

Combined Meeting of the Boards of the Portage Rotary Club and Portage Rotary Charities

A combined meeting of the Boards of Directors of the Portage Rotary Club and of Portage Rotary Charities ("Charities") was held on November 18, 2016 at Michelle's Restaurant in Portage, and was called to order at 7:34 AM by President Jim Martin.

Present: Board members present were: John Crandle; Dave Jewell (11/30); Christy Klien ; Jim Martin; Erica McCulley (11/16); Gary Meyers (11/16); Jim Pearson (11/9); Jeannine Willacker (11/2); and Mary Lou Wright (11/9). Absent: Christine Berro and Rick Searing. Also present: Mike Simon. All dates in parentheses are makeups.

Minutes: Secretary Christy presented the Minutes of the meeting of the Boards held on October 28, 2016 which had previously been sent by email to all of the members of the Boards for their comments. After discussion, **MMSP** that the Minutes be approved as presented.

Secretary's Report: Secretary Christy, presented the membership report as of October 31, 2016. At the end of October, 2016 we had 88 members, of whom ten (Paul Ballard, Joe Hollander, Glen Kellam, Pete Marsiglia, Betty Lee Ongley, Wendell L. Pierce, Allan Reiff, Freeman Russell; Paul Wartner and Joe Yantis) were excused from attendance pursuant to the RI Rule of 85; and two (Roy Dangel and Larry DeShazor) were on leave. A discussion about members who have not paid their annual dues occurred.

Treasurer's Report: Treasurer John presented financial statements of the Club's General Fund and Charities through October 2016. After discussion thereof, **MMSP** that the Treasurer's Report be accepted as presented and copies of them be attached to these Minutes.

President's Report: President Jim Martin shared the RY 2017-2018 Board nominations as of November 17 but stated that they are still speaking with members to determine interest in certain positions. Christine Berro's and Rick Searing's terms expire in June as do John Crandle's and Christy Klien's. Club election will take place on December 14, 2016.

President Jim reported that at the Club Assembly, a short form was passed around to determine member's interest and participation to chart the course of the Club. Fundraising participation and interest in volunteering is a concern.

President Jim shared that several members have expressed concerns over the Senior Center sound system and difficulty hearing presentations. A discussion about possible solutions occurred.

President Jim requested that Agendas and Minutes be posted on the Club's website to be in compliance with RI. Secretary Christy and Website Coordinator, Gary Meyers said that they would handle this.

President Jim shared that Bundle Up Kalamazoo, a fundraising initiative of Kalamazoo Rotaract, will be at an upcoming meeting.

President Elect's Report: President Elect Dave shared the progress of the Five Avenues of Service awards. As of the end of November, two awards have been awarded. Club Service was awarded to Jeannine Willacker and

Mary Lou Wright received the Community Service award.

President Elect Dave also mentioned that he is attending PETS training in preparation for his role as President in the coming Rotary Year.

Grant Chairman's Report: Gary Meyers brought forward a mini grant request of Rick Searing for the upcoming CommuniTeen Read event that is scheduled to take place in March 2017. After discussion thereof, **MMSP** that Portage Northern High School receive the requested grant money.

Gary Meyers also brought forward a request of Joanne Willson to help fund planter gardens at Community High School. After discussion, it was determined to table this request for further exploration.

Gary Meyers indicated there were no significant changes relevant to any outstanding grants. Income for the grants has been slow but two donations of \$250 each (Comstock Rotary Club and Karl Sandelin) have come in for the Zika Project. He expressed that he had concerns over timelines.

Old Business: There was no old business brought forward.

Correspondence: There was no correspondence brought forward.

The next meeting of the Boards will be held at 7:30 AM on Friday, December 16, 2016 at Michelle's Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 8:31 AM.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
10/31/16	77	(88)				
11/1/16	77	(88)				
11/30/16	77	(88)	57.32%	47	0	0

The number of members shown are those counted for Attendance purposes, and Total, which as of November 30, 2016 included two members with Leaves of Absence (Roy Dangel and Larry DeShazor); and ten members excused from attendance pursuant to the RI Rule of 85 (Paul Ballard, Joe Hollander, Glen Kellam, Pete Marsiglia, Betty Lee Ongley, Wendell L. Pierce, Allan Reiff, Freeman Russell, Paul Wartner, & Joe Yantis).

Month	Added	Date	Subtracted	Date(s)
November	0		0	

New Member(s) Name(s)	Classification	Sponsor
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Subtracted Members' Name(s):

2:38 PM
 11/16/16
 Cash Basis

Portage Rotary - General Fund
Balance Sheet
 As of October 31, 2016

	<u>Oct 31, 16</u>	<u>Oct 31, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	20,469.57	16,433.79	4,035.78	24.6%
Total Checking/Savings	<u>20,469.57</u>	<u>16,433.79</u>	<u>4,035.78</u>	<u>24.6%</u>
Other Current Assets				
Undeposited Funds	0.00	-296.78	296.78	100.0%
Total Other Current Assets	<u>0.00</u>	<u>-296.78</u>	<u>296.78</u>	<u>100.0%</u>
Total Current Assets	<u>20,469.57</u>	<u>16,137.01</u>	<u>4,332.56</u>	<u>26.9%</u>
TOTAL ASSETS	<u><u>20,469.57</u></u>	<u><u>16,137.01</u></u>	<u><u>4,332.56</u></u>	<u><u>26.9%</u></u>
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	14,544.82	13,532.28	1,012.54	7.5%
Net Income	5,924.75	2,604.73	3,320.02	127.5%
Total Equity	<u>20,469.57</u>	<u>16,137.01</u>	<u>4,332.56</u>	<u>26.9%</u>
TOTAL LIABILITIES & EQUITY	<u><u>20,469.57</u></u>	<u><u>16,137.01</u></u>	<u><u>4,332.56</u></u>	<u><u>26.9%</u></u>

2:39 PM
 11/16/16
 Cash Basis

Portage Rotary - General Fund
Profit & Loss
 July through October 2016

	<u>Jul - Oct 16</u>	<u>Jul - Oct 15</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
50th Anniversary Fund	1,068.40	0.00	1,068.40	100.0%
Lunches	9,261.00	8,607.00	654.00	7.6%
Member Dues	11,173.69	8,054.58	3,119.11	38.7%
Total income	<u>21,503.09</u>	<u>16,661.58</u>	<u>4,841.51</u>	<u>29.1%</u>
Gross Profit	21,503.09	16,661.58	4,841.51	29.1%
Expense				
Bank charges	0.00	9.50	-9.50	-100.0%
Club Runner	0.00	349.00	-349.00	-100.0%
District 6360 Dues	2,150.73	1,597.32	553.41	34.7%
Gifts/Flowers	0.00	42.40	-42.40	-100.0%
Lunch expense	8,140.00	7,556.00	584.00	7.7%
P.O. Box	48.00	44.00	4.00	9.1%
PETS Training	0.00	25.00	-25.00	-100.0%
Rotary International Dues	3,522.84	3,421.57	101.27	3.0%
Senior Center	850.00	900.00	-50.00	-5.6%
Supplies	886.77	92.86	773.91	833.4%
Total Expense	<u>15,578.34</u>	<u>14,037.65</u>	<u>1,540.69</u>	<u>11.0%</u>
Net Ordinary Income	5,924.75	2,623.93	3,300.82	125.8%
Other income/Expense				
Other Income				
Merchandise Sales	0.00	-19.20	19.20	100.0%
Total Other Income	<u>0.00</u>	<u>-19.20</u>	<u>19.20</u>	<u>100.0%</u>
Net Other Income	0.00	-19.20	19.20	100.0%
Net Income	<u><u>5,924.75</u></u>	<u><u>2,604.73</u></u>	<u><u>3,320.02</u></u>	<u><u>127.5%</u></u>

2:42 PM
 11/16/16
 Cash Basis

**Portage Rotary - General Fund
 Profit & Loss Budget vs. Actual
 July through October 2016**

	<u>Jul - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
50th Anniversary Fund	1,068.40			
Lunches	9,261.00	9,600.00	-339.00	96.5%
Member Dues	11,173.69	7,752.00	3,421.69	144.1%
Total Income	<u>21,503.09</u>	<u>17,352.00</u>	<u>4,151.09</u>	<u>123.9%</u>
Gross Profit	21,503.09	17,352.00	4,151.09	123.9%
Expense				
Business Registration Fees	0.00	300.00	-300.00	0.0%
Club Runner	0.00	300.00	-300.00	0.0%
District 6360 Dues	2,150.73	1,760.00	390.73	122.2%
Gifts/Flowers	0.00	50.00	-50.00	0.0%
Guest lunches	0.00	666.00	-666.00	0.0%
Lunch expense	8,140.00	8,000.00	140.00	101.8%
Other Costs	0.00	132.00	-132.00	0.0%
P.O. Box	48.00	60.00	-12.00	80.0%
PETS Training	0.00	200.00	-200.00	0.0%
Prof Fees - Tax Return	0.00	300.00	-300.00	0.0%
Rotary International Dues	3,522.84	3,233.50	289.34	108.9%
Senior Center	850.00	1,000.00	-150.00	85.0%
Socials/Family of Rotary	0.00	100.00	-100.00	0.0%
Supplies	866.77	453.00	413.77	191.3%
Total Expense	<u>15,578.34</u>	<u>16,554.50</u>	<u>-976.16</u>	<u>94.1%</u>
Net Ordinary Income	<u>5,924.75</u>	<u>797.50</u>	<u>5,127.25</u>	<u>742.9%</u>
Net Income	<u><u>5,924.75</u></u>	<u><u>797.50</u></u>	<u><u>5,127.25</u></u>	<u><u>742.9%</u></u>

2:44 PM
 11/16/16
 Cash Basis

Portage Rotary Charities
Balance Sheet
 As of October 31, 2016

	<u>Oct 31, 16</u>	<u>Oct 31, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	32,732.90	33,163.44	-430.54	-1.3%
Total Checking/Savings	<u>32,732.90</u>	<u>33,163.44</u>	<u>-430.54</u>	<u>-1.3%</u>
Other Current Assets				
PCommHS Spirit Fund	1,004.26	1,001.26	3.00	0.3%
4th of July - Restricted Funds	9,587.84	9,509.10	78.74	0.8%
CD Big Idea	26,164.73	26,142.74	21.99	0.1%
CD Ken Schuring Scholarships	13,183.01	12,937.50	245.51	1.9%
Total Other Current Assets	<u>49,939.84</u>	<u>49,590.60</u>	<u>349.24</u>	<u>0.7%</u>
Total Current Assets	<u>82,672.74</u>	<u>82,754.04</u>	<u>-81.30</u>	<u>-0.1%</u>
TOTAL ASSETS	<u>82,672.74</u>	<u>82,754.04</u>	<u>-81.30</u>	<u>-0.1%</u>
LIABILITIES & EQUITY				
Equity				
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,003.76	1,001.26	2.50	0.3%
4th of July	9,574.68	9,509.10	65.58	0.7%
Big Idea	26,161.19	26,142.74	18.45	0.1%
Ken Schuring Scholarship	13,156.72	12,937.50	219.22	1.7%
Total Temp. Restricted Net Assets	<u>49,896.35</u>	<u>49,590.60</u>	<u>305.75</u>	<u>0.6%</u>
Unrestricted Net Assets	<u>28,938.69</u>	<u>23,371.29</u>	<u>5,567.40</u>	<u>23.8%</u>
Net Income	<u>3,837.70</u>	<u>9,792.15</u>	<u>-5,954.45</u>	<u>-60.8%</u>
Total Equity	<u>82,672.74</u>	<u>82,754.04</u>	<u>-81.30</u>	<u>-0.1%</u>
TOTAL LIABILITIES & EQUITY	<u>82,672.74</u>	<u>82,754.04</u>	<u>-81.30</u>	<u>-0.1%</u>

2:44 PM

11/16/16

Cash Basis

Portage Rotary Charities
Profit & Loss
 July through October 2016

	Jul - Oct 16	Jul - Oct 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	296.00	449.00	-153.00	-34.1%
Donations/Fines	1,335.00	2,003.40	-668.40	-33.4%
Interest	43.49	0.00	43.49	100.0%
Project Related Income				
WMU Concession Stand	764.80	0.00	764.80	100.0%
Tom Eddy Memorial Classic	2,500.00	2,545.00	-45.00	-1.8%
Fourth of July				
4th of July - Expense	-9,427.11	0.00	-9,427.11	-100.0%
4th of July - Revenue	1,655.00	0.00	1,655.00	100.0%
Fourth of July - Other	0.00	-803.87	803.87	100.0%
Total Fourth of July	-7,772.11	-803.87	-6,968.24	-866.8%
Golf Outing				
Golf Outing - Expense	-5,360.35	0.00	-5,360.35	-100.0%
Golf Outing - Revenue	14,760.00	0.00	14,760.00	100.0%
Golf Outing - Other	0.00	10,753.38	-10,753.38	-100.0%
Total Golf Outing	9,399.65	10,753.38	-1,353.73	-12.6%
Total Project Related Income	4,892.34	12,494.51	-7,602.17	-60.8%
Total Income	6,566.83	14,946.91	-8,380.08	-56.1%
Expense				
Community Service Award	200.00	500.00	-300.00	-60.0%
Giselda Fund	0.00	500.00	-500.00	-100.0%
Michigan Gambling license	185.00	170.00	15.00	8.8%
Miscellaneous Requests	300.00	2,460.00	-2,160.00	-87.5%
Supplies	44.44	10.59	33.85	319.6%
Portage Community Center	500.00	0.00	500.00	100.0%
Portage Community HS	1,637.68	1,674.17	-36.48	-2.2%
Youth Exchange Stipend	150.00	0.00	150.00	100.0%
Total Expense	3,017.13	5,254.76	-2,237.63	-42.6%
Net Ordinary Income	3,549.70	9,692.15	-6,142.45	-63.4%
Other Income/Expense				
Other Income				
District Simplified Grant - In	0.00	100.00	-100.00	-100.0%
Member Designated - In	500.00	0.00	500.00	100.0%
Member Designated - Out	-500.00	0.00	-500.00	-100.0%
Paul Harris/TRF - In	3,362.36	2,810.36	752.00	28.8%
Paul Harris/TRF - Out	-3,362.36	-2,810.36	-752.00	-28.8%
Portage Northern Interact - In	288.00	0.00	288.00	100.0%
Total Other Income	288.00	100.00	188.00	188.0%
Net Other Income	288.00	100.00	188.00	188.0%
Net Income	3,837.70	9,792.15	-5,954.45	-60.8%

2:45 PM
 11/16/16
 Cash Basis

Portage Rotary Charities
Profit & Loss Budget vs. Actual
 July through October 2016

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	298.00	285.00	31.00	111.7%
Donations/Fines	1,335.00	1,085.00	270.00	125.4%
Interest	43.49	16.00	27.49	271.8%
Project Related Income				
WMU Concession Stand	764.80			
Tom Eddy Memorial Classic	2,500.00	2,000.00	500.00	125.0%
Home Show	0.00	568.00	-568.00	0.0%
Fourth of July				
4th of July - Expense	-9,427.11			
4th of July - Revenue	1,655.00			
Total Fourth of July	-7,772.11	0.00	-7,772.11	100.0%
Golf Outing				
Golf Outing - Expense	-5,360.35			
Golf Outing - Revenue	14,760.00			
Golf Outing - Other	0.00	10,700.00	-10,700.00	0.0%
Total Golf Outing	9,399.65	10,700.00	-1,300.35	87.8%
Total Project Related Income	4,882.34	13,288.00	-8,373.66	38.9%
Total Income	6,568.83	14,612.00	-8,045.17	44.9%
Expense				
Advertising	0.00	100.00	-100.00	0.0%
Big Idea	0.00	33.00	-33.00	0.0%
Bucket Gardens	0.00	50.00	-50.00	0.0%
Community Service Award	200.00	500.00	-300.00	40.0%
Gleeds Fund	0.00	500.00	-500.00	0.0%
Michigan Gambling license	185.00	0.00	185.00	100.0%
Miscellaneous Requests	300.00	786.00	-486.00	38.2%
Supplies	44.44	0.00	44.44	100.0%
Portage Community Center	500.00	500.00	0.00	100.0%
Portage Community HS	1,637.89	1,500.00	137.89	109.2%
RYLA	0.00	200.00	-200.00	0.0%
Youth Exchange Stipend	150.00	0.00	150.00	100.0%
Total Expense	3,017.13	4,149.00	-1,131.87	72.7%
Net Ordinary Income	3,549.70	10,463.00	-6,913.30	33.9%
Other Income/Expense				
Other Income				
Member Designated - In	500.00	0.00	500.00	100.0%
Member Designated - Out	-500.00	0.00	-500.00	100.0%
Paul Harris/TRF - In	3,362.36	0.00	3,362.36	100.0%
Paul Harris/TRF - Out	-3,362.36	0.00	-3,362.36	100.0%
Portage Northern Interact - In	288.00			
Total Other Income	288.00	0.00	288.00	100.0%
Net Other Income	288.00	0.00	288.00	100.0%
Net Income	3,837.70	10,463.00	-6,625.30	36.7%

