

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 February 23, 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, Phil Stinchcomb, Jeannine Willacker. Absent were: Patrick Song, Erica McCulley 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 January 26, 2018 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: See Secretary's Report sent to board members prior to the meeting (attached).

Treasurer's Report: After discussion, **MMSP** that the financial statements as of January 31, 2018 be accepted as presented, and copies of them be attached to these Minutes. Other income includes donations in PR-CHAR for deceased Rotarians. Gary Meyers updated grants, nothing firm as of this report. Jim Martin asking for information regarding pavilion project for city of Portage. Gary advised June is kickoff, city will honor project for Rotary. Jim asked if we received invoice for hockey classic. Dan advises no receipt yet.

President's Report: President Dave advised Nancy Ray is nominated for community service award. After discussion, **MMSP** nomination approved. Dave discussed potential new fund raiser presented to him from Dick Hewitt requiring 6-10 people per event, multiple events, no projected revenue. Discussion to table new fund raiser until projection defined.

Dave advised Sue Raschke for honorary member, brought up last board meeting, requires time for her to get past grieving. Discussion then took place regarding past or present Rotarians and their current condition if health related issues persist. Maybe send to membership committee. Nothing pending.

Discussion about lunch menu was presented. Soup, salad, sandwich option. Dave reached out to Michelle, no response to update board. Club assembly on March 7 for review. Discussion around costs v amount. President to send options to membership this week for their review prior to assembly.

Suggested fund raiser through Portage Parks Dept. (Concert food service) not approved by Board.

Strategic planning committee reconvene recommendation. Randy Orwig name was given by Gary Meyer to reconvene.

President Elect's Report: Thinking of goals for next year. Rotary.org @ PETS in next three weeks. Curling fund raiser floated. Annual or semi annual lunch payments floated as well.

Other Business: Jim Martins new email, kazoomartins@charter.net.

The next meeting of the Boards will be held at 7:30 AM on Friday, March 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		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
2/7/18	42/71	(80)	59.2%			
2/14/18	34/67	(80)	50.7%			
2/21/18	38/69	(80)	55.1%			
2/28/18*	34/69*	(80)	49.3%			
(*) entered post-Boards meeting						
Membership	80			37.25/mtg. (4)	%53.8%	0
	65 (Active)					1
	1 (LOA)					
	9 (Rule of 85)					
	5 Honorary					

The number of members shown are those counted for Attendance purposes, and Total, which as of February 28, 2018 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)
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New Member(s) Name(s)	Classification	Sponsor
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Subtracted Members' Name(s):

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

Co-Secretaries' Report

I. Membership update:

Regular Members (active)	65
Leave of Absence	1
Rule of 85 Members	8
Honorary Members	<u>5</u>
Total Membership (as of 2/28/18)	79

Membership reduced by one with the death of Freeman Russell.

Average attendance in February (as of 2/28/18) 53.8% (37.25/mtg.)

Average attendance 2018-2018 year to date is 55.3%. Average attendance in the District is +/- 65%/mtg.

II. There are 25 "Active" members who have attended less than 50% of weekly meetings year-to-date (2017-18). Of those 25, fifteen have attended less than 30% of weekly meetings year-to-date: Ansari*, Bosch*, Briscoe*, Dangel, Fey, Jaqua*, Kenney*, King*, Klien, R. McGraw, Neal*, Reiff, Rogowski*, Townsend*, Wolf*, DeShazor*(LoA). (*) = Zero hours of Community Service credited.

III. As a means of better balancing the club's books, I propose that we institute the following procedure for subsidizing lunch expenses at weekly meetings: Each member in attendance who does not purchase a lunch is required to pay a \$3.00 facilities fee. Each member NOT in attendance would pay a \$4.00 facilities fee. These data would be collected for each meeting then at the end of each month when attendance is submitted to DaCdb, an accounting would be made of their lunch participation and attendance. Each member would be required to establish an account (either debit or credit card) to which any of the above charges could be billed each month, rather than assessing a yearly facility fee as previously discussed. The regular lunch fee with a facilities fee included would be handled as currently practiced. The dual purpose of this process would be to encourage attendance while simultaneously covering the present deficit encountered by the club in lunch proceeds shortfall.

IV. To make records easier to find and process, I propose that the Boards adopt a standard format for Officer Reports to be submitted to Secretary in

advance of the boards meeting, then collated and combined in one document (Boards meeting minutes) for archival. In addition, I propose that the format for "minutes" be amended with a space for "Decisions Made" as a separate section to more easily identify decisions within the document.

- V. There is a significant deficit in reporting Community Service hours credit on the part of Committee Chairs. Although the new Engage Module within DaCdb will allow/require that Committee Chairs handle their own reporting, as a club we need to do a better job in this area of responsibility.

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

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

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	\$ 906	660	246	137.3%
Donations/Fines	3,118	2,175	943	143.4%
Interest	245	-	245	100.0%
Lunches	1,061	1,460	(399)	72.7%
Project Related Income				
Miller Show Tickets	(127)	-	(127)	100.0%
Portage Hockey Classic	3,647	1,750	1,897	208.4%
PRO Golf Outing	9,083	9,000	83	100.9%
Super Bowl	4,107	4,500	(393)	91.3%
Tom Eddy Memorial	2,500	2,000	500	125.0%
Fourth of July	2,316	-	2,316	100.0%
Project Related Income - Other	-	1,000	(1,000)	0.0%
Total Income	\$ 26,856	22,545	4,311	119.1%
Expense				
Insurance Expense	\$ 102	-	102	100.0%
Adopt-a-Family	985	1,000	(15)	98.5%
Advertising	-	200	(200)	0.0%
Big Idea	-	100	(100)	0.0%
Casa Amparo	148	400	(252)	36.9%
Community Service Award	500	-	500	100.0%
Giselda Fund	-	500	(500)	0.0%
RYE student	36	100	(64)	36.0%
Interact Club Fees	750	1,500	(750)	50.0%
Michigan Gambling license	165	-	165	100.0%
Miscellaneous Requests	580	2,100	(1,520)	27.6%
Operations	20	-	20	100.0%
Portage Community HS	2,500	3,000	(500)	83.3%
RYLA	400	-	400	100.0%
Total Expense	\$ 6,186	8,900	(2,714)	69.5%
Net Ordinary Income	\$ 20,670	13,645	7,025	151.5%
Other Income/Expense	\$ 2,025	-	2,025	100.0%
Net Income	\$ 22,695	13,645	9,050	166.3%

Portage Rotary Charities

Profit & Loss

Cash Basis		July 17 - Feb 18	July 16 - Feb 17	\$ Change
	Ordinary Income/Expense			
	Income			
	50-50	\$ 906	891	15
	Donations/Fines	3,118	2,189	930
	Interest	245	167	77
	Lunches	1,061	-	1,061
	Project Related Income			
	Miller Show Tickets	(127)	-	(127)
	Portage Hockey Classic	3,647	3,996	(349)
	PRO Golf Outing	9,083	9,400	(316)
	Super Bowl	4,107	4,564	(457)
	Tom Eddy Memorial	2,500	2,500	-
	WMU Concession Stand	-	2,296	(2,296)
	Fourth of July	2,316	300	2,016
	Total Income	\$ 26,856	26,303	553
	Expense			
	Insurance Expense	102	-	102
	Adopt-a-Family	985	1,013	(28)
	Casa Amparo	148	90	58
	Community Service Award	500	200	300
	Giselda Fund	-	500	(500)
	RYE student	36	450	(414)
	Interact Club Fees	750	750	-
	Michigan Gambling license	165	165	-
	Miscellaneous Requests	580	415	165
	Operations	20	20	-
	Supplies	-	103	(103)
	Portage Community Center	-	500	(500)
	Portage Community HS	2,500	3,238	(738)
	RYLA	400	-	400
	Total Expense	\$ 6,186	7,443	(1,258)
	Net Ordinary Income	\$ 20,670	18,859	1,811
	Other Income/Expense			
	Other Income			
	Memorial Donation	2,025	-	2,025
	Casa Amparo - In	830	970	(140)
	Casa Amparo - Out	(830)	(970)	140
	District 6360 Fdn Grant - In	2,250	359	1,891
	District 6360 Fdn Grant - Out	(2,250)	(359)	(1,891)
	District Raffle - In	125	-	125
	District Raffle - Out	(125)	-	(125)
	District Simplified Grant - In	1,500	1,141	359
	District Simplified Grant - Out	(1,500)	(1,141)	(359)
	Member Designated - In	-	615	(615)
	Member Designated - Out	-	(615)	615
	Paul Harris/TRF - In	3,827	8,157	(4,330)
	Paul Harris/TRF - Out	(3,827)	(8,157)	4,330
	Portage Northern Interact - In	1,650	1,818	(168)
	Portage Northern Interact - Out	(1,650)	(1,818)	168
	Total Other Income	\$ 2,025	-	2,025
	Net Income	\$ 22,695	18,859	3,836

Portage Rotary Charities
Balance Sheet
As of February 28, 2018

	Feb 28, 18	Feb 28, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings	\$ 58,542	42,499	16,043
Other Current Assets	50,758	50,023	735
TOTAL ASSETS	\$ 109,300	92,522	16,778
LIABILITIES & EQUITY			
Liabilities			
Accrue transfer out			
Zika Net Project	\$ 2,641	1,141	1,500
India Blood Bank Project	15,609	359	15,250
Total Liabilities	\$ 18,250	1,500	16,750
Equity			
Memorial Donations			
Memorial - R. Raschke	\$ 2,025	-	2,025
Designated Net Assets	4,000	4,000	-
Temp. Restricted Net Assets			
PCommHS Spirit Fund	1,009	1,005	3
4th of July	9,706	9,611	96
Big Idea	26,657	26,172	484
Ken Schuring Scholarship	13,386	13,235	152
Unrestricted Net Assets	11,572	18,140	(6,568)
Net Income	22,695	18,859	3,836
Total Equity	\$ 91,050	91,022	28
TOTAL LIABILITIES & EQUITY	\$ 109,300	92,522	16,778
Notes:			
Total Undesignated funds	34,267	36,999	(2,732)

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

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	\$ 13,975	15,725	(1,750)	88.9%
Lunches	10,820	13,920	(3,100)	77.7%
Room Rental	1,208	1,920	(712)	62.9%
Total Income	\$ 26,003	31,565	(5,562)	82.4%
Expense				
District 6360 Dues	\$ 3,715	3,740	(25)	99.3%
Rotary International Dues	6,205	4,760	1,445	130.3%
Council on Legislation fee	-	130	(130)	0.0%
PETS Training	-	400	(400)	0.0%
Lunch expense	12,160	14,400	(2,240)	84.4%
Guest lunches	380	1,340	(960)	28.4%
Senior Center	1,740	1,920	(180)	90.6%
Supplies	1,004	800	204	125.6%
DaCdb	210	200	10	105.0%
Business Registration Fees	-	300	(300)	0.0%
P.O. Box	54	60	(6)	90.0%
Prof Fees - Tax Return	-	300	(300)	0.0%
Gifts/Flowers	-	200	(200)	0.0%
Socials/Family of Rotary	-	60	(60)	0.0%
Insurance Expense	102	-	102	100.0%
Square Fees	5	-	5	100.0%
Total Expense	\$ 25,575	28,610	(3,035)	89.4%
Net Income	\$ 428	2,955	(2,527)	14.5%

Portage Rotary - General Fund

Case Basis		Profit & Loss			
		July 2017	Through February 2018	Feb 17	\$ Change
Ordinary Income/Expense					
Income					
	Member Dues	\$ 13,975	14,985		(1,010)
	Lunches	10,820	16,978		(6,158)
	Room Rental	1,208	-		1,208
	50th Anniversary Fund	-	2,673		(2,673)
	Total Income	\$ 26,003	34,636		(8,633)
Expense					
	District 6360 Dues	\$ 3,715	4,043		(328)
	Rotary International Dues	6,205	6,465		(260)
	Lunch expense	12,160	14,980		(2,820)
	Guest lunches	380	-		380
	Senior Center	1,740	1,600		140
	Supplies	1,004	933		71
	DaCdb	210	-		210
	P.O. Box	54	48		6
	Insurance Expense	102	-		102
	Square Fees	5	-		5
	Bank charges	-	58		(58)
	Total Expense	\$ 25,575	28,127		(2,552)
Net Income		\$ 428	6,509		(6,081)
Notes:				# of	Guests
				Meetings	Short
	Senior Center Net Cost	(532)	29		(18.34)
	Member Lunches Net Cost	(1,340)	29		(4.62)
	Total	(1,872)			

Portage Rotary - General Fund

Case Basis		Balance Sheet		
		As of February 28, 2018	As of February 28, 2017	\$ Change
ASSETS				
Current Assets				
Checking/Savings				
	Horizon Checking	\$ 13,805	18,109	(4,304)
TOTAL ASSETS		\$ 13,805	18,109	(4,304)
LIABILITIES & EQUITY				
Equity				
	Unrestricted Net Assets	\$ 13,377	11,600	1,778
	Net Income	428	6,509	(6,081)
Total Equity		\$ 13,805	18,109	(4,304)
TOTAL LIABILITIES & EQUITY		\$ 13,805	18,109	(4,304)