**Rotary Club of North Tulsa**

**Board Meeting, October 4, 2023, Noon**

**Minutes**

Present: Wallace, Trisha, Ron, Sabrina, Phyllis, Keith

**1. Opening Remarks.** Wallace welcomed everyone, including Keith J. to the meeting.

**2. Minutes.** It was moved to accept the minutes as written with two minor changes, the correct spelling of Rachelle’s name, Trisha is updating the Ed Lacy Flyer (not page). Motion was seconded and it passed.

**3. Financial Statement**

Ron presented the finances for September. The finances were approved as presented (by a motion, second and vote) with the correction to add the $300 from the August Fundraiser, Jazz on the Green. Trisha mentioned that she took Ron’s report and inserted it into the EXCEL document and that was sent to the Board. This way, we can see where we are at against the budget each month. She also noted that the checking account variance (increase) from August is larger than the September income, so this is something Ron can reconcile. Ron noted that he has tapped into the financial module of DacDb and is working on entering July, August, September into the finance module. Then, he will start providing monthly reports from DacDb.

Wallace shared that Robert and Jared agreed to be on the Finance Committee. Keith said he is willing as well. Wallace will see who else wants to serve as he got an email from another person but cannot remember who it was. Trisha will automatically be on it.

For Trisha to be added to the bank account, the bank will need a letterhead document stating she is the president. It can be minutes or a letter. Keith will provide a sample to Larissa for her to prepare.

Wallace shared that the charge of the finance committee is to work with Ron on finance and know where the money is at all time, so that there is a back-up should something happen to Ron. The committee will need to learn how to navigate the finance module on DacDb and will need to elect a chair.

**4. Dictionaries.** Keith presented the plan for the year, that we are working in conjunction with the D6110 Literacy Project, by providing a dictionary to third graders. Committee Members: Anne Williams, Artis Jemison, Ken Wilson, and Keith Jemison.

Letters of introduction have been sent to:

Sperry (needs 63), Sankofa Middle School and Debra Brown Community School, John Hope Frankin, Dove School of Discovery. Dove (needs 57) does not want names on the labels.

Last year we spent about $875.The labels are costing an additional 25 cents this year. Keith will send the order for the labels, get with the committee to label the dictionaries, and invite the whole membership to distribute. He will be sure to get various permissions from each school for photos.

**5. Budget.** Trisha asked that everyone look at the excel September statement that is against the budget. Mentioned that we need to get goals set for Ed Lacy and need to start the planning.

**6. Membership.** Trisha is working on Moreo Johnson and Ipe Paramel. Wallace will send the application to Moreo and he will send the “info” to Ipe.

Wallace asked Erlene and Jan. Both of those ladies declined.

Trisha asked the group to please work on the list we generated at the Club Meeting in August.

Blanca Willis sent an email to Trisha that she resigned. Trisha gave the process of resignation to the board- she will send the written notice, Wallace will add it to the next Board meeting minutes, the board will vote to “accept the resignation with regret” and then the name will be removed from DacDb – from the Club Level, and the RI level (using the RI integration Club membership section).

**7. Poinsettias.** Trisha thanked the group for supporting the fundraiser. The board decided on the following:

$15 per poinsettia

Order deadline: November 21

Order pick up: November 29, 2 to 7 p.m. We will see if we can use Trisha’s church, Fellowship Congregational, 29th & Harvard.

We’ll need volunteers to pick up the poinsettia’s, deliver them to OUR pick up place.

**8. RYLA.** Anne was absent. Wallace will ask Anne if she got the names of the students we are paying for from Brett so that a check can be mailed. The application and checks are due Oct 9.

Ron asked if we raised $300 from the request sent out by Trisha and Wallace to support RYLA in general. Yes, we had six members each give $50. Trisha and Sabrina will mail checks to Ron’s home. He will send a check to RYLA and note it as our support for the DJ party $250, and $50 for them to use as discretionary.

**Discussion/Closing Remarks.** Wallace adjourned the meeting at 1 p.m.

Submitted by Trisha Kerkstra