

Combined meeting of the Boards of Portage Rotary Club &
Portage Rotary Charities - Agenda
April 26, 2019

- I. Welcome
- II. Minutes from March board meeting
- III. Secretary's report (Beck/Stinchcomb)
 1. Membership update
 2. Other club business
- IV. Treasurer's report (Melnik)
 1. March financials
 2. 2019/2020 Dues invoices
- V. President's report (Buckley—sent separately)
- VI. President Elect's report (Welsh)
- VII. Other business
 1. Fireworks Discussion—Tom W.
 2. June Board mtg. possible dates—Chris
 3. June 19th meeting at Celery Flats
- VIII. Next meeting: Friday May 24– 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 **April 26, 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, Larry Shaffer, Mark Bielang, Tom Welsh, Mary Lou Wright, Mary Hall, Matt Semelbauer, Dick Hewitt. Absent were: Phil Stinchcomb, Dave Jewell, Mike Simon(LOA). Guests: Josh Goodlock, Karen Foster

Minutes: Minutes from the March 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: Karen Foster gave an update on the July 4th Fireworks project.

Committee Report: Mary Lou Wright indicated that the flag placement project on Memorial Day will again be conducted this year.

Decisions Made by the Boards:

- June Boards meeting will be held on 6/27/19, 5:00-7:00 p.m. at a location to be determined.

Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
April	77	53.3%	34.5/mtg.	0	0
Membership	56 (Active)	2 (LOA as of 4/24/19)	13 (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 April 26, 2019, included two members with a Leave of Absence (Larry DeShazor, Mike Simon) and 13 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).

Month	Added	Date (EOM)	Subtracted	Date (EOM)
April	0	4/30/19	0	4/30/19

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

Pursuant to **MMSP**, the meeting adjourned promptly at 8:10 a.m. Next Boards meeting - May 24, 2019.

Portage Rotary Club / Portage Rotary Charities
Officers' Report - April 26, 2019

Secretary's Report:

I. **Membership update:**

Regular Members (active)	56
Corporate (active)	1
Leave of Absence	2 (DeShazor, Simon)
Rule of 85 Members (active)	13
Honorary Members	<u>5</u>
Total Membership (as of 4/26/19)	77 (Down 1 from March)

Average attendance in March (as of 4/24/19) was 53.3% (34.5/mtg.), up slightly from month prior, based on four 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. Committee chairs are very lax in reporting volunteer hours (community service/make up) either to Secretary or directly into DaCdb. Secretary recommends that incoming committee chairs be given responsibility for self-reporting and be trained on direct entry into DaCdb with the new Rotary Year beginning July, 2019. I've asked one chair (will remain un-named) a total of 12 times for the count and have yet to receive the information on the event which occurred in 2018.
- III. Secretary will be sending a reminder notice via P-mail to all Club members of the dues invoicing and payment schedule in advance of the actual mailing date for the invoices. This will be an effort to ensure that the June 30 payment to Rotary International is consistent with actual membership renewals.

Treasurer's Report:

- I. **Charities Fund:**
1. Disbursements made for commitments (e.g. Celery Flats)
 2. Monies returned to donors for cancelled Zika Project
 3. Blood Bank balance at +/- \$15,000
- II. **General Fund:**
1. Balance slightly up from March
 2. Lunch deficit somewhat decreased
 3. Dues invoices will go out in early May

President's Report:

- I. **June 19th Meeting** The weekly meeting on 6/19 will be the ribbon cutting at the Celery Flats. Should we ask the Mayor to provide the annual State of the City address as our program? I will coordinate with Michelle to provide box lunches that day.

- II. **Fireworks Volunteers** There is some concern regarding if we will have enough volunteers for fireworks this year. I will coordinate with Jen Maynard to send out an email survey to the club to gauge interest in volunteering. Tom will have more info on this in his report.
- III. **Membership** We've seemed to have lost some of our momentum regarding new members. Let's try and finish this year strong and add a few more new members before 6/30.
- IV. **June Board Meeting** I'd like to propose some dates for the last board meeting/installation of new board members in June. Please let me know if 6/20, 6/24, 6/25 or 6/27 work for the board. This is a more relaxed meeting and spouses are invited. This is also an evening meeting starting at 5-5:30pm. Once we have a date I will confirm the location is available.

President-Elect's Report:

- I. Recent activity has been working to fill open positions. Still need to fill membership co-chair. Asked one person who has not been at meeting since I asked him, three weeks ago. Attended two meetings on 4th of July fireworks; at Ramona Park and at City Hall. One issue is if we charge admission to help defray cost or request just donations. City suggests charging \$5 per car. Will discuss opinions of board at upcoming board meeting. Have officer training in Battle Creek on April 24th from 5:30 till 8:30. Josh Goodlock, Matt Semelbauer and I will be attending. Fundraising options being pursued by AJ Srmek; which include Millenium Connections.

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

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	638	900	(263)	70.8%
Donations/Fines	2,513	2,600	(87)	96.7%
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%
Total Income	21,817	21,100	717	103.4%
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%
Grad Bash Parties	1,200	-	1,200	100.0%
Interact Club Fees	1,500	1,500	-	100.0%
Michigan Gambling license	270	100	170	270.0%
Miscellaneous Requests	1,266	1,400	(134)	90.4%
Operations	20	50	(30)	40.0%
Portage Community HS	2,500	2,250	250	111.1%
RYLA	280	400	(120)	70.0%
Total Expense	8,336	7,600	736	109.7%
Net Ordinary Income	13,481	13,500	(19)	99.9%

Portage Rotary Charities
Profit & Loss
July 2018 through March 2019

	Jul '18 - Mar 19	Jul '17 - Mar 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	638	1,290	(653)	-50.6%
Donations/Fines	2,513	3,479	(966)	-27.8%
Lunches	-	1,375	(1,375)	-100.0%
Project Related Income				
Miller Show Tickets	(185)	(127)	(58)	-46.1%
Portage Hockey Classic	4,486	1,015	3,471	342.0%
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%
Daisy Dollars	-	80	(80)	-100.0%
Summer Concert Series	1,182	-	1,182	100.0%
Fourth of July	-	2,316	(2,316)	-100.0%
Total Income	21,817	25,118	(3,301)	-13.1%
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%
Grad Bash Parties	1,200	-	1,200	100.0%
Interact Club Fees	1,500	750	750	100.0%
Michigan Gambling license	270	165	105	63.6%
Miscellaneous Requests	1,266	916	349	38.1%
Operations	20	20	-	0.0%
Portage Community HS	2,500	2,500	-	0.0%
RYLA	280	400	(120)	-30.0%
Total Expense	8,336	6,486	1,850	28.5%
Net Ordinary Income	13,481	18,633	(5,151)	-27.6%
Other Income/Expense				
Other Income				
Interest	481	285	196	68.6%
Memorial Donation	50	2,025	(1,975)	-97.5%
Paul Harris/TRF - In	4,401	4,170	231	5.5%
Paul Harris/TRF - Out	(4,401)	(4,170)	(231)	-5.5%

Portage Rotary Charities
Profit & Loss
July 2018 through March 2019

	Jul '18 - Mar 19	Jul '17 - Mar 18	\$ Change	% Change
Adopt-A-Family - In	2,075	1,650	425	25.8%
Adopt-A-Family - Out	(2,075)	(1,650)	(425)	-25.8%
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%
Total Other Income	531	2,310	(1,779)	-77.0%
Net Income	14,012	20,943	(6,931)	-33.1%

Portage Rotary Charities
Balance Sheet
As of March 31, 2019

	Mar 31, 19	Mar 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	56,303	56,749	(446)	-0.8%
Investments	51,401	50,799	603	1.2%
Total Current Assets	107,704	107,548	156	0.1%
TOTAL ASSETS	107,704	107,548	156	0.1%
LIABILITIES & EQUITY				
Liabilities				
Zika Net Project	1,191	2,641	(1,450)	-54.9%
India Blood Bank Project	15,609	15,609	-	0.0%
Total Liabilities	16,800	18,250	(1,450)	-7.9%
Equity				
Memorial Donations	2,100	2,025	75	3.7%
Desingated Net Assets	2,000	4,000	(2,000)	-50.0%
Temp. Restricted Net Assets				
PCommHS Spirit Fund	1,016	1,009	7	0.7%
4th of July	9,884	9,718	167	1.7%
Big Idea	26,870	26,668	202	0.8%
Ken Schuring Scholarship	13,632	13,404	228	1.7%
Unrestricted Net Assets	21,390	11,531	9,859	85.5%
Net Income	14,012	20,943	(6,931)	-33.1%
Total Equity	90,904	89,298	1,606	1.8%
TOTAL LIABILITIES & EQUITY	107,704	107,548	156	0.1%
Undesignated Funds	35,402	32,474	2,928	9.0%

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

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	12,634	12,351	283	102.3%
Lunches	15,289	17,680	(2,391)	86.5%
Room Rental	3,217	3,174	43	101.4%
Total Income	31,140	33,205	(2,065)	93.8%
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	16,922	17,680	(758)	95.7%
Guest lunches	550	754	(204)	72.9%
Senior Center	2,040	2,040	-	100.0%
Supplies	620	700	(80)	88.6%
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%
Total Expense	29,768	30,869	(1,101)	96.4%
Net Income	1,371	2,336	(965)	58.7%

Portage Rotary - General Fund
Profit & Loss
July 2018 through March 2019

	Jul '18 - Mar 19	Jul '17 - Mar 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
Member Dues	12,634	13,975	(1,341)	-9.6%
Lunches	15,289	12,300	2,989	24.3%
Room Rental	3,217	1,372	1,845	134.5%
Total Income	31,140	27,647	3,493	12.6%
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	16,922	13,790	3,132	22.7%
Guest lunches	550	470	80	17.0%
Senior Center	2,040	1,980	60	3.0%
Supplies	620	1,105	(485)	-43.9%
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	29,768	27,636	2,133	7.7%
Net Income	1,371	11	1,360	12319.3%
Net Lunch Expense	(1,633)	(1,490)		

Balance Sheet

As of March 31, 2019

	Mar 31, 19	Mar 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	13,823	13,389	434	3.2%
Total Current Assets	13,823	13,389	434	3.2%
TOTAL ASSETS	13,823	13,389	434	3.2%
LIABILITIES & EQUITY				
Equity				
Unrestricted Net Assets	12,451	13,377	(926)	-6.9%
Net Income	1,371	11	1,360	12319.3%
Total Equity	13,823	13,389	434	3.2%
TOTAL LIABILITIES & EQUITY	13,823	13,389	434	3.2%