and DGE Don were chatting about the fact that in the District budget, half the budget is paying for DGE items and half is paying for PDG items. She suggested that a taskforce look into how other Districts perform their budgets. PDG and Finance Committee Chair Kirk stated that his Committee could do that.
* PDG Kirk asked how the Governors’ Line is working with DGE Don on the District’s Strategic Plan. DG Anita asked DGE and Strategic Plan Committee Chair Don to describe the Plan’s process and its current status.
* DGE Don explained that a goal was to include on the committee a broad mix of people by considering geography and size of clubs. Regarding the process, Don explained that it included an initial stakeholder questionnaire, a series of Committee meetings and a session at the District Conference. The Plan is currently in a semi-final draft form and the last pieces are being put together. Don added that the Plan is to be big-picture oriented, include new thinking, to focus on continuity, and include a realistic focus on actions and targets. The next step is to provide it to district leaders in the first couple of weeks in January, and hopefully finalize in that month. And lastly, bring it to the Board and discuss how to implement and market the Plan.

The Plan is structured based upon the four categories of RI’s Strategic Plan and has taken a lot of work and computer skills. PDG Kirk asked if Don was comfortable with the product. Don responded that the Committee has tried to include things not used in the past, and this approach will lead to action. DG Anita stated that she was impressed with the number of people giving input and she is excited about the Plan.

* Bob Delaney asked if there is a system to identify the health of each club. He further asked if the District has a sense of each Club’s health. Wendy responded that many smaller clubs haven’t reported their Treasurers or their Presidents to RI. She added that many Clubs get the District and RI invoices confused. Anita stated that the Strategic Plan recognizes this ongoing challenge and recommends training. She added that even in healthy Clubs, when there is a changing of the guard, the information may not be shared. PDG Kirk offered that some Clubs barely function and some are superstars, although some of the former can take off and greatly improve their performance. PDG Kirk added that he really likes the DG visits to Clubs. Hank asked if DGE Don could arrange training for Club Secretaries and Treasurers. DG Anita responded that a training team is being established and hopefully will respond to some of the identified needs in the Spring.
* The Last topic introduced by DG Anita was her desire to seek insight into the pros and cons of Clubrunner and DACdb in meeting District needs. She anticipated the creation of a working group or a taskforce to evaluate the two systems. Teree stated that she has heard from a number of people that they prefer DACdb. DG Anita added that DACdb is more responsive. Wendy suggested a taskforce and a pilot program, which met with a general agreement of the Board. DG Anita indicated that she will move forward on the task force approach.

To close the meeting, DG Anita offered the Board members happy holiday wishes.

The Meeting adjourned at 5:05.

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Michael Kloehn

D5500 Secretary