

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 January 26, 2018 at Michelle's Restaurant in Portage, then 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, Dan Melnik, Bill Beck, Gary Meyers, Patrick Song, and Erica McCulley. Absent were: Jeannine Willacker, Phil Stinchcomb. and Mary Lou Wright. Non-voting member Mike Simon present as well.

Minutes: Secretary Bill presented Minutes of the meeting of the Boards held on December 22, 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: See Secretary's Report sent to board members prior to the meeting (attached). Bill asked about precedent for the opportunity to offer Honorary Membership to Sue Raschke who had expressed interest in a continuing relationship after Rich Raschke's passing. Further discussion required as well as setting up a process to handle similar issues in the future..

Treasurer's Report: After discussion, **MMSP** that the financial statements as of December 31, 2017 be accepted as presented, and copies of them be attached to these Minutes. Jim Martin asked the question regarding funds held by the Kalamazoo Foundation earmarked for Portage Rotary Charities. Dan will investigate and report.

President's Report: President Dave returned to the issue of adopting a policy for Group Membership. After discussion, Mike Simon recommended that an amendment to the by-laws be drafted and circulated to Membership Committee for approval then on to membership for study and comment before a final decision is made. Suggestion was made to include a stipulation that the issue be re-visited regularly to ensure that it continues to serve the purposes of the Club. Dave will inquire with Matt Semelbauer his interest to replace Rich Raschke as Foundation Liaison.

Discussion continued with focus on lunch revenue shortfall and options to revise contract with current caterer. Much discussion ensued with several recommendations to remedy the situation. Agreement reached to collect alternatives then publish comparative pricing for the club to decide upon. Alternatives to surcharge for facility fees discussed as part of the lunch revenue decision to be placed before the general membership.

President Elect's Report: Nothing to report this month.

Other Business: We are still searching for the missing connectors to our new projector.

The next meeting of the Boards will be held at 7:30 AM on Friday, February 23, 2018 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 Attendance	Total	% Attend.	Average #	Added	Subtracted
1/3/18	40/70	(81)	57.1%			
1/10/18	36/69	(81)	52.2%			
1/17/18	41/68	(81)	60.3%			
1/24/18	40/69	(80)	58.0%			
Membership		80 64 (Active) 2 (LOA) 9 (Rule of 85)		39.25/mtg. (4)	0	1

The number of members shown are those counted for Attendance purposes, and Total, which as of December 31, 2017 included two members with Leaves of Absence (Jeannine Willacker [12/22/17-2/3/18] 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)
			1	1/26/18

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

Subtracted Members' Name(s):
Richard Raschke (deceased)

Portage Rotary Club / Portage Rotary Charities
Boards Meeting of February 23, 2018

Co-Secretaries' Report

I. Membership update:	
Regular Members (active)	65
Leave of Absence	1
Rule of 85 Members	9
Honorary Members	<u>5</u>
Total Membership (as of 1/26/18)	80

Average attendance in February to date (as of 2/23/18) 54.6% (38/mtg.)

- II. Request sent to membership to reconcile each member's information on the Portage Rotary Club DaCdb by February 15, 2018. Currently processing the changes.
- III. To help alleviate some of the congestion at the Finance Desk prior to weekly meetings I am submitting a suggested sign in registry for guests (including speakers) which will be the responsibility of the Greeter to ensure that guests complete the registry upon entry. (Draft copy attached to email carrying this report. To be discussed at 2/23/18 Boards Meeting.)
- IV. To make records easier to find and process, I propose that the Boards adopt a standard format for Officer Reports to be submitted in advance of the boards meeting, then collated and combined in one document for archival.

Respectfully submitted,
Bill Beck and Phil Stinchcomb, Co-Secretaries

Portage Rotary Charities
Balance Sheet
As of January 31, 2018

	Jan 31, 18	Jan 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings	\$ 58,603.11	43,239.09	15,364.02
Other Current Assets			
PCommHS Spirit Fund	\$ 1,008.25	1,005.01	3.24
4th of July - Restricted Funds	9,695.06	9,603.43	91.63
CD Big Idea	26,645.65	26,170.07	475.58
CD Ken Schuring Scholarships	13,368.78	13,222.60	146.18
Total Other Current Assets	\$ 50,717.74	50,001.11	716.63
TOTAL ASSETS	\$ 109,320.85	93,240.20	16,080.65
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Zika Net Project	\$ 2,641.00	-	2,641.00
India Blood Bank Project	15,608.88	-	15,608.88
Total Liabilities	\$ 18,249.88	-	18,249.88
Equity			
Memorial Donations			
Memorial - R. Raschke	\$ 625.00	-	625.00
Desingated Net Assets	4,000.00	-	4,000.00
Temp. Restricted Net Assets			
PCommHS Spirit Fund	1,008.25	1,005.01	3.24
4th of July	9,695.06	9,603.43	91.63
Big Idea	26,645.65	26,170.07	475.58
Ken Schuring Scholarship	13,368.78	13,222.60	146.18
Unrestricted Net Assets	13,012.10	20,721.50	(7,709.40)
Net Income	22,716.13	22,517.59	198.54
Total Equity	\$ 91,070.97	93,240.20	(2,169.23)
TOTAL LIABILITIES & EQUITY	\$ 109,320.85	93,240.20	16,080.65

Portage Rotary Charities
Profit & Loss
July 2017 through January 2018

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change
Ordinary Income/Expense			
Income			
50-50	\$ 906.00	747.00	159.00
Donations/Fines	2,893.16	1,854.00	1,039.16
Interest	204.01	145.49	58.52
Lunches	1,061.00	-	1,061.00
Project Related Income			
Miller Show Tickets	(126.60)	-	(126.60)
Portage Hockey Classic	3,647.00	3,996.05	(349.05)
PRO Golf Outing	9,083.35	9,399.65	(316.30)
Super Bowl	4,920.00	5,090.00	(170.00)
Tom Eddy Memorial	2,500.00	2,500.00	-
WMU Concession Stand	-	2,296.12	(2,296.12)
Fourth of July	2,315.69	299.59	2,016.10
Total Project Related Income	22,339.44	23,581.41	(1,241.97)
Total Income	\$ 27,403.61	26,327.90	1,075.71
Expense			
Insurance Expense	\$ 102.00	-	102.00
Adopt-a-Family	984.75	1,013.06	(28.31)
Casa Amparo	147.73	90.00	57.73
Community Service Award	500.00	200.00	300.00
Giselda Fund	-	500.00	(500.00)
RYE student	36.00	375.00	(339.00)
Michigan Gambling license	165.00	185.00	(20.00)
Miscellaneous Requests	457.00	415.00	42.00
Operations	20.00	-	20.00
Supplies	-	44.44	(44.44)
Portage Community Center	-	500.00	(500.00)
Portage Community HS	2,500.00	1,737.69	762.31
RYLA	400.00	-	400.00
Total Expense	\$ 5,312.48	5,060.19	252.29
Net Ordinary Income	\$ 22,091.13	21,267.71	823.42
Other Income/Expense			

Portage Rotary Charities

Profit & Loss

July 2017 through January 2018

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change
Other Income			
Memorial Donation	\$ 625.00	-	625.00
Casa Amparo - In	830.00	970.00	(140.00)
Casa Amparo - Out	(830.00)	(970.00)	140.00
District 6360 Fdn Grant - In	2,250.00	108.88	2,141.12
District 6360 Fdn Grant - Out	(2,250.00)	-	(2,250.00)
District Raffle - In	125.00	-	125.00
District Raffle - Out	(125.00)	-	(125.00)
District Simplified Grant - In	1,500.00	1,141.00	359.00
District Simplified Grant - Out	(1,500.00)	-	(1,500.00)
Member Designated - In	-	615.00	(615.00)
Member Designated - Out	-	(615.00)	615.00
Paul Harris/TRF - In	3,646.72	8,073.72	(4,427.00)
Paul Harris/TRF - Out	(3,646.72)	(8,073.72)	4,427.00
Portage Northern Interact - In	1,650.00	1,817.50	(167.50)
Portage Northern Interact - Out	(1,650.00)	(1,817.50)	167.50
Total Other Income	\$ 625.00	1,249.88	(624.88)
Net Income	\$ 22,716.13	22,517.59	198.54

Portage Rotary Charities
Profit & Loss Budget vs. Actual
July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50-50	\$ 906.00	580.00	326.00
Donations/Fines	2,893.16	1,900.00	993.16
Interest	204.01	-	204.01
Lunches	1,061.00	1,280.00	(219.00)
Project Related Income			
Miller Show Tickets	(126.60)	-	(126.60)
Portage Hockey Classic	3,647.00	1,750.00	1,897.00
PRO Golf Outing	9,083.35	9,000.00	83.35
Super Bowl	4,920.00	-	4,920.00
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	22,339.44	13,750.00	8,589.44
Total Income	\$ 27,403.61	17,510.00	9,893.61
Expense			
Insurance Expense	\$ 102.00	-	102.00
Adopt-a-Family	984.75	1,000.00	(15.25)
Advertising	-	175.00	(175.00)
Big Idea	-	100.00	(100.00)
Casa Amparo	147.73	400.00	(252.27)
Community Service Award	500.00	-	500.00
Giselda Fund	-	500.00	(500.00)
RYE student	36.00	100.00	(64.00)
Interact Club Fees	-	1,500.00	(1,500.00)
Michigan Gambling license	165.00	-	165.00
Miscellaneous Requests	457.00	2,100.00	(1,643.00)
Operations	20.00	-	20.00
Portage Community HS	2,500.00	1,500.00	1,000.00
RYLA	400.00	-	400.00
Total Expense	\$ 5,312.48	7,375.00	(2,062.52)
Net Ordinary Income	\$ 22,091.13	10,135.00	11,956.13

Portage Rotary Charities
Profit & Loss Budget vs. Actual
 July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget
Other Income/Expense	\$ 625.00	-	625.00
Net Income	\$ 22,716.13	10,135.00	12,581.13

Portage Rotary - General Fund
Balance Sheet
 As of January 31, 2018

2:44 PM
 02/22/18
 Cash Basis

	Jan 31, 18	Jan 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings	\$ 16,626.37	17,034.41	(408.04)
TOTAL ASSETS	\$ 16,626.37	17,034.41	(408.04)
LIABILITIES & EQUITY			
Equity			
Unrestricted Net Assets	\$ 13,377.49	11,599.86	1,777.63
Net Income	3,248.88	5,434.55	(2,185.67)
Total Equity	\$ 16,626.37	17,034.41	(408.04)
TOTAL LIABILITIES & EQUITY	\$ 16,626.37	17,034.41	(408.04)

Portage Rotary - General Fund
Profit & Loss
July 2017 through January 2018

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change
Ordinary Income/Expense			
Income			
Lunches	\$ 10,588.00	15,004.00	(4,416.00)
Member Dues	13,975.00	14,984.92	(1,009.92)
50th Anniversary Fund	-	1,571.40	(1,571.40)
Total Income	\$ 24,563.00	31,560.32	(6,997.32)
Expense			
Insurance Expense	\$ 102.00	-	102.00
Square Fees	5.09	-	5.09
DaCdb	210.00	-	210.00
District 6360 Dues	3,715.00	4,042.73	(327.73)
Guest lunches	280.00	-	280.00
Lunch expense	8,820.00	13,260.00	(4,440.00)
P.O. Box	54.00	48.00	6.00
Rotary International Dues	6,204.56	6,464.84	(260.28)
Senior Center	1,260.00	1,400.00	(140.00)
Supplies	663.47	910.20	(246.73)
Total Expense	\$ 21,314.12	26,125.77	(4,811.65)
Net Income	\$ 3,248.88	5,434.55	(2,185.67)
Did not receive an amount from Michelle and as a result no expense for Jan yet.			

Portage Rotary - General Fund
Profit & Loss Budget vs. Actual
July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Lunches	\$ 10,588.00	13,860.00	(3,272.00)
Member Dues	13,975.00	15,725.00	(1,750.00)
Total Income	\$ 24,563.00	29,585.00	(5,022.00)
Expense			
Insurance Expense	\$ 102.00	-	102.00
Square Fees	5.09	-	5.09
Business Registration Fees	-	300.00	(300.00)
DaCdb	210.00	200.00	10.00
District 6360 Dues	3,715.00	3,740.00	(25.00)
Gifts/Flowers	-	175.00	(175.00)
Guest lunches	280.00	1,180.00	(900.00)
Lunch expense	8,820.00	12,600.00	(3,780.00)
P.O. Box	54.00	60.00	(6.00)
PETS Training	-	400.00	(400.00)
Prof Fees - Tax Return	-	300.00	(300.00)
Rotary International Dues	6,204.56	4,760.00	1,444.56
Senior Center	1,260.00	1,680.00	(420.00)
Socials/Family of Rotary	-	50.00	(50.00)
Supplies	663.47	700.00	(36.53)
Council on Legislation fee	-	130.00	(130.00)
Total Expense	\$ 21,314.12	26,275.00	(4,960.88)
Net Income	\$ 3,248.88	3,310.00	(61.12)