

SWPCP Rotary Club Board Meeting Minutes 9/13/2021

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	Nancey Olson
Nancy McAllister, Past Pres.	MaryAnne Murray

Call to Order: 5:31 p.m. after roll call

Agenda: Motion to approve by Eleanor, second by Mark; unanimous.

8/09/2021 Minutes: Motion to approve by Carol Lynn, second by Dorothy; unanimous.

Treasurer's Report: Dorothy reported it has been a quiet month and reviewed the reports sent with the Agenda. Question from Brad about lack of reconciliation for money market account and Dorothy responded the two of them needed to meet and figure out how she could do that. Keleigh questioned the lack of Profit and Loss statement not only for month but year-to-date, crucial information. Carol Lynn added that providing that information is not in the bylaws but she needs to have it as TRF President. Further questions on the "uncleared" amounts shown on checking reconciliation, what that actually represented and whether we would see that amount as processed. It is hard to accurately balance accounts without details which should show in QuickBooks. A reconciliation detail might be necessary so Board can tell if books are okay, and all issues need to be resolved. The lack of due diligence by Board that incomplete reports causes is a big concern. Dennis was previously asked to review Club financials but has not had time to complete the process; all looks good so far. Discussion continued about need for accurate up-to-date financial information each month and possibly setting a deadline to reach compliance. Brad has offered numerous times to help but timing somehow hasn't worked. Dorothy said she would be leaving town Wednesday 9/15 and returning 10/1 which sets further constraints on resolution. Suggestions were offered about possible other resources to help Dorothy learn how to provide timely necessary reports, which are limited. It was agreed that Dorothy would meet with Brad on Sunday 10/3, prior to October Board meeting 10/4, to work with her; Paul set a deadline of 10/4 to have necessary financial reports done. It was further agreed that Dorothy would provide Brad a backup copy of QuickBooks data and give that to him Tuesday 9/14 afternoon at her home. A memo had been sent from Brad, reiterated by Keleigh, listing the reports needed by the Board, and it was reinforced that monthly review of financial data is part of every Board member's job.

Old Business

1. Action: Eleanor, as Secretary, apologized for dropping the ball on Agenda item for Fines & Brags. Paul said he had asked for suggestions and only received a couple so decided to set a limit of \$5.00 on these, with anything more being announced as an unspecified amount. Some people in Club have stated they feel uncomfortable with larger amounts stated on Zoom meetings. Keleigh made a motion to approve this action, second by Eleanor, but discussion continued. Some want the actual amounts to be done only during in-person

meetings, but we need the funds for operating costs for the Club and it's common practice. Motion was withdrawn, and Paul decided to create a committee, open to all members, to further investigate how to handle. Keleigh added we should continue Fines and Brags and abide by whatever committee decides.

2. Pickleball Tournament: Nancey O reminded us this is 10/22 - 10/24 and she still needs volunteers to help put up/take down tents, find more sponsors, as well as assisting during the tournament. Brad will be helping with tents and will bring templates for volunteer sign-up to Fireside 9/14, anticipating further discussion at that event.
3. Action: Brad had conversation with Dennis by phone to make sure all financial documents are in sync. If there are any issues arising from this, the two of them will meet.
4. Action: Brad asked Dorothy if she had received memo itemizing what is required for comprehensive Treasurer's Report each month and she replied in the affirmative; she did not respond to email. This will be the focus of their meeting 10/3.
5. Great Columbia Crossing: This event will be 10/10 and Paul said he got enough volunteers to fulfill request (although more would be nice) and he has signed the contract so we will receive a \$500.00 donation. He will be meeting with the organizers next week, and Brad will be included.

New Business

1. Officers and Standing Committees: Nothing to report.
2. Special Reports: Director at Large Vanessa is stepping down from her position for personal reasons, and we need to fill that position. There were no suggestions, then MaryAnne volunteered. According to Club bylaws, a special election is not required and Board can fill position at their discretion. Keleigh made motion to approve MaryAnne, second by Brad and all approved.
3. Reports:
 - a. TRF Update: Carol Lynn said there is no change from last month.
 - b. Board Training, Leadership and Chair Development: Paul stated only 3 of 9 Board members have done the online training he has requested, and he feels he's failing us. He further emphasized that it is crucial that we do it and it takes 15 minutes to 1-1/2 hours to attend a training session on *myrotary.org*. Paul reinforced his request/demand and said some of the sessions concern new information or requirements for Rotary and all we need to do is choose one and do it. The level of participation for District will show on-line. Carol Lynn voiced concerns as she is reluctant to do anything on-line tied to her name but Keleigh reassured her it could be done anonymously. Eleanor commented that it's the Board members who are failing Paul, not the opposite.

Open Discussion: Because of time constraints, Paul asked if all were okay to save discussion of proposed projects for a later date and it was agreed he could continue and give us a brief synopsis of both. He expressed concern that our Club seemed to be veering away from being a service to a social organization. There seems to be a delay in getting help ahead of any event and he wondered why. Brad contributed we need to somehow encourage more members to participate more so we can return to being a service-oriented club. Keleigh said organizers for various events may not be specific

