

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 June 22, 2017 at Marriot Courtyard in Portage, and was called to order at 6:25 PM by President Jim Martin.

Present: Board members present were: Christine Berro (6/21); John Crandle; Dave Jewell (6/21); Christy Klien; Jim Martin; Erica McCulley (6/21); Gary Meyers (6/14); Jim Pearson (6/21); Jeannine Willacker (6/28); and Mary Lou Wright (6/28). Absent were: Tom Welsh. Also present: Bill Beck; Chris Buckley; Jen Maynard (6/14); Dan Melnik (6/14); Randy Orwig; Phil Stinchcomb (6/28); and Mike Simon (6/21). All dates in parentheses are makeups.

Minutes: Secretary Christy presented Minutes of the meeting of the Boards held on May 26, 2017 which had been previously sent by email to all of members of the Boards for their comments. After discussion, **MMSP** that the Minutes be approved as presented.

Secretary's Report: Secretary Christy shared that the Club has received the notice from Gary Hahn that he will not be renewing his membership in the coming year, and that he wished to resign effective June 30, 2017. After discussion, **MMSP** that the resignation from the Club of Gary Hahn be accepted with regret.

Treasurer's Report: Treasurer John told the Boards that he worked with incoming Treasurer Dan Melnik to prepare financial statements for the Club and for Charities as of May 31, 2017, and had sent them by email to the members of the Boards. After discussion, **MMSP** that the financial statements as of May 31, 2017 be accepted as presented, and copies of them be attached to these Minutes.

President's Report: President Jim graciously thanked the Board for their service during RY 2016-2017. He shared that he enjoyed his time as President and looked forward to President-Elect Dave Jewell's term as President.

President Jim informed the Board that the Pass the Gavel ceremony will be held on Wednesday, June 28, 2017 at the last Club meeting of RY 2016-2017.

President Elect's Report: President-Elect Dave asked if there was any further discussion on his proposed RY 2017-2018 Budget. After discussion, the RY 2016-2017 Board **MMSP** that the proposed RY 2017-2018 be accepted as presented.

After the RY 2016-2017 Board approved the proposed budget, the RY 2017-2018 Board then **MMSP** that the proposed RY 2017-2018 be accepted as presented and to go into effect on July 1, 2017.

President Elect Dave shared that Patrick Song has agreed to serve on the Board with the approval of the Board. After discussion, **MMSP** that Patrick Song be seated on Rotary Club of Portage's Board of Directors.

President Elect Dave informed the Board that the board meetings will continue to be held on the fourth Friday of each month at Michelle's Restaurant.

He shared that on the fifth Wednesday of August, November, January and May will Club meeting will be a 5:01 gathering and will count as attendance.

Other Business: Treasurer John Crandle shared that Dan Melnik, Dave Jewell and he will all be able to sign checks for the Club once all the paperwork is final. He also shared that Matt Semelbauer is also working with incoming Treasurer Dan Melnik and himself to have another Rotarian be able to cover as Treasurer in the future. Matt Semelbauer will be taking over Rotary Foundation for Jen Maynard and attended the Grants Workshop.

The next meeting of the Boards will be held at 7:30 AM on Friday, July 28, 2017 at Michelle's Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 6:40 PM.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
05/31/17	73	(85)				
06/01/17	74	(85)				
06/31/17	73	(84)	57.67%	47	1	2

The number of members shown are those counted for Attendance purposes, and Total, which as of June 30, 2017 included two members with Leaves of Absence (Jeannine Willacker [6/28/17-8/8/17] and Larry DeShazor [Ry 2017-2018]); and nine members excused from attendance pursuant to the RI Rule of 85 (Paul Ballard, Joe Hollander, Pete Marsiglia, Betty Lee Ongley, Wendell L. Pierce, Allan Reiff, Freeman Russell, Paul Wartner, & Joe Yantis).

Month	Added	Date	Subtracted	Date(s)
June	1	6/7/17	2	6/28/17 & 6/28/17

New Member(s) Name(s)	Classification	Sponsor
Christian Townsend	Non Profit Executive	Randy Orwig

Subtracted Members' Name(s):
Glen Kellam and Gary Hahn

Portage Rotary - General Fund
Balance Sheet
As of June 30, 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	\$ 25,032.49	14,544.82	10,487.67	72.11%
Total Current Assets	25,032.49	14,544.82	10,487.67	72.11%
TOTAL ASSETS	\$ 25,032.49	14,544.82	10,487.67	72.11%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Unearned Income	\$ 11,655.00	3,222.00	8,433.00	261.73%
Total Other Current Liabilities	11,655.00	3,222.00	8,433.00	261.73%
Total Current Liabilities	11,655.00	3,222.00	8,433.00	261.73%
Total Liabilities	\$ 11,655.00	3,222.00	8,433.00	261.73%
Equity	\$ 13,377.49	11,322.82	2,054.67	18.15%
TOTAL LIABILITIES & EQUITY	\$ 25,032.49	14,544.82	10,487.67	72.11%
Note:				
- Unearned income relates to dues collected during the year for the following year.				

Portage Rotary - General Fund
Profit & Loss

July 2016 through June 2017

	Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
Lunches	\$ 25,528.00	25,599.75	(71.75)	-0.28%
Member Dues	14,984.92	15,016.00	(31.08)	-0.21%
50th Anniversary Fund	(404.60)	194.00	(598.60)	-308.56%
Total Income	\$ 40,108.32	40,809.75	(701.43)	-1.72%
Expense				
DaCdb	\$ 175.00	891.98	(716.98)	-80.38%
Comm Svc/Scholarship Lunches	15.89	80.30	(64.41)	-80.21%
District 6360 Dues	4,042.73	3,354.10	688.63	20.53%
Gifts/Flowers	-	205.58	(205.58)	-100.0%
Lunch expense	23,360.00	23,336.00	24.00	0.1%
P.O. Box	48.00	44.00	4.00	9.09%
PETS Training	-	295.00	(295.00)	-100.0%
Rotary International Dues	6,464.84	6,300.57	164.27	2.61%
Senior Center	2,630.00	2,550.00	80.00	3.14%
Supplies	1,530.95	817.18	713.77	87.35%
Other Costs	-	60.00	(60.00)	-100.0%
Bank charges	63.28	9.50	53.78	566.11%
Total Expense	\$ 38,330.69	37,944.21	386.48	1.02%
Net Income	\$ 1,777.63	2,865.54	(1,087.91)	-37.97%

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

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Lunches	\$ 25,528.00	28,800.00	(3,272.00)	88.64%
Member Dues	14,984.92	15,752.00	(767.08)	95.13%
50th Anniversary Fund	(404.60)	(800.00)	395.40	50.58%
Total Income	\$ 40,108.32	43,752.00	(3,643.68)	91.67%
Expense				
Business Registration Fees	\$ -	300.00	(300.00)	0.0%
DaCdb	175.00	500.00	(325.00)	35.0%
Comm Svc/Scholarship Lunches	15.89	1,000.00	(984.11)	1.59%
District 6360 Dues	4,042.73	3,520.00	522.73	114.85%
Gifts/Flowers	-	300.00	(300.00)	0.0%
Guest lunches	-	2,000.00	(2,000.00)	0.0%
Lunch expense	23,360.00	24,000.00	(640.00)	97.33%
P.O. Box	48.00	60.00	(12.00)	80.0%
PETS Training	-	600.00	(600.00)	0.0%
Prof Fees - Tax Return	-	300.00	(300.00)	0.0%
Rotary International Dues	6,464.84	6,233.50	231.34	103.71%
Senior Center	2,630.00	3,000.00	(370.00)	87.67%
Socials/Family of Rotary	-	300.00	(300.00)	0.0%
Supplies	1,530.95	1,360.00	170.95	112.57%
Council on Legislation fee	-	132.00	(132.00)	0.0%
Bank charges	63.28	-	63.28	100.0%
Total Expense	\$ 38,330.69	43,605.50	(5,274.81)	87.9%
Net Income	\$ 1,777.63	146.50	1,631.13	1,213.4%

Portage Rotary Charities
Balance Sheet
As of June 30, 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	\$ 59,584.58	43,938.69	15,645.89	35.6%
Other Current Assets	50,513.73	49,855.62	658.11	1.3%
Total Current Assets	110,098.31	93,794.31	16,304.00	17.4%
TOTAL ASSETS	\$ 110,098.31	93,794.31	16,304.00	17.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Expenses	\$ 29,499.88	15,000.00	14,499.88	96.7%
Unearned Income	11,743.59	8,071.70	3,671.89	45.5%
Total Other Current Liabilities	\$ 41,243.47	23,071.70	18,171.77	78.8%
Total Current Liabilities	\$ 41,243.47	23,071.70	18,171.77	78.8%
Total Liabilities	\$ 41,243.47	23,071.70	18,171.77	78.8%
Equity				
Temp. Restricted Net Assets	\$ 50,513.73	49,855.62	658.11	1.3%
Unrestricted Net Assets	21,049.98	23,371.29	(2,321.31)	-9.9%
Net Income	(2,708.87)	(2,504.30)	(204.57)	-8.2%
Total Equity	\$ 68,854.84	70,722.61	(1,867.77)	-2.6%
TOTAL LIABILITIES & EQUITY	\$ 110,098.31	93,794.31	16,304.00	17.4%
Notes:				
- Accrued Expenses include Scholarships that are awarded not yet paid as well as pass through grants				
Received not yet transmitted.				

Portage Rotary Charities
Profit & Loss
July 2016 through June 2017

	Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	\$ 1,250.00	1,484.00	(234.00)	-15.8%
Donations/Fines	3,643.50	4,322.40	(678.90)	-15.7%
Interest	658.11	-	658.11	100.0%
Project Related Income				
Living History Show	-	4,543.10	(4,543.10)	-100.0%
Portage Hockey Classic	1,210.53	2,213.63	(1,003.10)	-45.3%
PRO Golf Outing	9,399.65	10,712.95	(1,313.30)	-12.3%
Super Bowl	4,664.32	4,554.44	109.88	2.4%
Tom Eddy Memorial	2,500.00	2,545.00	(45.00)	-1.8%
Daisy Dollars	522.50	-	522.50	100.0%
WMU Concession Stand	2,296.12	-	2,296.12	100.0%
Fourth of July	299.59	(803.87)	1,103.46	137.3%
Total Project Related Income	20,892.71	23,765.25	(2,872.54)	-12.1%
Total Income	\$ 26,444.32	29,571.65	(3,127.33)	-10.6%
Expense				
Adopt-a-Family	\$ 1,013.06	1,007.87	5.19	0.5%
Bucket Gardens	-	120.00	(120.00)	-100.0%
Casa Amparo	90.00	930.52	(840.52)	-90.3%
Community Service Award	863.18	1,000.00	(136.82)	-13.7%
Giselda Fund	500.00	500.00	-	0.0%
Grad Bash Parties	2,400.00	2,400.00	-	0.0%
RYE student	750.00	-	750.00	100.0%
Interact Club Fees	3,000.00	3,000.00	-	0.0%
Michigan Gambling license	350.00	335.00	15.00	4.5%
Miscellaneous Requests	715.00	4,379.85	(3,664.85)	-83.7%
Supplies	102.72	10.59	92.13	870.0%
Portage Community Center	600.00	-	600.00	100.0%
Portage Community HS	3,484.23	3,364.12	120.11	3.6%
RYLA	285.00	28.00	257.00	917.9%
Scholarships	15,000.00	15,000.00	-	0.0%
Total Expense	\$ 29,153.19	32,075.95	(2,922.76)	-9.1%
Net Ordinary Income	\$ (2,708.87)	(2,504.30)	(204.57)	-8.2%
Other Income/Expense				
Other Income				

Portage Rotary Charities

Profit & Loss

July 2016 through June 2017

	Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
	\$			
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	13,358.88	2,000.00	11,358.88	567.9%
District 6360 Fdn Grant - Out	(13,358.88)	(2,000.00)	(11,358.88)	-567.9%
District Simplified Grant - In	1,141.00	600.00	541.00	90.2%
District Simplified Grant - Out	(1,141.00)	(600.00)	(541.00)	-90.2%
Member Designated - In	615.00	50,000.00	(49,385.00)	-98.8%
Member Designated - Out	(615.00)	(50,000.00)	49,385.00	98.8%
Paul Harris/TRF - In	11,265.42	8,391.42	2,874.00	34.2%
Paul Harris/TRF - Out	(11,265.42)	(8,391.42)	(2,874.00)	-34.2%
Portage Northern Interact - In	1,817.50	4,573.62	(2,756.12)	-60.3%
Portage Northern Interact - Out	(1,817.50)	(4,573.62)	2,756.12	60.3%
Schuring Scholarship - In	-	100.00	(100.00)	-100.0%
Schuring Scholarship - Out	-	(100.00)	100.00	100.0%
Total Other Income	\$ -	-	-	0.0%
Net Income	\$ (2,708.87)	(2,504.30)	(204.57)	-8.2%

Portage Rotary Charities
Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Portage Community HS	3,484.23	3,100.00	384.23	112.4%
RYLA	285.00	400.00	(115.00)	71.3%
Scholarships	15,000.00	15,000.00	-	100.0%
Total Expense	\$ 29,153.19	30,350.00	(1,196.81)	96.1%
Net Income	\$ (2,708.87)	-	(2,708.87)	100.0%

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

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	\$ 1,250.00	800.00	450.00	156.3%
Donations/Fines	3,643.50	3,200.00	443.50	113.9%
Interest	658.11	50.00	608.11	1316.2%
Project Related Income				
Portage Hockey Classic	1,210.53	2,400.00	(1,189.47)	50.4%
PRO Golf Outing	9,399.65	10,700.00	(1,300.35)	87.8%
Super Bowl	4,664.32	4,500.00	164.32	103.7%
Tom Eddy Memorial	2,500.00	2,000.00	500.00	125.0%
Daisy Dollars	522.50	-	522.50	100.0%
WMU Concession Stand	2,296.12	-	2,296.12	100.0%
Fourth of July	299.59	-	299.59	100.0%
Project Related Income - Other	-	6,700.00	(6,700.00)	0.0%
Total Project Related Income	20,892.71	26,300.00	(5,407.29)	79.4%
Total Income	\$ 26,444.32	30,350.00	(3,905.68)	87.1%
Expense				
Adopt-a-Family	\$ 1,013.06	1,000.00	13.06	101.3%
Advertising	-	300.00	(300.00)	0.0%
Big Idea	-	100.00	(100.00)	0.0%
Bucket Gardens	-	150.00	(150.00)	0.0%
Casa Amparo	90.00	400.00	(310.00)	22.5%
Community Service Award	863.18	1,000.00	(136.82)	86.3%
Giselda Fund	500.00	500.00	-	100.0%
Grad Bash Parties	2,400.00	2,400.00	-	100.0%
RYE student	750.00	200.00	550.00	375.0%
Interact Club Fees	3,000.00	3,000.00	-	100.0%
Michigan Gambling license	350.00	-	350.00	100.0%
Miscellaneous Requests	715.00	2,300.00	(1,585.00)	31.1%
Supplies	102.72	-	102.72	100.0%
Portage Community Center	600.00	500.00	100.00	120.0%