

Combined meeting of the Boards of Portage Rotary Club &
Portage Rotary Charities - Agenda
May 25, 2018

- I. Welcome
- II. Minutes from April 27 board meeting
- III. Secretary's report (Beck/Stinchcomb)
 1. Membership update
 2. Other club business
- IV. Treasurer's report (Melnik)
 1. April financials
- V. President's report (Jewell)
 1. June board meeting – date and time
 2. Thank you to board and other members
- VI. President Elect's report (Buckley)
- VII. Other business – Gary Meyers/other?
- VIII. Next meeting: Tuesday, June 26th, 2018 – 5:30pm @ Dave & Shelley Jewell's (3352 Hampstead Ct., Portage 49024)
- IX. Motion to adjourn

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 was held on **May 25, 2018** at Michelle's Restaurant in Portage, called to order at 7:30 a.m. by President Dave Jewell.

Present: Board members present were: Dave Jewell, Bill Beck, Chris Buckley, Jim Martin, Dan Melnik, Gary Meyers, Phil Stinchcomb, Tom Welsh, Mary Lou Wright. Also, non-voting member Mike Simon.

Absent were: Jeannine Willacker, Erica McCulley, Patrick Song.

Minutes: Secretary Bill presented Minutes of the meeting of the Boards held on April 27, 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 Officers' Report sent to board members prior to the meeting (attached).

Treasurer's Report: See Officers' Report sent to board members prior to the meeting (attached).

President's Report: See Officers' Report sent to board members prior to the meeting (attached).

President Elect's Report: See Officers' Report sent to board members prior to the meeting (attached).

Decisions Made by the Boards:

- Secretary's Report and Treasurer's Report were both accepted and approved.
- The Boards accepted the resignations from the following members who will be terminated with regrets as of June 15, 2018: Bryan Beach, Penny Briscoe, Erica McCulley, Rick Searing, Patrick Song, and John Zull.
- Final "Letter of Inquiry" regarding continuation of membership to be sent to members who have not responded to multiple requests regarding a decision to continue active membership into the 2018-2019 Rotary Year. Deadline for notification to the Club will be June 15, 2018 at which time the members will be terminated if not response is received. Members to receive the letter are: Steven Bosch, Timothy Rogowski, and Larry DeShazor.
- Lunch Commitment Policy amendment: Members who recruit an active New Member to the Club will be exempt from the "missed meeting lunch fee" for the year in which the new member remains active.
- Specific grant request criteria will be formulated and posted on the Club website to better screen requests and serve to highlight the Club commitment to community service-oriented grant requests.
- Boards Meeting minutes will be emailed to Boards members immediately after the Boards meeting with replies requested for approval. If not unanimous, the minutes will be approved at the next Boards meeting.

Membership and Attendance Update

As At	Members		% Attend.	Average #	Added	Subtracted
	Attendance	Total				
5/2/18	40/69	(80)	58.0%			
5/9/18	36/71	(80)	51.3%			
5/16/18	38/74	(80)	50.7%			
5/23/18	39/71	(80)	54.9%			
5/30/18	N/A	(80)	%			

Membership	80	38.25/mtg. (4/5 to date) 53.7%	0	0
	65 (Active)			
	1 (LOA)			
	9 (Rule of 85)			
	5 Honorary			

The number of members shown are those counted for Attendance purposes, and Total, which as of May 25, 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, Karen Foster, Joe Hollander, Pete Marsiglia, Betty Lee Ongley, Wendell L. Pierce, Allan Reiff, Paul Wartner, & Joe Yantis).

Month	Added	Date	Subtracted	Date(s)
May	None	5/25/18	None	5/25/18

New Member(s) Name(s):	Classification	Sponsor
None		

Subtracted Members' Name(s): None

Pursuant to MMSP, the meeting adjourned promptly at 8:35 a.m.

Portage Rotary Club / Portage Rotary Charities
Officers Report - May 25, 2018

Co-Secretaries' Report:

I.	Membership update:		
	Regular Members (active)		65*
	Leave of Absence		1
	Rule of 85 Members (active)		9
	Honorary Members		5
	Total Membership (as of 4/27/18)		80

* New member Ben Barber

Average attendance in May (as of 5/25/18) 53.7% (38.25/mtg.). Average attendance in District 6360 is +/- 65%

- II. The "classification" distribution of the Club was discussed with an eye toward recruiting prospective members from areas currently under represented. Membership Co-Chairs Jen Maynard and Josh Goodlock will address this as part of an agenda for the newly-combined Membership/Public Image Committee on May 30.
- III. In following up on members who have not actively participated recently or who have indicated that they will not continue their membership, I learned that several find the current meeting time inconvenient and would prefer some variation. I would recommend that the Boards discuss alternatives to the current format. One suggestion would be to hold one meeting per month as a "business meeting" where the committees have the opportunity to conduct their business, and one meeting during evening hours where young professionals might be more likely to attend.
- IV. Several current Rotary members have indicated that they will NOT continue their membership into 2018-2019 Rotary Year. I recommend that these individuals be terminated at the current Boards meeting (to become effective June 15 in DaCdb) for purposes of avoiding the potential of missing the "window" following the June Boards meeting at which very little business is conducted and is followed closely by the deadline for reporting to Rotary International. This applies to the following members: Bryan Beach, Penny Briscoe, Rick Searing (transferring to Kalamazoo), Erica McCulley, Patrick Song, and John Zull.
- V. I would encourage a discussion/decision on current LOA members and those who did not respond to our request for notification of membership continuance (and have still not responded) as to whether the Club should terminate their membership for extended non-participation. This applies to the following members: Steven Bosch, Timothy Rogowski, and prolonged LOA Larry DeShazor. (NOTE: Reply from Michael Kenney received on May 24 so his name was not included here.)

- VI. The information posted on the Club website regarding Boards meetings is somewhat confusing since it includes "draft" minutes and financials from the previous month. I would recommend that the Boards discuss changing the format to include the current month information. That would also require a change in how minutes are approved. I would recommend that we discuss a change to approve the minutes via email polling in the week immediately following the board meeting.
- VII. Lunch Policy amendment recommendation: Any member who has recruited a new Rotary member during the current Rotary Year will be exempt from the "lunch penalty" for missed meetings.
- VIII. There are two vacancies on the Rotary Boards for 2018-2019 that need to be filled. Information regarding Club Officers needs to be reported soon.
- IX. Several requests for grants/support have come through our website recently. We may wish to clarify "overtly" the types of grants/support that Rotary will consider.

Treasurer's Report:

General Fund:

- I. Cash is down from prior year, currently at \$13,191 (down \$900)
- II. April is last month with lunches at old rate. Suspended transfer of \$1 from each attendee to charities fund per request.
- III. Through 10 months, have lost \$684 on room rental & \$1366 on member lunches (total of \$2,050).
- IV. Behind on budgeted guest/speaker lunches for the year by \$1000.

Charities Fund:

- I. Cash less liabilities and restrictions at \$34,906, decrease of \$1,355 from the previous year.
- II. Donations for Rich up to \$2,050.
- III. Value of investments up to \$50,839.
- IV. Income is higher than budget by \$5,000
- V. Expenditures are on track with budget.

President's Report:

- I. June Boards Meeting: "Passing the Gavel" Boards meeting will be conducted on June 26 at Dave Jewell's home. Further information will follow.
- II. Board Recognition: President Dave will recognize various members for their work.

President-Elect's Report:

- I. 2018/19 Committee's: All committee chairs are filled except for International and Grants committees. Replacements have been identified and will be asked to chair in the next week. I will ask for committee choices from club membership after all chairs have been filled.

II. July 4th Meeting:

There will be no club meeting Wednesday July 4th. We should probably officially notify club members of this.

Portage Rotary - General Fund

Cash Basis		Balance Sheet		
		Apr 30, 2017	Apr 30, 2018	\$ Change
ASSETS				
Current Assets				
	Checking/Savings	13,191	13,860	(670)
	Other Current Assets	(225)	-	(225)
	Total Current Assets	12,966	13,860	(895)
	TOTAL ASSETS	12,966	13,860	(895)
LIABILITIES & EQUITY				
Equity				
	Unrestricted Net Assets	13,377	11,323	2,055
	Net Income	(412)	2,537	(2,949)
	Total Equity	12,966	13,860	(895)
	TOTAL LIABILITIES & EQUITY	12,966	13,860	(895)
Highlights				
	- Cash is down \$895 from the previous year.			

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

	Jul '17 - Apr 18	Jul '16 - Apr 17	\$ Change
Ordinary Income/Expense			
Income			
Member Dues	13,975	14,985	(1,010)
Lunches	13,944	21,072	(7,128)
Room Rental	1,536	-	1,536
50th Anniversary Fund	-	(1,055)	1,055
Total Income	29,455	35,002	(5,547)
Expense			
District 6360 Dues	3,715	4,043	(328)
Rotary International Dues	6,205	6,465	(260)
Lunch expense	15,310	19,070	(3,760)
Guest lunches	530	-	530
Comm Svc/Scholarship Lunches	196	16	180
Senior Center	2,220	2,090	130
Supplies	1,320	952	368
DaCdb	210	-	210
P.O. Box	54	48	6
Insurance Expense	102	-	102
Square Fees	5	-	5
Miscellaneous Expenses	-	(277)	277
Bank charges	-	58	(58)
Total Expense	29,867	32,465	(2,598)
Net Ordinary Income	(412)	2,537	(2,949)
Net Income	(412)	2,537	(2,949)
Notes:			
Net Member Lunch Cost	(1,366)		
Net Member Room Rental	(684)		
Total Net Cost	(2,050)	(88)	(1,962)
Started breaking out Guests lunches as well as room rental income			
in the current year only.			

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

	Jul '17 - Apr 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Member Dues	13,975	15,725	(1,750)
Lunches	13,944	19,800	(5,856)
Room Rental	1,536	-	1,536
Total Income	29,455	35,525	(6,070)
Expense			
District 6360 Dues	3,715	3,740	(25)
Rotary International Dues	6,205	4,760	1,445
Council on Legislation fee	-	130	(130)
PETS Training	-	600	(600)
Lunch expense	15,310	18,000	(2,690)
Guest lunches	530	1,660	(1,130)
Comm Svc/Scholarship Lunches	196	-	196
Senior Center	2,220	2,400	(180)
Supplies	1,320	1,000	320
DaCdb	210	200	10
Business Registration Fees	-	300	(300)
P.O. Box	54	60	(6)
Prof Fees - Tax Return	-	300	(300)
Gifts/Flowers	-	250	(250)
Socials/Family of Rotary	-	80	(80)
Insurance Expense	102	-	102
Square Fees	5	-	5
Total Expense	29,867	33,480	(3,613)
Net Income	(412)	2,045	(2,457)
Notes:			

Portage Rotary Charities
Balance Sheet
As of April 30, 2018

	Apr 30, 18	Apr 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings	59,256	41,761	17,495
Other Current Assets	50,839	50,459	380
TOTAL ASSETS	110,095	92,220	17,875
LIABILITIES & EQUITY			
Liabilities			
Zika Net Project	2,691	1,141	1,550
India Blood Bank Project	15,609	359	15,250
Total Liabilities	18,300	1,500	16,800
Equity			
Memorial - R. Raschke	2,050	-	2,050
Designated Net Assets	4,000	4,000	-
Temp. Restricted Net Assets			
PCommHS Spirit Fund	1,009	1,006	4
4th of July	9,729	9,625	104
Big Idea	26,679	26,569	110
Ken Schuring Scholarship	13,422	13,259	163
Unrestricted Net Assets	11,465	17,105	(5,639)
Net Income	23,440	19,156	4,284
Total Equity	91,795	90,720	1,075
TOTAL LIABILITIES & EQUITY	110,095	92,220	17,875

Portage Rotary Charities
Profit & Loss
 July 2017 through April 2018

12:30 PM
 05/24/18
 Cash Basis

	Jul '17 - Apr 18	Jul '16 - Apr 17	\$ Change
Ordinary Income/Expense			
Income			
50-50	1,449	1,406	43
Donations/Fines	4,005	3,074	931
Interest	326	603	(278)
Lunches	1,375	-	1,375
Project Related Income			
Miller Show Tickets	2,073	-	2,073
Portage Hockey Classic	1,515	3,996	(2,481)
PRO Golf Outing	9,083	9,400	(316)
Super Bowl	4,107	4,664	(557)
Tom Eddy Memorial	2,500	2,500	-
Daisy Dollars	393	523	(130)
WMU Concession Stand	-	2,296	(2,296)
Fourth of July	2,316	300	2,016
Total Income	29,141	28,761	380
Expense			
Insurance Expense	102	-	102
Adopt-a-Family	985	1,013	(28)
Casa Amparo	148	90	58
Community Service Award	1,000	730	270
Giselda Fund	-	500	(500)
RYE student	36	600	(564)
Interact Club Fees	1,500	1,500	-
Michigan Gambling license	165	165	-
Miscellaneous Requests	1,065	715	350
Operations	20	20	-
Supplies	-	103	(103)
Portage Community Center	-	500	(500)
Portage Community HS	2,500	3,384	(884)
RYLA	400	285	115
Total Expense	7,921	9,605	(1,684)
Net Ordinary Income	21,220	19,156	2,064
Other Income/Expense			
Other Income			
Memorial Donation	2,220	-	2,220
Casa Amparo - In	830	970	(140)
Casa Amparo - Out	(830)	(970)	140
District 6360 Fdn Grant - In	2,250	359	1,891

Portage Rotary Charities
Profit & Loss
July 2017 through April 2018

	Jul '17 - Apr 18	Jul '16 - Apr 17	\$ Change
District 6360 Fdh Grant - Out	(2,250)	(359)	(1,891)
District Raffle - In	125	-	125
District Raffle - Out	(125)	-	(125)
District Simplified Grant - In	1,550	1,141	409
District Simplified Grant - Out	(1,550)	(1,141)	(409)
Member Designated - In	-	615	(615)
Member Designated - Out	-	(615)	615
Paul Harris/TRF - In	4,962	9,989	(5,027)
Paul Harris/TRF - Out	(4,962)	(9,989)	5,027
Portage Northern Interact - In	1,650	1,818	(168)
Portage Northern Interact - Out	(1,650)	(1,818)	168
Net Other Income	2,220	-	2,220
Net Income	23,440	19,156	4,284

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

	Jul'17 - Apr 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50-50	1,449	820	629
Donations/Fines	4,005	2,725	1,280
Interest	326	-	326
Lunches	1,375	1,820	(445)
Project Related Income			
Miller Show Tickets	2,073	-	2,073
Portage Hockey Classic	1,515	1,750	(235)
PRO Golf Outing	9,083	9,000	83
Super Bowl	4,107	4,500	(393)
Tom Eddy Memorial	2,500	2,000	500
Daisy Dollars	393	-	393
Fourth of July	2,316	-	2,316
Project Related Income - Other	-	1,000	(1,000)
Total Income	29,141	23,615	5,526
Expense			
Insurance Expense	102	-	102
Adopt-a-Family	985	1,000	(15)
Advertising	-	250	(250)
Big Idea	-	100	(100)
Casa Amparo	148	400	(252)
Community Service Award	1,000	1,000	-
Giselda Fund	-	500	(500)
RYE student	36	100	(64)
Interact Club Fees	1,500	2,250	(750)
Michigan Gambling license	165	-	165
Miscellaneous Requests	1,065	2,100	(1,035)
Operations	20	-	20
Portage Community HS	2,500	3,000	(500)
RYLA	400	400	-
Total Expense	7,921	11,100	(3,179)
Net Ordinary Income	21,220	12,515	8,705

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

	Jul '17 - Apr 18	Budget	\$ Over Budget
Other Income/Expense	2,220	-	2,220
Net Income	23,440	12,515	10,925