

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 March 24, 2017 at Michelle's Restaurant in Portage, and was called to order at 7:32 AM by President Jim Martin.

Present: Board members present were: Christine Berro (3/15); John Crandle; Dave Jewell (3/22); Christy Klien (4/5); Jim Martin (4/5); Erica McCulley (3/22); Gary Meyers (4/5); Jim Pearson (3/15); Jeannine Willacker; and Mary Lou Wright (3/29). Absent: Tom Welsh. Also present: Chris Buckley; Randy Orwig (3/29); Mike Simon; and Phil Stinchcomb (3/15). All dates in parentheses are makeups.

Minutes: Secretary Christy presented the Minutes Acting Secretary Mike Simon had prepared of the meeting of the Boards held on February 24, 2017 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 February 28, 2017. At the end of February, 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 February, our attendance was 56.96% and the average of members at each meeting was 44. A discussion about Rotary International dues increasing \$4.00 each year for the next three years. Secretary Christy suggested that the Club send out invoices for membership dues earlier in the year with a request to inform the Club if they will be renewing their membership for RY 2017-2018. The Club is invoiced by District 6360 for membership based on Club Roster as of June 30.

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

Further discussion about the Rotary International dues increase occurred and it was suggested that the Club raise its dues for RY 2017-2018 to \$185. After discussion thereof, **MMSP** that the Club dues be set at \$185 to help cover the Rotary International due increase for RY 2017-2018.

Special Community Lunch: Randy Orwig shared an idea that he and Mayor Pete Strazdas have been discussing. Mayor Strazdas is planning to do a State of the City speech in the coming months and is considering have a larger event at the Kalamazoo Air Zoo. The event may be a fundraiser for the club and/or bring awareness to the Rotary Club's efforts in the Portage community as well as internationally. The idea is that it would be in place of one of the club's upcoming meetings and Rotarians would pay the \$12.00 luncheon fee to cover the cost. No other cost would be charged to the club. After discussion thereof, **MMSP** that Randy Orwig proceed with the community-wide event with neutral cost to the Portage Rotary Club.

President's Report: President Jim asked that the Boards give a moment of silence in memory of Carl Latora's grandson Dante who was killed in a car accident in Virginia.

President Jim asked Christine Berro to give an update on the upcoming Community Service Award that will

honor Steve Rodia for his service to the community. Christine shared that speakers and guests were being arranged and the event will take place on April 12.

President Jim and President-Elect Dave discussed whether the club should meet on July 5. After discussion, President-Elect Dave decided to not hold a meeting on July 5 because many of our Rotarians will be working the July 4 Fireworks event and July 5 cleanup.

President Jim brought forward two nominations for the Rotary Club of Portage's Rotary Hero Award. After discussion of these two amazing Rotarians, **MMSP** that Jennifer Maynard be named as the RY 2016-17 Rotary Hero for her dedication and her above and beyond service to the Club. Jennifer will be recognized at the upcoming District 6360 Conference on May 12, 2017.

He next reminded the Boards that the 50th Anniversary Gala will be held that evening at the WMU Fetzer Center. A social hour with hors d'oeuvres, a cash bar and entertainment provided by a high school quartet. Rotarians and guests can have the photo taken and everyone will receive a keepsake photo frame. Dinner and presentations will start at 7 p.m.

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 shared with the Boards some of the valuable topics and information he learned from his recent PETS training. One of the topics presented focused on the need for Rotary clubs to change with the times. Clubs should be considering offering different times and settings for meetings. An example given was have a 5:01 on the 5th Wednesday of a month. A suggestion for a good practice was to have a program committee plan out the weekly programs versus an individual planning out a month.

President Elect Dave updated the Boards on his plans for committee assignments, RY 2017-2018 budget preparations, and fundraising plans. He is trying to align feedback for the visions sessions with his plans for next year.

Randy Orwig suggested that the Club consider holding a club meeting at the Battle Creek National Guard to draw interest for non-members and to offer a unique setting.

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

Grant Chairman's Report: Gary Meyers shared the status of the current grant applications that have been submitted to the Grants Committee. The deadline for a commitment for a 2017-2018 District Grant is March 31, 2017 with an application deadline of May 31, 2017. As of the meeting, no grants have been brought forward.

Gary Meyers also shared with the Boards that Matt Semelbauer is interested in assisting with Rotary grants in the future.

Other Business: Treasurer John Crandle shared with the Boards that Dan Melnik is preparing to take over as

Treasurer for RY 2017-2018 and would be handling the financials. John would continue to handle the invoicing of Club Dues in RY 2017-2018.

Past President Jim informed the Boards that the Big Idea project continues to move forward and will be going to the City Council in May for their approval.

President Jim informed the Boards that he has a scheduling conflict with the April 28, 2017 Board meeting. He asked if the board members could meet on Friday, April 21 at 7:30 AM instead. The Board members present said that they would be available to meet on April 21st.

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, April 21, 2017 at Michelle’s Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 8:35 AM.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
02/28/17	76	(86)				
03/01/17	76	(86)				
03/31/17	75	(85)	55.29	41.8	0	1

The number of members shown are those counted for Attendance purposes, and Total, which as of February 28, 2017 included three members with Leaves of Absence (Penny Briscoe, Marlene Camacho Ochoa, 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)
March	0		1	3/8/17

New Member(s) Name(s) **Classification** **Sponsor**

Subtracted Members' Name(s): Kendall Klingelsmith

Called Meeting

On April 19, 2017 at 1:15 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; Dave Jewell; Christy Klien; Jim Martin; Gary Meyers; Jim Pearson; Tom Welsh; Jeannine Willacker; and Mary Lou Wright . Absent: Christine Berro and Erica McCulley. Also present: Mike Simon.

President Jim informed the Boards that the Club had received an Application for Membership from Christian "Chris" Townsend, who is sponsored by Randy Orwig, and whose classification would be Non-Profit Executive (Boy Scouts of America). After discussion, **MMSP** that Notice of the receipt of this Application for Membership of Chris Townsend be published in the April 19, 2017 and April 26, 2017 editions of Porta-Rota-Call. Any member wishing to comment thereon may do so during the period ending seven days after the second publication of Notice of the Application, in writing by email addressed to the Secretary at cklien@portagelibrary.info, or by mailing the comment to PO Box 55, Portage, MI 49081, or by hand delivering the comment to the Secretary.

Board Member Mary Lou Wright, requested that in the future the Club consider an alternative way to record attendance for visitors and guest Rotarians. This would help the Bulletin committee in their efforts to record the meeting.

There being no further business to come before the meeting, it was, on Motion, adjourned at 1:17 PM

8:17 PM
 03/22/17
 Cash Basis

Portage Rotary Charities
Balance Sheet
 As of February 28, 2017

	Feb 28, 17	Feb 29, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	42,615.81	37,265.90	5,349.91	14.4%
Total Checking/Savings	42,615.81	37,265.90	5,349.91	14.4%
Other Current Assets				
PCommHS Spirit Fund	1,004.76	1,002.26	2.50	0.3%
4th of July - Restricted Funds	9,598.23	9,532.50	65.73	0.7%
CD Big Idea	26,168.29	26,150.56	17.73	0.1%
CD Ken Schuring Scholarships	13,209.39	13,078.02	131.37	1.0%
Total Other Current Assets	49,980.67	49,763.34	217.33	0.4%
Total Current Assets	92,596.48	87,029.24	5,567.24	6.4%
TOTAL ASSETS	92,596.48	87,029.24	5,567.24	6.4%
LIABILITIES & EQUITY				
Equity				
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,004.26	1,002.26	2.00	0.2%
4th of July	9,585.07	9,532.50	52.57	0.6%
Big Idea	26,164.75	26,150.56	14.19	0.1%
Ken Schuring Scholarship	13,183.10	13,078.02	105.08	0.8%
Total Temp. Restricted Net Assets	49,937.18	49,763.34	173.84	0.4%
Unrestricted Net Assets	28,938.69	23,371.29	5,567.40	23.8%
Net Income	13,720.61	13,894.61	-174.00	-1.3%
Total Equity	92,596.48	87,029.24	5,567.24	6.4%
TOTAL LIABILITIES & EQUITY	92,596.48	87,029.24	5,567.24	6.4%

8:18 PM
03/22/17
Cash Basis

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

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	891.00	790.00	101.00	12.8%
Donations/Fines	2,188.50	2,956.40	-767.90	-26.0%
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	-803.87	803.87	100.0%
Total Fourth of July	-7,772.11	-803.87	-6,968.24	-868.8%
Portage Hockey Classic	3,896.05	2,213.63	1,782.42	80.5%
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	6,121.50	8,935.00	-813.50	-11.7%
Total Project Related Income	16,541.21	21,802.71	-5,061.50	-23.4%
Total Income	19,864.20	25,349.11	-5,684.91	-22.4%
Expense				
Adopt-a-Family	1,013.98	1,007.87	6.11	0.6%
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%
Interact Club Fees	750.00	1,500.00	-750.00	-50.0%
Michigan Gambling license	185.00	335.00	-150.00	-44.8%
Miscellaneous Requests	415.00	3,679.85	-3,264.85	-88.7%
Supplies	102.72	10.59	92.13	870.0%
Portage Community Center	500.00	0.00	500.00	100.0%
Portage Community HS	3,237.89	2,990.67	247.32	8.3%
Youth Exchange Stipend	450.00	0.00	450.00	100.0%
Total Expense	7,443.47	11,454.50	-4,011.03	-35.0%
Net Ordinary Income	12,220.73	13,894.61	-1,673.88	-12.1%
Other Income/Expense				
Other Income				
Casa Amparo - In	970.00	736.00	234.00	31.8%
Casa Amparo - Out	-970.00	-736.00	-234.00	-31.8%
District 6360 Fdn Grant - In	359.88	0.00	359.88	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	-49,185.00	-98.8%
Member Designated - Out	-815.00	-50,000.00	49,185.00	98.8%
Paul Harris/TRF - In	6,157.08	3,489.08	4,668.00	135.1%
Paul Harris/TRF - Out	-6,157.08	-3,489.08	-4,668.00	-135.1%
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	1,499.88	0.00	1,499.88	100.0%
Net Other Income	1,499.88	0.00	1,499.88	100.0%
Net Income	13,720.61	13,894.61	-174.00	-1.3%

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

	Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	891.00	530.00	361.00	168.1%
Donations/Fines	2,188.50	2,130.00	58.50	102.7%
Interest	43.49	33.00	10.49	131.8%
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	1,133.00	-1,133.00	0.0%
Fourth of July				
4th of July - Expense	-9,427.11	0.00	-9,427.11	100.0%
4th of July - Revenue	1,855.00	0.00	1,855.00	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	6,121.50	4,500.00	1,621.50	136.0%
Total Project Related Income	16,541.21	20,733.00	-4,191.79	79.8%
Wal-Mart Grant (CoHS)	0.00	2,500.00	-2,500.00	0.0%
Total Income	19,664.20	25,926.00	-6,261.80	75.8%
Expense				
Adopt-a-Family	1,013.06	1,000.00	13.06	101.3%
Advertising	0.00	200.00	-200.00	0.0%
Big Idea	0.00	88.00	-88.00	0.0%
Bucket Gardens	0.00	100.00	-100.00	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	500.00	500.00	0.00	100.0%
Interact Club Fees	750.00	1,500.00	-750.00	50.0%
Michigan Gambling license	185.00	0.00	185.00	100.0%
Miscellaneous Requests	415.00	1,533.00	-1,118.00	27.1%
Supplies	102.72	0.00	102.72	100.0%
Portage Community Center	500.00	500.00	0.00	100.0%
Portage Community HS	3,237.89	2,800.00	437.89	115.8%
RYLA	0.00	400.00	-400.00	0.0%
Youth Exchange Stipend	450.00	0.00	450.00	100.0%
Total Expense	7,443.47	9,499.00	-2,055.53	78.4%
Net Ordinary Income	12,220.73	16,427.00	-4,206.27	74.4%
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 \$360 Fdn Grant - In	358.88	0.00	358.88	100.0%
District Simplified Grant - In	1,141.00	0.00	1,141.00	100.0%
Member Designated - In	815.00	0.00	815.00	100.0%
Member Designated - Out	-815.00	0.00	-815.00	100.0%
Paul Harris/TRF - In	8,157.06	0.00	8,157.06	100.0%
Paul Harris/TRF - Out	-8,157.06	0.00	-8,157.06	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	1,499.88	0.00	1,499.88	100.0%
Net Other Income	1,499.88	0.00	1,499.88	100.0%
Net Income	13,720.61	16,427.00	-2,706.39	83.5%

Portage Rotary - General Fund
Balance Sheet
 As of February 28, 2017

	<u>Feb 28, 17</u>	<u>Feb 29, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	17,832.03	13,030.25	4,801.78	36.9%
Total Checking/Savings	<u>17,832.03</u>	<u>13,030.25</u>	<u>4,801.78</u>	<u>36.9%</u>
Total Current Assets	<u>17,832.03</u>	<u>13,030.25</u>	<u>4,801.78</u>	<u>36.9%</u>
TOTAL ASSETS	<u><u>17,832.03</u></u>	<u><u>13,030.25</u></u>	<u><u>4,801.78</u></u>	<u><u>36.9%</u></u>
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	14,544.82	13,532.28	1,012.54	7.5%
Net Income	3,287.21	-502.03	3,789.24	754.8%
Total Equity	<u>17,832.03</u>	<u>13,030.25</u>	<u>4,801.78</u>	<u>36.9%</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,832.03</u></u>	<u><u>13,030.25</u></u>	<u><u>4,801.78</u></u>	<u><u>36.9%</u></u>

8:19 PM
 03/22/17
 Cash Basis

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

	<u>Jul '16 - Feb 17</u>	<u>Jul '15 - Feb 16</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
50th Anniversary Fund	2,673.40	0.00	2,673.40	100.0%
Lunches	16,437.00	16,710.00	-273.00	-1.6%
Member Dues	11,762.92	9,751.75	2,011.17	20.6%
Total Income	<u>30,873.32</u>	<u>26,461.75</u>	<u>4,411.57</u>	<u>16.7%</u>
Gross Profit	30,873.32	26,461.75	4,411.57	16.7%
Expense				
Bank charges	58.28	9.50	48.78	513.5%
Club Runner	0.00	542.98	-542.98	-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	14,439.00	14,626.00	-187.00	-1.3%
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	1,600.00	1,650.00	-50.00	-3.0%
Supplies	933.26	155.03	778.23	502.0%
Total Expense	<u>27,586.11</u>	<u>26,944.58</u>	<u>641.53</u>	<u>2.4%</u>
Net Ordinary Income	3,287.21	-482.83	3,770.04	780.8%
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>3,287.21</u>	<u>-502.03</u>	<u>3,789.24</u>	<u>754.8%</u>

8:20 PM
 03/22/17
 Cash Basis

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

	Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50th Anniversary Fund	2,673.40	0.00	2,673.40	100.0%
Lunches	16,437.00	19,200.00	-2,763.00	85.6%
Member Dues	11,762.92	7,752.00	4,010.92	151.7%
Total Income	<u>30,873.32</u>	<u>26,952.00</u>	<u>3,921.32</u>	<u>114.5%</u>
Gross Profit	30,873.32	26,952.00	3,921.32	114.5%
Expense				
Bank charges	58.28	0.00	58.28	100.0%
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	1,333.00	-1,333.00	0.0%
Lunch expense	14,439.00	16,000.00	-1,561.00	90.2%
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	1,600.00	2,000.00	-400.00	80.0%
Socials/Family of Rotary	0.00	200.00	-200.00	0.0%
Supplies	933.26	906.00	27.26	103.0%
Total Expense	<u>27,586.11</u>	<u>31,934.50</u>	<u>-4,348.39</u>	<u>86.4%</u>
Net Ordinary Income	<u>3,287.21</u>	<u>-4,982.50</u>	<u>8,269.71</u>	<u>-66.0%</u>
Net income	<u><u>3,287.21</u></u>	<u><u>-4,982.50</u></u>	<u><u>8,269.71</u></u>	<u><u>-66.0%</u></u>