

Combined meeting of the Boards of Portage Rotary Club &  
Portage Rotary Charities - Agenda  
November 30, 2018

I. Welcome

II. Minutes from October board meeting

III. Secretary's report (Beck/Stinchcomb)

1. Membership update
2. Other club business

III. Treasurer's report (Melnik)

1. October financials
2. FINAL dues update

V. President's report (Buckley—sent separately)

VI. President Elect's report (Welsh)

VII. Other business

1. Gary Wright—Global Grants Update

VIII. Next meeting: Friday December 21 – 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 **November 30, 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, Dan Melnik, Bill Beck, Phil Stinchcomb, Tom Welsh, Larry Shaffer, Dick Hewitt, Mary Lou Wright, and Matt Semelbauer. Also present, non-voting member Mike Simon. Absent were: Mary Hall, Dave Jewell. Guests: Gary Meyers (Grants update)

**Minutes:** Minutes from the October 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:

- Treasurer's Report: MMSP to approve.
- Joe Hollander's resignation: MMSP approved with regrets.
- Consensus to place more written information about policies, committees, service projects at tables during weekly meetings.
- Current grants: Boards will request written update and oral report from grant originators (Marlene Camacho-Ochoa and Sharon King) at the December Boards meeting in order to determine next steps with regard to these grants (as they approach Rotary deadlines).
- One weekly meeting in January, 2019 will be an assembly to clarify policy on contracted lunches/missed meetings. Per Treasurer's Report, the Club continues to lose money because of the shortfall in lunches purchased vs. lunches contracted for.
- A replacement for Director Eric Holdorf will be approached soon to fill the term expiring in 2021.

### Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
November	75	56.5%	36.3/mtg.	4	1
Membership	62 (Active)	1 (LOA)	7 (Rule of 85)	5 Honorary	

The number of members shown are those counted for Attendance purposes, and Total, which as of November 28, 2018, included one member with a Leave of Absence (Larry DeShazor) and seven members excused from attendance pursuant to the RI Rule of 85 (Paul Ballard, Karen Foster, Pete Marsiglia, Betty Lee Ongley, Wendell L. Pierce, Allan Reiff, & Joe Yantis).

Month	Added	Date	Subtracted	Date(s)
October	Four	11/30/18	One	11/30/18

**New Member(s) Name(s):** Kim Carr, Patricia Randall, Alex Lim, Tim Summers

**Subtracted Members' Name(s):** Joe Hollander

Pursuant to MMSP, the meeting adjourned promptly at 8:35 a.m. Next Boards meeting - December 21.

**Portage Rotary Club / Portage Rotary Charities**  
**Officers Report - November 30, 2018**

**Co-Secretaries' Report:**

I.	Membership update:		
	Regular Members (active)	62	
	Leave of Absence	1 (DeShazor)	
	Rule of 85 Members (active)	7	
	Honorary Members	<u>5</u>	
	Total Membership (as of 10/24/18)	75	

Average attendance in November (as of 11/28/18) 56.5% (36.3/mtg.) no change 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. We are re-growing our membership but still remain short of the goal on attendance.

- II. Four new members were celebrated this month: Kim Carr, Patricia Randall, Alex Lim, and Tim Summers.
- III. At a recent "podium board meeting" Dan Story and Jose Santamaria 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 12/5/18.
- IV. Joe Hollander (Rof85) has submitted a letter of resignation citing a move north. His son is running the business and would be a good target to pursue in Joe's stead.
- VI. Pete Marsiglia and Mary Lou Wright have formally requested LOAs (January-March, 2019)
- VII. Attendance y-t-d is captured in the attached Excel file.

**Treasurer's Report:**

I. Charities Fund

- Total uncommitted funds at 10/31 \$26,405 which is a \$2107 decrease from same time last year.
- Tom Eddy deposit did not come in in October.
- Paid Casa Amparo earlier than normal.
- Miscellaneous requests include two \$500 checks to "Acts of Kindness". These are from the TV raffle from the past 2 golf outings.
- Golf outing wrapped up \$1300 under budget

II. General Fund

- Cash at \$19,919 which is \$428 more than last year
- Still losing money on lunch but have been adding members which should offset future losses.

**President's Report:**

- I. **Missed Meeting Policy**  
Current status and let's finalize how we will handle moving forward.
  
- II. **Bylaws Review**  
I would like to form a committee to review the bylaws that Mike Simon sent us. I respectfully request Bill Beck, Mike Simon, Tom Welsh and any other board members who would like to review these and update them. I'd like the group to meet sometime in January.

**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 Charities  
Balance Sheet  
As of October 31, 2018

	Oct 31, 18	Oct 31, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings	\$ 50,755	47,263	3,493	7.4%
Other Current Assets	51,111	50,629	481	1.0%
<b>TOTAL ASSETS</b>	<b>\$ 101,866</b>	<b>97,892</b>	<b>3,974</b>	<b>4.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Zika Net Project	\$ 2,691	1,141	1,550	135.8%
India Blood Bank Project	15,609	13,609	2,000	14.7%
<b>Total Liabilities</b>	<b>\$ 18,300</b>	<b>14,750</b>	<b>3,550</b>	<b>24.1%</b>
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	9,807	9,671	136	1.4%
Big Idea	26,762	26,619	143	0.5%
Ken Schuring Scholarship	13,529	13,332	197	1.5%
Unrestricted Net Assets	19,731	13,725	6,006	43.8%
Net Income	6,674	14,787	(8,113)	-54.9%
<b>Total Equity</b>	<b>\$ 83,566</b>	<b>83,142</b>	<b>424</b>	<b>0.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 101,866</b>	<b>97,892</b>	<b>3,974</b>	<b>4.1%</b>
Notes:				
Total uncommitted funds	\$ 26,405	28,513	(2,107)	-7.4%

Portage Rotary Charities  
Profit & Loss  
July through October 2018

	Jul - Oct 18	Jul - Oct 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	\$ (38)	453	(491)	-108.3%
Donations/Fines	1,180	1,886	(706)	-37.5%
Lunches	-	618	(618)	-100.0%
Project Related Income				
Miller Show Tickets	(185)	(127)	(58)	-46.1%
PRO Golf Outing	7,705	9,083	(1,378)	-15.2%
Tom Eddy Memorial	10	2,500	(2,490)	-99.6%
Summer Concert Series	1,182	-	1,182	100.0%
Fourth of July	-	2,316	(2,316)	-100.0%
Total Income	\$ 9,854	16,730	(6,876)	-41.1%
Expense				
Insurance Expense	\$ -	102	(102)	-100.0%
Casa Amparo	300	-	300	100.0%
Michigan Gambling license	270	-	270	100.0%
Miscellaneous Requests	1,000	36	964	2677.8%
Operations	20	20	-	0.0%
Portage Community HS	1,500	1,500	-	0.0%
RYLA	280	400	(120)	-30.0%
Total Expense	\$ 3,370	2,058	1,312	63.8%
Net Ordinary Income	\$ 6,484	14,672	(8,188)	-55.8%
Other Income/Expense				
Other Income				
Interest	\$ 190.0	116	74	64.3%
Casa Amparo - In	1,329	-	1,329	100.0%
Casa Amparo - Out	(1,329)	-	(1,329)	-100.0%
District 6360 Fdn Grant - In	-	250	(250)	-100.0%
District 6360 Fdn Grant - Out	-	(250)	250	100.0%
District Raffle - In	-	125	(125)	-100.0%
District Raffle - Out	-	(125)	125	100.0%
Paul Harris/TRF - In	2,102	2,846	(744)	-26.1%
Paul Harris/TRF - Out	(2,102)	(2,846)	744	26.1%

Portage Rotary Charities  
Profit & Loss

July through October 2018

	Jul - Oct 18	Jul - Oct 17	\$ Change	% Change
Net Other Income	\$ 190	116	74	64.3%
Net Income	\$ 6,674	14,787	(8,113)	-54.9%
Notes:				
- Tom Eddy deposit not in the current month				
- Paid Casa Amparo earlier than in past years				
- Misc Requests includes payments to "Acts of Kindness" \$500 x 2 from past 2 golf outings				

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

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	\$ (38)	400	(438)	-9.4%
Donations/Fines	1,180	1,150	30	102.6%
Project Related Income				
Miller Show Tickets	(185)	-	(185)	100.0%
PRO Golf Outing	7,705	9,000	(1,295)	85.6%
Tom Eddy Memorial	10	2,000	(1,990)	0.5%
Summer Concert Series	1,182	1,100	82	107.4%
<b>Total Income</b>	<b>\$ 9,854</b>	<b>13,650</b>	<b>(3,796)</b>	<b>72.2%</b>
Expense				
Insurance Expense	\$ -	100	(100)	0.0%
Casa Amparo	300	-	300	100.0%
Michigan Gambling license	270	100	170	270.0%
Miscellaneous Requests	1,000	600	400	166.7%
Operations	20	50	(30)	40.0%
Portage Community HS	1,500	750	750	200.0%
RYLA	280	400	(120)	70.0%
<b>Total Expense</b>	<b>\$ 3,370</b>	<b>2,000</b>	<b>1,370</b>	<b>168.5%</b>
<b>Net Ordinary Income</b>	<b>\$ 6,484</b>	<b>11,650</b>	<b>(5,166)</b>	<b>55.7%</b>
Notes:				
- Golf Outing below budget by \$1300				
- Tom Eddy not in durring current month				
- Ahead on some expenses through 4 months				



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

	Oct 31, 18	Oct 31, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets	19,919	19,490	428	2.2%
<b>TOTAL ASSETS</b>	19,919	19,490	428	2.2%
<b>LIABILITIES &amp; EQUITY</b>				
Equity	19,919	19,490	428	2.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	19,919	19,490	428	2.2%

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

	Jul - Oct 18	Jul - Oct 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues	\$ 11,795	13,790	(1,995)	-14.5%
Lunches	7,417	5,540	1,877	33.9%
Room Rental	3,002	613	2,389	389.6%
Total Income	\$ 22,213	19,943	2,270	11.4%
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	8,151	6,270	1,881	30.0%
Guest lunches	325	190	135	71.1%
Senior Center	1,020	900	120	13.3%
Supplies	145	604	(460)	-76.1%
DaCdb	385	210	175	83.3%
P.O. Box	60	54	6	11.1%
Insurance Expense	-	102	(102)	-100.0%
Square Fees	-	5	(5)	-100.0%
Total Expense	\$ 14,746	13,830	916	6.6%
Net Income	\$ 7,467	6,113	1,354	22.2%
- Net Lunch Expense	(734)	(730)	(4)	0.5%

Profit & Loss

July through October 2018

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Ordinary Income/Expense				
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Total Expense	\$ 14,746	13,830	916	6.6%
Net Income	\$ 7,467	6,113	1,354	22.2%
- Net Lunch Expense	(734)	(730)	(4)	0.5%