

Combined meeting of the Boards of Portage Rotary Club &  
Portage Rotary Charities - Agenda  
July 20, 2018

- I. Welcome
- II. Minutes from June 26 board meeting
- III. Secretary's report (Beck/Stinchcomb)
  1. Membership update
  2. Other club business
  3. Wartner Resignation
- IV. Treasurer's report (Melnik)
  1. June financials
  2. Dues update
- V. President's report (Buckley—sent separately)
- VI. President Elect's report (Welsh)
- VII. Other business
  1. Jim Pearson—Big Idea update
  2. Dick Hewitt—WMU Fundraiser update
- VIII. Next meeting: Friday August 24<sup>th</sup> - 7:30am @ Michelle's Restaurant on Romance Road
- 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 **July 20, 2018** at Michelle's Restaurant in Portage, called to order at 7:30 a.m. by President-Elect Tom Welsh sitting in for President Chris Buckley.

**Present:** Board members present were: Mary Hall, Dan Melnik, Bill Beck, Phil Stinchcomb, Tom Welsh, Mary Lou Wright, Eric Holdorf, Dick Hewitt, Larry Shaffer. Also, non-voting member Mike Simon. Guest: Jim Pearson. Absent were: Chris Buckley, Dave Jewell, Matt Semelbauer

**Minutes:** Minutes from the June 26, 2018 Boards meeting had been previously sent by email to all of members of the Board, and approval was obtained by an email reply vote.

**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:

- Leave of Absence Policy: Tabled pending proposed revisions to by-laws.
- Membership add/subtract: 1. Accept Paul Wartner's resignation with great regret, 2. Membership approved for Nancy Card and Emily Turner, pending notice in bulletin.
- Secretary's and Treasurer's Reports approved.
- Jim Pearson asked for Resolution for Support of Big Idea project, it was approved.
- Celery Flats Rotary signage: Decision tabled - requires more planning.

### Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
Boards meeting was re-scheduled too early in the month to provide meaningful attendance data (one meeting so far this month).					
Membership	73		0	0	
58 (Active)	1 (LOA)	8 (Rule of 85)	5 Honorary		

The number of members shown are those counted for Attendance purposes, and Total, which as of July 20, 2018, included one member with Leave of Absence (Larry DeShazor [Ry 2017-2018]); and eight 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, & Joe Yantis).

Month	Added	Date	Subtracted	Date(s)
July	None	7/20/18	1	7/20/18

<b>New Member(s) Name(s):</b> None	<b>Classification</b>	<b>Sponsor</b>
<b>Subtracted Members' Name(s):</b> Wartner		

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

**Portage Rotary Club / Portage Rotary Charities**  
**Officers Report - July 20, 2018**

**Co-Secretaries' Report:**

I.	Membership update: (See Section V. below)	
	Regular Members (active)	58
	Leave of Absence	1
	Rule of 85 Members (active)	9
	Honorary Members	<u>5</u>
	Total Membership (as of 6/25/18)	73

Average attendance in July (as of 7/20/18) \*Incomplete data. Average attendance in District 6360 is +/- 65%.

- II. Paul Wartner has resigned the Club, effective July 1, 2018. A vote to terminate will be required.
- III. Two applications for membership have been received: Emily Turner and Nancy Card. A vote to accept these applications will be required.
- IV. DaCdb **Engagement Module** subscription ended 7/14/18. Club Secretary has renewed this subscription (\$175.00/year) as it will be the only practical method for keeping attendance and participation records going forward as the **Attendance Module** is phased out.
- V. Delinquent dues are an issue again this year, which clouds an accurate assessment of "actual" (i.e. active) membership. (See President's Report below. Also, names of delinquent Rotarians can be found in the financial statements this month.)

**Treasurer's Report:** (Not available)

**General Fund:**

**Charities Fund:**

**President's Report:**

I. **Outstanding Dues:** We need to decide as a board how to move forward with all members who've stated they wish to continue their membership but have yet to pay their annual dues. I suggest to the board all past due members are sent a letter stating that their dues are currently outstanding and they have until ??? to pay or their membership will be discontinued. What date should we set for this? Please provide a list in the minutes of all members whose dues are currently outstanding.

II. **LOA Policy:** I'd like to revise our current Leave of Absence policy to eliminate indefinite leaves of absence. We have a current member who has been on an indefinite LOA for several years. Would Mike Simon be willing/able to provide us what the current policy is and we can redraft it from that.

III. **Membership:** I will be making a point during every meeting that new member recruitment is everyone's responsibility, not just the Membership Committee's.

**IV. Big Idea/Celery Flats Pavilion** With not being able to attend the July board meeting, I would like the board to know that I am 100% behind the club's commitment to the Big Idea project. Once the project is complete, we will hold a Wednesday meeting at the new pavilion.

**V. August 5:01 Meeting:** Currently trying to secure a location for the August 29<sup>th</sup> 5:01 meeting. I hope to announce a date by the August 8<sup>th</sup> meeting.

**President-Elect's Report:** (Not available)

Portage Rotary - General Fund  
A/R Aging Summary  
As of July 19, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Allan Reiff	-	225.00	-	-	-	225.00
Betty Lee Ongley	-	225.00	-	-	-	225.00
Bonnie Granado	-	225.00	-	-	-	225.00
Christian Townsend	-	225.00	-	-	-	225.00
Christine Berro	-	225.00	-	-	-	225.00
Crystal Scott	-	225.00	-	-	-	225.00
Eric Drogosch	-	225.00	-	-	-	225.00
Jeannine Willacker	-	225.00	-	-	-	225.00
Josh Goodlock	-	340.00	-	-	-	340.00
Larry DeShazor	-	225.00	-	-	-	225.00
Michael E. Kenney	-	225.00	-	-	-	225.00
Nasim Ansari	-	100.00	-	-	-	100.00
Paul Ballard	-	225.00	-	-	-	225.00
Paul Wartner	-	225.00	-	-	-	225.00
Rafael Wolf	-	225.00	-	-	-	225.00
Randy Ligman	-	225.00	-	-	-	225.00
Roy Dangel	-	225.00	-	-	-	225.00
Sharon King	-	225.00	-	-	-	225.00
Steven Bosch	-	225.00	-	-	-	225.00
Tasha Fey	-	225.00	-	-	-	225.00
Tim Rogowski	-	225.00	-	-	-	225.00
<b>TOTAL</b>	-	<b>4,715.00</b>	-	-	-	<b>4,715.00</b>

**Portage Rotary - General Fund**

Cash Basis		Balance Sheet			
		As of Jun 30, 2017	As of Jun 30, 2018	\$ Change	% Change
<b>ASSETS</b>					
Current Assets					
	Checking/Savings	\$ 22,250	25,032	(2,782)	-11.11%
	Accounts Receivable	(9,575)	(11,655)	2,080	17.85%
<b>TOTAL ASSETS</b>		<b>\$ 12,675</b>	<b>13,377</b>	<b>(702)</b>	<b>-5.25%</b>
<b>LIABILITIES &amp; EQUITY</b>					
Equity					
	Unrestricted Net Assets	\$ 13,377	11,323	2,055	18.15%
	Net Income	(702)	2,055	(2,757)	-134.17%
	<b>Total Equity</b>	<b>\$ 12,675</b>	<b>13,377</b>	<b>(702)</b>	<b>-5.25%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>\$ 12,675</b>	<b>13,377</b>	<b>(702)</b>	<b>-5.25%</b>

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	\$ 14,001	15,725	(1,724)	89.0%
Lunches	18,822	21,315	(2,493)	88.3%
Room Rental	1,536	2,940	(1,404)	52.2%
<b>Total Income</b>	<b>\$ 34,359</b>	<b>39,980</b>	<b>(5,621)</b>	<b>85.9%</b>
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	180	600	(420)	30.0%
Lunch expense	19,492	22,050	(2,558)	88.4%
Guest lunches	543	2,000	(1,457)	27.2%
Comm Svc Luncheon	196	500	(304)	39.2%
Scholarship Luncheon	312	500	(188)	62.4%
Senior Center	2,520	2,940	(420)	85.7%
Supplies	1,527	1,200	327	127.3%
DaCdb	210	500	(290)	42.0%
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	-	300	(300)	0.0%
Socials/Family of Rotary	-	100	(100)	0.0%
Insurance Expense	102	-	102	100.0%
Bank charges	1	-	1	100.0%
Square Fees	5	-	5	100.0%
<b>Total Expense</b>	<b>\$ 35,061</b>	<b>39,980</b>	<b>(4,919)</b>	<b>87.7%</b>
<b>Net Income</b>	<b>(702)</b>	<b>-</b>	<b>(702)</b>	<b>100.0%</b>
Notes				
Net Dues	4,081	7,225	(3,144)	56.5%
Net Lunches	(670)	(735)	65	91.2%
Net Room Rentals	(984)	-	(984)	100.0%

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
All Other	(3,130)	(6,490)	3,360	48.2%



Portage Rotary - General Fund  
Profit & Loss Prev Year Comparison  
July 2017 through June 2018

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues	\$ 14,001	14,985	(984)	-6.57%
Lunches	18,822	25,528	(6,706)	-26.27%
Room Rental	1,536	-	1,536	100.0%
50th Anniversary Fund	-	(405)	405	100.0%
Total Income	\$ 34,359	40,108	(5,749)	-14.33%
Expense				
District 6360 Dues	\$ 3,715	4,043	(328)	-8.11%
Rotary International Dues	6,205	6,465	(260)	-4.03%
PETS Training	180	-	180	100.0%
Lunch expense	19,492	23,360	(3,868)	-16.56%
Guest lunches	543	-	543	100.0%
Comm Svc Luncheon	196	16	180	1,132.79%
Scholarship Luncheon	312	-	312	100.0%
Senior Center	2,520	2,630	(110)	-4.18%
Supplies	1,527	1,531	(4)	-0.26%
DaCdb	210	175	35	20.0%
P.O. Box	54	48	6	12.5%
Insurance Expense	102	-	102	100.0%
Bank charges	1	63	(63)	-99.21%
Square Fees	5	-	5	100.0%
Miscellaneous Expenses	-	(277)	277	100.0%
Total Expense	\$ 35,061	38,054	(2,993)	-7.86%
Net Income	\$ (702)	2,055	(2,757)	-134.17%
Notes:				
Lunches Net	(670)			
Room Rental Net	(984)			
Total	(1,654)	(462)		

**Portage Rotary Charities**  
**Balance Sheet**  
As of June 30, 2018

	Jun 30, 18	Jun 30, 17	\$ Change	% Change
<b>ASSETS</b>				
Checking/Savings	\$ 44,121	59,085	(14,963)	-25.33%
Other Current Assets	50,921	50,514	407	0.81%
<b>TOTAL ASSETS</b>	<b>\$ 95,042</b>	<b>109,598</b>	<b>(14,556)</b>	<b>-13.28%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Zika Net Project	\$ 2,691	1,141	1,550	135.85%
India Blood Bank Project	15,609	13,359	2,250	16.84%
Accrued Scholarships	-	15,000	(15,000)	-100.0%
Unearned Income	-	11,744	(11,744)	-100.0%
<b>Total Liabilities</b>	<b>\$ 18,300</b>	<b>41,243</b>	<b>(22,944)</b>	<b>-55.63%</b>
<b>Equity</b>				
Memorial - R. Raschke	\$ 2,050	-	2,050	100.0%
Desingated Net Assets	4,000	4,000	-	0.0%
<b>Temp. Restricted Net Assets</b>				
PCommHS Spirit Fund	1,010	1,006	4	0.39%
4th of July	9,752	9,639	112	1.16%
Big Idea	26,701	26,585	117	0.44%
Ken Schuring Scholarship	13,458	13,283	174	1.31%
<b>Unrestricted Net Assets</b>	<b>11,384</b>	<b>17,050</b>	<b>(5,666)</b>	<b>-33.23%</b>
Net Income	8,387	(3,209)	11,596	361.38%
<b>Total Equity</b>	<b>\$ 76,742</b>	<b>68,355</b>	<b>8,387</b>	<b>12.27%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 95,042</b>	<b>109,598</b>	<b>(14,556)</b>	<b>-13.28%</b>
Notes:				
Cash is down \$14,963				
Liabilities are down \$22,944				
Unencumbered resources at EOY	\$ 19,771	13,841	5,930	42.85%

Portage Rotary Charities  
Profit & Loss Prev Year Comparison  
July 2017 through June 2018

	Jul '17-Jun 18	Jul '16-Jun 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	\$ 1,651	1,250	401	32.1%
Donations/Fines	4,746	3,644	1,102	30.3%
Interest	407	658	(251)	-38.2%
Lunches	1,375	-	1,375	100.0%
Project Related Income				
Miller Show Tickets	2,073	-	2,073	100.0%
Portage Hockey Classic	1,515	1,211	304	25.1%
PRO Golf/Outing	9,083	9,400	(316)	-3.4%
Super Bowl	4,107	4,664	(557)	-11.9%
Tom Eddy Memorial	2,500	2,500	-	0.0%
Daisy Dollars	393	523	(130)	-24.9%
Summer Concert Series	(1,378)	-	(1,378)	-100.0%
WMU Concession Stand	-	2,296	(2,296)	-100.0%
Fourth of July	2,316	300	2,016	673.0%
Total Income	\$ 28,788	26,444	2,344	8.9%
Expense				
Insurance Expense	\$ 102	-	102	100.0%
Adopt-a-Family	985	1,013	(28)	-2.8%
Casa Amparo	148	90	58	64.1%
Community Service Award	1,000	863	137	15.9%
Giselda Fund	500	500	-	0.0%
Grad Bash Parties	1,200	2,400	(1,200)	-50.0%
RYE student	-	750	(750)	-100.0%
Interact Club Fees	3,000	3,000	-	0.0%
Michigan Gambling license	165	330	(165)	-50.0%
Miscellaneous Requests	1,101	715	386	54.0%
Operations	20	20	-	0.0%
Supplies	-	103	(103)	-100.0%
Portage Community Center	500	1,100	(600)	-54.5%
Portage Community HS	2,500	3,484	(984)	-28.2%
RYLA	400	285	115	40.4%
Scholarships	11,000	15,000	(4,000)	-26.7%
Total Expense	\$ 22,621	29,653	(7,033)	-23.7%
Net Ordinary Income	\$ 6,167	(3,209)	9,376	292.2%
Other Income/Expense				
Other Income				
Memorial Donation	\$ 2,220	-	2,220	100.0%
Casa Amparo - In	830	970	(140)	-14.4%
Casa Amparo - Out	(830)	(970)	140	14.4%
District 6360 Fdn Grant - In	2,250	13,359	(11,109)	-83.2%
District 6360 Fdn Grant - Out	(2,250)	(13,359)	11,109	83.2%
District Raffle - In	125	-	125	100.0%
District Raffle - Out	(125)	-	(125)	-100.0%

**Portage Rotary Charities**  
**Profit & Loss Prev Year Comparison**  
July 2017 through June 2018

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
District Simplified Grant - In	1,550	1,141	409	35.8%
District Simplified Grant - Out	(1,550)	(1,141)	(409)	-35.8%
Member Designated - In	-	615	(615)	-100.0%
Member Designated - Out	-	(615)	615	100.0%
Paul Harris/TRF - In	5,705	11,265	(5,560)	-49.4%
Paul Harris/TRF - Out	(5,705)	(11,265)	5,560	49.4%
Portage Northern Interact - In	1,650	1,818	(168)	-9.2%
Portage Northern Interact - Out	(1,650)	(1,818)	168	9.2%
Net Other Income	\$ 2,220	-	2,220	100.0%
<b>Net Income</b>	<b>\$ 8,387</b>	<b>(3,209)</b>	<b>11,596</b>	<b>361.4%</b>
Notes:				
	Ordinary income went from loss of \$3,200 to a gain of \$6,200.			
	Paul Harris giving from club reduced by 50% from PY.			

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
50-50	\$ 1,651	1,000	651	165.1%
Donations/Fines	4,746	3,300	1,446	143.8%
Interest	407	-	407	100.0%
Lunches	1,375	2,200	(825)	62.5%
Project Related Income				
Miller Show Tickets	2,073	-	2,073	100.0%
Portage Hockey Classic	1,515	1,750	(235)	86.6%
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%
Daisy Dollars	393	-	393	100.0%
Summer Concert Series	(1,378)	-	(1,378)	100.0%
Fourth of July	2,316	-	2,316	100.0%
Project Related Income - Other	-	1,000	(1,000)	0.0%
<b>Total Income</b>	<b>\$ 28,788</b>	<b>24,750</b>	<b>4,038</b>	<b>116.3%</b>
Expense				
Insurance Expense	102	-	102	100.0%
Adopt-a-Family	985	1,000	(15)	98.5%
Advertising	-	300	(300)	0.0%
Big Idea	-	100	(100)	0.0%
Bucket Gardens	-	150	(150)	0.0%
Casa Amparo	148	400	(252)	36.9%
Community Service Award	1,000	1,000	-	100.0%
Giselda Fund	500	500	-	100.0%
Grad Bash Parties	1,200	1,200	-	100.0%
RYE student	-	100	(100)	0.0%
Interact Club Fees	3,000	3,000	-	100.0%
Michigan Gambling license	165	-	165	100.0%
Miscellaneous Requests	1,101	2,100	(999)	52.4%
Operations	20	-	20	100.0%
Portage Community Center	500	500	-	100.0%
Portage Community HS	2,500	3,000	(500)	83.3%
RYLA	400	400	-	100.0%

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Scholarships	11,000	11,000	-	100.0%
Total Expense	\$ 22,621	24,750	(2,129)	91.4%
Net Ordinary Income	\$ 6,167	-	6,167	100.0%
Other Income/Expense	2,220	-	2,220	100.0%
Net Income	8,387	-	8,387	100.0%
Notes:				
Donations & Fines exceeded budget by \$1,446.				
50/50 exceeded budget but just had \$500 payout				
Stopped transferring \$1 from lunch proceeds back in April				