

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

- I. Welcome
- II. Minutes from June board meeting
- III. Secretary's report (Goodlock)
 1. Membership update
 2. Other club business
- IV. Treasurer's report (Melnik)
 1. July financials
 2. Dues update
- V. President's report (Welsh)
- VI. President Elect's report (Semmelbauer)
- VII. Other business
- VIII. Next meeting: Friday August 23- 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 July 26, 2019 at Michelle's Restaurant in Portage, called to order at 7:30 a.m. by President Tom Welsh.

Present: Board members present were: Dan Melnik, Matt Semelbauer, Dick Hewitt, Larry Shaffer, Tom Welsh, Emily Turner, Mary Hall, Chris Buckley, Ben Barber & Josh Goodlock.

Decisions Made by the Boards:

- Decision to approve \$300 fund for Trauma Recovery Associates.
- Approval of Fireworks for 2020 & charge \$5/car in an attempt to make more money for event.
- Dan to set restrictions on electric (ACH) charges within the Rotary accounts.

Membership and Attendance Update

Date	Members	% Attend.	Average #	Added	Subtracted
July	72	66%	39.3/mtg.	0	0
Membership	48 (Active)	5	13 (Rule of 85)	5 Honorary	Corporate (Active) 1

Portage Rotary Club / Portage Rotary Charities
Officers' Report – July 26, 2019

II Minutes from June 19th Board Meeting

- Meeting called to order at CJ'S Lubitorium at 5:15 by President Chris Buckley
- Present (Josh Goodlock, Emily Turner, Mary Hall, Ben Barber, Chris Buckley, Dan Melnink, Tom Welsh)
- Motion to approve \$500 donation to Portage Community Center
- Tom showed members new Four Way Test banner
- Meeting adjourned at 3:35 by incoming president Tom Welsh

III Secretary's Report:

1. <u>Membership update:</u>		
Regular Members (active)	48	
Corporate (active)	1	
Leave of Absence	5	(Simon, Neal, Maher, Ligman, Chalmers)
Rule of 85 Members (active)	13	
Honorary Members	<u>5</u>	
Total Membership (as of 7/25/19)	72	

Average attendance in July (as of 7/24/19) was 66% up slightly from month prior 65.1% , based on four meetings). Average attendance in District 6360 is +/- 62.3% *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.*

2. 3 people have interest in joining our club. (Erica McCulley, Ted Watson, Jacob Maxon)

IV Treasurer's Report: (See Charts Below)

1. Charities Fund: * India Blood Bank project paid (Also \$960 wire fee)
2. General Fund: * Expenses are up....lunch subsidy is a large factor
3. Aprox 15 people yet to pay dues for the year

V President's Report:

1. Membership: Very encouraged by the interest of three people wanting to become members. Unfortunately no one has actually completed application in time for july inclusion; after we receive application we have to post for two weeks before we can approve. But I will honor my intent and provide some desert for first August meeting.
2. Fireworks: report has not been received but Karen promises to provide soon. If you heard her presentation a few weeks ago she no longer wants to chair this project and thinks that we might want to turn project over to City of Portage as we did not raise enough to cover our costs.
3. Golf outing: Participation is concerning to me. This is our largest fund raiser and with the shortage of funds raised for fireworks we may have to examine what we can do for scholarships. I would like to ask all board members to see if they can assist in identifying more golfers and sponsors.
 - * Revenue has dropped a lot the past several years
 - * Rotary does not have many teams participating in the golf outing

- * Competing with lots of other golf outings that take place throughout the summer
4. Thus, I would ask Fun raising committee to identify new project(s) to help offset a possible deficit we might be facing.
 5. Attendance: encouraged by attendance at July meetings as exceeded our minimum I believe except today.

VI President-Elect's Report:

1. Matt will be meeting with past presidents the next several months and gathering info and ideas.

VII Other Business:

1. Chris Buckley mentioned volunteers for nominating committee.
2. Dan Melnik asked for someone to volunteer as assistant Treasurer and he will approach some newer members.
3. Small Grant Application for Trauma Recovery Associates is attached and was approved.
4. Mike Simon leave of absence was approved until 8/31.
5. Fireworks: (Motion to charge \$5/car was approved for next year)
Info from Karen Foster

Income:	\$8,424.56
Expenses:	
Fireworks	\$9000 in Rotary Fireworks account
Jons to Go	\$435
Insurance	\$2214.50
DJ	\$350
Message Boards	<u>\$2800</u>
 Total Expenses	 \$5799.50
 Net Income:	 \$2,625.56

- Several people did not know Portage Rotary puts on event
- It's difficult to find new volunteers as several members of club are with their families for 4th of July
- Could have "go fund me" page to raise cash
- Charge \$5 per car and mark cars as pulling in off of sprinkle rd
- Pre-Paid is option. Cars could have certificate of pre-pay and just pull in at event

The meeting adjourned promptly at 8:35 a.m. Next Boards meeting - Aug 23, 2019.

Treasurer's Report – Below

Trauma Recovery Associates grant info - Below

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Cash Basis

Portage Rotary Charities Balance Sheet

As of June 30, 2019

		Jun 30, 19	Jun 30, 18	\$ Change	% Change
ASSETS					
Current Assets					
	Checking/Savings	19,634	44,271	(24,638)	-55.7%
	Other Current Assets	26,316	50,921	(24,605)	-48.3%
	Total Current Assets	45,949	95,192	(49,243)	-51.7%
TOTAL ASSETS		45,949	95,192	(49,243)	-51.7%
LIABILITIES & EQUITY					
Liabilities					
	Zika Net Project	-	1,500	(1,500)	-100.0%
	India Blood Bank Project	-	16,800	(16,800)	-100.0%
	Unearned Revenue - July 4	1,804	-	1,804	100.0%
	Total Liabilities	1,804	18,300	(16,496)	-90.1%
Equity					
	Memorial Donations	-	2,050	(2,050)	-100.0%
	Desingated Net Assets	-	4,000	(4,000)	-100.0%
	PCommHS Spirit Fund	1,018	1,010	8	0.8%
	4th of July	9,918	9,752	166	1.7%
	Big Idea	-	26,701	(26,701)	-100.0%
	Ken Schuring Scholarship	13,681	13,458	223	1.7%
	Unrestricted Net Assets	52,276	11,384	40,891	359.2%
	Net Income	(32,747)	8,537	(41,284)	-483.6%
	Total Equity	44,145	76,892	(32,747)	-42.6%
TOTAL LIABILITIES & EQUITY		45,949	95,192	(49,243)	-51.7%
Total Unencumbered funds					
		19,529	19,921	(393)	-2.0%

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Cash Basis

Portage Rotary Charities
Profit & Loss Prev Year Comparison
July 2018 through June 2019

	Jul '18 - Jun 19	Jul '17 - Jun 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
50-50	702	1,651	(949)	-57.48%
Donations/Fines	2,973	4,746	(1,773)	-37.36%
Lunches	-	1,375	(1,375)	-100.0%
Project Related Income				
Miller Show Tickets	1,275	2,073	(798)	-38.51%
Portage Hockey Classic	1,667	1,515	152	10.02%
PRO Golf Outing	7,656	9,083	(1,427)	-15.71%
Super Bowl	4,019	4,107	(88)	-2.15%
Tom Eddy Memorial	1,510	2,500	(990)	-39.61%
Daisy Dollars	473	393	80	20.38%
Summer Concert Series	1,182	(1,378)	2,559	185.78%
Fourth of July	-	2,316	(2,316)	-100.0%
Total Income	21,456	28,381	(6,925)	-24.4%
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	633	1,000	(367)	-36.68%
Giselda Fund	500	500	-	0.0%
Grad Bash Parties	1,200	1,200	-	0.0%
Interact Club Fees	3,000	3,000	-	0.0%
Michigan Gambling license	270	165	105	63.64%
Miscellaneous Requests	1,266	1,101	164	14.93%
Operations	20	20	-	0.0%
Supplies	102	-	102	100.0%
Bank charges	960	(150)	1,110	740.27%
Portage Community Center	500	500	-	0.0%
Portage Community HS	2,500	2,500	-	0.0%
RYLA	280	400	(120)	-30.0%
Scholarships	11,750	11,000	750	6.82%
Total Expense	24,281	22,471	1,810	8.06%
Net Ordinary Income	(2,825)	5,910	(8,735)	-147.8%
Other Income/Expense				
Other Income				
Donations - Scholarships	242	-	242	100.0%
Big Idea	(26,886)	-	(26,886)	-100.0%
Memorial Donation - Out	(2,100)	-	(2,100)	-100.0%
Interest	581	407	174	42.77%
Memorial Donation	50	2,220	(2,170)	-97.75%
Paul Harris/TRF - In	6,012	5,705	306	5.37%
Paul Harris/TRF - Out	(6,012)	(5,705)	(306)	-5.37%
Adopt-A-Family - In	2,075	1,650	425	25.76%
Adopt-A-Family - Out	(2,075)	(1,650)	(425)	-25.76%
Casa Amparo - In	1,329	830	499	60.14%
Casa Amparo - Out	(1,329)	(830)	(499)	-60.14%
District 6360 Fdn Grant - In	-	2,750	(2,750)	-100.0%
District 6360 Fdn Grant - Out	(1,808)	(2,300)	492	21.39%
District Raffle - In	150	125	25	20.0%
District Raffle - Out	(150)	(125)	(25)	-20.0%
District Simplified Grant - In	-	1,050	(1,050)	-100.0%
District Simplified Grant - Out	-	(1,500)	1,500	100.0%
Total Other Income	(29,922)	2,627	(32,549)	-1,239.02%
Net Other Income	(29,922)	2,627	(32,549)	-1,239.02%
Net Income	(32,747)	8,537	(41,284)	-483.58%

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50-50	702	1,200	(498)	58.5%
Donations/Fines	2,973	3,500	(527)	84.94%
Project Related Income	17,781	20,000	(2,219)	88.9%
Total Income	21,456	24,700	(3,244)	86.87%
Expense				
Insurance Expense	-	100	(100)	0.0%
Adopt-a-Family	1,000	1,000	-	100.0%
Bucket Gardens	-	150	(150)	0.0%
Casa Amparo	300	300	-	100.0%
Community Service Award	633	1,000	(367)	63.32%
Giselda Fund	500	500	-	100.0%
Grad Bash Parties	1,200	1,200	-	100.0%
Interact Club Fees	3,000	3,000	-	100.0%
Michigan Gambling license	270	200	70	135.0%
Miscellaneous Requests	1,266	2,000	(734)	63.28%
Operations	20	50	(30)	40.0%
Supplies	102	-	102	100.0%
Bank charges	960	-	960	100.0%
Portage Community Center	500	500	-	100.0%
Portage Community HS	2,500	3,000	(500)	83.33%
RYLA	280	400	(120)	70.0%
Scholarships	11,750	13,000	(1,250)	90.39%
Total Expense	24,281	26,400	(2,119)	91.97%
Net Ordinary Income	(2,825)	(1,700)	(1,125)	166.19%

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Cash Basis

Portage Rotary - General Fund
Balance Sheet
As of June 30, 2019

		Jun 30, 19	Jun 30, 18	\$ Change	% Change
ASSETS					
	Current Assets				
	Checking/Savings	20,426	22,026	(1,600)	-7.3%
	Accounts Receivable	(9,450)	(9,575)	125	1.3%
	Total Current Assets	10,976	12,451	(1,475)	-11.8%
TOTAL ASSETS		10,976	12,451	(1,475)	-11.8%
LIABILITIES & EQUITY					
	Equity	10,976	12,451	(1,475)	-11.8%
TOTAL LIABILITIES & EQUITY		10,976	12,451	(1,475)	-11.8%

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Cash Basis

Portage Rotary - General Fund
Profit & Loss Prev Year Comparison
July 2018 through June 2019

		Jul '18 - Jun 19	Jul '17 - Jun 18	\$ Change	% Change
Ordinary Income/Expense					
Income					
	Member Dues	12,945	14,001	(1,056)	-7.5%
	Lunches	20,143	18,838	1,305	6.9%
	Room Rental	3,297	1,536	1,761	114.7%
	Total Income	36,385	34,375	2,010	5.8%
Expense					
	District 6360 Dues	3,220	3,520	(300)	-8.5%
	Rotary International Dues	5,761	6,205	(444)	-7.1%
	PETS Training	210	375	(165)	-44.0%
	Lunch expense	23,448	19,492	3,956	20.3%
	Guest lunches	667	543	124	22.8%
	Comm Svc Lunchen	286	196	90	46.0%
	Scholarship Lunchen	312	312	-	0.0%
	Senior Center	2,820	2,760	60	2.2%
	Supplies	691	1,527	(836)	-54.7%
	DaCdb	385	210	175	83.3%
	P.O. Box	60	54	6	11.1%
	Insurance Expense	-	102	(102)	-100.0%
	Bank charges	-	1	(1)	-100.0%
	Square Fees	-	5	(5)	-100.0%
	Total Expense	37,860	35,301	2,559	7.3%
Net Ordinary Income		(1,475)	(926)	(549)	-59.3%
Net Income		(1,475)	(926)	(549)	-59.3%

Portage Rotary - General Fund
Profit & Loss Budget vs. Actual

July 2018 through June 2019

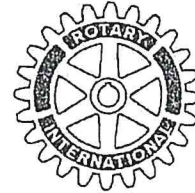
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Member Dues	12,945	12,351	594	104.8%
Lunches	20,143	23,920	(3,777)	84.2%
Room Rental	3,297	3,174	123	103.9%
Total Income	36,385	39,445	(3,060)	92.2%
Expense				
District 6360 Dues	3,220	3,312	(92)	97.2%
Rotary International Dues	5,761	5,578	183	103.3%
PETS Training	210	400	(190)	52.5%
Lunch expense	23,448	23,920	(472)	98.0%
Guest lunches	667	1,000	(333)	66.7%
Comm Svc Lunchen	286	300	(14)	95.3%
Scholarship Lunchen	312	750	(438)	41.6%
Senior Center	2,820	2,760	60	102.2%
Supplies	691	1,000	(309)	69.1%
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%
Total Expense	37,860	39,425	(1,565)	96.0%
Net Income	(1,475)	20	(1,495)	-7376.3%

Portage Rotary Small Grant Application
Separate Summary Paragraph
Trauma Recovery Associates

Trauma Recovery Associates offers hope and healing for adult survivors of childhood trauma. This is accomplished through the use of a medically proven process called the Trauma Model developed by Colin A. Ross MD. Mental health professionals are trained in this model allowing them to better serve patients dealing with childhood trauma. In addition, Trauma Recovery Associates offers free programs to adult survivors employing this model that helps participants understand their responses to childhood abuse and neglect while gaining new skills to live healthier lives. Adult Survivors of childhood trauma often have problems with relationships, addictions, consistent employment and many other issues. The \$300 would be used to help fund the free programs for adult survivors. These programs are Healthy Living Skills and Healing Act. Thank you for your consideration.

Christine Berro
269-217-6525
Christine.berro@hotmail.com

2018-19 Portage Rotary Small Grant & Recognition Award Request



Guidelines

Portage Rotary Members are encouraged to identify and recommend community individuals and organizations for small grants in the areas of education, health, human, youth and senior services. In addition, recognition award requests for past contributions and to publicize future intentions of emerging community services are also encouraged.

The 2018-19 Portage Rotary Small Grants/Recognition Awards are allocated on a quarterly basis. All grants/awards will fall within the following guidelines:

- Requests must be made by a Portage Rotary Member (\$300 maximum)
- The Grant Committee will make recommendations to the Board
- Grants/Awards will be allocated in the \$100-\$300 range
- All recipients are encouraged to attend a Rotary luncheon to receive their check

6-28-2019

Date of Application: _____

Christine Berro

Nominating Member: _____

Trauma Recovery Associates

Grantee Individual/Organization: _____

1150 West Centre Ave, Portage, MI. 49024

Grantee Address: _____

Ken Schmidt

269-779-5322

Contact Person: _____ Phone: _____

TRA@TraumaRecoveryAssociates.com

269-327-7266

E-mail: _____ FAX: _____

300.00

Amount requested by Portage Rotary Member: \$ _____