

Combined meeting of the Boards of Portage Rotary Club &  
Portage Rotary Charities - Agenda  
March 22, 2019

- I. Welcome
- II. Minutes from February board meeting
- III. Secretary's report (Beck/Stinchcomb)
  1. Membership update
  2. Other club business
- IV. Treasurer's report (Melnik)
  1. February financials
  2. 2019/2020 Dues invoices
- V. President's report (Buckley—sent separately)
- VI. President Elect's report (Welsh)
- VII. Other business
  1. Vote to accept Alex Lim resignation
  2. Paul Carlson—scholarship presentation
- VIII. Next meeting: Friday April 26<sup>th</sup>— 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 **March 22, 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, Mary Lou Wright, Mary Hall, Matt Semelbauer, Phil Stinchcomb, Dick Hewitt. Absent were: Mark Bielang, Dave Jewell, Larry Shaffer, Mike Simon. Guests: Paul Carlson, Dan Jaqua, Chad Schuring.

**Minutes:** Minutes from the February 22, 2019 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).

**Committee Report:** Paul Carlson, Dan Jaqua reported on Scholarship Committee deliberations.

**Project Report:** Chris Buckley reported on Celery Flats Project - ahead of schedule - May, 2019 finish.

**Project Report:** Chad Schuring reported on status of original McCamley Field concession stand plaque & its replacement commemorating Rotary support.

### Decisions Made by the Boards:

- Treasurer's Report: **MMSP** to approve.
- Dues invoicing to include letter from the Boards inquiring of low attendance members their intent to continue membership, with a reiteration of Club policy on attendance. **MMSP** to approve.
- **MMSP** to approve Scholarship Committee request to expand target audience to include Ready 4s Program with an award this year of \$4000.00 to be supplemented by funds from other sources.
- **MMSP** to accept with regrets the resignation of Alex Lim due to business obligations.
- **MMSP** to approve Rotary Plaque replacement at Portage Central athletic field concession stand.

### Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
March	77	55.1%	34.3/mtg.	0	1

Membership 56 (Active) 3 (LOA as of 3/22/19) 12\* (Rule of 85) 5 Honorary Corporate (Active) 1

The number of members shown are those counted for **Meeting Attendance** purposes, and **Total**, which as of March 22, 2019, included two members with a Leave of Absence (Larry DeShazor, 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)
March	0	3/31/19	1	3/31/19

**New Member(s) Name(s):** None **Subtracted Members' Name(s):** A. Lim

Pursuant to **MMSP**, the meeting adjourned promptly at 8:35 a.m. Next Boards meeting - April 26, 2019.

**Portage Rotary Club / Portage Rotary Charities**  
**Officers' Report - March 22, 2019**

**Secretary's Report:**

I. **Membership update:**

Regular Members (active)	56
Corporate (active)	1
Corporate (designee)	1
Leave of Absence	3 (DeShazor, Marsiglia, Bielang)
Rule of 85 Members (active)	12*
Honorary Members	<u>5</u>
Total Membership (as of 3/20/19)	78 (unchanged from February)

Average attendance in March (as of 3/20/19) was 55.1% (34.3/mtg.), down slightly from month prior, based on three meetings). 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. Received resignation letter from Alex Lim stating that his schedule will not permit desired attendance for meeting and events.
- III. Mary Lou Wright returned from LOA early and was re-activated from Excused List.
- IV. \*12 R-85 are shown above as Pete Marsiglia is currently listed as LOA rather than R-85.
- V. We continue to suffer from inexperience at the Finance Door, often leading to a discrepancy in the accounting for lunch revenues. It would behoove the Club to hold a training program for this "committee." It gets rather hectic at the door when several members arrive en masse, even with an experienced person handling this function. This function can serve a useful purpose for a new member to meet Club members but it can also be frustrating for those who handle the task infrequently.

**Treasurer's Report:** (Not available at press time.)

- I. **Charities Fund:** Balance sheet up slightly - with \$34,000 undesignated. P&L down slightly.
- II. **General Fund:** Balance sheet up 2%. P&L also up slightly.

**President's Report:**

- I. **2019/2020 Dues** We will be mailing dues notices this spring for 2019/2020 Rotary Year. I think we need to decide how we will proceed with members who have attended little or no meetings. My suggestion would be to send a letter with their dues invoices explaining our attendance policy and ask them to reach out to the club if

they are having specific issues that are causing them to not participate. Further discussion on this topic is welcomed.

II. **Larry DeShazor** It has been brought to our attention that Larry DeShazor is now living out of state due to a job assignment. Given this news the board needs to decide how it will proceed with his membership moving forward.

III. **Zika Global Grant** Marlene's Zika Global Grant has officially been cancelled and the donors have been notified. The following funds will be returned to the donors: \$250--Rotary Club of Climax \$250-- Rotary Club of Oshtemo \$1000--Paul Carlson. Gary Meyers spoke with Stephen Baker then Joe Hollander regarding a forwarding of the \$500 donated by Joe. He is the original sponsoring Rotarian supporting these projects. He will write us with forwarding information. He wants Portage Rotary to be the donor entity. We have decided to transfer the \$613 collected from the fundraiser at Latitude 42 to our Portage Rotary Charities. Marlene has other cash donations that she will decide when she returns in the amount of \$11, \$17, and \$50. The committed funds from Portage Rotary Charities of \$2000 should be cancelled.

**President-Elect's Report:**

- I. Continued to meet with former Presidents; to date have met with six with one more scheduled for next week.
- II. Attended PETS; President Elect Training Seminar at Kalamazoo Radisson from Thursday to Saturday with sessions including Membership, Foundation, Youth Services, Rotary 101, President role playing and Regional discussions. Overall seminar gave me a sense of what I need to focus on, including making certain all positions are filled; need to fill membership and Foundation positions and will reach out to candidates as they were not at today's (3/20) meeting.
- III. Met with Dan Melnik last Thursday to complete budget for next year. Also picked up checks for other clubs checks for cancelled Zika project and gave checks to Climax and Oshtemo at PETS to complete.

**Portage Rotary - General Fund**  
**Balance Sheet**  
 As of February 28, 2019

	Feb 28, 19	Feb 28, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets	\$ 14,184	13,805	378	2.7%
<b>TOTAL ASSETS</b>	\$ 14,184	13,805	378	2.7%
<b>LIABILITIES &amp; EQUITY</b>				
Equity	\$ 14,184	13,805	378	2.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	\$ 14,184	13,805	378	2.7%

## Portage Rotary - General Fund

## Profit &amp; Loss

July 2018 through February 2019

	Jul '18 - Feb 19	Jul '17 - Feb 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues	\$ 12,250	13,975	(1,725)	-12.3%
Lunches	13,643	10,820	2,823	26.1%
Room Rental	3,118	1,208	1,910	158.1%
Total Income	\$ 29,011	26,003	3,008	11.6%
Expense				
District 6360 Dues	\$ 3,220	3,520	(300)	-8.5%
Rotary International Dues	5,761	6,205	(444)	-7.1%
PETS Training	210	195	15	7.7%
Lunch expense	14,872	12,160	2,712	22.3%
Guest lunches	520	380	140	36.8%
Senior Center	1,800	1,740	60	3.4%
Supplies	451	1,004	(554)	-55.1%
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	\$ 27,279	25,575	1,704	6.7%
Net Income	\$ 1,732	428	1,304	304.9%
Net lunch Income (Expense)	\$ (1,229)	(1,340)	111	-8.3%

**Portage Rotary - General Fund**  
**Profit & Loss Budget vs. Actual**  
July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income:				
Member Dues	\$ 12,250	12,351	(101)	99.2%
Lunches	13,643	15,600	(1,957)	87.5%
Room Rental	3,118	3,174	(56)	98.2%
<b>Total Income</b>	<b>\$ 29,011</b>	<b>31,125</b>	<b>(2,114)</b>	<b>93.2%</b>
Expense				
District 6360 Dues	\$ 3,220	3,312	(92)	97.2%
Rotary International Dues	5,761	5,578	183	103.3%
PETS Training	210	400	(190)	52.5%
Lunch expense	14,872	15,600	(728)	95.3%
Guest lunches	520	663	(143)	78.4%
Senior Center	1,800	1,800	-	100.0%
Supplies	451	600	(149)	75.1%
DaCdb	385	225	160	171.1%
Business Registration Fees	-	20	(20)	0.0%
P.O. Box	60	60	-	100.0%
Insurance Expense	-	100	(100)	0.0%
<b>Total Expense</b>	<b>\$ 27,279</b>	<b>28,358</b>	<b>(1,079)</b>	<b>96.2%</b>
<b>Net Income</b>	<b>\$ 1,732</b>	<b>2,767</b>	<b>(1,035)</b>	<b>62.6%</b>

Portage Rotary Charities  
Balance Sheet  
As of February 28, 2019

	Feb 28, 19	Feb 28, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings	\$ 58,749	58,907	(158)	-0.3%
Other Current Assets	51,336	50,758	578	1.1%
<b>TOTAL ASSETS</b>	<b>\$ 110,085</b>	<b>109,665</b>	<b>420</b>	<b>0.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Zika Net Project	\$ 2,691	2,641	50	1.9%
India Blood Bank Project	15,609	15,609	-	0.0%
<b>Total Liabilities</b>	<b>\$ 18,300</b>	<b>18,250</b>	<b>50</b>	<b>0.3%</b>
Equity				
Memorial Donations	\$ 2,100	2,025	75	3.7%
Designated Net Assets	4,000	4,000	-	0.0%
Temp. Restricted Net Assets				
PComm HS Spirit Fund	1,015	1,009	7	0.7%
4th of July	9,868	9,706	161	1.7%
Big Idea	26,846	26,657	189	0.7%
Ken Schuring Scholarship	13,607	13,386	221	1.6%
Unrestricted Net Assets	19,456	11,572	7,884	68.1%
Net Income	14,893	23,060	(8,168)	-35.4%
<b>Total Equity</b>	<b>\$ 91,785</b>	<b>91,415</b>	<b>370</b>	<b>0.4%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 110,085</b>	<b>109,665</b>	<b>420</b>	<b>0.4%</b>
Undesignated	\$ 34,349	34,632	(283)	-0.8%



**Portage Rotary Charities**  
**Profit & Loss**  
July 2018 through February 2019

	Jul '18 - Feb 19	Jul '17 - Feb 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	\$ 470	1,121	(652)	-58.1%
Donations/Fines	2,319	3,118	(799)	-25.6%
Lunches	-	1,211	(1,211)	-100.0%
Project Related Income				
Miller Show Tickets	(185)	(127)	(58)	-46.1%
Portage Hockey Classic	4,486	3,647	839	23.0%
PRO Golf Outing	7,705	9,083	(1,378)	-15.2%
Super Bowl	3,969	4,107	(138)	-3.4%
Tom Eddy Memorial	1,510	2,500	(990)	-39.6%
Summer Concert Series	1,182	-	1,182	100.0%
Fourth of July	-	2,316	(2,316)	-100.0%
<b>Total Income</b>	<b>\$ 21,455</b>	<b>26,977</b>	<b>(5,522)</b>	<b>-20.5%</b>
Expense				
Insurance Expense	\$ -	102	(102)	-100.0%
Adopt-a-Family	1,000	985	15	1.5%
Casa Amparo	300	148	152	103.1%
Community Service Award	-	500	(500)	-100.0%
Interact Club Fees	1,500	750	750	100.0%
Michigan Gambling License	270	165	105	63.6%
Miscellaneous Requests	1,158	616	541	87.9%
Operations	20	20	-	0.0%
Portage Community HS	2,500	2,500	-	0.0%
RYLA	280	400	(120)	-30.0%
<b>Total Expense</b>	<b>\$ 7,028</b>	<b>6,186</b>	<b>842</b>	<b>13.6%</b>
<b>Net Ordinary Income</b>	<b>\$ 14,427</b>	<b>20,791</b>	<b>(6,364)</b>	<b>-30.6%</b>
Other Income/Expense				
Other Income				
Interest	\$ 415	245	171	69.9%
Memorial Donation	50	2,025	(1,975)	-97.5%
Paul Harris/TRF - In	4,239	3,827	412	10.8%
Paul Harris/TRF - Out	(4,239)	(3,827)	(412)	-10.8%
Adopt-A-Family - In	2,075	1,650	425	25.8%
Adopt-A-Family - Out	(2,075)	(1,650)	(425)	-25.8%

Portage Rotary Charities  
Profit & Loss

July 2018 through February 2019

	Jul '18 - Feb 19	Jul '17 - Feb 18	\$ Change	% Change
Casa Amparo - In	1,329	830	499	60.1%
Casa Amparo - Out	(1,329)	(830)	(499)	-60.1%
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%
District Simplified Grant - In	-	1,500	(1,500)	-100.0%
District Simplified Grant - Out	-	(1,500)	1,500	100.0%
<b>Net Other Income</b>	<b>\$ 465</b>	<b>2,270</b>	<b>(1,804)</b>	<b>-79.5%</b>
<b>Net Income</b>	<b>\$ 14,893</b>	<b>23,060</b>	<b>(8,168)</b>	<b>-35.4%</b>

**Portage Rotary Charities**  
**Profit & Loss Budget vs. Actual**  
July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	\$ 470	800	(331)	58.7%
Donations/Fines	2,319	2,300	19	100.8%
Project Related Income				
Miller Show Tickets	(185)	-	(185)	100.0%
Portage Hockey Classic	4,486	1,200	3,286	373.8%
PRO Golf Outing	7,705	9,000	(1,295)	85.6%
Super Bowl	3,969	4,300	(331)	92.3%
Tom Eddy Memorial	1,510	2,000	(490)	75.5%
Summer Concert Series	1,182	1,100	82	107.4%
<b>Total Income</b>	<b>\$ 21,455</b>	<b>20,700</b>	<b>755</b>	<b>103.6%</b>
Expense				
Insurance Expense	\$ -	100	(100)	0.0%
Adopt-a-Family	1,000	1,000	-	100.0%
Casa Amparo	300	300	-	100.0%
Community Service Award	-	500	(500)	0.0%
Interact Club Fees	1,500	1,500	-	100.0%
Michigan Gambling license	270	100	170	270.0%
Miscellaneous Requests	1,158	1,200	(42)	96.5%
Operations	20	50	(30)	40.0%
Portage Community HS	2,500	1,500	1,000	166.7%
RYLA	280	400	(120)	70.0%
<b>Total Expense</b>	<b>\$ 7,028</b>	<b>6,650</b>	<b>378</b>	<b>105.7%</b>
<b>Net Ordinary Income</b>	<b>\$ 14,427</b>	<b>14,050</b>	<b>377</b>	<b>102.7%</b>