

SWPCP Rotary Club Board Meeting Minutes 8/09/2021

Attendance:

Paul Estrella, President	Keleigh Schwartz, Pres. PRF
Mark Magee, Pres. Elect	Brad Browning, Director
Eleanor Ramage, Secretary	Carol Lynn Ockfen, Director
Dorothy Le, Treasurer (@6:15)	Nancey Olson
Nancy McAllister, Past Pres.	Dan Nydegger (briefly)

Call to Order: 5:30 p.m. after roll call

Agenda: Motion to approve by Keleigh, second by Nancy M; unanimous.

7/05/2021 Minutes: Motion to approve by Carol Lynn, second by Brad; unanimous.

Reports:

- Treasurer's Report:** Question as to why only current P&L statement was provided, and other minimal reports for the month of April. Some had trouble even viewing those documents and the Club Budget; Paul will investigate how to forward them so they're available to all. Paul stated he, in Dorothy's absence, was presenting the documents exactly as he received them and when he previously queried Dorothy about what needs to be provided in a timely manner and what the Board needed to see, requesting a discussion, the reply was "there is nothing to discuss." There was discussion by Board about the possibility of sending the Treasurer a letter, requesting she abide by the bylaws and provide the appropriate information or a change might be required. Several commented that it has been an ongoing struggle to obtain the proper reports and it's unacceptable. **Action:** Paul and Brad (as PRF Treasurer) will send Club Treasurer a memo itemizing what is required for a comprehensive report. All Board members need to hold up their responsibilities, and Paul questioned all members as to how to approach this issue. There needs to be an open discussion and it was suggested that perhaps someone NOT on the Board approach it with Treasurer. Additional discussion regarding the need for Dorothy to communicate with Paul or Brad if she's having difficulty providing the data needed by the Board. It was decided that a letter to Dorothy outlining any drastic action was a step too far at this point, but something obviously needs to be done. **Action:** Brad will ask Dennis to help discuss financial requirements with Dorothy; Paul, Mark and Carol Lynn wish to participate in that meeting. Skylar Archibald, District AG, might also be a source of support for any Board or Club members struggling with fulfilling responsibilities. There is no year-to-date information provided which Paul needs to assist with developing an accurate budget but Brad has reviewed the last several years to assist Paul in this effort.
- Club Budget:** Shared on the screen and Paul proceeded with line item review. He suggested we think about some type of in-Club fundraiser to help defray operating costs. Previously, Fines & Brags had provided a substantial amount and he felt we could somehow bring that back along with a fundraiser in-house, Club members only. He also asked about potential for Pennies for Polio bucket being circulated at one of the Club firesides. Paul will attempt to set out a structure/schedule of specific amounts for the F&B, and Brad mentioned a possible version of White Elephant exchange with the gifts being available for bids. Carol Lynn suggested a potential raffle, and Paul requested any ideas or suggestions regarding fundraising efforts be emailed to him. **Action:** Secretary is responsible for ensuring a segment regarding Fines & Brags is on agenda for September Board Meeting to discuss how we handle this in the future. We need to figure out how to help the Club raise money. [This led to a question from Nancy Olson about when we might

begin meeting in person, and Paul asked if all would be okay with meeting at the Roadhouse in Chinook; this question will also be asked of Club. Another question regarded whether we could require COVID vaccinations prior to any in-person meeting and Mark commented that general tendency is moving away from in-person meetings for now and continuing to meet via Zoom. Paul has also discussed this with the Coastal Presidents.]

- a. *Income* for last year, without having actual year-to-date-summary, was shown as \$13,170
- b. *Expenses*: Line item review
 - i. Pennies for Polio has been a “set” budget item for RI but this is not being requested this year by District. The focus is more on membership and donations, not pushing for a goal. Suggestion repeated about bucket for this fund to be shared at any fireside or fellowship meetings.
 - ii. Library, the source of books we usually ask guest speakers to sign, does not require any additional funds this year. Receipts for all past purchases have been submitted to the Treasurer as expenses were incurred but Nancey O will compile a general estimate of annual cost. (Dorothy later contributed that this runs around \$200/yr)
 - iii. Club Swag: Estimate based on previous years’ costs
 - iv. Membership Committee: This covers costs for new members (badges, packets, etc.) and there was a discussion about corporate memberships as a possibility for Club to bring in more people.
 - v. District Assembly: Attendance is encouraged and 10 members’ costs are covered; District Training Assembly will be no cost this year.
 - vi. PETS: Will probably be a hybrid model this year so cost is uncertain.
 - vii. Rental fees: Covers PO box and storage unit. Question about needing larger storage space but some of the bulky items are in there only temporarily.
 - viii. TRF dues: based on charges for this year, according to membership total. Current membership is 31; Carol Lynn and Nancey O will ascertain if Karen Kaino is still on leave of absence.

Paul will plug in estimates and provide updated budget.

3. Deferred Treasure’s Report: Dorothy now present and stated she was completely unaware that April reports had been sent to Paul, thinking she had sent ones for July. Reiterated by Board that she needed to abide by bylaws, and Brad said he will provide a list of required reports to all Board members for clarification. Verbal report given on year-to-date through July 31, including that all membership dues have been paid in full. Keleigh said she has not been receiving some of the monthly reports and people need to double-check their distribution list in DACdb for updated list of Board members. Following questions about the IHS Grant Fund and its use this year, Brad and Dennis will investigate.
4. Query from Paul if all okay continuing on this evening since we will obviously run over 1 hour - all affirmative.

Old Business:

1. AAUW Movie Night: Neptune theater has said they will not have any more drive-ins; discussion tabled for another month until this can be verified.
2. Chinook Tribe: They are asking both financial and personal help; discussion postponed until after their 8/17 program presentation.
3. Rotary Cares modification: It seems everyone is stretched pretty thin right now so suggested that personal notes be sent to recognize special events, achievements, or contributions to Club. Nancy M feels this is an important and vital task and asked for help in letting Cares Team know if they feel

someone deserves some recognition or acknowledgement. She will take on the task personally of writing notes, with Carol Lynn's assistance so please communicate with Nancy M.

New Business:

1. Officers and Standing Committees:
 - a. Avenues of Service and Areas of Focus: People need to go to the Rotary website to learn more about these; Paul and Lynn Raymer are responsible for this area.
 - b. Sergeant at Arms: Paul asked for suggestions for candidates and the position needs to be filled! Paul thought of Carol Lynn and will open nominations to whole Club and will also define responsibilities of this position. The election would require convening a special Board meeting to approve.
2. Special Reports:
 - a. Cross Egypt Challenge: This is a fundraiser, District-wide, needing volunteers to support and involves travel to Egypt. If interested, please contact Paul for more information.
 - b. Liability Insurance Program: Board should have received information, as "read only".
 - c. TRF: Nothing to report right now from Carol Lynn
3. Board Training and Leadership Development: No one has done this yet, and it's a directive from Paul that ALL Board membership log in to do the training.
4. New Projects:
 - a. PPR info: still working on the information so nothing to report from Nancy M
 - b. Homelite: This requires supporting Homelite products, in which case they will donate funds to the Club.

Open Discussion:

1. Projects listed in Paul's spreadsheet need to go to PRF as proposals for funding, and no formal requests have been received by Paul via website. Keleigh will check into possible difficulties with on-line submittal process since several people are aware of groups stating they had submitted requests. PRF has \$24,900 total to allocate for funding but will need to budget for each one based on Club's priorities. **NOTE:** Board needs to decide what to fund prior to approval of any requests. Brad will help pull together details since he has information on the past two years and Keleigh has all last year's funding data. Nancy M agreed to chair both Shop with a Cop and Christmas Angels; former teams have indicated to her they will continue to volunteer on both.
 - a. Clothes for Kids: Nancy M says we need to act now on funding decision and any amount will help. Last year, we approved \$12,000 to support Clothes for Kids but spent only \$7,500 including grant amounts. Carol Lynn made motion that the Club fund Clothes for Kids, Christmas Angels and Shop with a Cop with proceeds from Golf Tournament and matching grants; second from Nancy M. Brad made follow-up motion that we fund up to \$7,500 for Clothes for Kids, with matching grants; second by Nancy M. All approve but Carol Lynn was opposed, questioning whether this project is as important since there will not be in-person school.
 - b. Shoebboxes of Joy: They report filing an on-line request and this year it is anticipated it will be funded from COVID relief funds since it primarily goes to personal essentials and not toys.
 - c. Grad Night: No request yet for this year's Seniors; Keleigh says it's usually at Club's discretion whether we offer to help.
 - d. Luggage for Love: Doing okay for now with remaining funds available.
 - e. PPR: It is anticipated they will be asking \$500 each from Rotary and COVID funds for total \$1,000. Keleigh underscored importance of keeping the response line, a crucial support, open for PPR and this may require moving funds from COVID to help defray cost. Paul

made motion to approve \$500 from Club, second by Carol Lynn; Nancy M abstained and motion carried. Nancy M clarified that Rotary funds would go directly to PPR support.

- f. Toys 4 Kids: Keleigh said we need to look at the “big picture” first since other projects and programs provide toys; discussion tabled for now.
2. A reminder that the Pickleball Tournament will be October 21 - 23 and volunteers are needed. Let Nancy O or Carol Lynn know if you’re interested.
3. Nancy M asked when she could anticipate Foundation’s approval on Clothes for Kids; Keleigh responded she will send out e-mail vote to PRF Board to hasten approval. This project has no champion (Club) or Chair yet and Ellie R was suggested as Chair, with Paul as champion. Dorothy will ask Karen who Ross contact is.
4. In general, we need much better tracking of how money is actually spent on projects.
5. Good for now on funding requests. Eleanor will e-mail list of above projects and amounts to Keleigh.
6. Paul brought forward a request on signs on corner property entering Long Beach, with Rotary assuming oversight of signs and property maintenance. More details were requested and will be provided.

Adjourned: 7:30 p.m.

Respectfully submitted: Eleanor Wood Ramage
SPCP Club Secretary