

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 July 28, 2017 at Michelle's Restaurant in Portage, and was called to order at 7:38 a.m. by President-Elect Chris Buckley substituting for President Dave Jewell who was on vacation.

Present: Board members present were: Chris Buckley, Jim Martin, Tom Welsh, Dan Melnik, Bill Beck, Phil Stinchcomb(7/28), Erica McCulley(7/28), Gary Meyers, Patrick Song (7/28) and Mary Lou Wright. Also present: Mike Simon. Absent were: Dave Jewell; Jeanine Willacker. All dates in parentheses are makeups.

Minutes: Secretary Bill presented Minutes of the meeting of the Boards held on June 22, 2017 which had been previously been 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 Bill shared that the Club has received the notice from Rhonda Beatty that she will be resigning her membership in the club, effective immediately. After discussion, **MMSP** that the resignation from the Club of Rhonda be accepted with regret. The Secretary also expressed concern over the volume of records, and the uncertainty of retention requirements, with an eye toward review and clarification. Also mentioned was the need to remind committee chairs to keep the Secretary informed with regard to their committee records. Mary Lou Wright mentioned that Rotary International has templates for various committee records that could be used to simplify record keeping. Erica McCulley suggested setting up a separate email account to capture "meeting make up" records. Membership was unchanged except for the resignation mentioned above. Meeting participation is well below 50% last month, possibly due to vacations. After discussion, **MMSP** that the Secretary's Report be approved.

Treasurer's Report: Treasurer Dan mentioned that he has updated the reporting format for financial records to better reflect operational status of the club. Club revenue shortfall was partially offset by reduction of expenses. Financials for the Charities showed that while investments and assets were increased, that increase was offset by increased liabilities (mostly due to scholarships not yet paid).

After discussion, **MMSP** that the financial statements as of June 30, 2017 be accepted as presented, and copies of them be attached to these Minutes.

President's Report: In President Dave's absence, President-Elect Chris read from Dave's prepared statement. Featured was a strong urging to increase participation at meetings as well as support for events such as the upcoming golf outing.

President Elect's Report: President-Elect Chris expressed a concern over pre-billing for lunches which sparked a discussion regarding revising the budget to better account for actual transactions, including those of club-paid guest lunches. Chris also mentioned concerns from members over speakers crossing the line into political statements. The subsequent discussion led to a consensus of the need to remind speakers that Rotary is a non-political service organization.

Other Business: Erica McCulley suggested that the club explore the possibility of purchasing a projector for use at club meetings and other outreach functions. Also mentioned was the need for a lapel microphone to

ensure that speakers could be heard clearly by all members. It was agreed that Erica McCulley and Gary Meyers would each bring a cost for projector/sound to next board meeting. Mary Lou Wright also had a question regarding the process for nominating members for special awards (relating to the recent award to Chad Schuring). Follow up will be presented at next board meeting.

The next meeting of the Boards will be held at 7:30 AM on Friday, August 25, 2017 at Michelle's Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 8:45 a.m..

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
06/30/17	73	(85)				
07/01/17	74	(85)				
07/31/17	73	(84)	57.67%	47	1	2

The number of members shown are those counted for Attendance purposes, and Total, which as of July 31, 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)
July	0		1	7/28/17

New Member(s) Name(s)	Classification	Sponsor

Subtracted Members' Name(s):
Rhonda Beatty

12:40 PM
08/24/17
Cash Basis

Portage Rotary - General Fund
Balance Sheet Prev Year Comparison
As of July 31, 2017

	Jul 31, 17	Jul 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	\$ 20,148.93	20,104.03	44.90	0.2%
Total Current Assets	20,148.93	20,104.03	44.90	0.2%
TOTAL ASSETS	\$ 20,148.93	20,104.03	44.90	0.2%
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	\$ 13,377.49	11,599.86	1,777.63	15.3%
Net Income	6,771.44	8,504.17	(1,732.73)	-20.4%
Total Equity	20,148.93	20,104.03	44.90	0.2%
TOTAL LIABILITIES & EQUITY	\$ 20,148.93	20,104.03	44.90	0.2%

12:46 PM
08/24/17
Cash Basis

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

	Jul 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Lunches	\$ 1,156.00	1,485.00	(329.00)	77.8%
Member Dues	12,580.00	15,725.00	(3,145.00)	80.0%
50th Anniversary Fund	-	-	-	0.0%
Total Income	\$ 13,736.00	17,210.00	(3,474.00)	79.8%
Gross Profit	\$ 13,736.00	17,210.00	(3,474.00)	79.8%
Expense				
Business Registration Fees	\$ -	300.00	(300.00)	0.0%
DaCdb	-	-	-	0.0%
Comm Svc/Scholarship Lunches	-	-	-	0.0%
District 6360 Dues	2,043.00	1,870.00	173.00	109.3%
Gifts/Flowers	-	25.00	(25.00)	0.0%
Guest lunches	30.00	160.00	(130.00)	18.8%
Lunch expense	1,260.00	1,350.00	(90.00)	93.3%
P.O. Box	-	-	-	0.0%
PETS Training	-	200.00	(200.00)	0.0%
Prof Fees - Tax Return	-	-	-	0.0%
Rotary International Dues	3,451.56	2,380.00	1,071.56	145.0%
Senior Center	180.00	180.00	-	100.0%
Socials/Family of Rotary	-	10.00	(10.00)	0.0%
Supplies	-	100.00	(100.00)	0.0%
Council on Legislation fee	-	65.00	(65.00)	0.0%
Other Costs	-	-	-	0.0%
Bank charges	-	-	-	0.0%
Total Expense	\$ 6,964.56	6,640.00	324.56	104.9%
Net Ordinary Income	\$ 6,771.44	10,570.00	(3,798.56)	64.1%
Other Income/Expense	-	-	-	0.0%
Net Income	\$ 6,771.44	10,570.00	(3,798.56)	64.1%

**Portage Rotary - General Fund
Profit & Loss Prev Year Comparison
July 2017**

	Jul 17	Jul 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
Lunches	\$ 1,156.00	2,044.00	(888.00)	-43.4%
Member Dues	12,580.00	11,456.00	1,124.00	9.8%
50th Anniversary Fund	-	634.00	(634.00)	-100.0%
Total Income	\$ 13,736.00	14,134.00	(398.00)	-2.8%
Gross Profit	\$ 13,736.00	14,134.00	(398.00)	-2.8%
Expense				
District 6360 Dues	\$ 2,043.00	19.73	2,023.27	10254.8%
Guest lunches	30.00	-	30.00	100.0%
Lunch expense	1,260.00	1,880.00	(620.00)	-33.0%
Rotary International Dues	3,451.56	3,522.84	(71.28)	-2.0%
Senior Center	180.00	200.00	(20.00)	-10.0%
Supplies	-	7.26	(7.26)	-100.0%
Total Expense	\$ 6,964.56	5,629.83	1,334.73	23.7%
Net Ordinary Income	\$ 6,771.44	8,504.17	(1,732.73)	-20.4%
Net Income	\$ 6,771.44	8,504.17	(1,732.73)	-20.4%

**Portage Rotary - General Fund
A/R Aging Summary
As of August 24, 2017**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Bob Small	-	-	-	-	185.00	185.00	B
Chip Schelb	-	-	-	-	185.00	185.00	
Crystal Scott	-	-	-	-	185.00	185.00	
David Jewell	-	-	-	-	185.00	185.00	A
Ginger Phillips-Sharief ☐	-	-	-	-	185.00	185.00	
Greg Orent ☐	-	-	-	-	185.00	185.00	
Jen Maynard	-	-	-	-	185.00	185.00	A
Kathleen Tosco	-	-	-	-	185.00	185.00	B
Michael E. Kenney	-	-	-	-	185.00	185.00	
Paul Carlson	-	-	-	-	185.00	185.00	A
Peter Strazdas	-	-	-	-	185.00	185.00	
Sharon King	-	-	-	-	185.00	185.00	
TOTAL	-	-	-	-	2,220.00	2,220.00	
A - Per discussion with John, the above people he thinks we received checks but							
None were cashed. Following up with.							
B - Need to discuss.							

Portage Rotary Charities
Balance Sheet Prev Year Comparison
As of July 31, 2017

	Jul 31, 17	Jul 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Horizon Checking	\$ 58,314.01	25,122.58	33,191.43	132.1%
Total Checking/Savings	\$ 58,314.01	25,122.58	33,191.43	132.1%
Other Current Assets				
PCommHS Spirit Fund	\$ 1,006.26	1,003.51	2.75	0.3%
4th of July - Restricted Funds	9,639.49	9,572.28	67.21	0.7%
CD Big Idea	26,584.67	26,159.41	425.26	1.6%
CD Ken Schuring Scholarships	13,283.31	13,143.54	139.77	1.1%
Total Other Current Assets	\$ 50,513.73	49,878.74	634.99	1.3%
Total Current Assets	\$ 108,827.74	75,001.32	33,826.42	45.1%
TOTAL ASSETS	\$ 108,827.74	75,001.32	33,826.42	45.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued Expenses				
Accrue transfer out	\$ 14,499.88	-	14,499.88	100.0%
Accrued Scholarships	15,000.00	-	15,000.00	100.0%
Total Accrued Expenses	\$ 29,499.88	-	29,499.88	100.0%
Total Other Current Liabilities	\$ 29,499.88	-	29,499.88	100.0%
Total Current Liabilities	\$ 29,499.88	-	29,499.88	100.0%
Total Liabilities	\$ 29,499.88	-	29,499.88	100.0%
Equity				
Desingated Net Assets	\$ 4,000.00	-	4,000.00	100.0%
Temp. Restricted Net Assets				
PCommHS Spirit Fund	\$ 1,006.26	1,003.51	2.75	0.3%
4th of July	9,639.49	9,572.28	67.21	0.7%
Big Idea	26,584.67	26,159.41	425.26	1.6%
Ken Schuring Scholarship	13,283.31	13,143.54	139.77	1.1%
Total Temp. Restricted Net Assets	\$ 50,513.73	49,878.74	634.99	1.3%
Unrestricted Net Assets	\$ 14,341.11	20,843.87	(6,502.76)	-31.2%
Net Income	\$ 10,473.02	4,278.71	6,194.31	144.8%
Total Equity	\$ 79,327.86	75,001.32	4,326.54	5.8%
TOTAL LIABILITIES & EQUITY	\$ 108,827.74	75,001.32	33,826.42	45.1%

Portage Rotary Charities
Profit & Loss Prev Year Comparison
July 2017

	Jul 17	Jul 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	\$ 157.00	225.00	(68.00)	-30.2%
Donations/Fines	225.00	256.00	(31.00)	-12.1%
Interest	-	23.12	(23.12)	-100.0%
Lunches	212.00	-	212.00	100.0%
Project Related Income				
PRO Golf Outing	4,506.20	3,975.00	531.20	13.4%
Fourth of July	5,283.82	(200.41)	5,484.23	2736.5%
Total Project Related Income	\$ 9,790.02	3,774.59	6,015.43	159.4%
Total Income	\$ 10,384.02	4,278.71	6,105.31	142.7%
Expense				
RYE student	\$ 36.00	-	36.00	100.0%
Total Expense	\$ 36.00	-	36.00	100.0%
Net Ordinary Income	\$ 10,348.02	4,278.71	6,069.31	141.8%
Other Income/Expense				
Other Income				
District Raffle - In	\$ 125.00	-	125.00	100.0%
Paul Harris/TRF - In	458.34	1,528.34	(1,070.00)	-70.0%
Paul Harris/TRF - Out	(458.34)	(1,528.34)	1,070.00	70.0%
Total Other Income	\$ 125.00	-	125.00	100.0%
Net Other Income	\$ 125.00	-	125.00	100.0%
Net Income	\$ 10,473.02	4,278.71	6,194.31	144.8%

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

	Jul 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	\$ 157.00	80.00	77.00	196.3%
Donations/Fines	225.00	275.00	(50.00)	81.8%
Interest	-	-	-	0.0%
Lunches	212.00	180.00	32.00	117.8%
Project Related Income				
Portage Hockey Classic	-	-	-	0.0%
PRO Golf Outing	4,506.20	-	4,506.20	100.0%
Super Bowl	-	-	-	0.0%
Tom Eddy Memorial	-	-	-	0.0%
Fourth of July	5,283.82	-	5,283.82	100.0%
Project Related Income - Other	-	1,000.00	(1,000.00)	0.0%
Total Project Related Income	9,790.02	1,000.00	8,790.02	979.0%
Total Income	\$ 10,384.02	1,535.00	8,849.02	676.5%
Expense				
Adopt-a-Family	\$ -	-	-	0.0%
Advertising	-	25.00	(25.00)	0.0%
Big Idea	-	100.00	(100.00)	0.0%
Bucket Gardens	-	-	-	0.0%
Casa Amparo	-	-	-	0.0%
Community Service Award	-	-	-	0.0%
Grad Bash Parties	-	-	-	0.0%
RYE student	36.00	100.00	(64.00)	36.0%
Interact Club Fees	-	-	-	0.0%
Michigan Gambling license	-	-	-	0.0%
Miscellaneous Requests	-	2,100.00	(2,100.00)	0.0%
Portage Community Center	-	-	-	0.0%
Portage Community HS	-	-	-	0.0%
RYLA	-	-	-	0.0%
Scholarships	-	-	-	0.0%
Total Expense	\$ 36.00	2,325.00	(2,289.00)	1.5%
Net Ordinary Income	\$ 10,348.02	(790.00)	11,138.02	-1309.9%
Other Income/Expense				
Other Income				
Casa Amparo - Out	\$ -	-	-	0.0%
District 6360 Fdn Grant - In	-	-	-	0.0%
District 6360 Fdn Grant - Out	-	-	-	0.0%
District Raffle - In	125.00	-	125.00	100.0%
Paul Harris/TRF - In	458.34	-	458.34	100.0%
Paul Harris/TRF - Out	(458.34)	-	(458.34)	100.0%
Portage Northern Interact - In	-	-	-	0.0%
Portage Northern Interact - Out	-	-	-	0.0%
Schuring Scholarship - Out	-	-	-	0.0%
Total Other Income	\$ 125.00	-	125.00	100.0%
Net Other Income	\$ 125.00	-	125.00	100.0%
Net Income	\$ 10,473.02	(790.00)	11,263.02	-1325.7%