

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 January 27, 2017 at Michelle's Restaurant in Portage, and was called to order at 7:30 AM by President Jim Martin.

Present: Board members present were: Christine Berro (1/25); John Crandle; Dave Jewell; Christy Klien; Jim Martin (1/11); Gary Meyers (1/11); Tom Welsh; and Jeannine Willacker (1/25). Absent: Erica McCulley, Jim Pearson, and Mary Lou Wright. Also present: Shirley Johnson (2/1), Kim Phillips, Art Roberts and Mike Simon (2/8). All dates in parentheses are makeups.

Introductions: Newly appointed board member Tom Welsh introduced himself to the other board members and shared some of his personal and professional experiences. Art Roberts also introduced his guest Kim Phillips, City of Portage's Senior Services Manager.

Minutes: Secretary Christy presented the Minutes of the meeting of the Boards held on December 16, 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 December 31, 2016. At the end of December, 2016 we had 86 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. Currently, four members are on leave of absence (Penny Briscoe, Marlene Camacho Ochoa, Roy Dangel and Larry DeShazor).

Gary Meyers asked if the Club's attendance expectations were shared with each of our members when they joined our club. Mike Simon suggested that at a future club meeting the Club's traditions and expectations be reviewed. It was further suggested to also discuss expectations of committee participation.

Mentor Opportunity: Rotarian Shirley Johnson shared an opportunity for the Portage Rotary Club to work with the Portage Public Schools in helping their elementary students. Portage Central Elementary School and Haverhill Elementary School have "Kids Hope", a mentor program that pairs students with adult mentors. The student and mentor meet weekly for approximately one hour. Together, they play games and work on homework. The goal is to provide the students with a broader community support system. The results of the program are showing that students have better attendance and academic success as part of this program. All mentors go through a background check and training prior to meeting with a child. If the club is interested in this opportunity we would need to find volunteers to be mentors or co-mentors. Shirley also suggested that at the end of the year to conduct an evaluation of the effectiveness of our efforts. Christine Berro suggested that before we commit to the opportunity that the Board wait and see how it relates to the Strategic Plan. Senior Center Manager, Kim Phillips commented that the Senior Center has adopted two area classrooms that has a similar model and they have found it very successful for the child and the senior.

Portage Senior Center Sponsorship: Rotarian Art Roberts invited Kim Phillips to share information about an upcoming Senior Center program. Kim informed the Board that the Senior Center is planning to bring in author, Teresa Irish to discuss her book, A Thousand Letters Home. Ms. Irish presentation will highlight some of the

1,000 handwritten letters her father had written during World War II. The event is being schedule around Memorial Day. The Senior Center is looking for sponsorships to bring Ms. Irish to Portage. President Jim thanked Ms. Phillips and Art Roberts for coming and sharing information on this upcoming community event. President Jim asked the Grant Committee to review the sponsorship request and make a recommendation to the Board within the month.

Art Roberts also shared an upcoming fundraising event for the Blood Bank project on February 5, 2017 and will feature Von Washington and Romeo Phillips.

Treasurer's Report: Treasurer John presented financial statements of the Club's General Fund and Charities through December 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 announced that at the February 15, 2107 Club meeting there will be a strategic planning session led by himself and Randy Orwig.

President Jim reminded the Board that 50th Anniversary celebration is scheduled for March 24, 2017 at the WMU Fetzer Center. The 50th Committee is working on selling tickets and making final arrangements for the event.

President Elect's Report: President Elect Dave announced that another Five Avenues of Service award will be given out in the coming weeks. He also is planning to attend Presidents-Elect Training Seminar (PETS) in March.

Grant Chairman's Report: Gary Meyers gave an update for the current grants that have been submitted to the Grants Committee. He also provided a timeline for the Grants cycle to help everyone understand the process and copies of them will be attached to these Minutes.

Other Business: No other business was brought forward.

Correspondence: There was no correspondence brought forward.

The next meeting of the Boards will be held at 7:30 AM on Friday, February 24, 2017 at Michelle's Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 8:55 AM.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
12/31/16	76	(86)				
01/01/17	76	(86)				
01/31/17	76	(86)	56.68%	44	0	0

The number of members shown are those counted for Attendance purposes, and Total, which as of January 31,

2017 included four members with Leaves of Absence (Penny Briscoe, 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)
January	0		0	

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

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 Cash Basis

Portage Rotary Charities
Balance Sheet
 As of December 31, 2016

	Dec 31, 16	Dec 31, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	41,607.09	39,564.35	2,042.74	5.2%
Total Checking/Savings	41,607.09	39,564.35	2,042.74	5.2%
Other Current Assets				
PCommHS Spirit Fund	1,004.76	1,001.76	3.00	0.3%
4th of July - Restricted Funds	9,598.23	9,519.40	78.83	0.8%
CD Big Idea	26,168.29	26,146.28	22.01	0.1%
CD Ken Schuring Scholarships	13,209.39	12,955.83	253.56	2.0%
Total Other Current Assets	49,980.67	49,623.27	357.40	0.7%
Total Current Assets	91,587.76	89,187.62	2,400.14	2.7%
TOTAL ASSETS	91,587.76	89,187.62	2,400.14	2.7%
LIABILITIES & EQUITY				
Equity				
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,004.26	1,001.76	2.50	0.3%
4th of July	9,585.07	9,519.40	65.67	0.7%
Big Idea	26,164.75	26,146.28	18.47	0.1%
Ken Schuring Scholarship	13,183.10	12,955.83	227.27	1.8%
Total Temp. Restricted Net Assets	49,937.18	49,623.27	313.91	0.6%
Unrestricted Net Assets	28,938.69	23,371.29	5,567.40	23.8%
Net Income	12,711.89	16,193.06	-3,481.17	-21.5%
Total Equity	91,587.76	89,187.62	2,400.14	2.7%
TOTAL LIABILITIES & EQUITY	91,587.76	89,187.62	2,400.14	2.7%

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 Cash Basis

Portage Rotary Charities
Profit & Loss
 July through December 2016

	Jul - Dec 16	Jul - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	590.00	878.00	-86.00	-13.0%
Donations/Fines	1,699.00	2,341.40	-642.40	-27.4%
Interest	43.49	0.00	43.49	100.0%
Project Related Income				
Willij Concession Stand	2,296.12	0.00	2,296.12	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	-666.6%
Portage Hockey Classic	3,996.05	5,817.26	-1,821.21	-31.3%
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	10,712.95	-10,712.95	-100.0%
Total Golf Outing	9,399.65	10,712.95	-1,313.30	-12.3%
Super Bowl	3,195.00	2,375.00	820.00	34.5%
Total Project Related Income	13,614.71	20,646.34	-7,031.63	-34.1%
Total Income	15,947.20	23,665.74	-7,718.54	-32.6%
Expense				
Adopt-a-Family	1,013.08	1,974.07	-961.01	-48.7%
Casa Amparo	90.00	0.00	90.00	100.0%
Community Service Award	200.00	500.00	-300.00	-60.0%
Giselda Fund	0.00	500.00	-500.00	-100.0%
Michigan Gambling License	385.00	170.00	15.00	8.8%
Miscellaneous Requests	415.00	3,479.85	-3,064.85	-88.1%
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	300.00	0.00	300.00	100.0%
Total Expense	4,485.19	8,808.58	-3,823.49	-46.0%
Net Ordinary Income	11,462.01	15,357.06	-3,895.05	-25.4%
Other Income/Expense				
Other Income				
Casa Amparo - In	970.00	798.00	234.00	31.8%
Casa Amparo - Out	-970.00	0.00	-970.00	-100.0%
District 6360 Fdn Grant - In	108.88	0.00	108.88	100.0%
District Simplified Grant - In	1,141.00	600.00	541.00	90.2%
District Simplified Grant - Out	0.00	-600.00	600.00	100.0%
Member Designated - In	815.00	50,000.00	-49,385.00	-98.8%
Member Designated - Out	-815.00	-50,000.00	49,385.00	98.8%
Paul Harris/TRF - In	7,715.38	2,877.04	4,838.34	168.2%
Paul Harris/TRF - Out	-7,715.38	-2,877.04	-4,838.34	-168.2%
Portage Northern Interact - In	1,817.50	0.00	1,817.50	100.0%
Portage Northern Interact - Out	-1,817.50	0.00	-1,817.50	-100.0%
Schuring Scholarship - In	0.00	100.00	-100.00	-100.0%
Total Other Income	1,249.88	836.00	413.88	49.5%
Net Other Income	1,249.88	836.00	413.88	49.5%
Net Income	12,711.89	16,193.06	-3,481.17	-21.5%

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

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	590.00	398.00	192.00	148.2%
Donations/Fines	1,699.00	1,598.00	101.00	106.3%
Interest	43.49	25.00	18.49	174.0%
Project Related Income				
WMU Concession Stand	2,296.12			
Tom Eddy Memorial Classic	2,500.00	2,000.00	500.00	125.0%
Home Show	0.00	850.00	-850.00	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%
Portage Hockey Classic	3,996.05	2,400.00	1,596.05	166.5%
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%
Super Bowl	3,195.00	0.00	3,195.00	100.0%
Total Project Related Income	13,614.71	15,950.00	-2,335.29	85.4%
Wal-Mart Grant (CoHS)	0.00	2,500.00	-2,500.00	0.0%
Total Income	15,947.20	20,471.00	-4,523.80	77.9%
Expense				
Adopt-a-Family	1,013.06	1,000.00	13.06	101.3%
Advertising	0.00	150.00	-150.00	0.0%
Big Idea	0.00	50.00	-50.00	0.0%
Bucket Gardens	0.00	75.00	-75.00	0.0%
Casa Amparo	90.00	400.00	-310.00	22.5%
Community Service Award	200.00	500.00	-300.00	40.0%
Giselda Fund	0.00	500.00	-500.00	0.0%
Interact Club Fees	0.00	1,500.00	-1,500.00	0.0%
Michigan Gambling License	185.00	0.00	185.00	100.0%
Miscellaneous Requests	415.00	1,150.00	-735.00	36.1%
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	300.00	-300.00	0.0%
Youth Exchange Stipend	300.00	0.00	300.00	100.0%
Total Expense	4,485.19	7,825.00	-3,139.81	58.8%
Net Ordinary Income	11,462.01	12,646.00	-1,383.99	89.2%
Other Income/Expense				
Other Income				
Casa Amparo - In	970.00	0.00	970.00	100.0%
Casa Amparo - Out	-970.00			
District 6360 Fdn Grant - In	108.88			
District Simplified Grant - In	1,141.00	0.00	1,141.00	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	7,715.38	0.00	7,715.38	100.0%
Paul Harris/TRF - Out	-7,715.38	0.00	-7,715.38	100.0%
Portage Northern Interact - In	1,817.50			
Portage Northern Interact - Out	-1,817.50			
Total Other Income	1,249.88	0.00	1,249.88	100.0%
Net Other Income	1,249.88	0.00	1,249.88	100.0%
Net Income	12,711.89	12,646.00	-134.11	99.0%

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Cash Basis

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

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	<u>21,317.57</u>	<u>17,576.21</u>	<u>3,741.36</u>	<u>21.3%</u>
Total Checking/Savings	<u>21,317.57</u>	<u>17,576.21</u>	<u>3,741.36</u>	<u>21.3%</u>
Total Current Assets	<u>21,317.57</u>	<u>17,576.21</u>	<u>3,741.36</u>	<u>21.3%</u>
TOTAL ASSETS	<u>21,317.57</u>	<u>17,576.21</u>	<u>3,741.36</u>	<u>21.3%</u>
LIABILITIES & EQUITY				
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>6,772.75</u>	<u>4,043.93</u>	<u>2,728.82</u>	<u>67.5%</u>
Total Equity	<u>21,317.57</u>	<u>17,576.21</u>	<u>3,741.36</u>	<u>21.3%</u>
TOTAL LIABILITIES & EQUITY	<u>21,317.57</u>	<u>17,576.21</u>	<u>3,741.36</u>	<u>21.3%</u>

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 Cash Basis

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

	Jul - Dec 16	Jul - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
50th Anniversary Fund	1,224.40	0.00	1,224.40	100.0%
Lunches	12,577.00	12,351.00	226.00	1.8%
Member Dues	11,762.92	9,469.17	2,293.75	24.2%
Total Income	<u>25,564.32</u>	<u>21,820.17</u>	<u>3,744.15</u>	<u>17.2%</u>
Gross Profit	25,564.32	21,820.17	3,744.15	17.2%
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	10,999.00	10,876.00	123.00	1.1%
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	1,200.00	1,250.00	-50.00	-4.0%
Supplies	871.00	142.25	728.75	512.3%
Total Expense	<u>18,791.57</u>	<u>17,757.04</u>	<u>1,034.53</u>	<u>5.8%</u>
Net Ordinary Income	6,772.75	4,063.13	2,709.62	66.7%
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>6,772.75</u></u>	<u><u>4,043.93</u></u>	<u><u>2,728.82</u></u>	<u><u>67.5%</u></u>

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 Cash Basis

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

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50th Anniversary Fund	1,224.40			
Lunches	12,577.00	14,400.00	-1,823.00	87.3%
Member Dues	11,762.92	7,752.00	4,010.92	151.7%
Total Income	<u>25,564.32</u>	<u>22,152.00</u>	<u>3,412.32</u>	<u>115.4%</u>
Gross Profit	25,564.32	22,152.00	3,412.32	115.4%
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	1,000.00	-1,000.00	0.0%
Lunch expense	10,999.00	12,000.00	-1,001.00	91.7%
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	1,200.00	1,500.00	-300.00	80.0%
Socials/Family of Rotary	0.00	150.00	-150.00	0.0%
Supplies	871.00	680.00	191.00	128.1%
Total Expense	<u>18,791.57</u>	<u>21,665.50</u>	<u>-2,873.93</u>	<u>86.7%</u>
Net Ordinary Income	<u>6,772.75</u>	<u>486.50</u>	<u>6,286.25</u>	<u>1,392.1%</u>
Net Income	<u><u>6,772.75</u></u>	<u><u>486.50</u></u>	<u><u>6,286.25</u></u>	<u><u>1,392.1%</u></u>

Rotary Grant Resources available in District 6360

March, 2015

Source	The Rotary Foundation		District 6360 Foundation	Club Foundation
	District Community Grant	Global Grant		
<i>Type of Grant</i>			Grant	Grant
<i>What is the funding organization?</i>	The Rotary Foundation (TRF) is the charitable arm of Rotary International.		The District 6360 Foundation (D6360F) is a non-profit entity which is not controlled by our District.	Foundation set up by individual Rotary club. (Not all clubs have one.)
<i>Grant description</i>	Funds smaller, short-term activities that address needs in both your local community and communities worldwide.	Supports large international activities with sustainable, measurable outcomes in one or more of Rotary's six areas of focus.	Funds local community activities and projects. Priorities given to projects that benefit the community most meaningfully, benefit the greatest number of people, and to those groups with the greatest degree of need. Generally will not consider consecutive or multi-year funding requests.	Some Rotary Clubs have their own Foundations which are not connected at all with The Rotary Foundation or with the District 6360 Foundation.
<i>Project focus</i>	Must align with the Mission Statement of The Rotary Foundation.	Must align with one of Rotary's six Areas of Focus.	Community service projects.	At the discretion of the Club Foundation.

Who approves application?	Our District's Grants Subcommittee reviews each application and makes a recommendation to our District's Rotary Foundation Committee, which submits final recommendations to Rotary International for final approval.	The Rotary Foundation approves the project, after our District's Rotary Foundation Committee approves any use of DDF that may be requested as part of the grant.	D6360F Grants Committee makes recommendations, which are then approved by the entire D6360F Board of Trustees.	Decided by the individual Club Foundation.
Is reporting required?	Yes.	Yes	Yes.	At the discretion of the Club Foundation.
How is reporting done?	Online through DaCdb.	Online through RI website.	Writable form that can be downloaded from District website.	At the discretion of the Club Foundation.
When are reports due?	December 31 and May 31.	Every 12 months during the life of the grant, and within two months of completion of the project.	30 days after project completion.	At the discretion of the Club Foundation.
Where do I find the full Terms and Conditions about these grants?	www.rotary.org	www.rotary.org	The D6360F tab on our District website: www.district6360.com	Contact the individual Club Foundation.

<i>Where do grant funds come from?</i>	Funded by contributions from Rotarians in our District to TRF's Annual Fund three years ago.	Funded by TRF's World Fund, and by contribution from Rotarians in our District to TRF's Annual Fund three years ago.	Funded by the proceeds from raffle tickets sold by the D6360F each year.	Different for each Club Foundation.
<i>How are the funds allocated?</i>	50% of donations made by Rotarians in our District to TRF's Annual Fund three years ago is returned to the District as District Designated Funds (DDF). UP to 50% of this can be used for District Grants.	The balance of our District Designated Funds (at least 50%) is available to match funds from clubs, plus Rotary's World Fund also offers matching funds.	Decision on how much funding is available is made by the Board of Trustees of the D6360F based on income from the year's raffle ticket sales.	At the discretion of the Club Foundation.
<i>Are these grants matching?</i>	Yes. Club must match grant amount.	Yes. World Fund will match money from Rotary Clubs at a 50% rate, and money from DDF at 100%.	Yes. Club must match grant amount.	At the discretion of the Club Foundation.
<i>Minimum dollar amount?</i>	No limits at present.	Minimum project budget of \$30,000.	No.	At the discretion of the Club Foundation.
<i>Maximum dollar amount?</i>	No limits at present.	Maximum project budget of \$200,000.	\$2,500.00	At the discretion of the Club Foundation.
<i>What amount can be requested?</i>	No limits at present.	Amounts that fall within the budget guidelines mentioned above.	Generally prefers to fund matching grant applications from \$500 to \$2,500.	At the discretion of the Club Foundation.

<i>When are funds given to clubs?</i>	After final report completed. (Note: if this will be a hardship, club can request alternate arrangement.)	When grant is approved.	When grant is approved.	At the discretion of the Club Foundation.
<i>Is separate bank account required?</i>	No if funds are delivered when project is complete.	Yes for each Global Grant.	No.	At the discretion of the Club Foundation.
<i>Is Grant Management Seminar required?</i>	Yes, annually.	Yes, annually.	No.	No.
<i>Is Memorandum of Understanding required?</i>	Yes, annually.	Yes, annually.	No.	No.
<i>International Rotary partner required?</i>	No.	Yes.	No.	At the discretion of the Club Foundation.
<i>Are club contributions to The Rotary Foundation required?</i>	No.	No.	No.	At the discretion of the Club Foundation.
<i>Application Deadline</i>	May 31, 2015.	No deadline - apply on a rolling basis.	May 31, 2015.	At the discretion of the Club Foundation.
<i>Method of application</i>	Online through DaCdb: https://www.directory-online.com/Rotary/SecLo gin.cfm	Online through RI website: www.rotary.org	Application form available for download on District website: www.district6360.com	Contact the individual Club Foundation.