

Combined meeting of the Boards of Portage Rotary Club &
Portage Rotary Charities - Agenda
September 28, 2018

- I. Welcome
- II. Minutes from August board meeting
- III. Secretary's report (Beck/Stinchcomb)
 1. Membership update
 2. Other club business
- IV. Treasurer's report (Melnik)
 1. August financials
 2. Dues update
- V. President's report (Buckley—sent separately)
- VI. President Elect's report (Welsh)
- VII. Other business
 1. Dick Hewitt—Raschke Benches
- VIII. Next meeting: Friday October 26 – 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 **September 28, 2018** at Michelle's Restaurant in Portage, called to order at 7:30 a.m. by President Chris Buckley.

Present: Board members present were: Chris Buckley, Mary Hall, Dan Melnik, Bill Beck, Phil Stinchcomb, Dick Hewitt, and Matt Semelbauer. Also present, non-voting member Mike Simon.

Absent were: Tom Welsh, Dave Jewell, Larry Shaffer, Eric Holdorf, and Mary Lou Wright.

Minutes: Minutes from the August 24, 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:

- **MMSP** to purchase a padlock for the storage cabinet at the Portage Senior Center to allow for cash (and other valuables) to be stored on site. Also approved was a weekly cash bank of \$60.00 to facilitate registration and payment of lunch fees and purchase of raffle tickets.
- President Chris will announce the need for additional support for set up and take down at weekly Club meetings. Further exploration of committee tasking for this purpose will follow.
- **MMSP** to terminate member Mike Kenney for non-payment of dues and non-participation.
- President Chris will appoint a committee (to include Mike Simon and President-Elect Tom Welsh) to review Club by-laws and update where necessary.
- **MMSP** to approve Officers' Reports as submitted with the following changes: Secretary's Report - Item III - "approved for membership" changed to "approved for publication" (regarding application by David Morgan) and Item IV - Process for handling electronic application submission should include an electronic signature feature.
- Regarding two Rotary annual events conducted in cooperation with the City of Portage: 1. Summer Concert Series - consensus was to disengage from this program due to low attendance, and 2. Independence Day fireworks - on hold pending further details on construction at the McCamley site.
- Decision to terminate member Sharon King for non-payment of dues and non-participation is on hold pending further investigation of the status of her grant program and the Club's financial obligations.

Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
September	73	56.1%	35.5/mtg.	1	0
Membership	57 (Active)	3 (LOA)	8 (Rule of 85)	5 Honorary	

The number of members shown are those counted for Attendance purposes, and Total, which as of September 28, 2018, included three members with Leave of Absence (Larry DeShazor, Joanne Willson, Gary Meyers) 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)
September	One	9/28/18	None	9/28/18

New Member(s) Name(s): AJ Srmek **Classification:** Investment Advisor **Sponsor:** Randy Orwig

Subtracted Members' Name(s):

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

Portage Rotary Club / Portage Rotary Charities
Officers Report - September 28, 2018

Co-Secretaries' Report:

I.	Membership update:		
	Regular Members (active)	57	
	Leave of Absence	3 (DeShazor, Willson, Meyers)	
	Rule of 85 Members (active)	8	
	Honorary Members	<u>5</u>	
	Total Membership (as of 9/26/18)	73	

Average attendance in September (as of 9/26/18) 56.1% (35.5/mtg.). Average attendance in District 6360 is +/- 65%. *NOTE: We continue to fall below the number of contracted lunches (40) at each meeting. This constitutes a slow erosion of Club funds. It also represents an opportunity to re-think our membership strategy to a more proactive, concerted outreach effort.

- II. One new member was celebrated this month: A J Srmek.
- III. At a recent "podium board meeting" David Morgan was approved for membership and notice has be posted on the website. With no objection(s) anticipated he will be inducted on 10/3/18. (Change: "approved for membership" to "accept for membership.")
- IV. Portage Rotary Online Membership Application is now active. Please direct any new prospective member to our website to complete the application. It will automatically be routed to the Club Secretary. (Change: *Include an electronic signature capability.*)
- V. Club Secretary will propose that we acquire a padlock to lock our storage cabinet in order to safeguard any stored valuables. It will further be proposed that we keep a sufficient cash allotment on site to facilitate the meeting check in process which can quickly become chaotic if a member of the Finance Committee has forgotten to pick up cash.
- VI. Club Secretary will propose an amendment to Club By-Laws to specify that Club-paid lunches for prospective members be reduced from Three to either One or Two. (There currently is no provision in the by-laws for club-paid meals for prospective members. It appears that it is just a tradition.)
- VII. Club Secretary will propose Termination of member Michael Kenney for lack of payment of dues (no response after several attempts to contact) and non-participation in Club meetings/events.
- VIII. Club Secretary proposes updating Club By-Laws to reflect current operations of the Club.

Treasurer's Report:

- I. General Fund:

- Cash is down \$822 from prior year.
- Have collected a majority of dues. Only three members have outstanding balances (outside of new members)
- Total room rental fees collected through today is \$2923. Projected Expense is \$2760.

II. Charities Fund:

- Cash is up \$7,528 but undesignated Funds have increased by \$1678 from prior year
- Pro Golf outing currently at a net of \$7845. Which is \$1200 under budget.
- Net the Summer Concert Series was a net loss of \$200.

President's Report:

- I. Outstanding Dues:
(Finalize status on remaining members with unpaid dues)
Specifically speaking what happens to the International Grant in progress if Sharon King is dropped.
- II. Missed Meeting Policy:
As we close the first quarter how will we handle missed meetings regarding members and billing them for too many absences?
- III. Membership:
We've done a great job with having prospective members visiting and turning in applications. Let's keep the momentum going. Remember, we get new members with personal asks!
- IV. Big Idea/Celery Flats Pavilion:
It doesn't look like the Rotary Pavilion will be done in time to have a meeting at it before the spring. As of now, we will plan on having a Wednesday meeting at the pavilion in spring 2019.

President-Elect's Report:

Nothing to report.

Portage Rotary - General Fund
A/R Aging Summary

As of September 27, 2018

	Current	1 - 30	31 - 60	61 - 90	>90	TOTAL
Adam Srmek	-	184.21	-	-	-	184.21
Emily Turner Hollman	-	-	197.19	-	-	197.19
Michael E. Kenney	-	-	-	225.00	-	225.00
Nancy Card	-	-	197.19	-	-	197.19
Nasim Ansari	-	-	-	100.00	-	100.00
Sharon King	-	-	-	225.00	-	225.00
TOTAL	-	184.21	394.38	550.00	-	1,128.59

Portage Rotary - General Fund
Profit & Loss
July through August 2018

	Jul - Aug 18	Jul - Aug 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues				
Club Dues	2,937	-	2,937	100.0%
Rotary International Dues	4,734	-	4,734	100.0%
District Dues	2,811	-	2,811	100.0%
Member Dues - Other	115	13,420	(13,305)	-99.1%
Total Member Dues	10,596	13,420	(2,824)	-21.0%
Lunches	3,140	2,530	610	24.1%
Room Rental	2,694	279	2,415	865.4%
50th Anniversary Fund	-	(100)	100	100.0%
Total Income	16,430	16,129	301	1.9%
Expense				
District 6360 Dues	1,564	1,848	(284)	-15.4%
Rotary International Dues	2,901	3,452	(550)	-15.9%
PETS Training	195	195	-	0.0%
Lunch expense	3,523	2,930	593	20.2%
Guest lunches	117	80	37	46.3%
Senior Center	480	420	60	14.3%
Supplies	34	73	(39)	-53.5%
DaCdb	385	-	385	100.0%
Square Fees	-	5	(5)	-100.0%
Total Expense	9,199	9,002	197	2.2%
Net Ordinary Income	7,231	7,127	104	1.5%
Net Income	7,231	7,127	104	1.5%

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

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	10,596	12,351	(1,755)	85.8%
Lunches	3,140	3,640	(500)	86.3%
Room Rental	2,694	3,174	(480)	84.9%
Total Income	16,430	19,165	(2,735)	85.7%
Expense				
District 6360 Dues	1,564	1,656	(92)	94.4%
Rotary International Dues	2,901	2,789	112	104.0%
PETS Training	195	400	(205)	48.8%
Lunch expense	3,523	3,640	(117)	96.8%
Guest lunches	117	169	(52)	69.2%
Senior Center	480	420	60	114.3%
Supplies	34	100	(66)	33.9%
DaCdb	385	225	160	171.1%
Business Registration Fees	-	20	(20)	0.0%
P.O. Box	-	60	(60)	0.0%
Total Expense	9,199	9,479	(280)	97.0%
Net Income	7,231	9,686	(2,455)	74.7%

Portage Rotary - General Fund

Balance Sheet

As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	19,682	20,589	(907)	-4.4%
Accounts Receivable	-	(85)	85	100.0%
Total Current Assets	19,682	20,504	(822)	-4.0%
TOTAL ASSETS	19,682	20,504	(822)	-4.0%
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	12,451	13,377	(926)	-6.9%
Net Income	7,231	7,127	104	1.5%
Total Equity	19,682	20,504	(822)	-4.0%
TOTAL LIABILITIES & EQUITY	19,682	20,504	(822)	-4.0%

Portage Rotary Charities
Profit & Loss

July through August 2018

	Jul - Aug 18	Jul - Aug 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	(330)	389	(719)	-184.7%
Donations/Fines	383	658	(275)	-41.8%
Interest	90	57	34	59.2%
Lunches	-	279	(279)	-100.0%
Project Related Income				
Miller Show Tickets	(185)	(127)	(58)	-46.1%
PRO Golf Outing	7,845	8,083	(238)	-2.9%
Summer Concert Series	1,182	-	1,182	100.0%
Fourth of July	-	2,316	(2,316)	-100.0%
Total Project Related Income	8,842	10,272	(1,430)	-13.9%
Total Income	8,986	11,655	(2,669)	-22.9%
Expense				
Miscellaneous Requests	-	36	(36)	-100.0%
Operations	20	-	20	100.0%
Portage Community HS	1,500	-	1,500	100.0%
Total Expense	1,520	36	1,484	4122.2%
Net Ordinary Income	7,466	11,619	(4,153)	-35.7%
Other Income/Expense				
Other Income				
Casa Amparo - In	60	-	60	100.0%
District Raffle - In	-	125	(125)	-100.0%
Paul Harris/TRF - In	1,570	1,677	(107)	-6.4%
Paul Harris/TRF - Out	(1,570)	(1,677)	107	6.4%
Total Other Income	60	125	(65)	-52.0%
Net Other Income	60	125	(65)	-52.0%
Net Income	7,526	11,744	(4,218)	-35.9%

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

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	(330)	200	(530)	-164.75%
Donations/Fines	383	550	(167)	69.65%
Interest	90	-	90	100.0%
Project Related Income				
Miller Show Tickets	(185)	-	(185)	100.0%
PRO Golf Outing	7,845	9,000	(1,155)	87.17%
Summer Concert Series	1,182	1,100	82	107.43%
Total Project Related Income	8,842	10,100	(1,258)	87.55%
Total Income	8,986	10,850	(1,864)	82.82%
Expense				
Miscellaneous Requests	-	200	(200)	0.0%
Operations	20	50	(30)	40.0%
Portage Community HS	1,500	-	1,500	100.0%
Total Expense	1,520	250	1,270	608.0%
Net Ordinary Income	7,466	10,600	(3,134)	70.44%

Portage Rotary Charities
Balance Sheet
As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	51,557	44,029	7,528	17.1%
Other Current Assets	51,011	50,571	441	0.9%
TOTAL ASSETS	102,568	94,599	7,969	8.4%
LIABILITIES & EQUITY				
Liabilities				
Zika Net Project	2,691	1,141	1,550	135.8%
India Blood Bank Project	15,609	13,359	2,250	16.8%
Total Liabilities	18,300	14,500	3,800	26.2%
Equity				
Memorial - R. Raschke	2,050	-	2,050	100.0%
Designated Net Assets	4,000	4,000	-	0.0%
PCommHS Spirit Fund	1,011	1,007	4	0.4%
4th of July	9,778	9,655	123	1.3%
Big Idea	26,729	26,601	128	0.5%
Ken Schuring Scholarship	13,493	13,308	186	1.4%
Unrestricted Net Assets	19,681	13,784	5,897	42.8%
Net Income	7,526	11,744	(4,218)	-35.9%
Total Equity	84,268	80,099	4,169	5.2%
TOTAL LIABILITIES & EQUITY	102,568	94,599	7,969	8.4%
Highlights				
Undesignated Funds	27,207	25,529	1,678	6.6%