

**Rotary International District 6860**  
**Winter Leadership Meeting**  
**Finance Committee Meeting**  
**February 27, 2015 1:00 pm**  
**MINUTES**

**Members Present:**

Chair, PDG Martin Uptain  
DG Jerry Shepherd  
DGE Pat Cross  
DGN Gary Andrew  
iPDG Tom Greene  
PDG Bo Porter  
PDG J.G. Brazil  
PDG Scott Stone  
Mary Grace Evans, District Secretary  
Alan Hartley, District Treasurer

**Members Absent:**

Randy Blackwell, District Auditor  
Bill Harwell, Audit Committee Chair  
DGDennis Brooks  
PDG Mary Jean Sanspree  
Dan Bundy  
Lee Weinman  
Joanie Gable

**Visitors:**

Chuck Adams -2015/2016 District Treasurer  
Steve Valdez  
Dennis Brooks  
Sue Mitchell

**Finance Committee Chair, PDG Uptain** called the meeting to order at 12:55.

**Chuck Adams** was introduced. Chuck will be the Treasurer for the 2015/2016 RIY. Chuck is a retired CPA. He, Pat and Gary has met to discuss how next year. He is on the Board for at least 2 years.

**District Secretary Evans** presented the minutes from the Fall Finance Committee Meeting.

Discussion: Governor and Treasurer work closely together to be sure to get request for additional 30% so as not to carry over as it has in the past.

Water Project: PDG Uptain said that District Water Lead did go to Mississippi. DG Shepherd said this is not just training; it is required to provide guidance. PDG Uptain added that it is required for sustainability. Gardendale is sending 2 people. There are 2 levels of training. We will have 3 people eligible to help people wit water projects. The company will maintain it the training has been done.

**Correction to minutes:** Action Item stated that Bo would check to see if it (referencing line for DG reimbursement of \$10,500 and District reimbursement of 10%) is disallowed. Bo clarified that allocation will not be allowed. This was for Phil's year and nit not available for Jerry's.

PDG Greene moved to approve  
DGE Cross seconded the motion with Bo's correction  
Passed

**PDG Uptain** said that Treasurer Alan's report was sent out via email and those with questions were asked to respond. No responses were received.

### **District Treasurer Hartley**

- Discussed the Balance Sheet – only observation do we need Paypal Account
- Accounts Receivable
  - Dues Year 2014-2015 – Explanation Tarrant – Pinson has not paid dues  
Bo interjected to clarify with Tom if this for this year. Yes, Tom confirmed the cleared the book last year.
- P/L – nothing unusual
- Budget Comparison July 1 – January 2015
  - PETS dues paid/received – Tarrant Pinson and Lawrence County (has not paid PETS). Jerry indicated that they usually pay in February/March.
- A/R Aging Summary
  - Jerry asked about Pell City \$605 (61-90). Tom said they are having Treasurer problems.
  - Looking over the Aging summary, Bo asked if we are still following the practice of continuing to send invoices. Alan said that if he does not know what the amounts represent, he cannot send an invoice.
  - Bo asked if we want to do something other than continuing to carry money on the aging summary.
  - Alan said he about clean since last year.
  - Pat suggested that Ron might know what they are.
  - Martin asked if there were suggestions for how to solve/prevent this problem in the future.
  - J.G. tried to clarify if these were bills that we have not collected?  
Shouldn't the previous Treasurer have passed on information on these?
  - Jerry said ideally yes, but they were not.
  - Bo asked during the last administration (when these were incurred) were we using Quickbooks? Answer was yes. Couldn't we go back and look?
  - Tom said the invoices might not be there.
  - Gary asked that if the Clubs that were billed \$195 for PETS attended?
- Alan was asked for check register.

**Bo Moved to accept the Transaction by Account** (for Treasurers Report)

**PDG Green seconded**

Treasurers Report approved

**DG Shepherd** submitted budget observations:

- Need to be able to see where we are financially
  - It is hard to decipher where you are. This should not be.

- Need a more fully integrated system
  - Consider leaving Quickbooks. We need a more integrated system.

**ACTION: Alan interjected he did not feel this was a QB issue. Alan would like to still have the committee get together (minutes from Fall meeting). Bo suggested that Randy (incoming Treasurer) be added to the committee as well as Pat and Gary. Bo said that he would take responsibility to get the group together. Tom also shared that he does not think leaving QB is the resolution, it is how to present reports. Suggested retaining information in the Cloud instead of on the computer for available access. Bo and Alan will talk later about a date and assemble the committee.**

- Help on expense account reviews
  - DG has to look at every one to decide where it needs to come out of the budget. It is a big responsibility. He envisioned a report that could be generated weekly for checks that need to be issued and a number of people could look at it.
- Annual transition
  - Wanted committee to be aware, 7030 allocation question. Club and District Admin (RI) requested to only submit expense accounts on a quarterly basis. When DG sends report on a quarterly basis, he responds with a report on how much spent and how much more to get additional 30%. Will make every effort to get this in early so there is no carryover.

James Leitner, District Conference Chair, was not at the meeting to talk about District Conference. PDG Uptain said to take the budget and asked Jerry to look it over.

**PDG Uptain** asked for Old Business – none

### **New Business**

**DG Greene** asked the taxes were submitted in November. Jerry stated that they were submitted. Tom requested that a copy be sent to the committee members. Was Audit done?

**ACTION: DGN Andrew will ask Randy Blackwell, District Auditor (not present at the meeting) at a regular Greater Huntsville Club meeting.**

**DGE Cross** stated that Jerry Mercer would be the auditor next year.

Bo read a statement by Randy Blackwell that was submitted with the 990, submitted without verification or audit.

Jerry said this is a standard disclaimer. Bo agreed; however, in the past we have had a review. In the review were general comment areas to pay attention to in the future (not an official audit). It was a financial review.

**DGE Cross** provided budget information for next year.

- DDF will be slightly larger – prefers not to add to budget to keep clean

- PETS Income – present charge is \$195. Committee has increased to \$300 as the \$195 did not cover expenses.

**Recommendation: each Club billed next year for \$195 and pick up the difference from reserves. Discuss at PETS and will see if we can raise more or possible increase member dues. Recommend to pull \$5565 from reserves.**

Discussion:

Jerry said we pay that money anyway.

JG questioned that since some Clubs can afford, he does not understand why the District would cover increase for every Club.

Bo suggested billing every Club \$300, but go easy on Clubs that cannot pay during the transition year (look at reserves)

Jerry said it has to be paid out of the District (not out of reserves). Places like AG costs, trainers, etc.

Gary stated that the District Leadership plan has been updated to increase the amount to \$300.

Pat asked for guidance if the Finance recommended billing \$300. Pat will rework the proposed budget.

Gary said it will be told at PETS

March 2016 PETS will be \$300

- Bo has a concern with the Evanston meeting. Fee is \$900 per person with 20/24 paying. This was not the case in the past. DGE and spouse were not paid for. He has a problem with others in the group paying. It should come out of DGE and spouse travel/allocation.

**PDG Greene moved to endorse budget based on discussion.**

**Bo seconded .**

**Approved.**

**Meeting was adjourned.**

**Respectfully Submitted,**

**Mary Grace Evans  
District Secretary**