

## 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 October 27, 2017 at Michelle's Restaurant in Portage, and was called to order at 7:30 a.m. by President Dave Jewell.

**Present:** Board members present were: Dave Jewell, Chris Buckley, Jim Martin, Tom Welsh (10/4), Dan Melnik (10/11), Bill Beck (10/25), Gary Meyers, Jeannine Willacker, Phil Stinchcomb (10/18), Erica McCulley, and Patrick Song (10/18). Also present: Mike Simon. (Makeup dates)

**Minutes:** Secretary Bill presented Minutes of the meeting of the Boards held on September 27, 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 reported that membership is down to 68 Active (not counting Honorary and Rule of 85) total. One more subtraction this month with the notification that Carl (Chip) Schelb will not renew his membership, indicating a possible move to the Kalamazoo Rotary.. After discussion, **MMSP** that the resignation of Chip is accepted with regrets, albeit with a request to co-secretaries to develop a clearer policy on membership dues payments. Bill also commented on the need to "clean up" our club database as there are many discrepancies between our data and that of Rotary International in the DaCdb. A request will be sent to members to review their data for accuracy. After discussion, **MMSP** that the Secretary's Report be approved.

**Treasurer's Report:** Treasurer Dan reported that the General Fund was stable with certain elements fluctuating slightly (see attached financial reports). Dan reported that one drain on resources is lunch expense. We are contracted with Michelle's to provide 43 paid meals per meeting, but our monthly average is only 40 paid lunches. Discussion about raising the \$2 fee for fasting members to \$5. No action taken as yet. After discussion, **MMSP** that the financial statements as of September 30, 2017 be accepted as presented.

**President's Report:** President Dave presented a suggestion to hold a 5:01 meeting as a community service event. No program or project was confirmed, just floated idea to get boards reaction. Future 5:01 dates will be in November, January and May. Dave also brought up the need for a policy in place for members who don't pay on time or pay in installments. It was referred to secretary. See secretary report. Dave advised the board of Community Service award going to five members, \$100 donation to charity of their choosing. He also discussed corporate plan to recruit new members, it was determined to contact Kalamazoo Club for their plan and tweak for our own club.

**President Elect's Report:** President-elect Chris presented feedback from surveys to members attending less than 50% of the time.

**Other Business:** Gary Meyers presented grant request by Jim Martin on behalf of Portage Northern High School for speaker support for third annual Portage CommuniTEEN READ event. Elizabeth Wein is the author of *Code Name Verity*. Discussion took place regarding clarity of the request, specifically what other support they have received in addition to ours. Gary to report back to board with the pros and cons. Gary also advised the board of the Hockey Classic promotion, where he plans to use Constant Contact to reach out earlier to the community for support.

Erica McCulley announced a request from Rotaract to support a service project to raise money to provide jackets for the needy. Rotaract is asking for \$85-100 for posters to assist. Discussion ensued with a suggestion to contact Allegra printing to see if they might cover this cost.

Mike Simon suggested that our Applications for Scholarships and Scholarship Certificates state that any scholarship granted carries with it a "moral obligation" to repay it to Charities. Such repayment would not be a legal obligation, would bind only the grantee's conscience. The grants would be interest free and without any due date. If the suggestion were adopted, there would be some chance that repayment when and if made would be "recycled" for additional scholarships.

Mike Simon commented on the issue of a "moral commitment vs legal commitment" regarding dues. The club will have already paid to Rotary International based on the roster at specific intervals and the implicit expectation is that a resigning member would reimburse the club for that portion of the dues expense before being granted termination or transfer. This will be addressed in the new policy draft to be presented at a future board meeting.

Jeannine Willacker requested leave of absence for period January 3 – February 3, 2018. **MMSP** that Jeannine Willacker be granted a Leave of Absence from January 3, 2018 through February 3, 2018

The next meeting of the Boards will be held at 7:30 AM, November 16, 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				
10/04/17	47	73	64.4%			
10/11/17	32	74	43.2%			
10/18/17	45	73	61.6%			
10/25/17	45	74	60.8% (edit post board meeting)			
October average			57.48%			

The number of members shown are those counted for Attendance purposes, and Total, which as of October 27, 2017 included one member with Leave of Absence, 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)
October	0		1	10/24/17

New Member(s) Name(s)	Classification	Sponsor

#### Subtracted Members' Name(s):

Carl (Chip) Schelb

## Portage Rotary Charities

Cash Basis		Balance Sheet			
		As of October 31, 2017	Oct 31, 16	\$ Change	
<b>ASSETS</b>					
Current Assets					
Checking/Savings					
		Horizon Checking	47,262.53	32,732.90	14,529.63
		Total Checking/Savings	47,262.53	32,732.90	14,529.63
Other Current Assets					
		PCommHS Spirit Fund	1,007.38	1,004.26	3.12
		4th of July - Restricted Funds	9,670.86	9,587.84	83.02
		CD Big Idea	26,619.02	26,164.73	454.29
		CD Ken Schuring Scholarships	13,332.09	13,183.01	149.08
		Total Other Current Assets	50,629.35	49,939.84	689.51
		Total Current Assets	97,891.88	82,672.74	15,219.14
TOTAL ASSETS			97,891.88	82,672.74	15,219.14
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Accrued Expenses					
		Accrue transfer out			
		Zika Net Project	1,141.00	-	1,141.00
		India Blood Bank Project	13,608.88	-	13,608.88
		Total Accrue transfer out	14,749.88	-	14,749.88
		Total Accrued Expenses	14,749.88	-	14,749.88
		Total Other Current Liabilities	14,749.88	-	14,749.88
		Total Current Liabilities	14,749.88	-	14,749.88
Total Liabilities			14,749.88	-	14,749.88
Equity					
		Desingated Net Assets	4,000.00	-	4,000.00
Temp. Restricted Net Assets					
		PCommHS Spirit Fund	1,007.38	1,004.26	3.12
		4th of July	9,670.86	9,587.84	83.02
		Big Idea	26,619.02	26,164.73	454.29
		Ken Schuring Scholarship	13,332.09	13,183.01	149.08
		Total Temp. Restricted Net Assets	50,629.35	49,939.84	689.51
		Unrestricted Net Assets	13,725.49	20,782.77	(7,057.28)
		Net Income	14,787.16	11,950.13	2,837.03
Total Equity			83,142.00	82,672.74	469.26
TOTAL LIABILITIES & EQUITY			97,891.88	82,672.74	15,219.14

Portage Rotary Charities

Cash Basis		Profit & Loss	Prev Year	Comparison
		July through October 2017	July through October 2016	\$ Change
Ordinary Income/Expense				
Income				
50-50				
50-50 Payout		(265.00)	(484.00)	219.00
50-50 - Other		718.00	780.00	(62.00)
Total 50-50		453.00	296.00	157.00
Donations/Fines		1,886.10	1,335.00	551.10
Interest		115.62	84.22	31.40
Lunches		618.00	-	618.00
Project Related Income				
Miller Show Tickets		(126.60)	-	(126.60)
PRO Golf Outing		9,083.35	9,399.65	(316.30)
Tom Eddy Memorial		2,500.00	2,500.00	-
WMU Concession Stand		-	764.80	(764.80)
Fourth of July		2,315.69	299.59	2,016.10
Total Project Related Income		13,772.44	12,964.04	808.40
Total Income		16,845.16	14,679.26	2,165.90
Expense				
Insurance Expense		102.00	-	102.00
Community Service Award		-	200.00	(200.00)
RYE student		36.00	150.00	(114.00)
Michigan Gambling license		-	185.00	(185.00)
Miscellaneous Requests		-	300.00	(300.00)
Operations		20.00	-	20.00
Supplies		-	44.44	(44.44)
Portage Community Center		-	500.00	(500.00)
Portage Community HS		1,500.00	1,637.69	(137.69)
RYLA		400.00	-	400.00
Total Expense		2,058.00	3,017.13	(959.13)
Net Ordinary Income		14,787.16	11,662.13	3,125.03
Other Income/Expense				
Other Income				
District 6360 Fdn Grant - In		250.00	-	250.00
District 6360 Fdn Grant - Out		(250.00)	-	(250.00)
District Raffle - In		125.00	-	125.00
District Raffle - Out		(125.00)	-	(125.00)
Member Designated - In		-	500.00	(500.00)
Member Designated - Out		-	(500.00)	500.00
Paul Harris/TRF - In		2,846.36	3,362.36	(516.00)
Paul Harris/TRF - Out		(2,846.36)	(3,362.36)	516.00
Portage Northern Interact - In		-	288.00	(288.00)
Total Other Income		-	288.00	(288.00)

7:54 PM

### Portage Rotary Charities

11/15/17

Cash Basis	Profit & Loss	Prev Year Comparison	
	July through October, 2017	July through October, 2016	\$ Change
Net Other Income	-	288.00	(288.00)
Net Income	14,787.16	11,950.13	2,837.03

## Portage Rotary Charities

11/15/17

Cash Basis		Profit & Loss Budget vs. Actual		
		July through October 2017	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
	50-50	453.00	340.00	113.00
	Donations/Fines	1,886.10	1,125.00	761.10
	Interest	115.62	-	115.62
	Lunches	618.00	740.00	(122.00)
Project Related Income				
	Miller Show Tickets	(126.60)	-	(126.60)
	PRO Golf Outing	9,083.35	9,000.00	83.35
	Tom Eddy Memorial	2,500.00	2,000.00	500.00
	Fourth of July	2,315.69	-	2,315.69
	Project Related Income - Other	-	1,000.00	(1,000.00)
	Total Project Related Income	13,772.44	12,000.00	1,772.44
	Total Income	16,845.16	14,205.00	2,640.16
Expense				
	Insurance Expense	102.00	-	102.00
	Advertising	-	100.00	(100.00)
	Big Idea	-	100.00	(100.00)
	RYE student	36.00	100.00	(64.00)
	Interact Club Fees	-	750.00	(750.00)
	Michigan Gambling license	-	-	-
	Miscellaneous Requests	-	2,100.00	(2,100.00)
	Operations	20.00	-	20.00
	Portage Community HS	1,500.00	1,500.00	-
	RYLA	400.00	-	400.00
	Total Expense	2,058.00	4,650.00	(2,592.00)
	Net Ordinary Income	14,787.16	9,555.00	5,232.16
Other Income/Expense				
Other Income				
	District 6360 Fdn Grant - In	250.00	-	250.00
	District 6360 Fdn Grant - Out	(250.00)	-	(250.00)
	District Raffle - In	125.00	-	125.00
	District Raffle - Out	(125.00)	-	(125.00)
	Paul Harris/TRF - In	2,846.36	-	2,846.36
	Paul Harris/TRF - Out	(2,846.36)	-	(2,846.36)
	Total Other Income	-	-	-
	Net Other Income	-	-	-
	Net Income	14,787.16	9,555.00	5,232.16

11:48 AM  
11/15/17  
Cash Basis

Portage Rotary - General Fund  
Balance Sheet

As of October 31, 2017

		Oct 31, 17	Oct 31, 16	\$ Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
	Horizon Checking	\$ 19,490.42	20,746.61	(1,256.19)
	Total Checking/Savings	19,490.42	20,746.61	(1,256.19)
	Total Current Assets	19,490.42	20,746.61	(1,256.19)
	<b>TOTAL ASSETS</b>	<b>\$ 19,490.42</b>	<b>20,746.61</b>	<b>(1,256.19)</b>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
	Unrestricted Net Assets	\$ 13,377.49	11,599.86	1,777.63
	Net Income	6,112.93	9,146.75	(3,033.82)
	Total Equity	\$ 19,490.42	20,746.61	(1,256.19)
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 19,490.42</b>	<b>20,746.61</b>	<b>(1,256.19)</b>

11:49 AM  
11/15/17  
Cash Basis

Portage Rotary - General Fund  
Profit & Loss Prev Year Comparison

July through October 2017

	Jul - Oct 17	Jul - Oct 16	\$ Change
Ordinary Income/Expense			
Income			
Lunches	\$ 6,153.00	9,261.00	(3,108.00)
Member Dues	13,790.00	14,395.69	(605.69)
Miscellaneous Revenue	-	-	-
50th Anniversary Fund	-	1,068.40	(1,068.40)
Total Income	19,943.00	24,725.09	(4,782.09)
Gross Profit	\$ 19,943.00	24,725.09	(4,782.09)
Expense			
Insurance Expense	\$ 102.00	-	102.00
Square Fees	5.09	-	5.09
DaCdb	210.00	-	210.00
District 6360 Dues	2,043.00	2,150.73	(107.73)
Guest lunches	190.00	-	190.00
Lunch expense	6,270.00	8,140.00	(1,870.00)
P.O. Box	54.00	48.00	6.00
Rotary International Dues	3,451.56	3,522.84	(71.28)
Senior Center	900.00	850.00	50.00
Supplies	604.42	866.77	(262.35)
Total Expense	\$ 13,830.07	15,578.34	(1,748.27)
Net Ordinary Income	\$ 6,112.93	9,146.75	(3,033.82)
Net Income	\$ 6,112.93	9,146.75	(3,033.82)

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

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Lunches	\$ 6,153.00	7,920.00	(1,767.00)	77.69%
Member Dues	13,790.00	15,725.00	(1,935.00)	87.7%
Miscellaneous Revenue	-	-	-	0.0%
50th Anniversary Fund	-	-	-	0.0%
<b>Total Income</b>	<b>19,943.00</b>	<b>23,645.00</b>	<b>(3,702.00)</b>	<b>84.34%</b>
<b>Gross Profit</b>	<b>\$ 19,943.00</b>	<b>23,645.00</b>	<b>(3,702.00)</b>	<b>84.34%</b>
<b>Expense</b>				
Insurance Expense	\$ 102.00	-	102.00	100.0%
Square Fees	5.09	-	5.09	100.0%
Business Registration Fees	-	300.00	(300.00)	0.0%
DaCdb	210.00	-	210.00	100.0%
Comm Svc/Scholarship Lunches	-	-	-	0.0%
District 6360 Dues	2,043.00	1,870.00	173.00	109.25%
Gifts/Flowers	-	100.00	(100.00)	0.0%
Guest lunches	190.00	680.00	(490.00)	27.94%
Lunch expense	6,270.00	7,200.00	(930.00)	87.08%
P.O. Box	54.00	60.00	(6.00)	90.0%
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	145.02%
Senior Center	900.00	960.00	(60.00)	93.75%
Socials/Family of Rotary	-	40.00	(40.00)	0.0%
Supplies	604.42	400.00	204.42	151.11%
Council on Legislation fee	-	65.00	(65.00)	0.0%
Other Costs	-	-	-	0.0%
Bank charges	-	-	-	0.0%
<b>Total Expense</b>	<b>\$ 13,830.07</b>	<b>14,255.00</b>	<b>(424.93)</b>	<b>97.02%</b>
<b>Net Ordinary Income</b>	<b>\$ 6,112.93</b>	<b>9,390.00</b>	<b>(3,277.07)</b>	<b>65.1%</b>

**Portage Rotary - General Fund**  
**A/R Aging Summary**  
As of November 15, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ginger Phillips-Sharief	-	-	-	-	185.00	185.00
Greg Orent	-	-	-	-	185.00	185.00
Michael E. Kenney	-	-	-	-	185.00	185.00
<b>TOTAL</b>	-	-	-	-	555.00	555.00