

Combined meeting of the Boards of Portage Rotary Club &
Portage Rotary Charities - Agenda
January 25, 2019

- I. Welcome
- II. Minutes from December board meeting
- III. Secretary's report (Beck/Stinchcomb)
 1. Membership update
 2. Other club business
- IV. Treasurer's report (Melnik)
 1. December financials
 2. Vote to release \$1,000 from interest earned in Schuring Scholarship Funds to the Scholarship Committee for 2019
- V. President's report (Buckley—sent separately)
- VI. President Elect's report (Welsh)
- VII. Other business
 1. Scholarship Discussion/Policies—Paul C.
 2. Big Idea (Portage Rotary Pavilion)—Chris
- VIII. Next meeting: Friday February 22— 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 **January 25, 2019** 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, Tom Welsh, Dave Jewell, and Matt Semelbauer. Absent were: Mark Bielang, Dick Hewitt, Phil Stinchcomb, Mary Lou Wright, Larry Shaffer, Mary Hall, Mike Simon. Guests: Paul Carlson.

Minutes: Minutes from the December 21, 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: Nothing to Report.

Decisions Made by the Boards:

- Treasurer's Report: MMSP to approve.
- MMSP to approve request by Paul Carlson/Scholarship Committee to release \$1000.00 from the Schuring Scholarship endowment to be applied to scholarships this Rotary Year.
- Consensus to involve new members in policy development regarding "named" scholarship donations. A "boilerplate" policy will be developed to standardize handling of donations for "named" scholarships.
- MMSP to approve recommendations made by Portage City Administration with regard to placement of Rotary signage at the dedication of the Rotary Plaza in Celery Flats park.
- MMSP regarding policy statement for Community Service Awards that it shall not be given to a business entity.
- MMSP regarding policy statement for Community Service Awards that it shall be given to a single person rather than a team or multiple people. That person may choose to express gratitude at the award ceremony by citing individuals who helped them achieve their contribution to the community.
- Consensus to use the DaCdb "P-Text" to alert membership as to meeting cancellations due to weather, etc.

Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
December	78	56.2%	35.25/mtg.	1	0

Membership 55 (Active) 4 (LOA as of 1/25/19) 12* (Rule of 85) 5 Honorary

The number of members shown are those counted for **Meeting Attendance** purposes, and **Total**, which as of January 25, 2019, included four members with a Leave of Absence (Larry DeShazor, Mary Lou Wright, Mary Hall, Pete Marsiglia) and 12* 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, Christine Berro, Bob Borsos, Paul Carlson, Bonnie Granado, Bill Kaufman, Mike Marshburn, & Joe Yantis). * Marsiglia counted as LOA.

Month	Added	Date (EOM)	Subtracted	Date (EOM)
January	1	1/31/19	0	1/31/19

New Member(s) Name(s): Chris Cole **Subtracted Members' Name(s):** None

Pursuant to MMSP, the meeting adjourned promptly at 8:35 a.m. Next Boards meeting - February 22, 2019.

Portage Rotary Club / Portage Rotary Charities
Officers Report - January 25, 2019

Secretary's Report:

I. **Membership update:**

Regular Members (active)	55
Corporate (active)	1
Corporate (designee)	1
Leave of Absence	4 (DeShazor, Marsiglia, Wright, Hall)
Rule of 85 Members (active)	12*
Honorary Members	<u>5</u>
Total Membership (as of 12/21/18)	78

Average attendance in January (as of 1/23/18) 56.2% (35.25/mtg.) down 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. We are re-growing our membership but still remain short of the goal on attendance.**

- II. One new member was celebrated this month: Chris Cole.
- III. Still no response from Larry DeShazor regarding his current address/membership intent.
- IV. Perusal of members eligible for "Rule of 85" showed that 13 are qualified (representing an additional six over previous records) and have been placed into that category for membership attendance recording. *12 R-85 are shown above as Pete Marsiglia is currently listed as LOA. (Newly added: Berro, Borsos, Carlson, Granado, Kaufman, Marshburn)

Treasurer's Report:

I. **Charities Fund:**

- Total assets are \$101649 (down \$1000 from prior year)
- Undesignated funds are only \$26,032 (down \$5200 from prior year)
- Tom Eddy came in January. It was \$1500 (down \$1000 from prior year and budget)

II. **General Fund:**

- Cash is about the same as last year
- Lunch revenue less lunch expenses is about negative \$800 through 6 months.

President's Report:

I. Bylaws Review

Myself, Tom Welsh and Bill Beck met on January 16th to review the current bylaws. We have some specific questions for Mike Simon who was unable to attend that day.

II. Schuring Scholarship

Scholarships Committee Chair Paul Carlson has requested that \$1,000 from the Ken Schuring Scholarship Fund be made available to use for 2019. The board needs to vote on the release of these funds.

III. Attendance Review

The Membership Committee was tasked with reaching out to members who we have attended 3 or fewer meetings this year to determine why they aren't attending and what, if anything, the club can do to better meet their expectations. Jen Maynard and Josh Goodlock will report back on their findings.

IV. Scholarship Committee Policies

Recently one of our new members approached me and Paul Carlson saying they would like to donate \$250 in their fathers name for a scholarship. Before we consider accepting this gift, both Paul and myself would like the board to consider how this might impact future gifts for scholarship and the implications these gifts have on the work the scholarship committee does.

V. Rotary Minute

With the addition of several new members it's been requested that we bring back the Rotary Minute to highlight more about each individual member. I would like to know what the boards thought is about adding these back to our weekly meetings.

President-Elect's Report:

- I. Not available at press time.

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

4:52 PM
 01/24/19
 Cash Basis

	Dec 31, 18	Dec 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	19,573	19,304	269	1.4%
Total Current Assets	19,573	19,304	269	1.4%
TOTAL ASSETS	19,573	19,304	269	1.4%
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	12,451	13,377	(926)	-6.9%
Net Income	7,122	5,927	1,195	20.2%
Total Equity	19,573	19,304	269	1.4%
TOTAL LIABILITIES & EQUITY	19,573	19,304	269	1.4%

Notes:

- Cash is about even with prior year through 6 months.

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

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	11,974	12,351	(377)	96.95%
Lunches	10,548	11,440	(892)	92.2%
Room Rental	3,048	3,174	(126)	96.02%
Total Income	25,569	26,965	(1,396)	94.82%
Expense				
District 6360 Dues	1,564	1,656	(92)	94.44%
Rotary International Dues	2,901	2,789	112	104.03%
PETS Training	195	400	(205)	48.75%
Lunch expense	11,349	11,440	(91)	99.21%
Guest lunches	377	494	(117)	76.32%
Senior Center	1,380	1,320	60	104.55%
Supplies	236	400	(164)	59.02%
DaCdb	385	225	160	171.11%
Business Registration Fees	-	20	(20)	0.0%
P.O. Box	60	60	-	100.0%
Insurance Expense	-	100	(100)	0.0%
Total Expense	18,448	18,904	(457)	97.59%
Net Income	7,122	8,061	(939)	88.35%

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

	Jul - Dec 18	Jul - Dec 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues	11,974	13,975	(2,001)	-14.32%
Lunches	10,548	7,950	2,598	32.68%
Room Rental	3,048	891	2,157	242.04%
Total Income	25,569	22,816	2,753	12.07%
Expense				
District 6360 Dues	1,564	1,848	(284)	-15.37%
Rotary International Dues	2,901	3,452	(550)	-15.94%
PETS Training	195	195	-	0.0%
Lunch expense	11,349	8,860	2,489	28.09%
Guest lunches	377	240	137	57.08%
Senior Center	1,380	1,260	120	9.52%
Supplies	236	663	(427)	-64.42%
DaCdb	385	210	175	83.33%
P.O. Box	60	54	6	11.11%
Insurance Expense	-	102	(102)	-100.0%
Square Fees	-	5	(5)	-100.0%
Total Expense	18,448	16,889	1,558	9.23%
Net Ordinary Income	7,122	5,927	1,195	20.16%
Other Income/Expense	-	-	-	0.0%
Net Income	7,122	5,927	1,195	20.16%
Net Lunch Expense	(801)			

Portage Rotary Charities
Balance Sheet
As of December 31, 2018

	Dec 31, 18	Dec 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	50,432	51,981	(1,550)	-2.98%
Other Current Assets	51,217	50,688	529	1.04%
Total Current Assets	101,649	102,670	(1,020)	-0.99%
TOTAL ASSETS	101,649	102,670	(1,020)	-0.99%
LIABILITIES & EQUITY				
Liabilities				
Zika Net Project	2,691	1,141	1,550	135.85%
India Blood Bank Project	15,609	15,609	-	0.0%
Total Liabilities	18,300	16,750	1,550	9.25%
Equity				
Memorial - R. Raschke	2,100	-	2,100	100.0%
Desingated Net Assets	4,000	4,000	-	0.0%
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,014	1,008	6	0.57%
4th of July	9,836	9,687	149	1.54%
Big Idea	26,803	26,637	166	0.62%
Ken Schuring Scholarship	13,565	13,357	208	1.56%
Unrestricted Net Assets	19,575	13,667	5,908	43.23%
Net Income	6,457	17,565	(11,108)	-63.24%
Total Equity	83,349	85,920	(2,570)	-2.99%
TOTAL LIABILITIES & EQUITY	101,649	102,670	(1,020)	-0.99%

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

	Jul - Dec 18	Jul - Dec 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	188	743	(556)	-74.76%
Donations/Fines	1,739	2,546	(808)	-31.72%
Lunches	-	894	(894)	-100.0%
Project Related Income				
Miller Show Tickets	(185)	(127)	(58)	-46.13%
Portage Hockey Classic	-	3,647	(3,647)	-100.0%
PRO Golf Outing	7,705	9,083	(1,378)	-15.17%
Super Bowl	-	100	(100)	-100.0%
Tom Eddy Memorial	10	2,500	(2,490)	-99.61%
Summer Concert Series	1,182	-	1,182	100.0%
Fourth of July	-	2,316	(2,316)	-100.0%
Total Project Related Income	8,712	17,519	(8,808)	-50.27%
Total Income	10,638	21,703	(11,065)	-50.98%
Expense				
Insurance Expense	-	102	(102)	-100.0%
Adopt-a-Family	1,000	985	15	1.55%
Casa Amparo	300	148	152	103.07%
Community Service Award	-	500	(500)	-100.0%
Michigan Gambling license	270	165	105	63.64%
Miscellaneous Requests	1,000	493	507	102.84%
Operations	20	20	-	0.0%
Portage Community HS	1,658	1,500	158	10.51%
RYLA	280	400	(120)	-30.0%
Total Expense	4,528	4,312	215	4.99%
Net Ordinary Income	6,110	17,390	(11,280)	-64.86%
Other Income/Expense				
Other Income				
Interest	297	175	122	70.04%
Memorial Donation	50	-	50	100.0%
Paul Harris/TRF - In	3,469	3,305	164	4.96%
Paul Harris/TRF - Out	(3,469)	(3,305)	(164)	-4.96%
Adopt-A-Family - In	2,075	-	2,075	100.0%
Adopt-A-Family - Out	(2,075)	-	(2,075)	-100.0%

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

	Jul - Dec 18	Jul - Dec 17	\$ Change	% Change
Casa Amparo - In	1,329	830	499	60.14%
Casa Amparo - Out	(1,329)	(830)	(499)	-60.14%
District 6360 Fdn Grant - In	-	2,250	(2,250)	-100.0%
District 6360 Fdn Grant - Out	-	(2,250)	2,250	100.0%
District Raffle - In	-	125	(125)	-100.0%
District Raffle - Out	-	(125)	125	100.0%
Portage Northern Interact - In	-	1,650	(1,650)	-100.0%
Portage Northern Interact - Out	-	(1,650)	1,650	100.0%
Total Other Income	347	175	172	98.69%
Net Other Income	347	175	172	98.69%
Net Income	6,457	17,565	(11,108)	-63.24%

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

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	188	600	(413)	31.25%
Donations/Fines	1,739	1,700	39	102.27%
Lunches	-	-	-	0.0%
Project Related Income				
Miller Show Tickets	(185)			
Portage Hockey Classic	-	1,200	(1,200)	0.0%
PRO Golf Outing	7,705	9,000	(1,295)	85.62%
Super Bowl	-	-	-	0.0%
Tom Eddy Memorial	10	2,000	(1,990)	0.48%
Summer Concert Series	1,182	1,100	82	107.43%
Total Project Related Income	8,712	13,300	(4,588)	65.5%
Total Income	10,638	15,600	(4,962)	68.19%
Expense				
Insurance Expense	-	100	(100)	0.0%
Adopt-a-Family	1,000	1,000	-	100.0%
Advertising	-	-	-	0.0%
Bucket Gardens	-	-	-	0.0%
Casa Amparo	300	300	-	100.0%
Community Service Award	-	500	(500)	0.0%
Giselda Fund	-	-	-	0.0%
Grad Bash Parties	-	-	-	0.0%
Interact Club Fees	-	1,500	(1,500)	0.0%
Michigan Gambling license	270	100	170	270.0%
Miscellaneous Requests	1,000	800	200	125.0%
Operations	20	50	(30)	40.0%
Portage Community Center	-	-	-	0.0%
Portage Community HS	1,658	1,500	158	110.51%
RYLA	280	400	(120)	70.0%
Scholarships	-	-	-	0.0%
Total Expense	4,528	6,250	(1,722)	72.44%
Net Ordinary Income	6,110	9,350	(3,240)	65.35%

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

Jul - Dec 18	Budget	\$ Over Budget	% of Budget
	347		
Other Income/Expense	6,457	9,350	(2,893)
Net Income			69.06%