



The Rotary Club of Woodland Sunrise

PO Box 8155 • Woodland, CA 95776

Board of Directors Meeting Minutes

Date: 12.09.20

Location: Zoom meeting

Board Members (P = Present, A= Absent)

President: Ramon Urbano (p) **President Elect:** Robyn Drivon (p) **Past President:** Wayne Ginsburg (p)

Secretary: Buzz James (P) **Treasurer:** Lynn Jepsen (p)

Board Members: Al Aldrete (P) Rich Sakai (p) Beja Springer (p) Dennis Miller (p) Robyn Miller (P)
Jim Odusola (p)

Others Present: Larry Peterson

1. The meeting was called to order at 7:01 AM

2. Consent Agenda

- a. Approval of Board minutes
- b. Treasurers Report – See attached
- c. Public Image report – No report
- d. Membership report – See attached
- e. Service project report – No report
- f. **Motion to approve:** Lynn J **Second:** Rich S
- g. Unanimously approved – 10-0

3. Old Business

a. Password Policy

- i. Minor changes were made from the recommendations of the previous meeting and policy was updated. See attached.
- ii. Motion was made to approve the policy.
 1. Motion: Lynn J., Second; Rich S. Motion approved unanimously

b. QuickBooks Online Purchase Decision

- i. See attached Memo drafted by Lynn J
- ii. Information presented last meeting that led to an approval was incorrect. The cost is higher so representing the information.
- iii. Fees would be less if we were a 5013c non-profit like the Foundation where they were able to purchase at a lower price.
- iv. QB Plus provides all the features we need and has 5 users which we would need
- v. Moving to “on-line” provides more user access, functionality, and automatic backup
- vi. Essentials does not allow for budgets and allows for limited Users
- vii. Motion to move to QB online Plus and approve paying \$636 annually.
 1. Motion: Wayne, Second: Rich S. Motion approved unanimously

c. Global Grant Update – Kenya Project

- i. Status was requested by Board members to receive an update on Where we are, what is the next step, and if we want to continue with the project.
- ii. The project stalled due to COVID but now it has started back up. Duane E was the lead so we are not sure how to apply for the grant.



The Rotary Club of Woodland Sunrise

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- iii. Question was asked if the committee has met. The last time they met was 2 months ago.
- iv. Total project cost is \$48,000 so the reason for applying for a grant.
- v. If it was a smaller amount, we could ask for a District Grant.
- vi. The scope is to help disabled kids in Kenya gain a level of independence within the school. They need equipment and a person to maintain the program.
- vii. Need to investigate if the grant will cover salaries. Typically, they won't fund construction but not sure about salaries.
- viii. Was requested that Jim contact someone in the District who understands Global Grants. We will need the details to move forward.
- ix. It was suggested that a meeting needs to take place by Larry and Jim.
- x. It was suggested to ask Duane to be part of the meeting since he had strong involvement.
- xi. It was noted that we would need to come up with significant portion of the money if this moves forward.

4. New Business

a. Dues Increase Discussion

- i. Discussion was made to identify if we should consider increasing annual Club dues.
- ii. Currently, there is little money coming into the Club to cover operating costs. When we meet in person, we receive money from Happy Bucks, Breakfast cost, Raffle and miscellaneous fines.
- iii. The dues have been the same for numerous years and our Club has one of the lowest dues in the District.
- iv. Currently the dues cover our District and International fees. It does not cover any operating expenses.
- v. This year's budget is showing about a \$4,000 deficit. Currently, we are covering the deficit with our reserves as well as any donations we make to recipient requests.

b. Annual Meeting Discussion

- i. At the upcoming General Club Meeting, we will be voting in new officers. An overview of the goals and accomplishments will be presented as well as a financial update.

c. Recording Meeting Speakers

- i. Bob Hulbert suggested in an email to the Club that we record the speaker's presentations during the meeting.
- ii. There has been a reluctance by some members on recording the meetings as they prefer to have their privacy.
- iii. A comment was made that we only record the programs and if a member has missed a meeting, they will have an opportunity to view the speaker. A concern was stated that if we record the speaker that we may be motivating members not to attend meetings as they can view what they miss at a more convenient time.
- iv. Additional comments stated that it can take much time for someone to edit and post the speakers presentation and it might be better if they send us a copy of their own recorded presentation.



The Rotary Club of Woodland Sunrise

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- v. A question was asked where the presentation would be stored for viewing. It was suggested to have the Club get a club YouTube channel. It was mentioned that we may already have a club channel.
- vi. Another comment was made that it would be a good recruitment tool for prospective members and for marketing. They could go through and view past speakers.
- vii. Ramon mentioned that we should table this discussion and he would reach out for feedback from other Club members.

d. Fundraiser Event Update

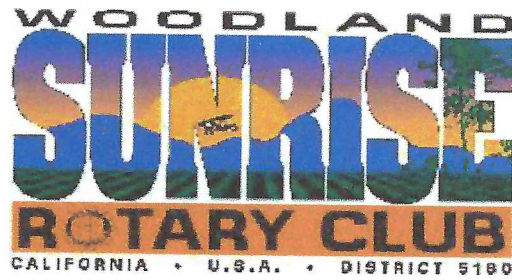
- i. Currently, \$9,750 has been raised.
- ii. We will be running and marketing the event through December.

e. Donation Requests

- i. Sacramento Valley Historical Railway - \$200 for trees
 - 1. Question was asked if we can put a plaque at the base of the trees giving us some recognition
 - 2. Was suggested that we request to be a part of the planting of the trees.
 - 3. A concern was raised on the value of 2 trees versus other, more need requests.
 - 4. Another question was raised on what our criteria is for donations. Who do we and where do we want to focus our donations especially during a year when we are not bringing in much money?
 - 5. It was stated that we have significant reserves of \$50,000 and \$20,000 is untouchable
 - 6. Ramon will send out guidelines for donations to all Board members.
 - 7. Motion to give the Sacramento Valley Historical Railway \$200 for trees.
 - a. Motion: Lynn J, Second: Wayne. Motion passes Unanimously
- ii. A request for \$1000 for Yolo County Starter Libraries
 - 1. Would go toward 20 hoes
 - 2. It will raise the level of reading
 - 3. Pays for books and materials
 - 4. Motion to approve the donation
 - a. Motion: Wayne, Second: Al, Motion passed 8-0 with one abstention (Robyn M did not vote as she left the meeting)

5. Adjourn

- a. Meeting was adjourned at 8:16 AM



Rotary Club of Woodland Sunrise

Financial Statements

November 2020

Contributions YTD	2
Balance Sheet.....	3
Income/Budget Comparison	4

Rotary Club of Woodland Sunrise
Donations/Community Service

7/01/2020-6/30/2021

Rotary Club of Winters

2,875.00 Fire Relief

Year-to-Date Donations

2,875.00

Rotary Club of Woodland Sunrise Balance Sheet

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000.10 · Club Checking First Northern	12,555.96
1000.20 · First Northern Money Market	50,039.98
1100.10 · Cash on Hand	350.00
1000.30 · Checking-Beer Booth	4,640.21
Total Checking/Savings	67,586.15
Total Current Assets	67,586.15
TOTAL ASSETS	67,586.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000.10 · Beer Booth Payable	
2000.11 · Beer Booth Reserves	3,659.96
2000.12 · Beer Booth Operating Fund	980.25
Total 2000.10 · Beer Booth Payable	4,640.21
2100.10 · Misc Accounts Payable	
2100.25 · Wkly fee 4 Covid relief	1,139.00
2100.11 · Member Assistance Fund	871.00
2100.12 · Foster Care Christmas	1,300.00
2100.13 · Pres to DC and RI Convention	4,000.00
2100.14 · Mystery Golf	1,227.12
2100.15 · Pledged Donations	
2100.16 · Mexico Fire Engine Payable	600.00
2100.17 · Woodland Scoreboard	500.00
Total 2100.15 · Pledged Donations	1,100.00
Total 2100.10 · Misc Accounts Payable	9,637.12
2300.00 · Raffle Balance	829.00
Total Other Current Liabilities	15,106.33
Total Current Liabilities	15,106.33
Total Liabilities	15,106.33
Equity	
3000.00 · Restricted Equity	
3000.10 · Board Restricted Equity	20,000.00
Total 3000.00 · Restricted Equity	20,000.00
3900 · Retained Earnings	30,908.89
Net Income	1,570.93
Total Equity	52,479.82
TOTAL LIABILITIES & EQUITY	67,586.15

Rotary Club of Woodland Sunrise
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
General Club Income			
4000.00 · Weekly Meetings			
4100.00 · Weekly Meeting Income	(1,115.00)		
Total 4000.00 · Weekly Meetings	(1,115.00)		
4300.25 · General Contribution	877.00		
4300.20 · Recognition and Other Fees	2,811.00	3,000.00	(189.00)
4300.40 · Membership Dues	10,005.00	10,005.00	0.00
4300.50 · Interest Income	9.96	75.00	(65.04)
4300.60 · Other Income	27.94		
Total General Club Income	12,615.90	13,080.00	(464.10)
Total Income	12,615.90	13,080.00	(464.10)
Gross Profit	12,615.90	13,080.00	(464.10)
Expense			
5100.00 · General Club Expenses			
5100.29 · QuickBooks Subscription	270.00		
5000.20 · District Dues	3,588.00	3,588.00	0.00
5000.10 · RI Dues	3,413.43	6,141.00	(2,727.57)
5100.54 · Badges	51.43		
5100.25 · PO Box Rental	0.00	140.00	(140.00)
5100.28 · Technology Improvements	35.00	150.00	(115.00)
5100.30 · Bank Charges	342.21	2,000.00	(1,657.79)
5100.50 · Miscellaneous Expenses	0.00	500.00	(500.00)
5100.51 · Postage & Paper	55.00		
5100.53 · Supplies	49.90	220.00	(165.00)
5100.55 · Taxes; Tax Preparation	20.00	35.00	(15.00)
5200.00 · Training, PETS, RI Convention	0.00	1,200.00	(1,200.00)
5200.10 · Web Site Maintenance	345.00	300.00	45.00
Total 5100.00 · General Club Expenses	8,169.97	14,274.00	(6,104.03)
Comm. Service & Donations			
5500.75 · Other Donations	2,875.00		
Total Comm. Service & Donations	2,875.00		
Total Expense	11,044.97	14,274.00	(3,229.03)
Net Ordinary Income	1,570.93	(1,194.00)	2,764.93
Net Income	<u>1,570.93</u>	<u>(1,194.00)</u>	<u>2,764.93</u>

Membership Report – December 2020

- December 1, 2020 – 68 Active Members & 4 Honorary Members
 - Honorary Members (4): Mark Faye, Greg Stille, Tom Vail and Brad Van Sant
 - Note: One Honorary Member has 62% attendance
 - LOA – none
 - Attendance for November was 65-72%
 - YTD Range is 62-78%
 - Attendance Average for November – 69.7%
 - YTD Average is 72.1%
-
- Rule of 85 Members (10): Ellen Burris, Pat Butler, Peter Cahn, Pete Faye, Wayne Ginsburg, Rick Pomeroy, Ken Price, Bob Pye, Rich Sakai and Chuck Santoni
 - Membership Committee Members: Frank Crum and Rich Sakai as Co-Chairs, Rick Pomeroy, Bob Pye, Larry Peterson and Sophia Herek
-
- The second round of quarterly Round Tables started in November
 - Members so desiring can attend other Round Tables if there is room available and will be coordinated by Rich
 - The topic of keeping an eye out for potential members and availability of community service grants was introduced at the Round Tables to maintain engagement in the club and that the club is still helping our community
-
- Two potential new members are in the works with the usual forms and information sent to both of them
 - Both have attended Club meetings via Zoom
 - Continued follow-up to determine their interest in joining.



Overview

This policy is intended to

- Identify files, documents or systems that have club passwords.
- Identify the frequency passwords should be changed to ensure standard security of club information.
- Identify which club members or officers should have access to the file passwords.
- Identify which club members are responsible for changing the passwords.

Policy

The following is a list of club information that

- requires a password,
- which members have password authority to the information
- Frequency the passwords are changed
- Person responsible for changing and disseminating the new passwords.

File	Member authority	Password Change Frequency	Responsible person for updating
WSR Club Files OneDrive Account woodlandsunriserotary@gmail.com	Secretary President Treasurer	Annually or if member with authority leaves the club At new club year (July)	Secretary
WSR Club Photos OneDrive Account Woodlandsunriserotary@gmail.com	Photographer Historian Chair Public Relations Chair President Secretary Webmaster	Annually or if member with authority leaves the club At new club year (July)	Secretary
WSR Club Financials OneDrive Account woodlandsunriserotary@gmail.com	Club Treasurer Assistant Treasurer (if applicable) Club President Club Secretary	Annually or if member with authority leaves the club At new club year (July)	Club Treasurer
WSR Foundation Financials OneDrive Account woodlandsunriserotary@gmail.com	Foundation Treasurer Foundation President	Annually or if member with authority leaves the club At new club year (July)	Foundation Treasurer
WSR Square Payment Account Wsrc5160@gmail.com	Treasurer Webmaster Secretary	Annually or if member with authority leaves the club At new club year (July)	Treasurer
WSR Foundation Square Payment Account Wsr95776@gmail.com	Foundation Treasurer Club Webmaster Foundation President	Annually or if member with authority leaves the club At new club year (July)	Foundation Treasurer
WSR Club Speaker Folder This is a shared folder from the club's oneDrive account	Anyone who has access to club's OneDrive account can access Currently shared with Speaker committee members	Annually – By secretary to share with speaker committee members and to remove sharing with non-committee members	Secretary



DOCUMENT ID
DOCUMENT TITLE
EFFECTIVE DATE
SUPERSEDES

CLUB PASSWORD POLICY
 12.1.2020
 N/A

WSR Website	Club Webmaster Secretary	Authority is granted through DACdb on who has access. Annually or if member with authority leaves the club At new club year (July)	Secretary
WSR Foundation Website	Club Webmaster Foundation President 1 Foundation Board Member	Annually or if member with authority leaves the club At new club year (July)	Club Webmaster
Microsoft Office 365 woodlandsunriserotary@gmail.com woodlandsunriserotary1@gmail.com	Secretary President Meeting AV Chair	Annually or if member with authority leaves the club At new club year (July)	Secretary
Russel Hampton (Club Supplies) Woodland Sunrise Rotary	Secretary Treasurer	Annually or if member with authority leaves the club At new club year (July)	Secretary

Other notes:

- There was a Gmail photo folder for members to drop in photos developed by the Public Relations chair. Requests to be added have not been approved and no response on emails so not sure of viability.
- An older Dropbox account for hosting files may still be active but has not been used by the club for years so it is considered closed.

Memo

To: Board of Directors
Ramon Urbano, President

From: Lynn Jepsen

Date: November 30, 2020

Re: QuickBooks Software

Summary of QuickBooks Online Options

Version	Simple Start	Essentials	Plus*
Number Users	1	3	5
Functionality	Basic	Basic plus A/P	Comprehensive
Annual Cost	\$270	\$420	\$755
Annual Cost with Tawny James	n/a	\$360	\$636
*Recommended			

Background

The Board approved moving to QuickBooks On-line at the last meeting based on what I thought was at a cost of \$300/year (\$270 if paid annually). Subsequent to that, I learned that was for the one-user version. I then explored the cost of the three user system....it is \$420 if paid annually.

In the mean time, I did convert WSRF through TechSoup at annual cost of \$75.00. (Only available to 501 (c) 3 organizations). One of the suggestions was to use a generic login and share it because non-profits change users so often. It occurred to me that given that, we could use the single user version, so I converted the file. [Note – it can be cancelled]

It was then that I discovered the basic functionality did not have the option of using budget to actual reports.

Options for Budget to Actual Report

- Issue separate reports for Income and Budget
- Manually update Budget to Actual report with Information
- Stay on Desktop Version
- Upgrade to the Plus version

I stand by my recommendation to convert to the On-line version for purpose of continuity and backup. To maintain the budget to actual reports, I now recommend converting to the Plus version. I am told there is no difference between a direct account or a wholesale account such as using Tawny who is a CPA.



Woodland Sunrise Rotary Club



REQUEST FOR DONATION

The Woodland Sunrise Rotary Club considers donation requests at its regular monthly board meetings which are on the second Wednesday of each month. Requests must be submitted at least one week in advance. The contact person listed will normally be notified of the results within 7 business days after the board decision.

Email the completed form and any accompanying documents to: WoodlandSunriseRotary@gmail.com

Or, they may be mailed to: Woodland Sunrise Rotary Club, P.O. Box 8155, Woodland, CA 95776

For additional information or assistance, please send email to: WoodlandSunriseRotary@gmail.com

Thank you for the work you do in our community, and for including us in helping you further your mission.

Name of Organization: Sacramento Valley Historical Railways

Website: Svhr.org

Address: Street: 1120 Lincoln Ave Phone: _____

City: Woodland State: CA ZIP: 95695

Contact: Raylene Ewing Email: courtneystanford@ymail.com Phone: 5302190287

Street Address where Donation should be mailed: 1120 Lincoln Ave

City: Woodland State: CA ZIP: 95695

Name of Project: Adopt a Palm

Amount requested: \$200

Is there a deadline after which the donation will have less value to the project? No

In case we can't donate the full amount, is there a lesser amount that may still be helpful? Sure

If volunteer services are needed: Number of volunteers needed? 1-2 if want plant it

Projected time commitment? 1 hour

Briefly describe the project, its objectives and what the volunteers will be doing (if needed): The historic depot in Woodland has been renovated to become a historic museum. The completion of the handicap bathrooms has made opening a reality. We have begun a landscape project which includes 12 trees, small grass area and a few shrubs. Our goal this fall is to plant the trees. The tree foundation and Luna Vista Rotary planted 10 trees recently. We would like to purchase 2 palm trees to anchor the building. Historically, depots have palm trees and we would like to add two, one on each end of the building. We must purchase the trees, 15 gal size at approximately \$100 each. We are working on a discount, if that occurs, we could use the balance for bark around the trees and edging to separate tree area from grass area.

What funds have been requested/received from other sources? I have received funds from Luna Vista Rotary and Clark Pacific to finish the bathroom project. I have asked both the Sunrise and Noon club for help with the palm/landscaping.

How will the funds from Woodland Sunrise Rotary Club be used? To purchase palm trees, stakes and bark.

All applicants are asked to provide the following, along with this application:

- Project budget
- Brief overview of your organization financials



Woodland Sunrise Rotary Club



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Thank you for the work you do in our community, and for including us in helping you further your mission.

Name of Organization: Yolo County Library Foundation

Website: Yclfoundation.org

Address: Street: 226 Buckeye Street Phone: (530)666-8002

City: Woodland State: CA ZIP: 95695

Contact: Joy Sakai, Ben Cadranel Email: jeksakai@gmail.com Phone: (559) 300-6060

Street Address where Donation should be mailed: 226 Buckeye Street

City: Woodland State: CA ZIP: 95695

Name of Project: "Read for Life" part of the Yolo Library early literacy toolkit

Amount requested: \$1000.00

Is there a deadline after which the donation will have less value to the project? No

In case we can't donate the full amount, is there a lesser amount that may still be helpful? Yes

If volunteer services are needed: Number of volunteers needed? N/A

Projected time commitment? N/A

Briefly describe the project, its objectives and what the volunteers will be doing (if needed): The Library's early literacy program aims to provide training to caregivers of children from 0-5, using research-based practices, including reading, singing and talking, in order to fill the critical role of being a child's first teacher. Funds raised with this grant will be used to purchase books for children to keep in support of the training caregivers receive. \$1000.00 will bring a starter library into the homes of 20 families. The ultimate objective is to prepare children for success in school and to read at grade level by third grade.

What funds have been requested/received from other sources? Funds from our "Giving Tuesday" campaign will be used to support this effort. YCLF received a Buck Grant recently to support another aspect of the early literacy program, but funds were not sufficient to purchase books.

How will the funds from Woodland Sunrise Rotary Club be used? Books will be purchased with these funds.

All applicants are asked to provide the following, along with this application:

- Project budget
- Brief overview of your organization financials