

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 February 24, 2017 at Michelle's Restaurant in Portage, and was called to order at 7:35 AM by President Jim Martin.

Present: Board members present were: Christine Berro; John Crandle (3/8); Dave Jewell (3/8); Jim Martin (2/22); Erica McCulley (2/22), Jim Pearson (3/8) and Jeannine Willacker. Absent: Christy Klien; Gary Meyers; Tom Welsh; and Mary Lou Wright. Also present: Chris Buckley (2/8) and Mike Simon (2/8). All dates in parentheses are makeups.

Minutes: Mike Simon, sitting in for Secretary Christy presented the Minutes she had prepared 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: Mike Simon, sitting in for Secretary Christy presented the membership report as of January 31, 2017. At the end of January, 2017, 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). In January, our attendance was 56.68% and the average of members at each meeting was 44.

Treasurer's Report: Treasurer John presented financial statements of the Club's General Fund and Charities through January, 2017. After discussion thereof, **MMSP** that the Treasurer's Report be accepted as presented and a copy of it be attached to these Minutes.

Treasurer John reported that the Financial Review Committee had completed its work, and all that remained to be done was its Report to the Boards.

President Jim then called on Jim Pearson for an update on the planning for the facility which will include the Portage Rotary Plaza-Big Idea. Jim informed the Boards that the design of the project had evolved to the point that it had been tentatively decided to raze the current building at the site, and replace it with a pavilion. Further, due to that evolution, the departure of Parks Director Kendall Klingelsmith, and the need to hire his successor, the completion date has been pushed back to late 2017 or 2018.

President's Report: President Jim confirmed to the Boards that for personal reasons, Erica McCulley had decided to forego her selection to be the Club's President Nominee Nominee. He further told the Boards that he, with the Nominating Committee, had asked Chris Buckley to assume that role, with it being understood that Chris would succeed Dave Jewell as President. After discussion, **MMSP** that the Boards approve the selection of Chris Buckley to be the Club's President Nominee Nominee. Thereafter, President Jim said that the preceding Motion would be put the Club's membership at the meeting of March 1, 2017 for ratification of the Boards' decision.

President Jim reminded the Boards that nominations were still open for a Club Hero, to be recognized at the upcoming District 6360 Conference.

He next asked Christine Berro about the progress of preparations for our 50th Anniversary Gala, she told the Boards of the progress that had been made and her Committee's plans for completing those preparations.

President Jim then reviewed the status of our Visioning Process, saying that member input from our preceding two Club Assemblies had been analyzed and that after our Gala, the Boards would meet to decide on their recommendations for future projects and activities.

President Elect's Report: President Elect Dave presented to the Boards with the name of Kendall Klingelsmith as recipient of the Five Avenues of Service Award. Because Kendall was leaving his position on March 3 in preparation for moving to Petoskey, Dave suggested that this award be presented at the Club's March 1 meeting. The boards accepted that suggestion.

President Elect Dave also told the Boards that the remaining three Avenue of Service Award certificates were ready for presentation.

Grant Chairman's Report: Because Gary Meyers was absent, the Boards discussed the status of the current grant applications that have been submitted to the Grants Committee.

Other Business: President Jim next asked for a progress report from Christine Berro on the process of recommending a recipient of the Club's Community Service Award. Christine reported that her Committee, after thoroughly discussing a number of excellent nominations, decided to Recommend that the Award be presented to Steve Rodia. After hearing about Mr. Rodia's achievements and public service, and after discussion, **MMSP** that the 2017 Community Service Award be presented to Steve Rodia.

Correspondence: There was no correspondence requiring the attention of the Boards.

The next meeting of the Boards will be held at 7:30 AM on Friday, March 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 8:25 AM.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
01/31/17	76	(86)				
02/01/17	76	(86)				
02/28/17	76	(86)	56.96%%	43.75	0	0

The number of members shown are those counted for Attendance purposes, and Total, which as of February 28, 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)
February	0		0	

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

Called Meeting

On March 8, 2017 at 1:17 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, Christy Klien, Jim Martin, Gary Meyers, Tom Welsh, Jeannine Willacker and Mary Lou Wright were present, making a quorum of the Boards. Absent were: John Crandle, Dave Jewell, Erica McCulley and Jim Pearson. Also present was: Executive Secretary Mike Simon.

President Jim informed the Boards that Rotarian Kendall Klingelsmith has asked to be resigned from the Club immediately. Kendall has accepted a position with the City of Petoskey. After discussion, **MMSP** that the resignation of Kendall Klingelsmith be accepted with deep regret.

President Jim also informed the Boards that scholarship information will be shared with them in the coming weeks to make a determination of the amount of scholarship funds to be distributed to area students in 2017.

There being no further business to come before the meeting, it was, on Motion, adjourned at 1:20 PM.

Called Meeting

On March 15, 2017 at 1:12 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 John Crandle, Christy Klien, Jim Martin, Erica McCulley, Gary Meyers, Jeannine Willacker and Mary Lou Wright were present, making a quorum of the Boards. Absent were: Christine Berro, Dave Jewell, Jim Pearson and Tom Welsh. Also present was: Executive Secretary Mike Simon.

President Jim brought forward and reviewed the Rotary Scholarship budget information that had been previously forwarded to Board members. The Board discussed this year's budget shortfall of \$3000.00. President Jim stated that we have a healthy reserve in the Charities Fund that can cover the lost funds. After discussion, **MMSP** that the 2016-2017 Rotary Scholarship distribution be set at \$15,000.00

There being no further business to come before the meeting, it was, on Motion, adjourned at 1:15 PM.

9:22 PM
 02/22/17
 Cash Basis

Portage Rotary - General Fund
Balance Sheet
 As of January 31, 2017

	<u>Jan 31, 17</u>	<u>Jan 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	16,757.37	12,856.23	3,901.14	30.3%
Total Checking/Savings	<u>16,757.37</u>	<u>12,856.23</u>	<u>3,901.14</u>	<u>30.3%</u>
Total Current Assets	<u>16,757.37</u>	<u>12,856.23</u>	<u>3,901.14</u>	<u>30.3%</u>
TOTAL ASSETS	<u><u>16,757.37</u></u>	<u><u>12,856.23</u></u>	<u><u>3,901.14</u></u>	<u><u>30.3%</u></u>
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	14,544.82	13,532.28	1,012.54	7.5%
Net Income	2,212.55	-676.05	2,888.60	427.3%
Total Equity	<u>16,757.37</u>	<u>12,856.23</u>	<u>3,901.14</u>	<u>30.3%</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,757.37</u></u>	<u><u>12,856.23</u></u>	<u><u>3,901.14</u></u>	<u><u>30.3%</u></u>

9:23 PM
 02/22/17
 Cash Basis

Portage Rotary - General Fund
Profit & Loss
 July 2016 through January 2017

	Jul '16 - Jan 17	Jul '15 - Jan 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
50th Anniversary Fund	1,571.40	0.00	1,571.40	100.0%
Lunches	14,463.00	14,592.00	-129.00	-0.9%
Member Dues	11,762.92	9,576.75	2,186.17	22.8%
Total Income	27,797.32	24,168.75	3,628.57	15.0%
Gross Profit	27,797.32	24,168.75	3,628.57	15.0%
Expense				
Bank charges	0.00	9.50	-9.50	-100.0%
Club Runner	0.00	474.00	-474.00	-100.0%
District 6360 Dues	4,042.73	3,354.10	688.63	20.5%
Gifts/Flowers	0.00	42.40	-42.40	-100.0%
Lunch expense	12,719.00	12,776.00	-57.00	-0.5%
P.O. Box	48.00	44.00	4.00	9.1%
PETS Training	0.00	220.00	-220.00	-100.0%
Rotary International Dues	6,464.84	6,300.57	164.27	2.6%
Senior Center	1,400.00	1,450.00	-50.00	-3.5%
Supplies	910.20	155.03	755.17	487.1%
Total Expense	25,584.77	24,825.60	759.17	3.1%
Net Ordinary Income	2,212.55	-656.85	2,869.40	436.8%
Other Income/Expense				
Other Income				
Merchandise Sales	0.00	-19.20	19.20	100.0%
Total Other Income	0.00	-19.20	19.20	100.0%
Net Other Income	0.00	-19.20	19.20	100.0%
Net Income	2,212.55	-676.05	2,888.60	427.3%

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 02/22/17
 Cash Basis

Portage Rotary - General Fund
Profit & Loss Budget vs. Actual
 July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50th Anniversary Fund	1,571.40	0.00	1,571.40	100.0%
Lunches	14,463.00	16,800.00	-2,337.00	86.1%
Member Dues	11,762.92	7,752.00	4,010.92	151.7%
Total Income	<u>27,797.32</u>	<u>24,552.00</u>	<u>3,245.32</u>	<u>113.2%</u>
Gross Profit	27,797.32	24,552.00	3,245.32	113.2%
Expense				
Business Registration Fees	0.00	300.00	-300.00	0.0%
Club Runner	0.00	500.00	-500.00	0.0%
District 6360 Dues	4,042.73	3,520.00	522.73	114.9%
Gifts/Flowers	0.00	50.00	-50.00	0.0%
Guest lunches	0.00	1,166.00	-1,166.00	0.0%
Lunch expense	12,719.00	14,000.00	-1,281.00	90.9%
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	400.00	-400.00	0.0%
Prof Fees - Tax Return	0.00	300.00	-300.00	0.0%
Rotary International Dues	6,464.84	6,233.50	231.34	103.7%
Senior Center	1,400.00	1,750.00	-350.00	80.0%
Socials/Family of Rotary	0.00	175.00	-175.00	0.0%
Supplies	910.20	793.00	117.20	114.8%
Total Expense	<u>25,584.77</u>	<u>29,379.50</u>	<u>-3,794.73</u>	<u>87.1%</u>
Net Ordinary Income	<u>2,212.55</u>	<u>-4,827.50</u>	<u>7,040.05</u>	<u>-45.8%</u>
Net Income	<u>2,212.55</u>	<u>-4,827.50</u>	<u>7,040.05</u>	<u>-45.8%</u>

9:25 PM
 02/22/17
 Cash Basis

Portage Rotary Charities
Balance Sheet
 As of January 31, 2017

	Jan 31, 17	Jan 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	43,239.09	39,722.03	3,517.06	8.9%
Total Checking/Savings	43,239.09	39,722.03	3,517.06	8.9%
Other Current Assets				
PCommHS Spirit Fund	1,004.76	1,002.01	2.75	0.3%
4th of July - Restricted Funds	9,598.23	9,524.56	73.67	0.8%
CD Big Idea	26,168.29	26,148.05	20.24	0.1%
CD Ken Schuring Scholarships	13,209.39	12,965.01	244.38	1.9%
Total Other Current Assets	49,980.67	49,639.63	341.04	0.7%
Total Current Assets	93,219.76	89,361.66	3,858.10	4.3%
TOTAL ASSETS	93,219.76	89,361.66	3,858.10	4.3%
LIABILITIES & EQUITY				
Equity				
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,004.26	1,002.01	2.25	0.2%
4th of July	9,585.07	9,524.56	60.51	0.6%
Big Idea	26,164.75	26,148.05	16.70	0.1%
Ken Schuring Scholarship	13,183.10	12,965.01	218.09	1.7%
Total Temp. Restricted Net Assets	49,937.18	49,639.63	297.55	0.6%
Unrestricted Net Assets	28,938.69	23,371.29	5,567.40	23.8%
Net Income	14,343.89	16,350.74	-2,006.85	-12.3%
Total Equity	93,219.76	89,361.66	3,858.10	4.3%
TOTAL LIABILITIES & EQUITY	93,219.76	89,361.66	3,858.10	4.3%

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02/22/17

Cash Basis

**Portage Rotary Charities
Profit & Loss
July 2016 through January 2017**

	Jul '16 - Jan 17	Jul '15 - Jan 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	747.00	652.00	95.00	14.6%
Donations/Fines	1,854.00	2,715.40	-861.40	-31.7%
Interest	43.49	0.00	43.49	100.0%
Project Related Income				
WMU 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	-853.87	853.87	100.0%
Total Fourth of July	-7,772.11	-853.87	-6,918.24	-866.8%
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	14,780.00	0.00	14,780.00	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	5,060.00	3,985.00	1,105.00	27.7%
Total Project Related Income	15,509.71	22,258.54	-6,748.83	-30.3%
Total Income	18,154.20	25,623.74	-7,469.54	-29.2%
Expense				
Adopt-a-Family	1,013.06	1,007.87	5.19	0.5%
Casa Amparo	90.00	930.52	-840.52	-90.3%
Community Service Award	200.00	500.00	-300.00	-60.0%
Giselda Fund	500.00	500.00	0.00	0.0%
Michigan Gambling license	185.00	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	2,674.17	-936.48	-35.0%
Youth Exchange Stipend	375.00	0.00	375.00	100.0%
Total Expense	5,060.19	9,272.00	-4,212.81	-45.4%
Net Ordinary Income	13,094.01	16,350.74	-3,256.73	-19.9%
Other Income/Expense				
Other Income				
Casa Amparo - In	970.00	738.00	234.00	31.8%
Casa Amparo - Out	-970.00	-738.00	-234.00	-31.8%
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	615.00	50,000.00	-49,385.00	-98.8%
Member Designated - Out	-615.00	-50,000.00	49,385.00	98.6%
Paul Harris/TRF - In	9,073.72	3,295.72	4,788.00	145.7%
Paul Harris/TRF - Out	-9,073.72	-3,295.72	-4,788.00	-145.7%
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%
Schuring Scholarship - Out	0.00	-100.00	100.00	100.0%
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	14,343.89	16,350.74	-2,006.85	-12.3%

9:26 PM

02/22/17

Cash Basis

Portage Rotary Charities
Profit & Loss Budget vs. Actual
 July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	747.00	464.00	283.00	181.0%
Donations/Fines	1,854.00	1,864.00	-10.00	99.5%
Interest	43.49	29.00	14.49	150.0%
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	991.00	-991.00	0.0%
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%
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	5,090.00	0.00	5,090.00	100.0%
Total Project Related Income	15,509.71	16,091.00	-581.29	96.4%
Wal-Mart Grant (CoHS)	0.00	2,500.00	-2,500.00	0.0%
Total Income	18,154.20	20,948.00	-2,793.80	86.7%
Expense				
Adopt-a-Family	1,013.06	1,000.00	13.06	101.3%
Advertising	0.00	175.00	-175.00	0.0%
Big Idea	0.00	58.00	-58.00	0.0%
Bucket Gardens	0.00	87.50	-87.50	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	500.00	500.00	0.00	100.0%
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	1,341.00	-926.00	30.9%
Supplies	44.44	0.00	44.44	100.0%
Portage Community Center	500.00	500.00	0.00	100.0%
Portage Community HS	1,737.89	2,500.00	-762.31	69.5%
RYLA	0.00	350.00	-350.00	0.0%
Youth Exchange Stipend	375.00	0.00	375.00	100.0%
Total Expense	5,060.19	8,911.50	-3,851.31	56.8%
Net Ordinary Income	13,094.01	12,036.50	1,057.51	108.8%
Other Income/Expense				
Other Income				
Casa Amparo - In	970.00	0.00	970.00	100.0%
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	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	8,073.72	0.00	8,073.72	100.0%
Paul Harris/TRF - Out	-8,073.72	0.00	-8,073.72	100.0%
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%
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	14,343.89	12,036.50	2,307.39	119.2%

