

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 November 16, 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, Tom Welsh, Dan Melnik, Bill Beck, Gary Meyers, Jeannine Willacker, Mary Lou Wright, and Erica McCulley. Absent: Phil Stinchcomb, Patrick Song, Jim Martin. Also present: Mike Simon. (Make up dates were entered into the DaCdb for those eligible.)

Minutes: Secretary Bill presented Minutes of the meeting of the Boards held on October 24, 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 the current membership roster increased by one to a total of 68 Active Members, 1 LOA, 9 Rule of 85 Members, and 5 Honorary Members. He reported that the requested policy statement on non-payment of dues would be presented at the December board meeting. He also commented on the alteration of meeting minutes format to include a "Decisions Made" section and to solicit information on agenda items prior to the board meeting so that members could come better prepared to discuss and make decisions. After discussion, **MMSP** that the Secretary's Report be approved.

Treasurer's Report: Treasurer Dan discussed the Club's financial status relative to a slight decrease in General Fund primarily due to the deficit in Lunch Revenue. Discussion followed regarding the various options to raise revenue, including: Raise fees for those who don't partake, renegotiate the minimum with the caterer, alter the menu for more flexibility. No decision taken. July 4th revenues showed small increase over previous year. "Big Idea" funds still being held pending City plans to develop site. Discussion regarding international projects budget adjustments - monies still held awaiting final resolution. After discussion, **MMSP** that the financial statements as of September 30, 2017 be accepted as presented.

President's Report: President Dave updated the board on communications with three members who have yet to pay dues for current year. Final disposition of membership status to be voted in December. Mary Lou Wright requested clarification on LOA requirement for those who spend winters down south - . Dave proposed changing Corporate Membership title to Group Membership to better reflect options available to potential members. Will solicit Kalamazoo policy to add to District Policy for template to decide upon future policy. Dave proposed formatting November 29 5:01 meeting (LoDo's Restaurant) around non-perishable food donation to support Portage Community Center. Approved by acclamation. Future 5:01 meetings could offer other types of service themes. Dave will continue to negotiate a reasonable compromise with caterer to alleviate the current deficit trend.

President Elect's Report: President-elect Chris presented additional feedback from surveys to members attending less than 50% of the time. Those who replied indicated business conflicts for their absences. Those non-responders to the survey were generally folks who attended less than 20% of meeting dates.

Other Business: Gary Meyers updated the board on further information regarding a grant request (Jim Martin) for the CommuniTEEN event from the previous board meeting. The request for \$300 in support of this event was approved by the board. Gary discussed the current status of developing a portable marketing banner

apparatus end showed examples of possible formats. Chris Buckley requested photographic examples to further study. Decision deferred to December meeting. Gary also updated the board on the status of international grants - Sharon King (India blood bank) and Marlene Camacho-Ochoa (Colombia mosquito netting).

The next meeting of the Boards will be held at 7:30 AM, December 22,2017, at Michelle's Restaurant in Portage, MI.

There being no further business to come before the meeting, it was, on Motion, adjourned at 8:30 a.m.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
11/01/17	48	74	64.9%			
11/08/17	37	72	51.4%			
11/15/17	43	71	60.6%			
11/22/17	No Meeting - Holiday					
11/29/17	N/A 5:01 Meeting - No attendance taken					
Monthly average: 128/217			58.9%			

The number of members shown are those counted for Attendance purposes, and Total, which as of November 16, 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)
November	1			11/16/17

New Member(s) Name(s)	Classification	Sponsor
Josh Goodlock	HR Professional	Chris Buckley

Subtracted Members' Name(s):

Portage Rotary - General Fund

Cash Basis		Balance Sheet		
		As of October 31, 2017	As of October 31, 2016	\$ Change
ASSETS				
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)
TOTAL ASSETS		\$ 19,490.42	20,746.61	(1,256.19)
LIABILITIES & EQUITY				
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)
TOTAL LIABILITIES & EQUITY		\$ 19,490.42	20,746.61	(1,256.19)

Portage Rotary - General Fund
Profit & Loss Prev Year Comparison

	July through Oct 17	July through 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	<u>19,943.00</u>	<u>24,725.09</u>	<u>(4,782.09)</u>
Gross Profit	<u>\$ 19,943.00</u>	<u>24,725.09</u>	<u>(4,782.09)</u>
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	<u>\$ 13,830.07</u>	<u>15,578.34</u>	<u>(1,748.27)</u>
Net Ordinary Income	<u>\$ 6,112.93</u>	<u>9,146.75</u>	<u>(3,033.82)</u>
Net Income	<u>\$ 6,112.93</u>	<u>9,146.75</u>	<u>(3,033.82)</u>

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

11:51 AM
 11/15/17
 Cash Basis

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Total Income	19,943.00	23,645.00	(3,702.00)	84.34%
Gross Profit	\$ 19,943.00	23,645.00	(3,702.00)	84.34%
Expense				
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%
Total Expense	\$ 13,830.07	14,255.00	(424.93)	97.02%
Net Ordinary Income	\$ 6,112.93	9,390.00	(3,277.07)	65.1%

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

Jul - Oct 17	Budget	\$ Over Budget	% of Budget
\$ 6,112.93	9,390.00	(3,277.07)	65.1%

Net Income

8:00 PM
11/15/17

Portage Rotary - General Fund

Current	APR	90	TOTAL
As of November 15, 2017			
-	-	185.00	185.00
-	-	185.00	185.00
-	-	185.00	185.00
-	-	555.00	555.00

Ginger Phillips-Sharief
Greg Orent
Michael E. Kenney
TOTAL

Portage Rotary Charities

				Balance Sheet		
Cash Basis				As of October 31, 2017	Oct 31, 16	\$ Change
ASSETS						
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
LIABILITIES & EQUITY						
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						
			Designated 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	through	2017
		October 2017	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)

Portage Rotary Charities

11/15/17

Cash Basis		Profit & Loss	Prev Year Comparison		
		July through October 2017	Oct 17	Oct 16	\$ Change
Net Other Income		-	288.00	(288.00)	
Net Income		14,787.16	11,950.13	2,837.03	

Portage Rotary Charities

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