

Combined meeting of the Boards of Portage Rotary Club &  
Portage Rotary Charities - Agenda  
August 24, 2018

- I. Welcome
- II. Minutes from July 20 board meeting
- III. Secretary's report (Beck/Stinchcomb)
  1. Membership update
  2. Other club business
- IV. Treasurer's report (Melnik)
  1. July financials
  2. Dues update
- V. President's report (Buckley—sent separately)
- VI. President Elect's report (Welsh)
- VII. Other business
  1. Chris Buckley—Board Resolution to release funds for Big Idea
  2. Dick Hewitt—Raschke Benches
- VIII. Next meeting: Friday September 28 – 7:30am @ Michelle's Restaurant on Romence 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 Aug 24, 2018 at Michelle's Restaurant in Portage, called to order at 7:30 a.m. by President Chris Buckley.

Present: Board members present were: Dave Jewell, Mary Hall, Dan Melnik, Larry Shaffer, Tom Welsh, and Dick Hewitt. Also present was Honorary Director Mike Simon.

Absent were: Matt Semelbauer, Bill Beck, Phil Stinchcomb, Mary Lou Wright, Eric Holdorf, Chris Buckley, and Matt Semelbauer.

Minutes: Minutes from the July 20, 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). Additionally, Chris asked for a Motion to approve a withdrawal from the Big Idea fund in order to have cash available when the City asks us to make our contribution and presented a draft Resolution certifying this action. **MMSP** that the Boards consent to said withdrawal and authorize execution and delivery of said Resolution.

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

### Other Business

: Dick Hewitt told the Boards that because of the low return on the effort involved in running the concessions at the City Entertainment programs, that we will not repeat the effort next year. He added that he had written the City asking for a refund of our deposit, base on the unrealistic attendance numbers furnished by the City.

He next reported that we had been told that we could have a presence at the opening game at the new Huskie Stadium.

He then noted that it would be helpful to tell visitors and guests that lunch begins at 11:45 and the meeting itself begins at 12:15.

Finally, Dick told the Boards that Rotary Logo clothing would soon be available, priced based on the attached Allegra Estimate.

### Membership and Attendance Update

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

**Portage Rotary Club / Portage Rotary Charities**  
**Officers Report - August 24, 2018**

**Co-Secretaries' Report:**

I. Membership update:

Regular Members (active)	59*
Leave of Absence	2 (DeShazor, Willson)
Rule of 85 Members (active)	8
Honorary Members	<u>5</u>
Total Membership (as of 8/24/18)	74

Average attendance in August (as of 8/24/18) 56.5% (36/mtg.). Average attendance in District 6360 is +/- 65%.

II. Two new members were celebrated this month: Nancy Card, Emily Turner (Hollman).

III. At a recent "podium board meeting" A J Srmek was approved for membership and notice has be posted on the website. With no objection(s) anticipated he will be inducted on 9/5/18.

IV. Looking ahead to our September speaker schedule, Congressman Upton is scheduled. As he usually brings a large entourage with him expecting a free lunch, the Boards should discuss how best to invoke the recently adopted policy of ONE additional (Speaker Plus One) club paid meal when a speaker brings another person to the meeting. We may wish to alert Mr. Upton to that policy in advance of his speaking date. The Club continues to fall short in attendance, which means we also fall short in meeting the 40 meal/mtg. contracted arrangement with our caterer.

**Treasurer's Report:**

**General Fund:**

- Cash balance is \$20,500
- Balance of receivables as of today is \$2,575.

**Charities Fund:**

- Cash Balance is \$44,202. Investment Balances \$50,961.
- Balance of R. Rashke Memorial Donations \$2050.
- Unencumbered Assets at \$19,852.

**President's Report:**

- I. **Outstanding Dues** (Finalize status on unpaid 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 delinquent 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 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

Two new members inducted so far this year and another new member application in the process. Let's keep the momentum going. I'd like to task the membership committee with doing a classification audit to help us better target potential new members.

## IV. Big Idea/Celery Flats Pavilion

Board resolution to release funds. See attached.

## V. August 5:01 Meeting

August 29<sup>th</sup> meeting is a 5:01 at JACs Pizza

### President-Elect's Report:

Nothing to report.

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

	Jul 31, 18	Jul 31, 17	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings	\$ 20,500	20,149	351
<b>TOTAL ASSETS</b>	\$ 20,500	20,149	351
<b>LIABILITIES &amp; EQUITY</b>			
Equity	\$ 20,500	20,149	351
<b>TOTAL LIABILITIES &amp; EQUITY</b>	\$ 20,500	20,149	351

Portage Rotary - General Fund  
Profit & Loss  
July 2018

	Jul 18	Jul 17	\$ Change
Ordinary Income/Expense			
Income			
Member Dues	\$ 9,407	12,580	(3,173)
Lunches	1,410	1,050	360
Room Rental	2,418	106	2,312
Total Income	\$ 13,235	13,736	(501)
Expense			
District 6360 Dues	\$ -	2,043	(2,043)
Rotary International Dues	2,901	3,452	(550)
Lunch expense	1,608	1,260	348
Guest lunches	52	30	22
Senior Center	240	180	60
DaCdb	385	-	385
Total Expense	\$ 5,186	6,965	(1,778)
Net Income	\$ 8,049	6,771	1,277

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

	Jul 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Member Dues	\$ 9,407	12,351	(2,944)
Lunches	1,410	1,560	(150)
Room Rental	2,418	3,174	(756)
<b>Total Income</b>	<b>\$ 13,235</b>	<b>17,085</b>	<b>(3,850)</b>
Expense			
District 6360 Dues	\$ -	1,656	(1,656)
Rotary International Dues	2,901	2,789	112
PETS Training	-	400	(400)
Lunch expense	1,608	1,560	48
Guest lunches	52	78	(26)
Comm Svc Luncheon	-	-	-
Senior Center	240	180	60
Supplies	-	-	-
DaCdb	385	225	160
Business Registration Fees	-	20	(20)
P.O. Box	-	60	(60)
Gifts/Flowers	-	-	-
Socials/Family of Rotary	-	-	-
Insurance Expense	-	-	-
Other Costs	-	-	-
<b>Total Expense</b>	<b>\$ 5,186</b>	<b>6,968</b>	<b>(1,782)</b>
<b>Net Income</b>	<b>\$ 8,049</b>	<b>10,117</b>	<b>(2,068)</b>

Portage Rotary - General Fund  
A/R Aging Summary  
As of August 21, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Allan Reiff	\$ -	-	225	-	-	225
Christian Townsend	-	-	225	-	-	225
Crystal Scott	-	-	225	-	-	225
Eric Drogosch	-	-	225	-	-	225
Larry DeShazor	-	-	225	-	-	225
Michael E. Kenney	-	-	225	-	-	225
Nasim Ansari	-	-	100	-	-	100
Paul Wartner	-	-	225	-	-	225
Roy Dangel	-	-	225	-	-	225
Sharon King	-	-	225	-	-	225
Steven Bosch	-	-	225	-	-	225
Tim Rogowski	-	-	225	-	-	225
<b>TOTAL</b>	<b>\$ -</b>	<b>-</b>	<b>2,575</b>	<b>-</b>	<b>-</b>	<b>2,575</b>



Portage Rotary Charities  
Balance Sheet  
As of July 31, 2018

	Jul 31, 18	Jul 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings	\$ 44,202	57,708	(13,506)
Other Current Assets	50,961	50,541	420
TOTAL ASSETS	\$ 95,163	108,249	(13,086)
LIABILITIES & EQUITY			
Liabilities			
Zika Net Project	\$ 2,691	1,141	1,550
India Blood Bank Project	15,609	13,359	2,250
Total Liabilities	\$ 18,300	29,500	(11,200)
Equity			
Memorial Donations	\$ 2,050	-	2,050
Designated Net Assets	4,000	4,000	-
Temp. Restricted Net Assets			
PCommHS Spirit Fund	1,011	1,007	4
4th of July	9,763	9,647	116
Big Idea	26,712	26,592	120
Ken Schuring Scholarship	13,475	13,295	180
Unrestricted Net Assets	19,731	13,814	5,917
Net Income	121	10,394	(10,273)
Total Equity	\$ 76,863	78,749	(1,886)
TOTAL LIABILITIES & EQUITY	\$ 95,163	108,249	(13,086)
		Total Unencumbered Assets	24,208
			(4,356)

Portage Rotary Charities  
Profit & Loss  
July 2018

	Jul 18	Jul 17	\$ Change
Ordinary Income/Expense			
Income			
50-50	\$ (430)	157	(587)
Donations/Fines	211	225	(14)
Interest	41	27	13
Lunches	-	106	(106)
Project Related Income			
PRO Golf Outing	-	4,506	(4,506)
Summer Concert Series	239	-	239
Fourth of July	-	5,284	(5,284)
Total Income	\$ 61	10,305	(10,244)
Expense			
Miscellaneous Requests	\$ -	36	(36)
Total Expense	\$ -	36	(36)
Net Ordinary Income	\$ 61	10,269	(10,208)
Other Income/Expense			
Other Income			
Casa Amparo - In	\$ 60	-	60
District Raffle - In	-	125	(125)
Paul Harris/TRF - In	801	458	343
Paul Harris/TRF - Out	(801)	(458)	(343)
Total Other Income	\$ 60	125	(65)
Net Other Income	\$ 60	125	(65)
Net Income	\$ 121	10,394	(10,273)

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

	Jul 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50-50	\$ (430)	100	(530)
Donations/Fines	211	250	(39)
Interest	41		
Lunches	-	-	-
Project Related Income			
Portage Hockey Classic	-	-	-
PRO Golf Outing	-	-	-
Super Bowl	-	-	-
Tom Eddy Memorial	-	-	-
Summer Concert Series	239	-	239
<b>Total Income</b>	<b>\$ 61</b>	<b>350</b>	<b>(289)</b>
Expense			
Insurance Expense	\$ -	-	-
Adopt-a-Family	-	-	-
Advertising	-	-	-
Bucket Gardens	-	-	-
Casa Amparo	-	-	-
Community Service Award	-	-	-
Giselda Fund	-	-	-
Grad Bash Parties	-	-	-
Interact Club Fees	-	-	-
Michigan Gambling license	-	-	-
Miscellaneous Requests	-	-	-
Operations	-	50	(50)
Portage Community Center	-	-	-
Portage Community HS	-	-	-
RYLA	-	-	-
Scholarships	-	-	-
<b>Total Expense</b>	<b>\$ -</b>	<b>50</b>	<b>(50)</b>
<b>Net Ordinary Income</b>	<b>\$ 61</b>	<b>300</b>	<b>(239)</b>

## Board Resolution Regarding Investment Withdrawal

The undersigned, being authorized board members of Portage Rotary Charities, hereby certifies to Ameriprise Financial Services, Inc. , that the Board of Directors of Portage Rotary Charities have hereby resolved and consent to action, as more fully described as a withdrawal in the amount of

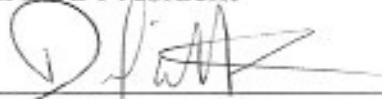
twenty six thousand dollars and 00 /100

\$ 26,000.00 from

account number 0007 0519 0654 8 001.



Board President



Board Treasurer

Dated: 8/24/18

I hereby certify that the foregoing resolution was duly passed by the Board of Directors of Portage Rotary Charities on August 24, 2018 in accordance with the By-Laws of Portage Rotary Charities and that the said resolution has been duly recorded in the minutes.



Board Secretary



MARKETING • PRINT • MAIL

CREATIVE  
marketing group

269-324-0040 Fax: 269-324-0042

Richard Hewitt  
Rotary Club - Portage  
P.O. Box 55  
Portage MI 49081

Estimate	
No: 43882	Date: 08/20/18

SHIP TO:

Rotary Club - Portage  
P.O. Box 55  
Portage MI 49081

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
50	Richard Hewitt	269-370-9935		Marcy		Call
Quantity	Description				Unit Price	Price
1	<b>Short Sleeve Polo Shirt 1 Original</b> Short Sleeve Polo Shirt in Navy or Royal Blue Embroidered logo in upper left pocket area				26.0000/Ea	26.00
1	<b>Long Sleeve Polo Shirt 1 Original</b> Long Sleeve Polo Shirt in Royal or Navy Blue Embroidered logo in upper left pocket area				29.0000/Ea	29.00
1	<b>Long Sleeve Button Down Shirt 1 Original</b> Long Button Down Shirt in Strong Blue Embroidered logo in upper left pocket area				33.0000/Ea	33.00
1	<b>Fleece Vest 1 Original</b> Fleece Vest in Royal or Navy Blue Embroidered logo in upper left pocket area				34.0000/Ea	34.00
1	<b>Soft Shell Jacket 1 Original</b> Soft Shell Jacket in Royal or Navy Blue Embroidered logo in upper left pocket area				45.0000/Ea	45.00
1	<b>Weatherproof Jacket 1 Original</b> Waterproof Jacket in Direct Blue or Navy Blue Embroidered logo in upper left pocket area				57.0000/Ea	57.00
1	<b>Baseball Hat 1 Original</b> Adjustable Hat in Royal Blue or Navy Blue Embroidered logo on front and Portage Rotary text on back				23.0000/Ea	23.00

continued...

269-324-0040 Fax: 269-324-0042

Richard Hewitt  
Rotary Club - Portage  
P.O. Box 55  
Portage MI 49081

## Estimate

No: 43882

Date: 08/20/18

SHIP TO:

Page 2

Rotary Club - Portage  
P.O. Box 55  
Portage MI 49081

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
50	Richard Hewitt	269-370-9935		Marcy		Call
Quantity	Description	Unit Price	Price			
1	Logo Digitizing Fee 1 Original One time charge	108,0000/Ea	108.00			
<p><i>All estimated pricing is based on the information provided to us, and includes all necessary services based on that information to provide you with a finished product. Pricing does not include graphic services, tight registration, heavy coverage, or bleeds unless noted. Estimate valid for 30 days from date of issue, and is subject to change based on final specifications. Estimate valid for print-ready artwork provided in usable formats, or with graphics services noted. Any postage is due in full before delivery to USPS. USPS damage to direct mail or delivery errors on their part are not the responsibility of Allegra, and client agrees not to hold Allegra responsible in any way. 10% over/under run may apply.</i></p> <p>Received by _____ Date _____</p>						