

# 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 December 16, 2016 at Michelle's Restaurant in Portage, and was called to order at 7:38 AM by President Jim Martin.

**Present:** Board members present were: Christine Berro; John Crandle; Dave Jewell; Christy Klien (12/21); Jim Martin; Erica McCulley (12/14); Gary Meyers (12/14); Jim Pearson; Jeannine Willacker; and Mary Lou Wright. **Absent:** Rick Searing. Also present: Chad Schuring and Mike Simon. All dates in parentheses are makeups.

**Minutes:** Secretary Christy presented the Minutes of the meeting of the Boards held on November 18, 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 November 30, 2016. At the end of November, 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 and had not responded to several attempts to contact. After discussion, **MMSP** that Marc Anderson and Mike Griffin **will** be terminated from the Club due to non-payment of club dues effective immediately.

Secretary Christy reported that the approved July 2016 through December 2016 Board Meeting Minutes and Monthly Financials for RY 2016-2017 have been posted on the Club's webpage. She thanked Gary Meyers for his assistance on getting those posted on the webpage.

**Treasurer's Report:** Treasurer John presented financial statements of the Club's General Fund and Charities through November 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 invited Chad Schuring to give an update on our Rotary Youth Exchange student Tanapoom "Poom" Atiwetin. Chad shared that it has been difficult to find another host family for Poom and recommended that all future youth exchanges have host families set up in advance for the entire school year. If another host family is not found by the end of December, Poom will unfortunately have to return home earlier than expected. The Board thanked the Schuring Family for hosting Poom for the unexpected additional month and for working so diligently to find another host family. After discussion, **MMSP** that the Club will require 100% of the exchange experience be lined up with host families prior to accepting students into the Portage Rotary Club.

President Jim asked Past President Jim Pearson to give an update on the "Big Idea" project. Past President Jim shared that the City of Portage is adjusting their original plans for Celery Flats and the timeline has been pushed back. More information should be available in March 2017.

President Jim announced that he had received a request from board member, Rick Searing to resign from the

Board due to conflicts in his work schedule. After discussion, **MMSP** that Rick Searing be resigned from his duties on the Board.

President Jim requested that the Board accept the interim board appointment of Tom Welsh to fulfil remaining time of Rick Searing's term. After discussion, **MMSP** that Tom Welsh be appointed to the Board effective January 1, 2017 until June 30, 2107.

President Jim announced that at the January 18, 2107 Club meeting there will be a strategic planning session led by Randy Orwig. A third session is being planned for February.

**President Elect's Report:** President Elect Dave had nothing to report at this time.

**Grant Chairman's Report:** Gary Meyers indicated there were no significant changes relevant to any outstanding grants. Income for the grants has been slow. He expressed that he had concerns over timelines.

**Other Business:** Marlene Camacho Ochoa will be away until March 2017 for family and work commitments. She has asked for a Leave of Absence. After discussion, **MMSP** that Marlene be granted a leave of absence until April 2017.

Gary Meyers asked if any future WMU concession stand opportunities had been discussed. President Jim stated that EMA has not asked the Club to cover any other concession stands at this time.

**Correspondence:** There was no correspondence brought forward.

The next meeting of the Boards will be held at 7:30 AM on Friday, January 27, 2017 at Michelle's Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 9:01AM.

#### Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
11/30/16	78	(88)				
12/01/16	78	(88)				
12/31/16	76	(86)	59.09%	48	0	2

The number of members shown are those counted for Attendance purposes, and Total, which as of December 31, 2016 included three members with Leaves of Absence (Marlene Camacho Ochoa, 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)
December	0		2	12/16/16

**New Member(s) Name(s)**

**Classification**

**Sponsor**

**Subtracted Members' Name(s):**

Marc Anderson and Mike Griffin

## **Called Meeting**

On January 4, 2017 at 12:56 PM, a combined meeting of the Boards of Portage Rotary Club and Portage Rotary Charities was held at the Portage Senior Center in Portage at which Board members Christine Berro, John Crandle, Dave Jewell, Christy Klien, Gary Meyers, Erica McCulley and Tom Welsh. Also present was Mike Simon. Absent were: Jim Martin, Jim Pearson, Jeannine Willacker and Mary Lou Wright.

Secretary Christy informed the Boards that she had received a request from Penny Briscoe to go on a Leave of Absence for business and personal reasons until the end of May 2017. After discussion, **MMSP** that Penny Briscoe be granted a Leave of Absence until May 31, 2017. With no further business the meeting was adjourned at 12:57 PM.



2:03 PM  
12/14/16  
Cash Basis

**Portage Rotary - General Fund**  
**Balance Sheet**  
As of November 30, 2016

	<u>Nov 30, 16</u>	<u>Nov 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Horizon Checking	<u>20,874.24</u>	<u>17,059.21</u>	<u>3,815.03</u>	<u>22.4%</u>
<b>Total Checking/Savings</b>	<u>20,874.24</u>	<u>17,059.21</u>	<u>3,815.03</u>	<u>22.4%</u>
<b>Total Current Assets</b>	<u>20,874.24</u>	<u>17,059.21</u>	<u>3,815.03</u>	<u>22.4%</u>
<b>TOTAL ASSETS</b>	<u>20,874.24</u>	<u>17,059.21</u>	<u>3,815.03</u>	<u>22.4%</u>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
Unrestricted Net Assets	<u>14,544.82</u>	<u>13,532.28</u>	<u>1,012.54</u>	<u>7.5%</u>
Net Income	<u>6,329.42</u>	<u>3,526.93</u>	<u>2,802.49</u>	<u>79.5%</u>
<b>Total Equity</b>	<u>20,874.24</u>	<u>17,059.21</u>	<u>3,815.03</u>	<u>22.4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>20,874.24</u>	<u>17,059.21</u>	<u>3,815.03</u>	<u>22.4%</u>

2:04 PM  
 12/14/16  
 Cash Basis

**Portage Rotary - General Fund**  
**Profit & Loss**  
 July through November 2016

	<u>Jul - Nov 16</u>	<u>Jul - Nov 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
50th Anniversary Fund	1,163.40	0.00	1,163.40	100.0%
Lunches	10,783.00	10,309.00	474.00	4.6%
Member Dues	11,464.59	8,944.17	2,520.42	28.2%
<b>Total Income</b>	<u>23,410.99</u>	<u>19,253.17</u>	<u>4,157.82</u>	<u>21.6%</u>
<b>Gross Profit</b>	23,410.99	19,253.17	4,157.82	21.6%
<b>Expense</b>				
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	9,439.00	9,026.00	413.00	4.6%
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	1,050.00	1,050.00	0.00	0.0%
Supplies	871.00	142.25	728.75	512.3%
<b>Total Expense</b>	<u>17,081.57</u>	<u>15,707.04</u>	<u>1,374.53</u>	<u>8.8%</u>
<b>Net Ordinary Income</b>	6,329.42	3,546.13	2,783.29	78.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Merchandise Sales	0.00	-19.20	19.20	100.0%
<b>Total Other Income</b>	<u>0.00</u>	<u>-19.20</u>	<u>19.20</u>	<u>100.0%</u>
<b>Net Other Income</b>	0.00	-19.20	19.20	100.0%
<b>Net Income</b>	<u><u>6,329.42</u></u>	<u><u>3,526.93</u></u>	<u><u>2,802.49</u></u>	<u><u>79.5%</u></u>

2:04 PM  
 12/14/16  
 Cash Basis

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

	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
50th Anniversary Fund	1,163.40			
Lunches	10,783.00	12,000.00	-1,217.00	89.9%
Member Dues	11,464.59	7,752.00	3,712.59	147.9%
<b>Total Income</b>	<u>23,410.99</u>	<u>19,752.00</u>	<u>3,658.99</u>	<u>118.5%</u>
<b>Gross Profit</b>	23,410.99	19,752.00	3,658.99	118.5%
<b>Expense</b>				
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	833.00	-833.00	0.0%
Lunch expense	9,439.00	10,000.00	-561.00	94.4%
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	1,050.00	1,250.00	-200.00	84.0%
Socials/Family of Rotary	0.00	125.00	-125.00	0.0%
Supplies	871.00	586.00	305.00	153.9%
<b>Total Expense</b>	<u>17,081.57</u>	<u>19,109.50</u>	<u>-2,027.93</u>	<u>89.4%</u>
<b>Net Ordinary Income</b>	<u>6,329.42</u>	<u>642.50</u>	<u>5,686.92</u>	<u>985.1%</u>
<b>Net Income</b>	<u><u>6,329.42</u></u>	<u><u>642.50</u></u>	<u><u>5,686.92</u></u>	<u><u>985.1%</u></u>





1:59 PM  
 12/14/16  
 Cash Basis

**Portage Rotary Charities**  
**Balance Sheet**  
 As of November 30, 2016

	Nov 30, 16	Nov 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Horizon Checking	35,080.48	33,381.44	1,699.04	5.1%
<b>Total Checking/Savings</b>	35,080.48	33,381.44	1,699.04	5.1%
<b>Other Current Assets</b>				
PCommHS Spirit Fund	1,004.51	1,001.51	3.00	0.3%
4th of July - Restricted Funds	9,593.03	9,514.25	78.78	0.8%
CD Big Idea	26,166.51	26,144.51	22.00	0.1%
CD Ken Schuring Scholarships	13,196.19	12,946.66	249.53	1.9%
<b>Total Other Current Assets</b>	49,960.24	49,606.93	353.31	0.7%
<b>Total Current Assets</b>	85,040.72	82,988.37	2,052.35	2.5%
<b>TOTAL ASSETS</b>	<b>85,040.72</b>	<b>82,988.37</b>	<b>2,052.35</b>	<b>2.5%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
<b>Temp. Restricted Net Assets</b>				
PCommHS Spirit Fund	1,004.01	1,001.51	2.50	0.3%
4th of July	9,579.87	9,514.25	65.62	0.7%
Big Idea	26,162.97	26,144.51	18.46	0.1%
Ken Schuring Scholarship	13,169.90	12,946.66	223.24	1.7%
<b>Total Temp. Restricted Net Assets</b>	49,916.75	49,606.93	309.82	0.6%
<b>Unrestricted Net Assets</b>	28,938.69	23,371.29	5,567.40	23.8%
<b>Net Income</b>	6,185.28	10,010.15	-3,824.87	-38.2%
<b>Total Equity</b>	85,040.72	82,988.37	2,052.35	2.5%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>85,040.72</b>	<b>82,988.37</b>	<b>2,052.35</b>	<b>2.5%</b>

2:00 PM

12/14/16

Cash Basis

**Portage Rotary Charities**  
**Profit & Loss**  
 July through November 2016

	Jul - Nov 16	Jul - Nov 15	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
50-50	423.00	540.00	-117.00	-21.7%
Donations/Fines	1,580.00	2,130.40	-550.40	-25.8%
Interest	43.49	0.00	43.49	100.0%
<b>Project Related Income</b>				
WMU Concession Stand	2,000.62	0.00	2,000.62	100.0%
Tom Eddy Memorial Classic	2,500.00	2,545.00	-45.00	-1.8%
<b>Fourth of July</b>				
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%
<b>Total Fourth of July</b>	<u>-7,772.11</u>	<u>-803.87</u>	<u>-6,968.24</u>	<u>-868.8%</u>
<b>Golf Outing</b>				
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%
<b>Total Golf Outing</b>	<u>9,399.65</u>	<u>10,753.38</u>	<u>-1,353.73</u>	<u>-12.6%</u>
<b>Total Project Related Income</b>	<u>6,128.16</u>	<u>12,494.51</u>	<u>-6,366.35</u>	<u>-51.0%</u>
<b>Total Income</b>	<u>8,174.65</u>	<u>15,164.91</u>	<u>-6,990.26</u>	<u>-46.1%</u>
<b>Expense</b>				
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	415.00	2,900.00	-2,485.00	-85.7%
Supplies	44.44	10.59	33.85	319.6%
Portage Community Center	500.00	0.00	500.00	100.0%
Portage Community HS	1,737.69	1,674.17	63.52	3.8%
Youth Exchange Stipend	225.00	0.00	225.00	100.0%
<b>Total Expense</b>	<u>3,307.13</u>	<u>5,754.76</u>	<u>-2,447.63</u>	<u>-42.5%</u>
<b>Net Ordinary Income</b>	<u>4,867.52</u>	<u>9,410.15</u>	<u>-4,542.63</u>	<u>-48.3%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Casa Amparo - In	660.00	0.00	660.00	100.0%
District 6360 Fdn Grant - In	108.88	0.00	108.88	100.0%
District Simplified Grant - In	528.00	800.00	-272.00	-34.0%
District Simplified Grant - Out	0.00	-100.00	100.00	100.0%
Member Designated - In	615.00	0.00	615.00	100.0%
Member Designated - Out	-615.00	0.00	-615.00	-100.0%
Paul Harris/TRF - In	3,529.04	2,718.70	810.34	29.8%
Paul Harris/TRF - Out	-3,529.04	-2,718.70	-810.34	-29.8%
Portage Northern Interact - In	288.00	0.00	288.00	100.0%
Portage Northern Interact - Out	-267.12	0.00	-267.12	-100.0%
Schuring Scholarship - In	0.00	100.00	-100.00	-100.0%
<b>Total Other Income</b>	<u>1,317.76</u>	<u>600.00</u>	<u>717.76</u>	<u>119.6%</u>
<b>Net Other Income</b>	<u>1,317.76</u>	<u>600.00</u>	<u>717.76</u>	<u>119.6%</u>
<b>Net Income</b>	<u>6,185.28</u>	<u>10,010.15</u>	<u>-3,824.87</u>	<u>-38.2%</u>

2:00 PM  
12/14/16  
Cash Basis

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

	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
50-50	423.00	331.00	92.00	127.8%
Donations/Fines	1,580.00	1,331.00	249.00	118.7%
Interest	43.49	20.00	23.49	217.5%
<b>Project Related Income</b>				
WMU Concession Stand	2,000.62			
Tom Eddy Memorial Classic	2,500.00	2,000.00	500.00	125.0%
Home Show	0.00	708.00	-708.00	0.0%
<b>Fourth of July</b>				
4th of July - Expense	-9,427.11			
4th of July - Revenue	1,655.00			
<b>Total Fourth of July</b>	-7,772.11	0.00	-7,772.11	100.0%
<b>Golf Outing</b>				
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%
<b>Total Golf Outing</b>	9,399.65	10,700.00	-1,300.35	87.8%
<b>Total Project Related Income</b>	6,128.18	13,408.00	-7,279.84	45.7%
<b>Total Income</b>	8,174.65	15,090.00	-6,915.35	54.2%
<b>Expense</b>				
Advertising	0.00	125.00	-125.00	0.0%
Big Idea	0.00	41.00	-41.00	0.0%
Bucket Gardens	0.00	62.50	-62.50	0.0%
Community Service Award	200.00	500.00	-300.00	40.0%
Giselda Fund	0.00	500.00	-500.00	0.0%
Michigan Gambling License	185.00	0.00	185.00	100.0%
Miscellaneous Requests	415.00	958.00	-543.00	43.3%
Supplies	44.44	0.00	44.44	100.0%
Portage Community Center	500.00	500.00	0.00	100.0%
Portage Community HS	1,737.69	1,500.00	237.69	115.8%
RYLA	0.00	250.00	-250.00	0.0%
Youth Exchange Stipend	225.00	0.00	225.00	100.0%
<b>Total Expense</b>	3,307.13	4,438.50	-1,129.37	74.5%
<b>Net Ordinary Income</b>	4,867.52	10,653.50	-5,785.98	45.7%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Casa Amparo - In	660.00	0.00	660.00	100.0%
District 6360 Fdn Grant - In	108.88			
District Simplified Grant - In	528.00	0.00	528.00	100.0%
Member Designated - In	615.00	0.00	615.00	100.0%
Member Designated - Out	-615.00	0.00	-615.00	100.0%
Paul Harris/TRF - In	3,529.04	0.00	3,529.04	100.0%
Paul Harris/TRF - Out	-3,529.04	0.00	-3,529.04	100.0%
Portage Northern Interact - In	288.00			
Portage Northern Interact - Out	-287.12			
<b>Total Other Income</b>	1,317.78	0.00	1,317.78	100.0%
<b>Net Other Income</b>	1,317.78	0.00	1,317.78	100.0%
<b>Net Income</b>	6,185.28	10,653.50	-4,468.22	58.1%

