

Combined meeting of the Boards of Portage Rotary Club &
Portage Rotary Charities - Agenda
October 26, 2018

- I. Welcome
- II. Minutes from September 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. Jen Maynard—membership and service update.
 2. Nominating Committee Update—Dave Jewell
- VIII. Next meeting: Friday November 30 - 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 **October 26, 2018** at Michelle's Restaurant in Portage, called to order at 7:30 a.m. by President Chris.

Present: Board members present were: Chris Buckley, Mary Hall, Dan Melnik, Bill Beck, Phil Stinchcomb, Tom Welsh, Larry Shaffer, Dave Jewell, Mary Lou Wright, and Matt Semelbauer. Also present, non-voting member Mike Simon. Absent were: Eric Holdorf and Dick Hewitt. Guests: Jen Maynard (Membership Co-Chair)

Minutes: Minutes from the September 28, 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:

- Eric Holdorf announced his resignation from the Boards (effective immediately), and subsequently from Portage Rotary (effective November 15, 2018) due to an international relocation. Eric intends to join Rotary in Switzerland. **MMSP** to approve with regrets. Boards will choose a successor.
- Beginning in January, 2019, PRC meetings will begin at 12:10 p.m. (doors close at 12:05).
- Mary Hall requested Leave of Absence - approved pending formal notification to Secretary.
- Boards endorsed providing Boards members with appropriate badge ribbon to signify their position in order to seek increased interaction, especially with new members.
- Boards endorsed several new service events/activities to provide more opportunity for engagement with new members.
- Pending further clarification, Golf Outing fundraiser likely to move due to increased fees.
- Beginning July, 2019 (Rotary Year 2019-2020), members will be able to pre-pay lunches by quarter year increments. Announcement to be made to membership.

Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
September	74	59.2%	36.25/mtg.	1	0
Membership	59 (Active)	2 (LOA)	8 (Rule of 85)	5 Honorary	

The number of members shown are those counted for Attendance purposes, and Total, which as of October 28, 2018, included two members with Leave of Absence (Larry DeShazor, Dick Hewitt) 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)
October	One	10/17/18	None	10/26/18
New Member(s) Name(s):	David Morgan		Classification: NGO-Manager	Sponsor: Bob Borsos

Subtracted Members' Name(s): N/A

Pursuant to **MMSP**, the meeting adjourned promptly at 8:35 a.m. Next Boards meeting - November 28.

Portage Rotary Club / Portage Rotary Charities
Officers Report - October 26, 2018

Co-Secretaries' Report:

I. Membership update:

Regular Members (active)	59
Leave of Absence	2 (DeShazor, Hewitt)
Rule of 85 Members (active)	8
Honorary Members	<u>5</u>
Total Membership (as of 10/24/18)	74

Average attendance in October (as of 10/24/18) 59.2% (36.25/mtg.) up slightly from month prior. 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 pro-active, concerted outreach effort.

- II. One new member was celebrated this month: David Morgan.
- III. At a recent "podium board meeting" Kim Carr and Patricia Randall were approved for publication to membership and notice has been posted on the website. With no objection(s) anticipated they will be inducted on or about 11/7/18.
- IV. Portage Rotary Online Membership Application is now active. Rafael Wolf is exploring feasibility of electronic signature to accept publication to membership requirement.
- V. Club storage cabinet is now padlocked. Padlock combination will be supplied to those members needing access to supplies in the cabinet. Cash and other valuables stored in the cabinet requires that it be kept locked at all times other than meetings/events.
- VI. Letter of Termination to (former) member Michael Kenney for lack of payment of dues was returned "undeliverable" at his home address. Will forward to business address.
- VII. A revised process for new member engagement and integration into the Club has been implemented. It includes a checklist of required activities leading up to the removal of the red ribbon on the badge.
- VIII. A project to update our by-laws will include Tom Welsh (Pres.-Elect), Mike Simon (Secretary Emeritus), Bill Beck (Secretary) and any others wishing to contribute.

Treasurer's Report:

I. General Fund:

- Cash at \$20,200 (similar to prior year)
- Have lost \$628 on lunches through 3 months.
- AR Open Invoices: Sharon King, Nasim Ansari

II. Charities Fund:

- Unrestricted funds sitting at \$27,800 (up \$2100 last year)
- Golf outing is down \$1300 from prior year

- Summer concert series shows a gain, but when netted with loss in last year it is net zero

President's Report:

- I. **Outstanding Dues**
Bill Beck and myself will be speaking with Sharon King's sponsor, Art Roberts regarding her future membership with the club. We would like to try and find out from Art how committed Sharon is to the club.
- II. **Missed Meeting Policy**
We should have a policy in place on how we will handle this by 12/31.
- III. **Reminder for Program Speakers**
Those who are coordinating programs should be reminding their speakers that they have until 2:50 to complete their program. This includes time for asking questions.

President-Elect's Report:

- I. I was recently asked to start up a setup and teardown committee for our weekly meeting. I circulated a signup sheet and had ten people to commit, just not every week. I got one person interested in possibly being a future chairman of committee but now he is not sure; we are going to discuss yet this month.
- II. I have started having lunch with past presidents to get their opinion on things to be aware of.
- III. I talked with Karen Foster about future of fireworks. She is attempting to setup a meeting, so far unsuccessful, with the fire marshal to discuss his concerns. I also raised idea of a laser show instead of fireworks. She said the laser based on her investigation is much more expensive. I will update board as we find something out.

Portage Rotary - General Fund
Balance Sheet Prev Year Comparison
As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	20,198	20,442	(244)	-1.2%
Total Current Assets	20,198	20,442	(244)	-1.2%
TOTAL ASSETS	20,198	20,442	(244)	-1.2%
LIABILITIES & EQUITY				
Equity	20,198	20,442	(244)	-1.2%
TOTAL LIABILITIES & EQUITY	20,198	20,442	(244)	-1.2%

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

	Jul - Sep 18	Jul - Sep 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues	\$ 11,491	13,605	(2,114)	-15.5%
Lunches	5,001	4,030	971	24.1%
Room Rental	2,924	446	2,478	555.5%
Total Income	\$ 19,416	18,081	1,335	7.4%
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	5,629	4,620	1,009	21.8%
Guest lunches	156	110	46	41.8%
Senior Center	720	660	60	9.1%
Supplies	59	73	(13)	-18.5%
DaCdb	385	-	385	100.0%
P.O. Box	60	54	6	11.1%
Square Fees	-	5	(5)	-100.0%
Total Expense	\$ 11,670	11,016	653	5.9%
Net Income	\$ 7,746	7,065	682	9.6%

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	\$ 11,491	12,351	(860)	93.0%
Lunches	5,001	5,720	(719)	87.4%
Room Rental	2,924	3,174	(250)	92.1%
Total Income	\$ 19,416	21,245	(1,829)	91.4%
Expense				
District 6360 Dues	\$ 1,564	1,656	(92)	94.4%
Rotary International Dues	2,901	2,789	112	104.0%
Council on Legislation fee	-	-	-	0.0%
PETS Training	195	400	(205)	48.8%
Lunch expense	5,629	5,720	(91)	98.4%
Guest lunches	156	247	(91)	63.2%
Comm Svc Luncheon	-	-	-	0.0%
Senior Center	720	660	60	109.1%
Supplies	59	200	(141)	29.7%
DaCdb	385	225	160	171.1%
Business Registration Fees	-	20	(20)	0.0%
P.O. Box	60	60	-	100.0%
Gifts/Flowers	-	-	-	0.0%
Socials/Family of Rotary	-	-	-	0.0%
Insurance Expense	-	-	-	0.0%
Other Costs	-	-	-	0.0%
Total Expense	\$ 11,670	11,977	(307)	97.4%
Net Income	\$ 7,746	9,268	(1,522)	83.6%

Portage Rotary - General Fund
A/R Aging Summary
As of October 24, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Nancy Card	-	-	-	197.19	-	197.19
Nasim Ansari	-	-	-	-	100.00	100.00
Sharon King	-	-	-	-	225.00	225.00
TOTAL	-	-	-	197.19	325.00	522.19

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

	Jul - Sep 18	Jul - Sep 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	\$ (197)	538	(735)	-136.5%
Donations/Fines	782	1,612	(830)	-51.5%
Lunches	-	448	(448)	-100.0%
Project Related Income				
Miller Show Tickets	(185)	(127)	(58)	-46.1%
PRO Golf Outing	7,705	9,083	(1,378)	-15.2%
Summer Concert Series	1,182	-	1,182	100.0%
Fourth of July	-	2,316	(2,316)	-100.0%
Total Income	\$ 9,288	13,871	(4,583)	-33.0%
Expense				
Miscellaneous Requests	\$ -	36	(36)	-100.0%
Operations	20	20	-	0.0%
Portage Community HS	1,500	1,500	-	0.0%
RYLA	-	400	(400)	-100.0%
Total Expense	\$ 1,520	1,956	(436)	-22.3%
Net Ordinary Income	\$ 7,768	11,915	(4,147)	-34.8%
Other Income/Expense				
Other Income				
Interest	\$ 140	86	54	62.6%
Casa Amparo - In	60	-	60	100.0%
District Raffle - In	-	125	(125)	-100.0%
District Raffle - Out	-	(125)	125	100.0%
Paul Harris/TRF - In	1,678	2,071	(393)	-19.0%
Paul Harris/TRF - Out	(1,678)	(2,071)	393	19.0%
Total Other Income	\$ 200	86	114	132.2%
Net Income	\$ 7,968	12,001	(4,033)	-33.6%
Notes:				
- golf outing is down \$1300 from prior year				
- summer concert series had a loss in prior year, overall net is close to zero				

Portage Rotary Charities
Balance Sheet Prev Year Comparison
As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	\$ 52,207	44,256	7,952	18.0%
Other Current Assets	51,061	50,600	461	0.9%
TOTAL ASSETS	\$ 103,268	94,855	8,413	8.9%
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 Donations	\$ 2,050	-	2,050	100.0%
Designated Net Assets	4,000	4,000	-	0.0%
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,012	1,007	5	0.5%
4th of July	9,792	9,663	129	1.3%
Big Idea	26,746	26,610	136	0.5%
Ken Schuring Scholarship	13,511	13,320	191	1.4%
Unrestricted Net Assets	19,781	13,755	6,026	43.8%
Net Income	8,076	12,001	(3,924)	-32.7%
Total Equity	\$ 84,968	80,356	4,613	5.7%
TOTAL LIABILITIES & EQUITY	\$ 103,268	94,855	8,413	8.9%
Notes:				
Unencumbered Funds	\$ 27,857	25,756	2,102	8.2%

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	\$ (197)	300	(497)	-65.5%
Donations/Fines	782	850	(68)	92.0%
Project Related Income				
Miller Show Tickets	(185)	-	(185)	100.0%
Portage Hockey Classic	-	-	-	0.0%
PRO Golf Outing	7,705	9,000	(1,295)	85.6%
Super Bowl	-	-	-	0.0%
Tom Eddy Memorial	-	-	-	0.0%
Summer Concert Series	1,182	1,100	82	107.4%
Total Income	\$ 9,288	11,250	(1,962)	82.6%
Expense				
Insurance Expense	\$ -	-	-	0.0%
Adopt-a-Family	-	-	-	0.0%
Advertising	-	-	-	0.0%
Bucket Gardens	-	-	-	0.0%
Casa Amparo	-	-	-	0.0%
Community Service Award	-	-	-	0.0%
Giselda Fund	-	-	-	0.0%
Grad Bash Parties	-	-	-	0.0%
Interact Club Fees	-	-	-	0.0%
Michigan Gambling license	-	-	-	0.0%
Miscellaneous Requests	-	400	(400)	0.0%
Operations	20	50	(30)	40.0%
Portage Community Center	-	-	-	0.0%
Portage Community HS	1,500	750	750	200.0%
RYLA	-	400	(400)	0.0%
Scholarships	-	-	-	0.0%
Total Expense	\$ 1,520	1,600	(80)	95.0%
Net Ordinary Income	\$ 7,768	9,650	(1,882)	80.5%