



The Rotary Club of Woodland Sunrise

PO Box 8155 • Woodland, CA 95776

Board of Directors Meeting Minutes

Date: July 8, 2020

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. Board Meeting minutes

- a. Were approved for June 10th
 - i. **Motion:** Al A **Second:** Robyn M
 - ii. Unanimously approved – 11-0
- b. Were approved for Special Board Meeting on June 25th
 - i. **Motion:** Lynn J **Second:** Al A
 - ii. Unanimously approved – 11-0

3. Treasurers report

a. Financial Report Review

- i. The report was reviewed by Lynn J to Board members
- ii. Buzz did not receive a copy.
- iii. Lynn stated that she has now added account numbers to the report per the audit committee's request.
- iv. Once Club financial are approved by the Board, Lynn will send a copy to all club members.
- v. **Motion to approve:** Robyn D **Second:** Rich S
- vi. Motion carries: 10-0 with and abstention by Buzz (Did not receive a copy)

b. President's spending authority

- i. This is to provide the President with an additional spending authority on items when required. Typically, this has been \$300 and is rarely used.
- ii. **Motion:** To approve the President's spending authority up to \$300
- iii. **Motion:** Lynn J **Second:** Wayne G
- iv. Motion carries: 11-0

c. Discussion on guidelines for member financial hardship

- i. Due to the difficult time with COVID, we will be allowing members to request financial support for their membership dues to allow them to continue with the club.
- ii. Lynn J mentioned that only one person has approached her so far requesting assistance.
- iii. Members felt that membership retention should be a priority this year due to the circumstances.
- iv. Discussion was made to make sure that the member's privacy is maintained so the decision should not come to the Board for approval but to allow the treasurer



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flexibility to grant the requesting members assistance as long as it stays within the budget allowance.

- v. Some Board members felt that the President should be involved in the decision making as well. The feeling is that this will protect the treasurer on making the decision and that the President should be aware of the circumstances. Further discussion felt that the President should be aware of the circumstances, but the President did not need to know the person's name to maintain the member's privacy.
- vi. **Motion:** To allow the treasurer the flexibility to grant financial assistance to requesting members for membership dues. This will be reviewed by the President and the sum of assistance shall not exceed \$1000 as approved in the budget.
- vii. **Motion:** Robyn D **Second:** Wayne G
- viii. Motion carries: 11-0

d. 2020-2021 Budget review and approval

- i. Lynn J distributed the proposed budget. The budget was developed within 2 scenarios, a "best case" and "worst case" scenario.
- ii. The focus of approving the budget was focused on the "worst case" scenario due to the uncertainty around the COVID virus and the limited opportunity to bring in club revenue.
- iii. Changes to the proposed budget:
 - 1. Lynn J requested that the PO Box rental increase from \$120 to \$140
 - 2. Lynn J requested that the Bank Charges increase from \$1700 to \$2000 due the increase of credit card charge fees.
 - 3. Discussion to remove \$525 the Member Roster Booklet. The club felt that members can review member directory on the website or through the mobile app. For those who want a printed copy, membership directories can be created through the Report option on DACdb and members can either print out the electronic copy sent to them or the club can offer to mail them a copy. No discussion on how this will be done (Training to members or printed copy), who will do it or a distribution date.
- iv. Other discussion
 - 1. Buzz asked where officer pins is in the budget. Lynn stated that it is located under miscellaneous expenses.
 - 2. Buzz commented that since this budget is not funding any community service projects, can we prioritize important projects and then post a payment button on the website and allow members to donate to specific projects? The Board will address at a future meeting to prioritize.
 - 3. Some members felt that it was important that we budget money for the President elect to attend the RI meeting. Others felt that during these times other items should have a higher priority.
 - 4. It was proposed that the Board approve the "worst case" budget with the changes listed above (iii), and if times change for the better, the Board can discuss and approve an amended budget.



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- v. **Motion:** To approve the "worst case" (Note 2) budget with the changes recommended above (iii) with the ability to develop an amended budget in the future if times change.

- vi. **Motion:** Lynn J **Second:** Al A

- vii. Motion carries: 11-0

e. Financial review and review committee

- i. Lynn J discussed that a financial review is required before the financials go to the club members for approval at the Annual Meeting held in December.
- ii. Two people need to be assigned to review the financials and receipts to make sure the financials are in line. Ramon will need to appoint 2 members to do this review. In the past some of the members that have performed this have been Jim G, Lynn C, Sue W.
- iii. Ramon will appoint 2 members so a review can be performed before December.

4. Administration Report

a. President's upcoming goals and concerns

- i. Ramon yielded his report to allow for time for other reports. This report will be sent to Board Members via email.

b. Club Dark days

- i. Ramon yielded his report to allow for time for other reports. This report will be sent to Board Members via email.
- ii. November 26th – Thanksgiving
- iii. December 24th – Christmas Eve
- iv. December 31st – New Years Eve

c. Development of future meeting design and committee

- i. Ramon has appointed Wayne G to chair a committee and choose members to develop recommendations and a design for future meetings.
- ii. The report and design will be presented to the Board and club members at a future date.

5. Public Image Report

a. Chair report

- i. Al stated that he has no report

b. Other discussion

- i. Wayne G mentioned that Dena L had a committee meeting in June. No details were given.
- ii. Buzz mentioned that he felt Al A should be added to the committee since he is the Board's liaison and that Larry P should be added since he is the Webmaster. Ramon will review with Dena to include these members.

6. Membership Report

a. Chair Report

- i. Rich presented his report. See attachment

7. Development and Donation requests

a. Chair Report

- i. No report

8. Service Projects Report

a. Chair Report

- i. Jim mentioned that not much was in the works due to the times.



The Rotary Club of Woodland Sunrise

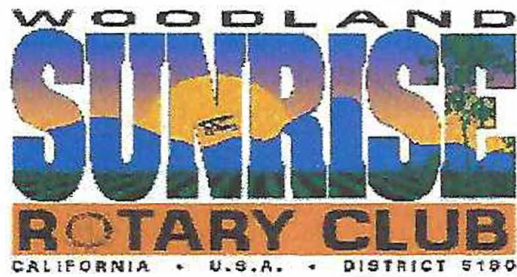
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- ii. It was suggested to speak with Jim Gillette as he has some things in the works.

9. Meeting as adjourned at 8:03 AM

- a. **Motion:** Dennis M **Second:** Al A



Rotary Club of Woodland Sunrise

Financial Statements

June 2020

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Rotary Club of Woodland Sunrise

Financial Statement Commentary

June 2020

The comic Steve Martin had a running gag on Saturday Night Live a long time ago where he said "I am a **wild** and **crazy** guy!" Well, this has been a wild and crazy Rotary year. Things were rolling along for 8½ months, Ramon had just finished PETS, and Wayne was counting down the days to traveling the world again. And then the world turned on a dime. At least that it is the way it seemed. Covid-19 had already arrived on our shores but we were going about our business as usual. But suddenly we were under 'shelter-in-place' and meetings were halted.

Within a couple of weeks, largely through the technical expertise of Lynn C, and the leadership of Wayne we had our first Zoom meeting and have had one every week with excellent attendance.

But the financial impact has been an adjustment. While Lynn C, Larry and Buzz were able to get a payment link on our website (Which has been used a lot), there are numerous income streams that were stopped:

The upcharge on meals of \$2.00, missed meeting fees, happy dollars, and raffle ticket income. Total income is \$3,929 less than planned. In addition the beer booth income was **\$500** less than planned. Total operating expenses were **\$1,563** less than expected which partially offsets the reduced income.

Total donations exceeded budget by only \$868, but the net of all this was a loss that exceeded the expected loss of \$5,000 by \$3,734. We recovered a bit of income as we returned the unused Covid-19 pledges to members. Our always generous members contributed \$6,668 that was used for the project.

I will be sending you a proposed budget under separate cover.

Finally, I issue a challenge to notice a change in the financial statement presentation. First one to respond with the correct answer wins bragging rights.

Rotary Club of Woodland Sunrise Donations/Community Service

7/01/2019 - 06/30/2020

Woodland Recreation	500.00	Rock Steady Boxing
Student Exchange	1,750.00	Fees Plus Allowance
Davis Sunset Rotary	500.00	District Grant/Kenya water well
Woodland Healthcare Foundation	500.00	In memory of Cowles Mast
WSRF	500.00	Alzheimer's Walk
Reading Program	664.02	Books for readers/speakers
Cemetery Cleanup	49.57	Purchase plants
Rose Bowl Parade	200.00	Rotary Float
YES	750.00	Towards rebuild of ramp
Camp Royal	-	D5160 Camp Royal
Woodland Reads	2,000.00	
Woodland Regional Park	1,500.00	Pavilion Plans
Pledged to Nicaragua	500.00	
Luna Vista Rotary Foundation	500.00	Multicultural Celebration
Meals on Wheels	1,750.00	Adopt a Holiday
Rotary Foundation	500.00	Memorial donation
WSRF	1,500.00	Foster Kids Duffie bags
Meals on Wheels	500.00	
4-H auction	2,000.00	
Davis Sunrise - Covid 19 Grant	500.00	
Canceled old International Grant	(500.00)	Pharmacy paymt to Guatemala
Year-to-Date Donations	<u>16,163.59</u>	
Plus: Pledged for Woodland Scoreboard	500.00	
Pledged for Fire Engine transportation	600.00	
Total Donations	<u>17,263.59</u>	

Rotary Club of Woodland Sunrise

Balance Sheet

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000.10 · Club Checking First Northern	14,989.91
1000.20 · First Northern Money Market	50,030.02
1100.10 · Cash on Hand	350.00
1000.30 · Checking-Beer Booth	4,640.21
Total Checking/Savings	70,010.14
Total Current Assets	70,010.14
TOTAL ASSETS	70,010.14
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	
2100.11 · Member Assistance Fund	1,016.00
2100.13 · Pres to DC and RI Convention	4,000.00
2100.14 · Mystery Golf	1,181.04
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
2100.21 · Payable to Rotary Foundation	100.00
Total 2100.10 · Misc Accounts Payable	7,397.04
2200.00 · Prepaid Member Dues	6,235.00
2300.00 · Raffle Balance	829.00
Total Other Current Liabilities	19,101.25
Total Current Liabilities	19,101.25
Total Liabilities	19,101.25
Equity	
3000.00 · Restricted Equity	
3000.10 · Board Restricted Equity	20,000.00
Total 3000.00 · Restricted Equity	20,000.00
3900 · Retained Earnings	39,643.33
Net Income	-8,734.44
Total Equity	50,908.89
TOTAL LIABILITIES & EQUITY	70,010.14

Rotary Club of Woodland Sunrise
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
General Club Income			
4000.00 · Weekly Meetings			
4100.00 · Weekly Meeting Income	23,269.00	34,450.00	(11,181.00)
4200.00 · Weekly Meeting Cost	(19,026.34)	(29,150.00)	10,123.66
Total 4000.00 · Weekly Meetings	4,242.66	5,300.00	(1,057.34)
4300.10 · Meeting Make-Up Fees	1,476.00	2,500.00	(1,024.00)
4300.20 · Recognition and Other Fees	6,103.00	7,600.00	(1,497.00)
4300.30 · Raffle Income	1,939.00	3,500.00	(1,561.00)
4300.40 · Membership Dues	10,779.00	10,875.00	(96.00)
4300.50 · Interest Income	31.98	120.00	(88.02)
4300.60 · Other Income	1,394.29		
Total General Club Income	25,965.93	29,895.00	(3,929.07)
Community Events			
4500.00 · Yolo County Fair Booth	3,000.00	3,500.00	(500.00)
Total Community Events	3,000.00	3,500.00	(500.00)
Total Income	28,965.93	33,395.00	(4,429.07)
Gross Profit	28,965.93	33,395.00	(4,429.07)
Expense			
5100.00 · General Club Expenses			
5000.20 · District Dues	3,744.00	3,900.00	(156.00)
5000.10 · RI Dues	6,526.49	6,600.00	(73.51)
5100.54 · Badges	182.89	100.00	82.89
5100.25 · PO Box Rental	134.00	115.00	19.00
5100.27 · Chamber Dues	245.00	250.00	(5.00)
5100.28 · Technology Improvements	219.27	275.00	(55.73)
5100.30 · Bank Charges	1,301.84	1,200.00	101.84
5100.31 · District Governor Visit	900.00	750.00	150.00
5100.32 · Gifts	300.00		
5100.40 · Member Roster	518.40	525.00	(6.60)
5100.60 · Miscellaneous Expenses	143.50	1,200.00	(1,056.50)
5100.51 · Postage & Paper	70.60	100.00	(29.40)
5100.52 · Printing Expenses	219.67	150.00	69.67
5100.53 · Supplies	382.12	500.00	(117.88)
5100.55 · Taxes; Tax Preparation	35.00	35.00	0.00
5200.00 · Training, PETS, RI Convention	5,205.00	6,000.00	(795.00)
5200.10 · Web Site Maintenance	309.00	300.00	9.00
Total 5100.00 · General Club Expenses	20,436.78	22,000.00	(1,563.22)
Comm. Service & Donations			
5500.00 · Community Service Award	0.00	500.00	(500.00)
5500.10 · Woodland Reads	2,000.00	2,000.00	0.00
5500.40 · 4-H Spring Auction	2,000.00	1,700.00	300.00
5500.41 · Foster Kids Programs	1,500.00	1,500.00	0.00
5500.42 · Rose Bowl Parade	200.00	200.00	0.00
5500.45 · Student Exchange Expense	1,750.00	2,565.00	(815.00)
5500.50 · Camp Royal	0.00	895.00	(895.00)
5500.65 · Community Service Project	799.57	500.00	299.57
5500.70 · International Projects	600.00	2,000.00	(1,400.00)

	Jul '19 - Jun 20	Budget	\$ Over Budget
5500.75 • Other Donations	7,750.00	4,535.00	3,215.00
5500.80 • Reading Program/Speaker Gifts	664.02		
Total Comm, Service & Donations	17,263.59	16,395.00	868.59
Total Expense	37,700.37	38,395.00	(694.63)
Net Ordinary Income	(8,734.44)	(5,000.00)	(3,734.44)
Net Income	(8,734.44)	(5,000.00)	(3,734.44)

Rotary Club of Woodland Sunrise

Budget Draft

July 2019 - June 2020

	17-18 Actual	18-19 Actual	19-20 Budget	Note 1 20-21 Budget
Income				
General Club Income				
Weekly Meetings				
Weekly Meeting Income	29,175	35,807	34,450	-
Weekly Meeting Cost	(24,734)	(29,493)	(29,150)	-
Total Weekly Meetings	4,441	6,314	5,300	-
Meeting Make-Up Fees	2,167	2,697	2,500	-
Recognition and Other Fees	7,658	7,090	7,600	3,000
Raffle Income	3,405	3,001	3,500	-
Merchandise Sold	4	0		
Membership Dues	10,657	10,959	10,875	10,005
Interest Income	118	121	120	75
Other Income	1	268	-	
Total General Club Income	28,451	30,450	29,895	13,080
Community Events				
Yolo County Fair Booth	3,300	4,000	3,500	0
Total Community Events	3,300	4,000	3,500	
Total Income	31,751	34,450	33,395	13,080
Gross Profit				
Expense				
General Club Expenses				
Weekly Raffle Prizes	424	274	-	
PO Box Rental	108	112	115	140
Social Events		0	-	
Chamber Dues	250	245	250	-
Technology Improvements	162	0	275	150
Bank Charges	1,005	1,357	1,200	2,000
District Governor Visit	(94)	777	750	-
Member Roster	373	503	525	
Miscellaneous Expenses	596	1,532	1,200	500
Per Capita Dues				
District Dues	3,796	3,952	3,900	3,588
Rotary International	5,961	6,297	6,600	6,141
Postage & Paper	103	26	100	220
Printing Expenses	178	134	150	-
Supplies				
Badges	155	47	100	-
Supplies - Other	549	364	500	-
Taxes; Tax Preparation	35	35	35	35
Training, PETS, RI Conf, DC	4,994	4,856	6,000	1,200
Web Site Maintenance	284	284	300	300
General Club Expenses - Other	50			
Total General Club Expenses	18,929	20,795	22,000	14,274
Rotary Events				
Anniversary Dinner Event	(272)			
Christmas Party	(304)			
Total Rotary Events				
Comm. Service & Donations				

Rotary Club of Woodland Sunrise
Budget Draft
July 2019 - June 2020

	17-18 Actual	18-19 Actual	19-20 Budget	Note 1 20-21 Budget
Community Service Award		1,000	500	
Woodland Reads	2,000	2,000	2,000	
Depot Restoration	2,550			
4-H Spring Auction	1,704	1,611	1,700	
Foster Kids Programs	1,500	1,500	1,500	
Rose Bowl Parade	116	200	200	
Student Exchange Expense*		0	2,565	
Camp Royal	1,790	895	895	
Camp Venture	0	0		
Community Service Project	156	0	500	
International Projects	525	2,000	2,000	
Reading Program	980	97		
Other Donations	2,350	6,650	4,535	
Total Donations	13,671	15,953	16,395	
Total Expenses	32,024	36,748	38,395	14,274
	(273)	(2,298)	(5,000)	(1,194)

Note 1: This is a "worst case" scenario; we don't resume in-person meetings, we lose 8 members; a small number make donatiins to the club for recognition; we send no one to International and we make no donations.

Administration Report

Woodland Sunrise Rotary Board Meeting
July 8, 2020

AGENDA

4. Administration report

a. President's upcoming goals and concerns:

I see a year of challenges and changes brought about by the Pandemic. It is bringing us to a "new normal" which we will have to live with for the foreseeable future. We will have to be creative and do things in ways we have never done before.

I have two big concerns. How do we move from virtual meetings to possible in person meeting's? And second how do we retain members and bring in new members into the club.

Goals

1. Serve the needs of the community

Service projects will be difficult because of the covid 19 restrictions of social distancing, but some can be positioned if space is available.

We should consider serving the underserved in the community. We can ensure WCC students have access to food. There is the opportunity to work with people and communities served by Empower Yolo.

2. Smooth and safe transition from virtual meetings to in person meetings.

We are creating a task force headed by Wayne to investigate this possibility.

*See details below.

3. Membership engagement and growth

More participation of members in our zoom meetings like the Pledge, Grace, 4 Way Test, No Bucks Happy Bucks, highlighting members involved in other organization's doing good works.

Encourage members to participate in the club activities that may come up like the blood drive.

4. Grow Rotary

Internally, help members learn more about Rotary International and what Rotary does around the world and in the United States. Have periodic "Rotary Moments" in our meetings.

Make a concerted effort in public image using all the outlets we have and show off Rotary's good works and invite people to join us.

Invite people through our members to visit our virtual meetings and check us out and hopefully they like what we do and join.

*Note the ways we have done membership in the past is not possible now and we have to try new ways.

Administration Report

5. Collaboration with other clubs

Joint virtual activities

Share speaker information

b. Meeting dark dates (no meetings)

November 26th, Thanksgiving

December 24th, Xmas Eve

December 31st, New Years Eve

c. Development of future meeting outline

A Task Force to address the possibility of going from virtual meetings to in person meetings is being formed, headed by Wayne.

Members of the Task Force should represent the club and have the expertise needed in this effort.

Some of the points that should be covered:

1. The pros and cons of going from one type of meeting to the other.
2. What would it take to go to a hybrid meeting (equipment, internet access and cost)?
3. Would recording meetings for later viewing by members be an option?
4. If given a choice would there be a charge for people who attend the virtual or recorded meeting instead of attending the meeting in person?

These are initial considerations and expect more as the Task Force meets.

The final decision for the meetings will be made by the club members, ensuring they feel comfortable and safe.

Membership Committee Report

July 8th, 2020

- July 1st, 20210 – 69 Active Members & 4 Honorary Members
- Resignations(5*): Arthur Beauchamp, Daniel Brooks, Sarah del Rosario, John Gilbert, Duane Ewing and Lynn Clark (*).
- Honorary Members (4): Mark Faye, Greg Stille, Tom Vail and Brad Van Sant
- LOA - none

Membership Committee Report

July 8th, 2020

- Rule of 85 Members (11): Cleve Baker, 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 Sophie Herek

Membership Committee Report

July 8th, 2020

- Committee Meeting – June 2nd via Zoom where it was clear “membership retention” will be a key factor this year over recruitment. The onboarding and orientation process is solid with Rick, Bob and Frank this past several years. Adding Larry, a PP, will make it stronger. The traditional 10% membership loss is a general rule of thumb. The tact will be to consider new, modified strategies the club has attempted to retain current members through engagement and then throw in finding new members. Stay tuned