**Stafford Rotary Club Board Meeting Minutes**

**Wednesday, August 8, 2018**

(Amended)

In attendance: Trevor O’Toole, Linda Knecht, Michael Smith, Leigh Ann Poland, Lori Hayes, and Jake Almborg

The meeting was called to order by President Trevor O’Toole. Jake commented that the minutes needed to be amended to state that the Riverside Youth Theater Summer Camp would be funded solely as a Public Image expenditure out of current budget authority rather than as a joint Public Image/Membership expenditure. Linda moved to approve the Board Meeting Minutes of July 11, 2018 as amended; seconded by Mike, all in favor. Approved.

**NEW BUSINESS**

Discussion of Service Project Applications for Budget Requests Made to the Stafford Rotary Club and Stafford Rotary Foundation

The Stafford Rotary Club Board discussed the merits of using the Service Project Applications format developed by Don Duckworth on all projects undertaken by the Stafford Rotary Club. The Board agreed that having Committee Chairs complete the forms for legacy projects; and having members complete the forms for new projects and initiatives would be an excellent way to document the amount of effort expended on the various service projects undertaken by the Club. The Board decided to ask Committee Chairs to complete forms for existing projects; and to use the application format on new initiatives. Members would submit a request for a new service project to the Committee Chair of the relative Area of Service for consideration, and further recommendation to the Board for approval.

The current application forms should be amended to enable typing directly into the Word document format. Not all information applies to all projects. Only information that applies is necessary. Completed forms should be sent to the Club Secretary; and to Nelda for inclusion on the Club’s Web site.

Decision to Support New Membership Initiative of $25 Gift Card to Member who brings in a New Member under specific classifications

The Board decided to support the new membership initiative of recognizing a club member with a $25.00 gift certificate for bringing in a new member with specific classifications such as CPAs, commercial real estate brokers, or bankers. The Board determined that this initiative can be supported by the existing Membership budget.

Discussion of International Water Project

There was some confusion on whether the Stafford Rotary Club was supporting an International Water Project last year. The Immediate Past President, Mike Smith, and current President, Trevor O’Toole agreed that the support was only as a new initiative this year. Mike and Trevor agreed to clarify this fact with existing stakeholders.

Moving Monthly Board Meetings to Coincide with Morning Networking Meetings

Linda recommended that the Board consider moving the monthly Board Meetings to an alternative time to reduce the amount of time members are out of their offices. The Board decided that it would be good idea to schedule the monthly Board Meeting at 08:00 am immediately preceding the Networking Meeting at Davenport. Leigh Ann will check with Jack to determine whether the Networking Meeting can be moved to the 2nd Thursday of the month in order to accommodate the Board Meeting. If this can be accommodated, the next Board Meeting will be at Davenport at 08:00 on Thursday, September 13, 2018.

**As a special note**, when the new District Governor visits in November, a special Board Meeting will have to be set up for 11:00 on the day of his visit. Club Officers and Committee Chairs are expected to be in attendance to brief the DG and highlight important activities in their areas of service.

Conducting Membership Survey

Several Board Members discussed concerns getting membership-buy-in involving support for existing service projects. The Board felt that perhaps existing service projects were not aligned with members’ interest. Trevor will take the lead in conducting a membership survey to determine what projects members are interested in supporting.

**OLD BUSINESS**

See Rotary Club of Stafford—Committee Reports— distributed separately. It was discussed and recommended that if Committee Chairs are unable to furnish monthly area of service reports to the Secretary by close of business on the day preceding the monthly Board Meeting, that the Committee Chair be prepared to attend the Board Meeting and brief the Board in person on their area of service.

Motion to Adjourn

A motion to adjourn was made and passed.

Next Regular Board Meeting

The next Regular Board Meeting will be on Thursday, September 13th at 08:00 am at Davenport **if the Networking Meeting can be moved to the 2nd Thursday of the month**;

**Or, alternatively,** on Wednesday, September 12that 1:15 pm, Riverside Dinner Theater **if the Networking Meeting can not be moved.**