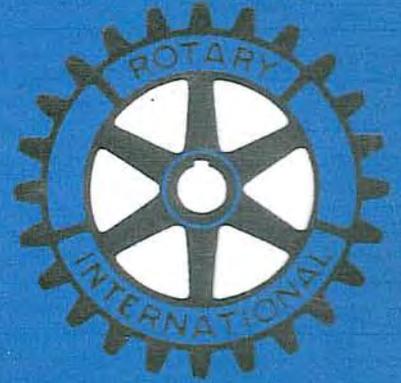


ROTARY INTERNATIONAL

**Rotary Club of Palatka**

**OPERATIONS  
MANUAL**



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# INTRODUCTION

# CLUB OPERATIONS MANUAL

This Club Operations Manual has been compiled to aid new members in understanding the organizational structure and the operations procedures of the Rotary Club of Palatka.

It also serves as an instructional manual for subcommittee chairs to understand the responsibility of each subcommittee and the procedures to be employed in accomplishing the goals and objectives of the subcommittee.

Every service activity of the Rotary Club of Palatka is directed toward fulfilling the MISSION OF ROTARY and THE OBJECT OF ROTARY.

## **ROTARY FACTS**

Paul Harris formed the first Rotary Club on February 23, 1905 with three of his law clients-coal merchant Silvester Schiele, mining engineer Gustavus Loehr, and merchant tailor Hiram Shorey. It was this meeting that formed the nucleus for the thousands of clubs later organized throughout the world.

Paul Harris named the new club Rotary because the members met in rotation at their various places of business.

Today there are approximately 1.2 million Rotarians serving in more than 32,000 clubs in more than 150 countries.

## **THE MISSION OF ROTARY**

Rotary's primary mission is service. In the community, in the workplace and throughout the world. Rotarians build goodwill and peace, undertake humanitarian endeavors, and encourage high ethical standards in all vocations, demonstrating by their actions

Rotary's motto:

**Service Above Self**

**They Profit Most Who Serve Best**

## **THE MEMBERSHIP OF ROTARY**

Rotarians are professional men and women who, as volunteers, work to improve the quality of life in their home and communities. Rotary Clubs worldwide meet weekly, and are non-political, non-religious, and open to all cultures, races, and creeds.

## **THE OBJECT OF ROTARY**

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular, to encourage and foster:

First...The development of acquaintanceship as an opportunity for service;

Second...High ethical standards in business and professions; the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third...The application of the ideal of service in each Rotarian's personal, business, and community life;

Fourth...The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## **THE FOUR WAY TEST**

of the things we think, say, or do

First...Is it the TRUTH?

Second...Is it FAIR to all concerned?

Third...Will it build GOODWILL and BETTER FRIENDSHIPS?

Fourth...Will it be BENEFICIAL to all concerned?

# HISTORY

## ROTARY IN PALATKA

*Compiled by Robert W. Webb  
November 21, 2008*

In recalling the history of the Rotary Club of Palatka, one needs also to recall the history of Palatka, Florida – and of Rotary International. The three are inextricably interwoven through this special span of time: 1920 to the present.

Born in the trying and turbulent era of the “Roaring Twenties”, Palatka Rotarians would witness the final throes of an era of another day in which their community had reached a degree of grandeur and fame. Because of its easy access by the St. Johns River, Palatka was Florida to many people. Riverboat travel was one of the principal means of transportation.

Actually the story begins before the year 1920 when William Bartram travelled the St. Johns River in 1775. At that time an Indian village sat on the banks of the river where Palatka is now located. In 1821 history records a trading post on the west bank of the St. Johns River when the land known as East Florida was ceded by Spain to the United States. The trading post prospered as a part of the Florida Territory; people moved in; commerce grew – cotton first, then citrus, then cypress lumber and river boats.

On March 3, 1845, Florida became a state. John Tyler was President of the United States and William D. Moseley of Palatka was elected the first Governor of Florida. Governor Moseley is buried in Oak Hill Cemetery here in Palatka.

In 1849, Putnam County was created from parts of Orange, Marion, St. Johns, and Duval Counties. At that time, all of Putnam County was west of the St. Johns River. The east side did not become a part of the county for several years.

In 1853, Palatka was granted a “city” charter and became the county seat. This was the same year that St. Mark’s Episcopal Church was organized. It is the oldest church in Putnam County.

During the 1850’s Palatka became the major center for tourism and for shipping citrus, produce, cypress shingles, live oak and cedar lumber. Palatka was a river port, an important entry into Florida.

The period between 1865 and 1895 has been called the “golden age” of Palatka. According to *The Historical News*, Palatka was known as the “Gem City of the South”. Palatka was larger than Jacksonville and was an important transportation hub. During this period seven steamboat lines operated out of Palatka and wharves extended across the riverfront. Large resort hotels and tourist businesses were prominent. Railroad lines terminated in Palatka and brought both freight and passengers to town.

In 1884 Palatka’s “Great Fire” wiped out the entire business district. However, Palatka was rebuilt with brick buildings and even more spacious homes. Then came the “Great Freezes” of 1894-1895 that wiped out the Putnam County citrus industry. At the same time the railroads extended their lines to south and central Florida and subsequently river travel decreased and the steamship business disappeared. In the mid 1890’s Palatka’s golden age ended, but Palatka

continued to expand its industries especially those dependent upon timber and its byproducts. Wilson Cypress Company continued its growth becoming the largest cypress mill in the world, producing 80,000 feet of lumber and 60,000 shingles a day.

It was during this era in the 1900's that a young Chicago lawyer, Paul P. Harris, saw the need for an organization that would give business and professional men of that city a better opportunity for understanding, friendship, and comradeship. He was also seeking honest men of integrity with whom to do business. As a result the first Rotary Club was formed on February 23, 1905.

Harris named the new organization "Rotary" because the original members met in rotation at their various places of business. Rapid growth of the fledgling organization soon necessitated seeking larger places to meet. Regular meetings around a meal evolved into weekly meetings now held by Rotary clubs around the world.

Each of the men who joined with Harris in forming the first club was engaged in a different type of service to the public. This "basis of membership" – one active member from each business or profession - became a cornerstone of Rotary.

Though the original reason for getting together was for personal and business benefits, the club members saw a need for improvements within the community. They quickly learned that involvement in community and people provided satisfaction while helping to build a better community. The Rotary mottos of "Service Above Self" and "They Profit Most Who Serve Best" characterize the objectives of Rotary.

Rotary International recognizes four "Avenues of Service":

- **Club Service** organizes and sets forth programs for operating the club.
- **Vocational Service** is the application of the ideal of service by every Rotarian through the practice of high ethical standards in his occupation.
- **Community Service** recognizes needs of the community and provides opportunities for the club to meet those needs.
- **International Service** promotes peace, understanding, and fellowship among peoples of the world.
- In 1955, Palatka Rotary added a fifth avenue, **Youth Service**, which focuses on numerous projects of service to young people.

Rotary continued to grow. In 1912, the Rotary Club of Jacksonville was founded making it the 41<sup>st</sup> club. It was part of Rotary District 8 which included Florida, Georgia, Alabama, and Cuba. The Jacksonville club sponsored the Gainesville club in 1918. In 1920 the Gainesville club sponsored the Rotary Club of Palatka which became club number 666 of Rotary International.

When the Rotary Club of Palatka began on May 6, 1920, the roster contained 16 members. Frank E. Waymer was the first president and Howell A. Davis was vice president. Thomas E. Mobley was treasurer, Henry M. Fearnside was secretary, and George R. Hilty was sergeant-at-arms. The club directors were the same as the officers. The 16 men were initiated into Rotary at a Charter Night Banquet held in the Recreational Building of Wilson Cypress Company which was also known as the Elks Club and the Athletic Club located on River Street. Earlier in the "royally

prepared program of activities," the new Rotarians and their sponsoring club had witnessed the Palatka vs. St. Augustine baseball game, later motoring to the potato fields at Hastings upon an inspection tour. While the initiation of members into a Rotary club is usually not too demonstrative, it was described by charter member Jim Spencer as "quite an occasion" with much initiation pomp. The charter was presented to the club by W. M. Pepper of Gainesville substituting for Dr. Albert A. Murphree, President of the University of Florida, Gainesville, special representative of Rotary International. Dr. Murphree had been detained by bad roads between Macon and Waycross. (The original framed charter is passed from president to president each year.) A gift from the sponsoring Gainesville club was the Rotary bell that is used to this day to signal the start and the conclusion of each meeting. The initiation was conducted by members of the sponsoring Gainesville club. Members from Rotary clubs in Jacksonville, St. Augustine, Ocala, Tampa, Orlando, and Palm Beach attended the charter night activities which included a banquet. Entertainment followed the more serious business of the occasion and selections were offered members and guests by the University of Florida Jazz Orchestra and the University Quartet. Frank Whittier, the song leader from Jacksonville, put pep into the songs and altogether the evening was one of the most delightful ever enjoyed in Palatka.

In a report of activities for the year 1920, the club financed a camping trip for Boy Scouts, held a boys luncheon to which the club invited the graduating class of the high school, and held a boys day at the country club. Other club projects included a Christmas tree with gifts for every child in the city. Money was also raised to secure the purchase of nine blocks of park property. Early accounts of the club's activities said: "Our club goes on record for or against anything that is proposed for the community, but takes no hand whatever in politics."

In January, 1922, the club held an "Annual President's Banquet". The committee in charge of the affair was Morris Cochrane, Roland Spearman, John Tilghman, Henry Fearnside, Jack Blake, Carl Davis, Arthur Cochrane, and Jim Spencer. Outgoing president and vice president Ernest Rowton and Weyman Houston would hand the Rotary year of 1922-23 over to Henry Fearnside and Jack Blake. The club had a membership of 56.

Although the Rotary Club of Palatka has always met on Tuesday, it has had numerous meeting places. Among those that have come to light while examining old Rotary records are Kupperbush Restaurant, the basement of the Baptist Church, St. Mark's Parish House, the Masonic Hall, the social hall of First Methodist Church (now known as St. James), the Elks Club, the Saratoga Hotel, the Civic Center, Holiday Inn (now Quality Inn), and back to the Roy Campbell Civic Center.

In 1925, past president Morris Cochrane appointed a committee of Fred Cochrane, Walter Hilliard, and Baynard Kendrick to handle the affairs of setting up a high school carnival. This was the forerunner of the Halloween carnival held for many years by Mellon and Moseley schools' PTA at which the Rotary Club maintained hamburger stands to raise money for the schools.

Records indicate that the formative years of Palatka Rotary were loquacious, to say the least. In 1926, the club authorized the expenditure of \$25 for the purchase of a timer for the speakers.

Travel was not as easy in 1925 as today. Roads were not as good, nor were facilities. Despite this, Rotary held a convention in West Palm Beach that was attended by 25 members and wives from The Rotary Club of Palatka.

Old newspaper articles reveal the following interesting bits of Putnam County history: In 1918, the Putnam County Commission refused to refurbish the jail saying "it was seldom used." In November 1918, Putnam County voted for statewide prohibition. Shortly thereafter, Sheriff Hagan seized 1308 quarts of liquor near Orange Mills. In the 1920's the land boom gave Florida a quick shot of rapid growth and the state of Georgia erected a barbed wire fence at the state line to keep Florida livestock from crossing state lines because Florida had free range. Also in 1920, voter registration was opened to women and Clara Bart was the first woman to register. Palatka Rotarians wanted to change the name of Lemon Street to Putnam Avenue. The first female official in Palatka was Mrs. H. H. Van Horne who was appointed Sanitation Supervisor.

In 1921 Mellon School was dedicated. It occupied the area between Lemon Street (now St. Johns Avenue) and Reid Street that is now the Court House parking lot. Few people today know that there was a movement to relocate the state capitol to Palatka. The Palatka Business Association formed and shortly thereafter reorganized as the Chamber of Commerce. In July of 1922 the first Putnam County Fair was held on Kirby Street.

*The Pal* is believed to be the first bulletin of the Rotary Club of Palatka. How long it was published is not known; however, Volume 1, number 7 was issued July 9, 1923. *Rotarian Wrote* appeared in 1925 and was edited by B. H. Kendrick. Its duration is unknown. *This Rotary Month* appeared in 1956 or 1957 as a monthly bulletin until 1962 when *The Rotagram* came into being. It was printed and distributed weekly at the noon meetings until 2008 when the age of electronics brought about the ebulletin which doomed the printed bulletin to oblivion.

During the 1920's several Palatka Rotarians were elected mayor of Palatka: H. M. Fearnside in 1921, Howell Davis in 1924, and Frank Waymer in 1926. On July 11, 1926, the First Baptist Church with its new red brick building on 5<sup>th</sup> and Oak Streets opened. In 1927 the Memorial Bridge (a drawbridge) was completed at a cost of \$1,250,000 and opened for traffic. The underpass at Crill Avenue opened February 29, 1928. Of particular interest to historians was the discovery of Indian burial mounds in East Palatka. Twenty-six skeletons were sent to the Smithsonian Institute. In 1928 the Glendale Terrace Hospital opened in Palatka near the Ravine Gardens. Affecting not only Palatka but the entire country was the collapse of the stock market in 1929.

In 1930 the Putnam County population numbered 18,096. That year The Larimer Memorial Library (now Larimer Arts Center) was dedicated by Mellon, Florida Furniture Factory was chartered, and the excursion boat "Noah's Ark" captained by Noah Tilghman made its maiden voyage. Although the depression created a hiatus during which few clubs were organized, the Rotary Club of Palatka continued to survive. On the national level in 1931, President Hoover signed the act making the Star Spangled Banner our national anthem. In 1932 Franklin Roosevelt became President.

Meanwhile back in Putnam County, tolls were removed from Memorial Bridge in 1933. In 1934 Ravine Gardens was opened developed by the FERA and the Civil Works Administration. The club saw the start of the Florida Cross State Barge Canal. It would record the canal's failure but witness its start again in the early 60's and its ultimate demise by President Nixon. Putnam County became third in the nation in potato production and in 1937 the East Palatka Farmers' Market opened.

By the time the Rotary Club of Palatka celebrated its twentieth anniversary in 1940, it had faced challenges, even the challenge of survival. But survive it did. It had grown also despite the ravages of the thirties. Club membership had dropped from around 60 in 1925 to about 25 in 1940.

The attack on Pearl Harbor in 1941 plunged the country into World War II which brought about rationing of sugar, gasoline, coffee, and shoes. Victory gardens were everywhere. In 1945 Roosevelt died, Truman became President and ordered the bombing of Hiroshima and Nagasaki.

In 1945 the Rotary Club of Palatka celebrated its 25<sup>th</sup> Anniversary in the Coca Cola Auditorium. Membership at that time stood at 37. The scope of Rotary's community endeavors had broadened and the operating budget at that time was slightly less than \$1500.

The post World War II era saw the club growing again. Putnam County's economy expanded as a period of rapid growth began in Florida. The Palatka city fathers worked hard to bring new businesses into the area. The Mazer family from New York built Hudson Pulp and Paper Corp. which today is Georgia Pacific. Florida Furniture flourished and Florida Power and Light opened their East Palatka plant. Of interest also is the fact that in 1947 Florida State College for Women was changed to Florida State University and the University of Florida opened its doors to women students.

By 1958 the operating budget for the Rotary club had climbed to \$3,400. Youth activities, underprivileged children's work and other local endeavors had increased considerably. St. Johns River Junior College was established in 1958. Other significant events in the late 50's and early 60's included building State Road 19 through the Ocala National Forest, constructing a new high-rise Memorial Bridge, opening Central States Paper Company on Reid Street (now Mathews Business Park), and expanding Florida Furniture.

The Palatka club has consistently maintained high standards for its members and has produced four district governors: Jim Spencer 1951-1952, Frank Hancock 1961-1962, Bob Webb 1976-1977, and Shann Purinton, the first woman district governor in District 6970, 2005-2006.

Rotarian "Doc" Harper was elected Mayor of Palatka in the 50's. Frank Hancock served two terms as Mayor of Palatka from 1962 to 1966. During Hancock's tenure as mayor, Lemon Street was officially changed to St. Johns Avenue.

Over the years the club has had many interesting and worthwhile projects including support of the Girl Scout Hut, building of the Rotary-Griffin Amphitheater on the riverfront, the Rotary Park ball field, providing \$10,000 seed money for the new library, contributing funds to pay for

the entrance to the City Dock, holding the Red Carpet Ball for 30 years raising funds to support local projects, supporting Meals on Wheels and the Science Fair, providing Thanksgiving and Christmas baskets to needy families, assisting underprivileged children, purchasing a piano for Lakeshore Nursing Home, contributing to the construction of Edgar Johnson Senior Center, spearheaded the drive to construct Project PLAY playground at Johnny Theobald Park, contributed to construction of restrooms at the park, renovated the children's waiting room at Putnam Behavioral Health Care, provided dictionaries for every third grader in Putnam County, provided lighting for Babe Ruth Field, furnished a room at Haven Hospice Roberts Care Center, contributed funds to construct an obstacle training course at Shands Boy Scout camp, and spearheaded the effort to obtain funds (\$1.8 million) to enlarge, renovate, and redecorate the Roy Campbell Civic Center. In 1966 the Rotary Club of Palatka sponsored the Interact Club at Palatka Senior High School. In 1968 Rotaract was chartered at St. Johns River Junior College. Our Rotary club has sponsored Little League baseball teams and soccer teams. For many years the club sponsored an all-night party for graduating seniors at Palatka's high school.

In 1995, the club sponsored a Health Fair at the Palatka Mall with 25 health care providers and an attendance of 300-400. By 2008 the Fair had expanded to 45 health exhibitors visited by some 2000 participants. In 1996, the Blood Screening Project replaced the Red Carpet Ball as the club's primary fundraiser. The project is made possible by thousands of hours of volunteer work by club members and by the generosity of the club's medical partners, Putnam Community Medical Center and LabCorp. The \$40,000 - \$50,000 raised annually supports the club's service projects. Each year testimonials are received from attendees telling how the Health Fair and/or the Blood Screening Project has changed their habits, lifestyle, or even saved their life.

Also in 1995, to annually recognize appropriately those individuals who achieve excellence, practice high ethical standards and make significant contributions to the community, the club established the S.T.E.P. Awards and the "Service Above Self" Award. The acronym S.T.E.P. stands for Student, Teacher, Employer, and Practitioner (employee). The "Service Above Self" Award is given to an individual within the community who exemplifies the Rotary motto by freely giving time and talents to make the highest possible contributions to humankind through making the lives of others better.

One benefit to Rotary membership is that the club is a part of Rotary International allowing participation on a world-wide scale. One of the most phenomenal efforts since 1985 has been Rotary's commitment to eradicate polio. Rotarians have stunned the international health community by raising over \$600 million to support immunization projects. Polioplus is Rotary's massive effort to immunize children of the world against poliomyelitis and five other deadly diseases. By 2008, with the world 99% polio free, Rotary was raising another \$100 million to meet the "Gates Challenge" by Bill Gates who was offering \$100 million to the cause if Rotary would match it.

The Rotary Club of Palatka sponsored the Rotary Club of Crescent City in 1927 and the Rotary Club of Palatka Sunrise in 1989. In 1997, the club reached out in an international venture to play a significant role in the establishment of a Rotary club in Palatka's sister city of Palatka, Russia. The club has contributed more than \$257,000 to The Rotary Foundation. It is a 100% Paul Harris Fellow club. Of special significance is the fact that it was the first in the district to achieve that

status. The club has sponsored four Ambassadorial Scholarships paid wholly by The Rotary Foundation. The recipients, who pursued graduate studies for a year abroad in the country of their choosing with all expenses paid, were Lonnie Keene, Jimmy Touchton, and Lory Howell from Palatka, Florida, and Oksana Samara from Palatka, Russia. The 2008 value of the scholarship was reported to be \$26,000. Over the years since 1977 Palatka has hosted over a hundred participants as a part of Rotary International's Group Study Exchange from countries such as Brazil, Argentina, India, Australia, Spain, Denmark, and the Philippines. The first female member was accepted into Rotary in California in 1987. The first woman joined the Rotary Club of Palatka in November 1990.

In 2006, the Rotary Club of Palatka, at the encouragement of Rotary International, revised the committee structure around five Standing Committees – Membership, Club Administration, Service Projects, Public Relations, and The Rotary Foundation – with several subcommittees in each to accomplish the work of the club.

In November, 2008, Rotary International boasted 33,270 clubs with more than 1,231,000 members, 7,396 Rotaract clubs with more than 170,100 members, 11,605 Interact clubs with over 266,900 members, and 6357 Rotary Community Corps with over 146,200 members. The roster of the Rotary Club of Palatka showed 82 members and a budget of \$179,000. When world-wide growth required a new numbering system for clubs, the Rotary Club of Palatka was assigned number 4381.

Before the sound of the riverboat horn had died from the broad, hyacinth-lined shores of the St. Johns River, Rotary came to Palatka. Since that day in 1920, Palatka, Rotary International, and the Rotary Club of Palatka have been interconnected in many ways. Although the club has accomplished many goals, there is no time to rest. To founder Paul Harris, Rotary was meant to be always on the move, ever changing, ever seeking new opportunities to serve through addressing new needs. "We live in a changing world," he once said, "and Rotary must be prepared to change with it."

"Rotary stands; though the tempest rages about – Rotary still stands," said Harris. "Why and how? Because it is grounded not on fear, rivalry, suspicion, but on the eternal and indestructible rocks of friendliness, tolerance, and usefulness." As long as Palatka Rotarians continue to live by the mottos of "Service Above Self" and "They Profit Most Who Serve Best," there will be **Rotary in Palatka.**

*This article has been compiled from the original newspaper reporting of the chartering of the Rotary Club of Palatka that appeared in the "Gainesville Daily Sun," May 8, 1920, an article by an unknown reporter that appeared in the 50<sup>th</sup> Anniversary of the Rotary Club of Palatka supplement to the "Palatka Daily News," May 5, 1970, the printed program of the 60<sup>th</sup> Anniversary Celebration of the Rotary Club of Palatka in 1980, an article entitled "75 Years of Rotary in Palatka" that appeared in a supplement to the "Palatka Daily News, April 10, 1995, written by Otha Powell, Peggy White, and Shann Purinton, and the December 2008 issue of "The Rotarian" magazine. We are indebted to all these sources.*

## **HISTORY OF THE RELATIONSHIP BETWEEN THE ROY CAMPBELL CIVIC CENTER AND THE ROTARY CLUB OF PALATKA**

During the second half of 1998, C. L. Overturf, then President of the Rotary Club of Palatka, appointed a group of fellow Rotarians to an ad hoc committee named "Enhance the Image of Rotary". The committee was composed of Dan Martinez, Bob Webb, Dr. Iftikhar Ahmad, Shann Purinton, Dan Thies, Joe Pickens, John L. Mikell and C. L. Overturf. This committee was charged with reviewing the needs of the community and to report their conclusions to the Board of Directors of the Club. After many weeks of deliberation, the committee concluded that the community lacked public access to quality meeting/conference rooms and banquet facility with a well equipped kitchen for civic and private organizations which would accommodate special events such as weddings, receptions, birthday parties, showers and reunions. The committee explored the possibility of erecting a building to be owned by the Club, but unfortunately, the committee learned that Rotary International does not permit clubs to own real property.

Upon inspection in early 1999 of the Roy E. Campbell Civic Center, the committee found the building to be in deplorable condition with most of the kitchen appliances and supplies unusable or missing. Local civic clubs had discontinued holding their luncheon meetings at the Civic Center. The two meeting rooms across the open breezeway from the auditorium were too small. More importantly, the two restrooms on the premises were inoperable, overflowing and flooded almost weekly.

The committee decided that the community's greatest need was in having a new two story facility with four large meeting/conference rooms, four new restrooms on two floors as well as large auditorium with stage and a properly equipped kitchen that would support over 200 guests. The Rotary Club of Palatka felt that they could gain support from the community using the Blood Screening project income as seed money for the venture to totally renovate the Civic Center.

Four members of the committee, Dan Martinez, Bob Webb, Shann Purinton and Dan Thies approached one of its members, Kelley R. Smith, State Representative for our District 21 for support of the project. District 21 includes Ravine Gardens State Park. We solicited his help in funding the remodeling and expansion of the Roy E. Campbell Civic Center. We envisioned a new two story building in place of the existing one story building and renovating the auditorium and kitchen. Kelley bought in on the Club's vision and promised to pursue an appropriation of one million dollars in the next session of the Legislature to accomplish the dream. Kelley met with Wendy Stevens, Secretary of the Division, who immediately endorsed the project.

In the meantime, Ms. Stevens assigned architects from Tallahassee to work with Bob Rundle, Park Manager, and the Rotary Club of Palatka committee to scope the project and review the many conceptual drawings and floor plans presented to us. The final plans included a new two story building which contained two meeting/conference rooms and two restrooms on each floor. Also the building would include a suite of Park administrative offices on the second floor replacing the cramped one-room office at ground level, an air conditioned lobby on each floor, an elevator and a Board Room for meetings of 14 persons or less. The existing stage was relocated to the north side of the auditorium with the old stage being converted to a serving

room. A Sun Deck was added overlooking the Ravines with access to the Ravine Room, downstairs lobby and the kitchen. The Auditorium and Ravine Room, which can be used independently of each other, would accommodate a total of 240 persons. New ceiling and roof was installed in the Auditorium, Ravine Room, kitchen and stage. New heating and air conditioning systems and a new metal roof were designed for the Civic Center.

As a result of the one million dollar appropriation proposed by State Rep. Kelley Smith and supported by Secretary Wendy Stevens for the remodeling and expansion of the Civic Center at the Ravine Gardens State Park, Ms. Stevens agreed that all rental fees would be waived for the use of the Civic Center by the Rotary Club of Palatka for as long as the Club made use of the facilities. Bob Rundle and the Club were made aware of this arrangement.

When the bids were received by the Park Service for the Civic Center project, it was found that the one million dollar appropriation was inadequate. Kelley Smith had to retire in 2000 from the State House of Representatives due to term limits. Fortunately, the new State Representative for District 21 was Joe Pickens, a member of the Rotary Club of Palatka. He was successful in appropriating an additional \$400,000 for the Ravine Gardens Civic Center project.

The dedication of the remodeling and expansion of the Civic Center was held on Tuesday, October 8, 2002 with Ms. Stevens, State Rep. Joe Pickens, Past State Rep. Kelley Smith and other dignitaries. Past District Governor Bob Webb was Master of Ceremonies. The downstairs meeting/conference rooms were dedicated with appropriate wall plaques to Kelley R. Smith for his support and work with Ms. Stevens to fund the project. That was the day that the Rotary Club of Palatka held its first catered luncheon meeting at the Ravine Gardens. We have been exempted from rental fees at the Civic Center since that date.

The Rotary Club of Palatka donated \$100,000 to the Civic Center Remodeling and Expansion Project. The State of Florida matched the donation with \$67,000. The \$167,000 was dedicated to the purchase of kitchen appliances and supplies. Included in the purchase was the installation of a walk-in freezer and ice machine. All furnishings throughout the building were chosen by a committee composed of Club members.

Additional contributions were made to the project through the efforts of the "Club's Enhance the Image of Rotary" committee bringing the total investment in the renovation project to 1.8 million dollars. The purchase of the meeting/conference room furniture as well as the furniture in the upstairs lobby was made possible through a grant from Georgia Pacific Corporation. Conference table and chairs for the Board Room, which was specifically designed to serve as the Board of Directors Room for the Rotary Club of Palatka, were made possible through a grant from Mr. & Mrs. Daniel A. Martinez. Appropriate plaques are mounted in each area.

The Rotary Club of Palatka continues to support the Ravine Gardens State Park through its efforts to reduce its costs to operate. Georgia Pacific's Palatka Operations agreed to furnish the Civic Center with all of its bath tissue and towel needs. Additionally, Georgia Pacific installed their motion detector automatic towel dispensers in all of the seven restrooms in the Park and also supplies the special towel rolls that fit the dispensers resulting in an annual savings to the Park of over \$1,500.

## CLUB TRADITIONS

**First names:** Rotarians refer to each other by their first name. In founding Rotary Paul Harris was seeking to make new friendships creating an atmosphere of warmth and familiarity reminiscent of the small town in Vermont where he grew up. Since arriving in Chicago Paul had made acquaintances, but no true friends. The thought came to him one evening as he visited with a friend in his friend's Chicago neighborhood. As they went from store to store the friend knew everyone well and called them by their first name. It was this kind of intimate friendship that Paul wanted to create in Rotary, one where everyone was on a first name basis. Paul's favorite quotation was, "He who has a thousand friends has not a friend to spare." This firmly established tradition of "first names only" may elicit a fine from the Sergeant-at-Arms to any member using a title such as Mister, Doctor, Miss, Mrs., Professor, etc. Rotarians are to be called by their first name, or nickname if they have one.

**No business transactions at Rotary meetings:** One reason for founding Rotary was to promote business dealings with honest men of integrity. In 1905 Chicago was still pretty much a frontier town where the phrase "let the buyer beware" reflected the business climate. By 1911, Rotarians had come to the conclusion that service to others to improve the community was a more valid reason for Rotary's existence. They realized that the makeup of Rotary's membership of leading business and professional men in each community gave Rotary sufficient clout to make good things happen to improve the community. All business dealings were dropped in favor of community service and a policy was adopted that no business dealings would be transacted at a Rotary meeting. Today, discussing a business deal with a fellow Rotarian during a Rotary meeting is a fineable offense. Coming to a Rotary meeting should be a pleasant break from the daily business grind.

**"Hi" to visiting Rotarians:** In the early days of Palatka Rotary a tradition was begun of greeting visiting Rotarians when introduced to the club with a hearty "Hi John", using only the *first* name of the visitor, of course. That local tradition has been preserved. It is not appropriate or acceptable to applaud the introduction of a visiting Rotarian. Each one is to be greeted with "Hi" followed by the Rotarian's first name.

Guests of Rotarians are applauded when introduced.

**Club Singing:** Rotary clubs have been singing clubs since the first club was established in Chicago in 1905. The fifth man to join Rotary was Harry Ruggles, a musically inclined printer by trade who introduced singing to the group. Club singing has been described as one of the most prominent characteristics of Rotary fellowship. It has always been an integral part of the Rotary Club of Palatka.

**A Toy at Christmas:** Another local tradition of our club is bringing an unwrapped toy to go under the tree at our Christmas party. That serves as admission to the party. The toys are collected after the party by the Community Needs / Projects Subcommittee for distribution to children of indigent families.

**Sweetheart Luncheon:** A very enjoyable tradition is the Sweetheart Luncheon held the Tuesday before Valentine's Day. Each Rotarian brings his/her sweetheart to lunch that day. A special program of entertainment is provided usually by students of music and dance from the Florida School of the Arts. Female sweethearts receive a long stem rose while the male sweethearts receive a box containing 3 or 4 chocolates as mementos of the occasion.

**Community Projects:** A tradition of tackling innovative community projects to meet specific needs was begun by the Rotary Club of Chicago when they constructed "comfort stations", the first public rest rooms in that city. Taking a cue from Chicago Rotary's example, our Rotary club built rest rooms at the Project PLAY playground as a project commemorating Rotary's 100<sup>th</sup> Anniversary. Today Rotary clubs around the world are engaged in projects designed to meet needs and improve the quality of life wherever they exist.

**Club Banners:** One of the colorful traditions of our club and many others worldwide is the exchange of club banners. Rotarians traveling to distant locations take banners to exchange at make-up meetings as a token of friendship. The decorative banners are used for displays at meetings and district events. The exchange is a meaningful gesture that serves as a tangible symbol of international fellowship. Our club boasts a very large collection of club banners from many parts of the globe.

**The Rotary Gearwheel Emblem:** The wearing and displaying of the Rotary gearwheel emblem is a tradition that is recognized worldwide. Rotarians are urged to wear the lapel emblem at all times. It designates the wearer as a person of honor and integrity, someone who can be trusted.

**Remembrance of a deceased Rotarian:** The established local tradition of sending a "broken wheel" (a wheel with a portion missing) floral arrangement to the funeral of a member has been changed. When the cost became exorbitant, the decision was made to send a donation from the club to the Rotary Foundation, or to a charity of the decedent's choice. While floral arrangements quickly fade and die, memorial gifts tend to live on. This philosophy is in keeping with a tradition established by Rotary's founder who requested no flowers at his funeral. Instead he asked that contributions be made to The Rotary Foundation. While no firm policy has ever been established regarding an appropriate remembrance from the club at the loss of the spouse of a Rotarian, the practice has been followed of making a contribution from the club in memory of the loved one to a favorite charity of the decedent.

**Rotary is a Family Affair:** In keeping with Rotary International's emphasis that Rotary is a family affair, the Rotary Club of Palatka includes widows and widowers of deceased members by inviting them to certain club functions such as the Christmas Party, Installation Banquet, and Sweetheart Luncheon. In fact, this was a standard practice in Palatka Rotary long before the emphasis by Rotary International.

**Civic Club Luncheon:** As a show of our support for Putnam County agriculture and locally manufactured products we hold our regular weekly meeting at the Fairgrounds during the Putnam County Fair each year in conjunction with other civic clubs.

**Group Study Exchange:** Since 1977 we have participated on a regular basis with Group Study Exchanges to our district hosting the GSE team and acquainting them with our culture, business, industry, agriculture, and government. Often our club partners with Sunrise Rotary to provide an evening of fellowship and entertainment. We have successfully nominated several from this area to be part of the outgoing team to a district overseas.

**Gift for the District Governor:** It has long been a tradition in our club, indeed of most Rotary clubs, to present the District Governor with a very nice gift upon the occasion of his/her official visit to the club. It is customary to budget a minimum of \$100 for the gift.

**PAST OFFICERS  
ROTARY CLUB OF PALATKA**

<b>PRESIDENT</b>	<b>YEAR</b>	<b>SECRETARY</b>
Frank E. Waymer	1920-1921	Henry M. Fearnside
Charles E. Rowton	1921-1922	Henry M. Fearnside
Henry M. Fearnside	1922-1923	J. F. Blake
Dr. E. W. Warren	1923-1924	J. F. Blake
A. Weyman Houston	1924-1925	J. G. Spencer
Morris B. Cochrane	1925-1926	J. G. Spencer
Howell A. Davis	1926-1927	J. G. Spencer
Joe H. Yelverton	1927-1928	A. P. Carswell
J. G. Spencer	1928-1929	Fred T. Merrill
Joe H. Haughton	1929-1930	Fred T. Merrill
Louis Kalbfield	1930-1931	J. Frank Godard
W. Carl Davis	1931-1932	Bryron Cooper
Fred T. Merrill	1932-1933	J. G. Spencer
H. E. Merryday	1933-1934	J. G. Spencer
John Willis	1934-1935	A. Weyman Houston
J. Walter Hilliard	1935-1936	A. Weyman Houston
C. J. Mathews	1936-1937	A. Weyman Houston
Ralph Crosby	1937-1938	E. Paul Dunklin
Dr. F. Emory Bell	1938-1939	J. G. Spencer
C. Howard Rowton	1939-1940	Mike Lamon
Ben Beasley	1940-1941	Mike Lamon
Jack Blake, Sr.	1941-1942	Mike Lamon
Newell Davis	1942-1943	Mike Lamon
Bill Pearce	1943-1944	Mike Lamon
Ed Groves	1944-1945	Mike Lamon
Charles Hyde	1945-1946	Mike Lamon
Alston hale	1946-1947	Mike Lamon
Mike Lamon	1947-1948	Joseph E. Crabb
John Sproull, Sr.	1948-1949	Jack Blake
Bill Walker	1949-1950	Jack Blake
Ocie M. Webb	1950-1951	Jack Blake
Howard Gardner, Jr.	1951-1952	Jack Blake
George Mitchell	1952-1953	Paul Hudson
L. C. McCall	1953-1954	Paul Hudson
J. Ralph Neale	1954-1955	Paul Hudson
Frank M. Hancock	1955-1956	Paul Hudson
Paul Hudson	1956-1957	Quincy Masters, Sr.
Jack Blake	1957-1958	Quincy Masters, Sr.
Broadus Breland	1958-1959	Quincy Masters, Sr.
Quincy Masters	1959-1960	Jim Gaylor
L. W. (Spud) Harrell	1960-1961	Jim Gaylor
JimGaylor	1961-1962	Robert W. (Bob) Webb
Robert W. (Bob) Webb	1962-1963	Dr. Charles Barrineau

Dr. Charles Barrineau	1963-1964	Keith Steen
Keith Steen	1964-1965	T. G. Davis
T. G. Davis	1965-1966	Ed Beckler
Ed Beckler	1966-1967	Otha Powell
Otha Powell & Ed Beckler	1967-1968	Jake Jacoway
Jake Jacoway	1968-1969	Paul Hege
Charles LaPradd	1969-1970	Dick Westbury
Dick Westbury	1970-1971	Bill Huntley
Howard Day	1971-1972	Howard Gardner III
John Gaines	1972-1973	Ray Bunton
Robert L. McLendon	1973-1974	Bob Fisk
Howard Gardner III	1974-1975	Dr. Fred Griffin
Dr. Fred Griffin	1975-1976	Dr. Robert Mitchem
Benny Arnold	1976-1977	Harold Hose
Harold Hose	1977-1978	Doug Lewis
Ray Bunton	1978-1979	John Sproull, Jr.
Albert Malone	1979-1980	Don Toland
Joe Miller II	1980-1981	Brian Michaels
Brian Michaels	1981-1982	Jim Young
Charles Hood	1982-1983	Sam Browning III
W. W. (Bunky) Roberts	1983-1984	Bill Suttlemyre
Sam Browning III	1984-1985	Don Holmes
Bill Suttlemyre	1985-1986	Lee Shiver
Larry Freeman	1986-1987	Bill Baxter
John Sproull, Jr.	1987-1988	Taylor Matthews
Bill Baxter	1988-1989	Ray Bunton, Jr.
Terry Furr	1989-1990	Joe Pickens
Taylor Matthews	1990-1991	Austin Tilton
Austin Tilton	1991-1992	Marvin Goebel
Gary Adams	1992-1993	Doug Webb
Don Holmes	1993-1994	Ronnie Tumlin
Robert W. (Bob) Webb	1994-1995	Shann Purinton
John L. Mikell	1995-1996	Peggy White
Daniel Martinez	1996-1997	Kerry Rowell
Shann Purinton	1997-1998	Dan R. Thies
C. L. Overturf	1998-1999	Ifti Ahmad
Dan R. Thies	1999-2000	Sherry V. Risch
Dr. Iftikhar Ahmad	2000-2001	Art Shaw
Gary Lott	2001-2002	Ed Ingram
Robert (Rusty) Starr	2002-2003	Adam Mengel
John Stephenson	2003-2004	Mark Gordon
Dr. K. K. Singh	2004-2005	Kirk Kief
Peggy White	2005-2006	John Charles Mikell
Pat Freeman	2006-2007	Dawn Miles
John (Skip) Lorenzen	2007-2008	Marsha Davis-Flowers
Gary Getchell	2008-2009	Derek Hembree

# ORGANIZATION

## BOARD OF DIRECTORS

The Rotary Club of Palatka is governed by a thirteen member Board of Directors. Most all of the business of the club is transacted at the monthly Board of Directors meeting held at 5:30 p.m. the third Tuesday of each month in the Rotary Club of Palatka's Board Room in the Roy Campbell Civic Center.

## AVENUES OF SERVICE

The activities and projects of the club are accomplished through various committees that organize the activity or project and lead the effort utilizing the manpower of club members. Until 2006, Rotary Clubs worldwide accomplished the objective of serving others through four venues called **Avenues of Service**. Rotary International established four avenues: Club Service, Vocational Service, Community Service, and International Service. In 1955 the Rotary Club of Palatka created a fifth avenue, Youth Service, because so many of our efforts were directed to the youth of our community. There were numerous committees within each avenue of service doing the work of the club.

## STANDING COMMITTEES

In 2006, the Rotary Club of Palatka, at the encouragement of Rotary International, revised our committee structure around five Standing Committees with several Subcommittees in each. The work of the club is now accomplished through these subcommittees. The five Standing Committees and their Subcommittees are:

### MEMBERSHIP

Membership Development  
Classifications  
Membership  
Rotary Information

### CLUB ADMINISTRATION

Welcoming  
Sergeant-at-Arms  
Program  
Club Communications  
Attendance  
Magazine  
Club Archives  
Fellowship  
Sunshine  
Club Singing  
Food

**SERVICE PROJECTS**

**Blood Screening**  
**Health Fair**  
**Vocational Service Awards**  
**Scholarships**  
**Ambassadorial Scholarships**  
**Interact**  
**Youth / RYLA**  
**Community Needs / Projects**  
**Group Study Exchange**

**PUBLIC RELATIONS**

**Club Public Relations**

**THE ROTARY FOUNDATION**

**Annual Giving**  
**Benefactors**  
**Bequests**  
**Grants**

# **MEMBERSHIP**

## **Subcommittees**

**Membership Development  
Classifications  
Membership  
Rotary Information**

## MEMBERSHIP DEVELOPMENT SUBCOMMITTEE

The **Membership Development Subcommittee** is responsible for membership growth and retention through (1) coordination of club efforts to seek qualified prospects, (2) educating club members on proper procedures for proposing prospects, (3) coordinating with the president and other subcommittee chairs in developing orientation classes for new members to educate the new members on the many aspects of Rotary International, our club, and the role of the new member in Rotary. The goal for the exact number of new members each year will be set by the club president.

### **Procedures:**

**Membership growth:** From mid-October to mid-March each year, the subcommittee will engage the membership in "*Share Rotary Fellowship*" through a concerted effort to seek qualified prospects for membership. At the luncheon meeting closest to October 15, the subcommittee will review the dos and don'ts of proposing a new member, announce the teams as selected by the subcommittee, and announce the prizes to be awarded to the winning team. Every club member will be on a team. All prizes must have prior approval of the Board. At the luncheon meeting closest to March 15, the subcommittee will announce the winners and award the prizes as follows with an estimated cost of \$400.00:

1. Free meals for 4 weeks for the winning team (Team of 8)
2. Restaurant Gift Certificates (Several team winners) Donation by merchants
3. Staples Gift Certificates (Several team winners) Donation by Staples
4. Small prize for the proposer of each new member
5. Monthly prize for the team with the most inductees

**New Member Orientation:** The subcommittee will coordinate with the president to set up regularly scheduled classes for all members that have been in the club less than one year. Topics for orientation may include but are not limited to History of the Rotary Club of Palatka, Organization and Structure of the Club, Rotary Emblem, Object of Rotary, The 4-Way Test, Club Directory, Attendance Requirements, Methods of Make Up, Classifications, Qualifications of Members, How to Propose a New Member, Traditions and Culture of Rotary and Our Club, Interact, RYLA, Youth Activities, S.T.E.P. and S.O.S. Awards, Health Fair, Blood Screening, Project PLAY, THE ROTARY FOUNDATION and its programs of PolioPlus, Ambassadorial Scholarships, and Group Study Exchange. Orientation classes will be held at the Putnam State Bank Conference Center at times convenient to the participants.

**Membership Retention:** Each month the club Secretary will inform the subcommittee of the members in danger of losing their membership due to approaching four consecutive absences and/or falling below 50% in attendance during a 6 month club period. The subcommittee chair will inform the proposer or the mentor of the situation. The subcommittee will also send a card to the member in danger. This two-contact system indicates that the club values the member and stresses the importance of attendance.

## CLASSIFICATIONS SUBCOMMITTEE

The **Classifications Subcommittee** shall as early as possible, but no later than 31 August of each year make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications; shall review, where necessary, existing classifications represented within the club; and shall counsel with the Board on all classification problems. The Classifications Subcommittee shall consist of three past presidents, one to be appointed each year for a term of three years. Each appointee moves from the bottom of the list to the top, the third year serving as chair of the subcommittee.

### **Procedures:**

Each membership proposal will be carefully examined by the subcommittee to determine that the individual proposed for membership is given a classification that reflects what the individual does to serve society. Each active member of a Rotary club is classified according to the member's business or profession. A classification describes either the principal and recognized activity of the firm with which the member is connected or the member's principal and recognized activity. For example; the president of a bank is not classified as "Bank President" or "Banker", but is properly classified as "Banking". When classifying a prospect, the Classifications Subcommittee shall determine that the prospect devotes at least 60% of his/her commercial, industrial, or professional time to that activity which his classification describes, or earns 60% or more of his/her income from that activity, and be generally recognized within the locality of being primarily engaged in that business or professional activity. When a prospect has been classified, the proposal is returned to the president with the recommended classification.

In a club of our size (80-89) there may be 8 active members with the same classification (10%). There are no limitations on 3 classifications; news media, clergy, and the judiciary. It is vital that the club have a well-balanced membership in which no business or professional group dominates. It is preferable that the number of active members whose classifications describe related or allied activities not exceed 10% of the total number of active members.

In preparing the roster of filled and unfilled classifications, the first step shall be to update the existing roster by removing names of those no longer in the club and adding names of the new members. In seeking prospects to fill open classifications the subcommittee may wish to utilize sources such as the Chamber of Commerce directory and the yellow pages.

## MEMBERSHIP SUBCOMMITTEE

**The Membership Subcommittee** is responsible for considering all proposals for membership from the personal standpoint.

**Procedure:**

This subcommittee shall thoroughly investigate the character, business, social, and community standing and general eligibility of all persons proposed for membership utilizing all avenues and strategies available.

This subcommittee will be comprised of past presidents from one to four in number. This shall be the only secret subcommittee in the club. The members of this subcommittee shall be known only to the President and shall report their decisions on all proposals for membership only to the President. The decisions of this subcommittee are final and not subject to appeal.

## ROTARY INFORMATION SUBCOMMITTEE

**The Rotary Information Subcommittee** is responsible for imparting information about Rotary to all our club members and prospective members. The subcommittee's membership is comprised of past presidents selected by the club president each year.

### **Procedures:**

With regard to prospective members, two members of the Rotary Information Subcommittee meet with the proposer, the prospective member and spouse in the home or office of the prospect (if possible). During this visit of approximately one-hour duration, the following is presented:

- the history of Rotary and of our club,
- the method of selecting prospective members,
- the composition and operation of the Board of Directors,
- our goals and objectives,
- the five standing Committees and subcommittees,
- the classification principle,
- the attendance requirements,
- our projects and finances,
- the importance of the work of the Rotary Foundation.

At the conclusion of the visit, the prospective member will receive a membership information sheet with a verbal invitation to join our club. Should he/she accept, he/she is requested to complete the information sheet and notify his proposer of his/her acceptance.

Periodically, an induction ceremony will be held to welcome officially new members into the club.

At the president's request, the Rotary Information Subcommittee will provide bits of Rotary information for publication in the club bulletin and/or website, and will present short talks from the podium to better inform our club members about Rotary.

- 1) Sample Schedule of Special Rotary Information Presentations attached
- 2) Script attached for use in prospect visitation

Schedule of Special Feature Rotary Information Presentations  
2008-2009

Date	Subject Title	Presenter	Comments
<b><u>August is Membership &amp; Extension Month</u></b>			
1. Aug 26	Organizational Structure of Rotary Club of Palatka; Nominations of Officers	Bob Webb	From Club By-Laws, Art. I, II, III, VII, and VIII. Eight Directors and Five Officers are the Board of Directors. 4 Directors are Past Presidents; 4 Directors are not past presidents. President must have served on board and must have been in Rotary 3 years. Who is nominating committee? Election procedures. Responsibilities of the Board. Nominations of the committee for the 2006-2007 Rotary Year. (Note on Sept. 2nd will be nominations from the floor and voting will be held the week following.)

**September is Rotary New Generations Month**

2. Sept 2	Our Club Directory and Club and District Websites	Peggy White	Inform members of importance of keeping online club directory updated; how to access and print from club website.
3. Sept 9	Rotary Club Election Day		
4. Sept 16	Attendance Requirements in Rotary; Make-ups	Susan Helwig, Chair. Attendance Comm.	Importance placed on attendance in Rotary. How to automatically lose Rotary membership by poor attendance. How to make up before or after an absence. Meeting times of nearby clubs. Leaves of absence. Exemption from attendance requirement.

5. Sept 23	The Classification Principle; 10% Rule	John Stephenson, Classifications Comm.	Classifications defined as based on activity or service, not position. Reasons for adherence to the principle. Exceptions. Distribution of printed list of open and filled classifications.
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**October is Vocational Awareness Month**

6. Oct 7	How to Propose a New Member	Taylor Matthews	Review of Club By Laws, Article XI. Who can propose a member. Confidentiality. Steps of the approval process by committees, Board, and membership. Responsibilities of the proposer. How to object to a proposal. (Membership proposal cards should be distributed.)
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7. Oct 21	Traditions in Rotary; Rotary Etiquette & Protocol (use of first names or nicknames, Club Banner Exchanges, Welcoming guests and expressing appreciation to speakers.)	Dawn Miles	The historical background for use of first names in addressing fellow Rotarians. Custom of exchanging club banners when visiting other clubs. (Note: A Palatka Rotary Banner should be shown; point out where banners from other clubs are displayed.) Welcoming Visiting Rotarians by first name and applauding for other guests when introduced.
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**November is The Rotary Foundation Month**

8. Nov 4	The Rotary Foundation Polio Plus and Gates Grant	John Mikell, Chair . Foundation Comm.	Origin of the Rotary Foundation. Many programs of the Foundation and importance of supporting it. 2008-09 Goal?
9. Nov 11	Foundation Benefactors and Bequests	Danny Martinez & Shann Purinton	Discuss the difference between the Annual Program Fund and the Permanent Fund ( <b>Major Gifts</b> is new name of Permanent Fund). Explain how easy it is to become a Benefactor or Bequest Member. Have Benefactor cards to give out to Club members. (See RI website at <a href="http://www.rotary.org">www.rotary.org</a> under The Rotary Foundation)



the “good will” value of international exchanges as well as educational gains

### February is World Understanding Month

15. Feb 3	RI Conventions	Bill Baxter and/or Skip Lorenzen	Background and history of RI Conventions. Importance of attending RI Conventions. Where are next conventions?
16. Feb 17	The Object of Rotary; The Structure of RI and District 6970; Women in Rotary	Bob Webb & Shann Purinton	The Object of Rotary as the key element of Rotary. History of the Object’s adoption and articulation. Note: It would be good to have the 106 word complete text of The Object printed in the bulletin on this date. Go over the way Rotary International is divided into districts (give the number of districts – 530) and how our district is structured - number of clubs, Assistant Governors, district committees, etc. (See RI website <a href="http://www.rotary.org">www.rotary.org</a> and our District 6970 website at <a href="http://www.rotary6970.org">www.rotary6970.org</a> .)

### March is Rotaract Awareness Month

17. Mar 3	The Rotary Emblem	Pat Freeman	The history of the emblem, from a simple wagon wheel to a gearwheel. Official colors. Policy regarding use of Emblem. Improper uses of the emblem.
18. Mar 17	Rotary Mottoes	C.L. Overturf	“Service Above Self” as Rotary’s official motto. Background and history. Variations of the motto. Annual themes and logos (especially “Make Dreams Real”)
19. Mar 31	Declaration of Rotarians in Business and Professions AND	Terry LaRue	A statement of recent origin – adopted by the Council on Legislation in 1989 to provide more specific guidelines for the Object of Rotary. Eight statements of expectations. Note: Print the entire text of the declara-

The 4-Way Test  
tion in the bulletin this date. Discuss the 4-Way Test as used for business ethics; History of its development. Note: Shann has wallet sized cards to distribute.

**April is Magazine Month**

- 20. Apr 7 STEP/Service Above Self Awards Rusty Starr  
Since our club began presenting these awards (in 1994-95), this project has grown in community awareness and honor. Explain what each award means and the process of selection.
- 21. Apr 21 Officer Training; Rotarian Magazine Anand Kuruville  
Review of training available to Rotary officers – at the club, district, and international levels. Use of Internet and other RI resources.

**May (does not have a designation)**

- 22. May 5 Other Programs in the World of Rotary Woody Boynton  
Share information about Rotary Community Corps, Rotary Volunteers, Rotary Fellowships, and Awards and Recognition Programs (see [www.rotary.org](http://www.rotary.org)).
- 23. May 29 History of the Rotary Club of Palatka Bob Webb and Brian Michaels  
Describe highpoints of our long Rotary history beginning with chartering in 1920. (Maybe prepare a single-sheet hand-out)

**Please note: On the day of your presentation, please sit at the head table in the place marked SPECIAL FEATURE.**

**ROTARY INFORMATION SUBCOMMITTEE**  
**Prospect Visitation**  
**Invitation to Join**

Thank you for allowing us some time to visit with you.

We're here today to invite you to become a member of the Rotary Club of Palatka. In doing so, we want to give you the history and background of Rotary and let you know what you may expect from your membership, and, in turn, what Rotary will expect of you.

Membership is by invitation only. A member must be an adult of good character and good business and professional reputation, and must be an owner, partner, corporate officer or manager in an executive capacity with discretionary authority. You must be proposed by a member. In your case, \_\_\_\_\_ has proposed you and that proposal has been considered by our thirteen member board of directors which gave your proposal "first board approval". That is virtually automatic with most proposals because it will come back to the board a second time.

The proposal then goes to two subcommittees; the Classifications Subcommittee and the Membership Subcommittee. The Classifications Subcommittee determines if there is an opening for membership in the classification of the proposed member, because all membership in Rotary is based on what the member does "to serve society". Our club is allowed to have eight members in each classification. The subcommittee must determine a correct classification for the proposal – one in which the prospect earns 60% or more of his or her income or to which the prospect devotes 60% or more of his or her time. Once this subcommittee has completed its work, it reports its findings to the president.

Simultaneously, the Membership Subcommittee investigates the prospect from the standpoint of character, honesty, integrity, fiscal responsibility and general reputation. This is the only secret committee in our club. Following a positive report to the president from this subcommittee, the proposal goes back to the board of directors. There is usually a lapse of a month between first board approval and the second presentation to the board. During that time each director should take the opportunity to learn more about the prospect and be prepared to vote on the proposal the second time. Following an affirmative vote (second board approval), the name showing the proposed classification of the prospect is published to the club. Each member has seven days in which to object in writing. If no letters of objection to the proposed member are received within the seven-day period, the proposer is notified that the proposal has been approved. The proposer then notifies the Rotary Information Subcommittee (that's us) and a date is set for visitation with the prospect. Until the proposal reaches this point, the prospect should have no knowledge of the proposal for membership.

We tell you all this not just to inform you of our selection process, but to let you know that we are here inviting you to join, not just on behalf of your proposer, not just on behalf of the Rotary Information Subcommittee, but on behalf of ALL of the members of our club.

Rotary was started in 1905 by a young attorney named Paul Harris who had recently moved to Chicago from Jacksonville, Florida. Paul was looking to make new friends and acquaintances

and to find honest men with whom to deal. Chicago in 1905 was still pretty much a “pioneer town” and finding honest businessmen wasn’t always easy. Paul had an idea for a club and he invited three friends to a meeting on February 23<sup>rd</sup> to hear his idea. That was the first “Rotary” meeting and it was held in the office of one of Paul’s friends. At first, they rotated their meetings from office to office, and that’s how Rotary got its name.

Paul’s idea caught on and membership increased. Soon they needed larger meeting quarters, so they began meeting in a restaurant.

Then Rotary spread to San Francisco, New York, Canada, England, Jacksonville, and, in 1920, to Palatka, Florida. Rotary has continued to grow in phenomenal fashion. Today there are over 1.2 million Rotarians in 163 countries of the world. Rotary launched the service club movement and today remains the most prestigious service organization in the world.

Rotary is divided into more than 530 districts worldwide. Our district is number 6970 (known as the Florida Crown District), comprised of some 57 clubs. Each district has a District Governor and several Assistant DGs.

Each of the four founding Rotarians represented a different business or profession. That classification principle (as we call it) is still the cornerstone of Rotary today.

There are two precepts of Rotary that are important to remember:

- Rotary is non-political. We do not endorse or support any political candidate. Rotary expects all members to be good, loyal citizens.
- Rotary embraces and respects all religions. Rotary expects each member to be faithful to his own beliefs.

Our club is governed by a thirteen member board of directors consisting of a president, vice president, president-elect, secretary, treasurer and eight directors. Four directors are elected from the membership at large. Four directors are elected from our past presidents and these four may not succeed themselves. Having several past presidents on the board insures that local traditions will be preserved. Virtually all the business of the club is transacted at the monthly board meeting. The noon luncheon meeting is primarily for fellowship, committee reports and a good program.

The work of the club is accomplished through our various subcommittees which function under our five standing committees:

### **CLUB ADMINISTRATION**

The subcommittees in this committee are the ones that cause the club to function: Information, Program, Club Communications, Fellowship Activities, Attendance, Food, etc.

### **SERVICE PROJECTS**

Each Rotarian is encouraged to take Rotary’s ideals of integrity and high ethical standards into the workplace, in all our dealings with customers, employees and suppliers. Through our Vocational Awards, the S.T.E.P. awards and Service Above Self Award, we

recognize and hold up to the public as examples those individuals who epitomize consideration and fair dealing with all those with whom they come into contact. The **Vocational Awards Subcommittee** strives to keep Rotarians aware of vocational ethics and to promote awareness in students. This is accomplished in part through promotion of the 4-Way Test.

It was our **Community Needs Subcommittee** that spearheaded the effort that produced the playground at Triangle Park. Our club committed \$25,000 to this project. The morning club, Rotary Sunrise, contributed \$15,000. Many local businesses and organizations made generous contributions also. When the time came to construct, some 200 people showed up and worked hard over a 5-day period to erect, sand, stain, paint and complete a \$130,000 playground project, much like an old-fashion "barn raising".

This subcommittee functions to assist folks in need who sometimes "fall through the cracks". They are folks who can't qualify for welfare, but have serious needs, nevertheless. This subcommittee is busiest at Thanksgiving and Christmas providing a good holiday meal to those who otherwise would go hungry. And at Christmastime, this subcommittee supplies many toys to needy children bringing joy to little lives who know very little joy.

Our **Health Fair Subcommittee** annually holds a health fair that grows bigger and better each year providing needed information and services to a large segment of our population.

**Blood Screening Subcommittee**: For thirty years our club held a Red Carpet Ball each year which was a premier social event that evolved into our primary fund raiser. When its popularity waned, we looked for another fund raiser project. Extensive research indicated that a blood screening project would be best. Because we are fortunate to have several dedicated physicians in our club, this project has proved enormously beneficial and successful. Physician members, in addition to donating their time and expertise, have succeeded in getting several labs to process the blood work at very low rates. The result has been a project beneficial to many people by saving them money and, in some cases, alerting them to health problems that needed attention. Additionally, the project has proved to be a good money maker for the club providing funds to accomplish community projects.

Our club has always had a strong emphasis on service to youth. The **Youth Activities/RYLA Subcommittee** sponsors several Little League and Babe Ruth League teams and a girl's soccer team.

The **Interact Subcommittee** provides guidance to and oversees the activities of our club sponsored Interact Club at Palatka High School.

The **Scholarship Subcommittee** considers deserving applicants and awards some \$10,000 annually in scholarships.

Our **Group Study Exchange Subcommittee** handles the details and logistics for visiting Group Study Exchange Teams from matched districts overseas including housing, joint events with Palatka Sunrise, transportation and itinerary while the group is in our area.

We will go into detail a little later when discussing the Rotary Foundation.

As we mentioned earlier, the work of Rotary is done through subcommittees. We are fortunate in that our subcommittees are well organized and each goes about doing its work behind the scenes so well that sometimes it may appear that we don't do much.

Let us give you a copy of some of our projects and accomplishments. We will not read them all. You can do that later, but let us just mention a few.

- Honored 22 outstanding seniors from Palatka & Interlachen High Schools.
- Provided the plaques and trophies for the Putnam County Science Fair.
- Contributed to the Palatka Christian Service Center
- Contributed to the Palatka Police Department to assist in the purchase of a narcotics detection dog.
- Contributed to the Haiti Project.
- And many others.

When it comes to community involvement Rotary tries to identify needs then serve as a catalyst to bring things together to fill these needs.

Several years ago one of our members was at a city commission meeting when the subject of developing a master plan to clean up and beautify the riverfront came up. The \$3,000 needed to do this was not available. Our member brought this need to our board of directors which volunteered to underwrite this project. We then contracted with a class at the University of Florida to take on the project. All we had to pay was their expenses which amounted to \$600.

With the master plan in place, the city could obtain grant money and begin the cleanup project to remove the corrugated metal building and dilapidated warehouses that lined the riverfront. As buildings were removed, the amphitheater was built with our club providing the seating area and flagpole with \$18,000 of club funds. Other clubs and organizations followed our lead in developing the park that now graces the riverfront.

In another project, our club orchestrated a feat rarely seen in Putnam County. We succeeded in getting the Palatka City Commission, the County Commission and the School Board to work together to develop Rotary Park adjacent to the Campbell Administration Building. A street was closed, bricks removed, clay hauled in, poles installed, electricity provided, a chain link fence installed, a press box and score board built and ball fields laid out. Florida Power and Light and Georgia Pacific also contributed to this effort. The result is an \$80,000 ball field in which our club invested \$18,000.

When it became evident that a new public library was needed to replace the one on Reid Street, it was announced that the community must provide \$100,000 in order to acquire the grant monies necessary to build the new library. The Rotary Club of Palatka donated \$10,000 to kick off the drive to raise the required \$100,000.

It was our Rotary Club that provided \$5,000 to build the new entrance to the City Dock. It is on projects like these that we spend the money generated by our fund raising projects.

Several years ago a group from our club worked with State Representative Kelley Smith who was able to get a \$1,000,000 commitment in the budget based on our pledge of \$100,000 to

renovate and enlarge the Roy Campbell Civic Center in Ravine State Gardens. By working with Friends of the Ravines, our \$100,000 received a matching grant of \$67,000. State Representative Joe Pickens was able to secure another \$400,000 from the legislature to complete the project. With contributions from Georgia Pacific and other sources, the project was completed at a total cost of \$1,800,000 providing a facility from which the entire community will benefit for many years to come.

But, perhaps the most dynamic aspect of Rotary, certainly one that excited us the most, is the Rotary Foundation. Several years ago a president of RI made the statement that Rotary needed to establish a foundation for "doing good in the world". The Rotary Foundation was established in 1917, but it wasn't until 1947 that the Foundation began to be well funded. When our founder, Paul Harris, died in 1947, his widow urged the Rotarians of the world not to build statues or monuments to Paul, but to give to the Rotary Foundation to finance its scholarship program, thus creating living memorials to Paul in the lives enriched by the program.

About this same time, the Paul Harris Fellow designation was created. Any member who contributes \$1,000 to the Rotary Foundation is named a Paul Harris Fellow. Sometimes a club will honor a member this way, or a family may want to honor someone by naming them a Paul Harris Fellow. Our club belongs to a distinct group of very few clubs worldwide that are 100% Paul Harris Fellow Clubs.

In 1947, eighteen scholars studied abroad. The Foundation pays all expenses for one year of study in the country chosen by the scholar. While there, the scholar is required to address any Rotary club in the area that invites them to speak. As ambassadors of goodwill, it is their responsibility to represent their country well and to share their culture. Upon returning home, they are to speak to Rotary clubs in their home area informing them of their experiences abroad and of the culture and customs of the country in which they studied.

In the early days our district was allowed one scholar every other year. Today we are allowed to select from 6 to 10 scholars each year depending on gifts to the Foundation. You can see how this program has grown.

Two of Palatka Rotary's Past District Governors have been privileged to serve several years each on the committee to select the scholars from our district. Since all the nominees are exceptionally bright with impeccable academic records, those chosen are most articulate and gregarious; those who will make outstanding ambassadors of goodwill from our country. They both report that service on this committee is an experience that renews your faith in our young people and in the future.

Some 1700 of these scholarships valued at \$26,000 each are awarded each year. This Ambassadorial Scholarship program today is the world's largest, most prestigious and most international privately funded scholarship program.

The Foundation has developed many other programs as well. They include scholarships for vocational and journalism scholars, teachers of the handicapped, Group Study Exchanges and more than 70 international humanitarian projects.

For many years, our club has chosen to participate in Group Study Exchanges. Our district is matched with a Rotary district in another country. We select four outstanding young business or professional people between the ages of 25 and 40, plus one Rotarian who is the team leader. The group spends approximately one month in the matched district. Air fare over and back is paid by the Rotary Foundation. While in the host district, the host Rotarians and clubs provide all meals and lodging. Usually, two or three days are spent in each city in the homes of Rotarians learning first-hand the people, the customs, the culture of the host country. Days are spent visiting businesses, industries, farms observing their methods of operation, manufacturing, etc.

In the same way our district hosts a team from the matched district and our club tries always to be involved. We have hosted teams from the Philippines, India, Argentina, Brazil, Sweden, Australia and other countries.

But arguably the most wonderful thing that Rotary has ever done is the PolioPlus project. In 1985, Rotarians realized that our organization would be 100 years old in 2005. How does one observe such a milestone in an appropriately memorable fashion? The decision was made to eliminate polio from the face of the earth by 2005. A budget was established of 120 million dollars. Very ambitious? Yes. How have we done? Several years ago, the western hemisphere was declared polio free. The world today is 99% free except for pockets in India and sub-Saharan Africa where superstition, distrust and tribal customs have been deterrents. But we still have hopes of overcoming these barriers. What about the money? How did we do? Latest reports indicate that Rotary's financial commitment has exceeded \$600 million.

It is doubtful that any government or coalition of governments could do what Rotary has done toward eliminating this dread disease. And it is great to realize that this monumental task has been accomplished by men and women just like us, banded together in Rotary clubs in villages, towns and cities all over the world. It is this kind of cooperation and achievement that makes us proud to be Rotarians and honored to be associated with men and women who sincerely want to help others and make this a better world.

Here is one more story, one that was told by a Past District Governor. In the height of the fighting in Bosnia, when opposing forces had many on the other side surrounded and cut off in the dead of winter, there was a desperate need for food, blankets and medicine. No one was allowed through to take supplies, not even United Nations. The only ones allowed through to provide relief were trucks driven by Rotarians flying a simple flag with the Rotary emblem. Why were they allowed to pass? Because folks all over the world know that Rotary does not get involved in politics or religious matters. They know that Rotarians only want to provide humanitarian relief.

President Dwight D. Eisenhower once remarked that the strongest force for world peace, other than a governmental body, is Rotary International. Today, many believe that Rotary surpasses any governmental body as the strongest force for world peace.

Let us talk now about some very practical matters. . . like attendance.

In Rotary attendance is very important, and for good reason. You have been chosen for membership for unique qualities which you bring to the group. When you're not present at the meetings we cannot enjoy your fellowship or benefit from association with you, and you miss out on those things, too. We tend to soon lose interest if we don't attend regularly so attendance is stressed in Rotary. If you miss four consecutive meetings without an excuse, you have automatically put yourself out of the club. If your attendance drops below 50% in a 6-month period, you have automatically put yourself out of the club. You can make up missed meetings at any Rotary club in the world, but you must attend at least 30% of the meetings in a 6-month period at your home club. You can make up 2 weeks before or 2 weeks after the missed meeting, so it's not really a hardship. In fact, making up is not only easy, it is fun. We have many clubs nearby. The easiest makeup is Palatka Sunrise for breakfast on a Wednesday morning. A favorite makeup for many is Hastings. It's a very small club, very different, almost always entertaining. They are very friendly and usually the food is good ole home cookin'. But you are welcome at any Rotary club in the world. As you travel for business or pleasure, it's good to make up at Rotary. You are always rubbing shoulders with the shakers and movers of that town. You will probably find that making up is a joyful experience you will look forward to. In addition, you can attend a board meeting, an Interact meeting, or a club work project and obtain a makeup.

You are probably wondering what does all this cost? Rotary membership is one of the best deals going anywhere. The admission fee is \$125. Part of that is allocated to the Rotary Foundation. Part provides you with an attractive membership plaque. Dues are \$14 per month. That includes a subscription to *The Rotarian*, an excellent monthly publication. Meals are \$11.50 each. Incidentally, when you make up at another club, you will, of course, pay for your meal there at whatever their rate is. When you miss a meeting, you forfeit \$11.50.

Also, as part of your monthly bill, there is a charge of \$11.67 making you a Sustaining Member of the Rotary Foundation. \$11.67 a month produces more than the \$100 per year needed to be a Sustaining Member. After 10 years, you will have contributed \$1,000 to the Foundation and you will be named a Paul Harris Fellow.

All that comes to \$71.67 a month except when a month has 5 Tuesdays, then the bill will be \$83.17.

We have several social activities throughout each year that we are sure you and your spouse will be interested in. We have our Installation of Officers in June which is an evening meeting with our Rotary partners. It begins with an "attitude adjustment" period followed by a sit-down dinner. It is a good time of fellowship that lets us get to know one another a little better on a different level.

In December we have our annual Christmas party which is similar to the installation banquet, but is more casual. Part of the admission price to this event is an unwrapped toy which goes under the Christmas tree. Afterwards, all the toys are collected and distributed by our community needs subcommittee to needy children.

At Valentine's Day in February, we have our Sweetheart Luncheon when each member brings his or her sweetheart to our noon meeting. We usually have a long-stem rose for the ladies and

an entertaining program that day, something that will appeal to the ladies. . . something like the talented performers from FloArts.

When we host a GSE team in our area, we often combine with Rotary Sunrise for a joint meeting in the evening to wine and dine our guests. In addition to being a fun time, it also gives us an opportunity to know more about our foreign visitors and their country.

We don't sell brooms, mops, light bulbs, candy or fruit cakes as many clubs do. We have found that our members are busy people who really don't have time for that. Besides, our members would rather devote their time to working on blood screening, or the health fair, or some other project instead of selling things.

One last item. Our founder Paul Harris put it this way, "It is understood in Rotary that when a member is given an assignment in his club, he accepts his appointment willingly and gives his best effort." We interpret that very simply as, "A Rotarian never says no to anything he is asked to do for his club."

That's our story. We would like very much to have you accept our invitation to join with us to make our community and our world a better place. We would like to leave with you this Directory Information sheet. If you decide to accept our invitation, fill it out and let your proposer know when you can attend. He will be pleased to introduce you as our newest member.

Later, there will be a brief induction ceremony to which your spouse will be invited as a guest of the club. Your proposer will have two minutes to tell us all about you and officially present you to the club. At that time you will receive a packet of information about Rotary, a membership plaque and your Rotary lapel pin.

Thanks for letting us visit. We hope we will be seeing you soon.

# **CLUB ADMINISTRATION**

## **Subcommittees**

**Welcoming  
Sergeant-at-Arms  
Program  
Club Communications  
Attendance  
Magazine  
Club Archives  
Fellowship  
Sunshine  
Club Singing  
Food**

## WELCOMING SUBCOMMITTEE

**The Welcoming Subcommittee** is responsible for ensuring that each Rotarian, visitor, and guest receives a warm, friendly welcome to each meeting of the club. Our goal is to be the friendliest club anywhere.

### **Procedures:**

It is the responsibility of the Chairman of the Welcoming Subcommittee to organize a group of twelve over the course of the Rotary year. Each subcommittee member will serve as a Greeter for one month of the Rotary year. The subcommittee will be composed of the newest members of the club. As new members join they will be added to the subcommittee. This will give the new members the opportunity to meet all of the members of the club and for club members to have an opportunity to meet and speak with the new member. The Welcoming Subcommittee Chair will remind the assigned Greeter one week prior to the commencement of that Greeter's month by phone or by email.

The responsibilities of the Greeter are as follows:

1. Arrange for a replacement to greet if unable to serve at any scheduled meeting by contacting another Greeter to cover for you. The assigned Greeter will notify the Welcoming Subcommittee Chair the name of the replacement.
2. Arrive at the meeting location at 11:40 to be available to greet all early arrivals.
3. The Greeter will greet and welcome all club members and their guests, visiting Rotarians and special guests such as the speaker.
4. The Greeter will direct the visiting Rotarians to the Secretary and Treasurer.
5. The Greeter will assist the visiting Rotarian in obtaining a make-up card and will direct them to the buffet line.
6. The Greeter will introduce the visiting Rotarian to a club member, preferably one in a similar classification, and ask that member to serve as host for the visiting Rotarian, inviting them to sit at the member's table.
7. The Greeter will obtain the list of visiting Rotarians from the Club Secretary prior to the opening of the meeting.
8. The Greeter will sit in the designated seat at the head table. Failure to do so may result in a fine.
9. When recognized by the Club President, the Greeter will proceed to the microphone to introduce all visiting Rotarians by home club, classification, with the name given last so that we can greet them by name.
10. The Greeter will give club members the opportunity to introduce their guests. ("Any Rotarians with guests on my right?...in the center?...on my left?")

Sample instruction sheet for Greeters attached.

## WELCOMING

### DIRECTIONS FOR GREETING AND FOR INTRODUCING VISITING ROTARIANS

- 1) Arrive early (11:40) and put on your name badge and “Greeter’s” badge.
- 2) Greet everyone. Especially make visitors and guests feel welcome. You should greet until approximately 12:15.
- 3) **ALWAYS** sit at the head table in the designated location. (Failure to do so may result in a fine.)
- 4) Use the microphone to introduce visiting Rotarians as follows: *“We are pleased to have visiting Rotarians making up with us today. Please stand for a moment as your name is called so we may recognize you. From the Rotary club of (name of club) with the classification of (classification), (name of Rotarian).”*
- 5) **ALWAYS** give the name last so we can respond with our customary greeting of *“Hi, (name of Rotarian).”* [We do NOT applaud visiting Rotarians.]
- 6) **Never use a title when addressing a Rotarian (no Mr., Mrs., Ms., Dr., etc.)** Rotarians are always referred to by their first name or a nickname. (Use of a title may result in a fine.)
- 7) Rotarians with guests are asked to introduce their guest(s) who are welcomed with a round of applause.
- 8) If for any reason you are unable to attend on your scheduled day, arrange for someone on the welcoming subcommittee to replace you.
- 9) When introductions are completed express a final welcome to all guests and visiting Rotarians

**Suggestion:** The Greeter should be positioned inside the meeting room beyond the badge box. By waiting until each arriving member puts on the name badge, the Greeter will be able to put a name and face together and will be able to call the Rotarian by name.

Remember, enthusiasm and a friendly smile go a long way and will help to make our visitors’ and our guests’ visit with us a memorable occasion.

We look forward to a fun and exciting year for Palatka Rotary. Your efforts and participation on the Welcoming Subcommittee will play a vital role in our success.

**Thank you for serving the club with courtesy, friendliness, and professionalism.**

Bob Webb 9.2008

## SERGEANT-AT-ARMS

**The Sergeant-at-Arms** in any organization is responsible for arriving early to set up the room for the meeting and to replace everything when the meeting is over, as well as to maintain order during the meeting. However, in the Rotary Club of Palatka, the office has evolved into something quite different. The members assigned to the Sergeant-at-Arms Subcommittee are usually selected for their sense of humor, acerbic wit, and uncanny ability to wring vast amounts of money out of the members by levying outrageous fines for the most ridiculous of real, manufactured, or imagined infractions. This occurs during the “so-called Sergeant-at-Arms Report”. The members pay up in good humor because it is all done to provide a bit of levity to the meetings while raising funds for charitable causes.

At the first meeting of each month birthdays of members are recognized by singing “Happy Birthday” to them. All members with a birthday that month are to sit at the “Birthday Table”, also known as “The Friends of Joe Pickens Table”, located directly in front of the podium. Each is fined one dollar. Those with a birthday that month not sitting at the designated table will be fined two dollars.

**Set-Up:** The real work of the subcommittee is done by those assigned to the **Set-Up Unit** who actually prepare the room for the meeting.

### **Procedures:**

- Arrive by 11:30 to set-up the room
- Locate and open the banner display boards
- Place the podium in the center of the head table
- Attach the large Rotary wheel to the front of the podium
- Put the place cards on the head table in the proper sequence left to right facing the table  
[Welcoming/Pledge/Invocation/President---Program Chair/Speaker/Special Feature/Sgt-at-Arms]
- Put the bell and gavel beside the podium [to the speaker’s right]
- Turn on the PA system, plug in and test the microphone
- Put song books on each table
- Place the badge box on the table provided inside the front door
- Make sure the American flag is in place to the left of the head table from the audience
- Roll the piano into position at the front of the stage
- Assist the speaker as needed to locate projector cart, operate screen, plug in equipment

When the meeting is over, return all of the above to the designated storage area.

## PROGRAM SUBCOMMITTEE

**The Program Subcommittee** is responsible for providing a program at the weekly meetings of the club. The Program Chair shall be responsible for appointing Rotary members on a monthly basis to provide the “speaker” for the meeting held on Tuesdays.

### **Procedures:**

Each member of the program committee is requested to secure programs two months in advance. Notify the program chair the name, email, mailing address, and telephone number of the speaker and the program topic. Speaker information shall be forwarded to the president and ClubRunner at least one month in advance. A copy of the speaker’s bio and picture should be printed and available at each table for our members to read.

When you engage the speaker, request a biographical sketch (curriculum vitae) and a photograph in black and white or color. Any size will do. If requested, the photo can be returned to the speaker.

If your speaker is from out of town, determine if he/she will accept mileage from the club. They rarely will, but when it is requested, we should pay the current rate authorized by the IRS. The program committee member can request a check from the club treasurer in advance so that the check can be presented to the speaker at the conclusion of the program.

Determine at the time the speaker is engaged, or at a later follow up contact, but well in advance of the date, what equipment, if any, your speaker will require. It is your responsibility to obtain or arrange any equipment your speaker may require. The Ravines has some a.v. equipment available for use if requested early enough. Be certain to arrive early for the meeting to set up and test equipment.

The Rotarian responsible for the program will introduce the speaker. The introduction should impart information not contained in the printed sheet. Do not read the information on the sheet to the club. If information is limited, rephrase and rearrange the information for the introduction.

On Tuesday afternoon following the meeting, a letter should go from the program arranger to the speaker expressing thanks for the presentation. Blind copies of each letter should be sent to the president and chair of the program subcommittee. The president should also send a personal note of thanks.

The Thanksgiving program is the only program of a religious nature that is to be presented during the year.

Controversial issues are suitable for programs as long as we are careful to present both sides. We can hear one view one week, the opposing view the next. Or we can hear both sides at one meeting allotting 10 minutes per view. Although we do not endorse political candidates or take sides in political issues, Rotarians should be well informed. Rotary can be a suitable forum for many issues. Speakers can come from a variety of occupations, cultures, and industry. Don't forget about the diversity of our own members as well.

The allotted time for a Rotary program is 20 minutes. Speakers should be apprised of this. They should be made aware that our meeting ends at 1:15 and we will leave at that time.

The chair of the program committee will have two stand-by programs ready to go on 30 minutes notice in the event of a last minute cancellation.

Installation of officers and the Christmas party will be evening meetings with Rotary partners. The Fellowship Activities subcommittee will be in charge. There will be no noon meetings on those dates. In the spring, we customarily attend the Civic Club luncheon at the fairgrounds. There will be no Rotary program on that date. The Board has the option of cancelling two meetings during the Rotary year. Customarily the Board will vote to not meet the Tuesday before Christmas and the Tuesday before New Year's.

## CLUB COMMUNICATIONS SUBCOMMITTEE

**The Club Communications Subcommittee** is responsible for providing timely and relevant information to club members about the activities of the Rotary Club of Palatka, District 6970, and Rotary International. The subcommittee will maintain the club web site, palatkarotary.org (currently contracted to ClubRunner) and the club's blood screening web site, palatkarotary.com (currently hosted at lunarpages.com).

It is important to note that members of this subcommittee need to have computer skills that include the ability to use html and an understanding of databases and SQL queries. It is advisable for the club to find two or three people who can assume this responsibility for several years. Turn-over and change within this subcommittee can be difficult due to the skills required.

Three former subcommittees, Internet Communications, Bulletin, and ClubRunner, were combined to form this subcommittee.

### **Procedures:**

1. A single member must assume responsibility for keeping the domains of the club, palatkarotary.com and palatkarotary.org, registered and must assume responsibility for forwarding the bills for this registration to the club treasurer.
2. A member of the subcommittee must serve as webmaster for palatkarotary.org and will be responsible for maintaining security for the web site and assigning security roles appropriately to members of the club.
3. A member of the subcommittee must update the blood screening web site. The member must understand and be able to program in SQL and basic html. Every year the homepage for blood screening must be updated, labs, calendars, and payments must be set up. Time required to do this is about 16 to 24 hours of work time.
4. Basic duties of the subcommittee are as follows:
  - Send an e-bulletin to members each week. Stories can be contributed by any member but a single member must take responsibility for emailing the bulletin to members once each week.
  - Post club photographs of events to the web site
  - Update stories, news, events, speakers, and calendars on the web site
  - Educate members on how to use the web site
  - Assist the club secretary and club members with any issues related to the web site
  - Update club members' photographs on the web site
  - Review any postings by other members on the web site
  - Correct email addresses on the web site
  - Coordinate with ClubRunner or Lunar Pages or the current contractor web hosting companies regarding any issues related to the web site or domain registration
  - E-mail a pdf version of the e-bulletin to the Palatka Daily News for printing

## ATTENDANCE SUBCOMMITTEE

It is the responsibility of the **Attendance Subcommittee** to encourage and promote attendance at the weekly meetings and activities of the Rotary Club of Palatka. Rotary regards attendance at the weekly meetings as an important aspect of membership. Members are chosen for the unique qualities they bring to the club due to their classification which is based upon the service rendered to society by their business or profession. An absent member deprives others and himself/herself of the benefit of association and fellowship. A member who is frequently absent tends to lose interest in the club. Regular attendance is stressed as an important factor in retaining members thereby increasing the member's personal interest in and value to the organization.

Missing four consecutive unexcused meetings may result in termination of membership. Members must attend 50% of the weekly meetings in each 6-month period. Thirty percent (30%) of the meetings in a 6-month period must be attended at the home club. Make-up of a missed meeting can be attained by attending another Rotary Club within 14 days before or 14 days after the missed meeting. A make-up will also be given for attendance at a meeting of the Board of Directors, an Interact Club meeting, a club work project or activity, or doing an on-line internet make-up.

A Rotarian is welcome to attend any Rotary Club anywhere in the world. Maintaining a good attendance record is an easy achievement.

### **Procedures:**

The **Attendance Subcommittee** is charged with the responsibility of creating and implementing strategies to improve attendance, such as competitions between members and/or teams. Prizes or perquisites may be offered to the winners of attendance contests and/or "punishments" may be meted out to the losers. All is done in good fun to provide levity and fellowship while increasing attendance.

The chair of the subcommittee should check regularly with the Club Secretary to determine members who may be in jeopardy of losing their membership due to poor attendance. Those members should be contacted in person, by telephone, by email, or postcard to be reminded of their attendance status and encouraged to make-up.

It is important that the chair of the subcommittee be in frequent contact with and work cooperatively with the chair of the Membership Development Subcommittee who is also concerned with membership retention.

## MAGAZINE SUBCOMMITTEE

**The Magazine Subcommittee** is responsible for stimulating reader interest in THE ROTARIAN in order to have better informed club members through regular reading of Rotary's official monthly publication, and further, to make the magazine accessible to members of the public to acquaint them with Rotary International's world-wide scope of humanitarian activities.

### **Procedures:**

To accomplish the objective this subcommittee shall sponsor a Magazine Week, arrange for brief monthly reviews of the publication to the members, provide a copy for non-Rotarian speakers, secure special subscriptions for libraries, hospitals, schools, and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the members and non-Rotarians.

The Magazine Subcommittee shall, wherever feasible, include the editor of the club bulletin and the Palatka Daily News or an advertising member of the club.

Members are encouraged to remove the mailing label from their personal copy of THE ROTARIAN and, when finished with it, leave it in the office of their local physician or dentist who is not a Rotarian.

## CLUB ARCHIVES SUBCOMMITTEE

**The Club Archives Subcommittee** is responsible for recording and preserving all activities and projects of the club for posterity. The records can be in the form of photographs, audio recordings, video recordings, newspaper articles, club documents, memorabilia, etc. The archives committee shall achieve its goal through the procedures outlined.

### **Procedures:**

1. Recording of all Rotary events – Subcommittee members shall make arrangements for photos and other recordings at all Rotary events. Suitable items for preservation include photographs, audio/video, blogs, diaries, printed programs, and souvenirs.
2. Compilation and organization of recordings of Rotary events – Media should be clearly labeled, dated, organized and indexed.
3. Secure and reliable storage of recordings of Rotary events – Given the popularity of digital media, it is possible to electronically store all recordings in a safe and secure manner.

## FELLOWSHIP SUBCOMMITTEE

**The Fellowship Subcommittee** has as its goal the promotion of acquaintance and friendship among Rotary members. The objective is to do such work in pursuance of the above goal as may be assigned by the President or the Board.

**Responsibilities:** There have historically been four events managed by the Fellowship subcommittee. These are the Christmas Party, the Sweetheart Luncheon, the Installation Banquet, and the Jaguars Football Game. From time to time, the President, the Board, or the Subcommittee may develop ideas for other fellowship activities. The general operations for planning and execution of the Christmas Party, Sweetheart Luncheon, and the Installation Banquet are similar. The Jaguars event differs.

**Procedures** for Christmas Party, Sweetheart Luncheon, and Installation Banquet:

- 1. Establishment of event dates:** The Board will establish the dates for the events at the start of the Rotary year. These dates will be available on the club planning calendar which can be obtained from the Club Administration Standing Committee chairperson. As a general rule, the Christmas Party falls on the second Tuesday in December, the Sweetheart Luncheon falls on the Tuesday preceding Valentine's Day, and the Installation Banquet falls on the fourth Tuesday in June.
- 2. Secure event location:** Once the dates have been confirmed, it is the first responsibility of the subcommittee to secure the Ravine State Gardens Center for the event. The Christmas and Installation events are in the evening and take the place of the noon luncheon meeting, with cocktails at 6:30, dinner at 7:00 p.m. The general manager of the Ravines should be notified well in advance of the event dates. The reservation should begin at 1:00 pm to allow for the set up of the room by the Ravine staff, and to allow the caterer access to the kitchen.
- 3. Secure caterer and plan menu:** The caterer should be notified of the event dates when the club planning calendar is finalized at the start of the Rotary year. The menu is at the discretion of the subcommittee. The caterer can provide past menus to assist the subcommittee in the decision.
- 4. Advertise event:** To allow for the greatest success of the event as measured by participation of members and Rotary partners, it is important to notify the membership and their family members of the dates of the events in advance. It is recommended that this be started in advance of the event by 6-8 weeks. An email or card to the members and their Rotary partners as a "save the date" announcement is recommended. This will be followed up by weekly meeting announcements by either the President or a subcommittee member as the event date approaches. Reminders will also be placed in the Club Runner. It is also essential that the spouses and partners of deceased Rotarians be notified of the event and invited as guests of the Club. This can be accomplished by written invitation, or by telephone contact by the current President or one of the Past Presidents. It is again important that this activity be assigned early in the planning process.

5. **Member sign-up:** The subcommittee will provide sign-up sheets for all three events to be placed on the tables in the weeks leading up to the event. This will allow for notification to the caterer for the number of meals. These sheets should include columns to indicate meal choices for the Christmas and Installation events, and a column to indicate the number of guests. These sheets are forwarded to the treasurer at the completion of the event so that the member can be appropriately billed. This needs to be accomplished with a final count available for the caterer the Friday before the event.

6. **Table decorations:** The subcommittee has a budget established at the start of the year to allow for table decorations. Some decorations that have been purchased in the past are available for re-use. These decorations are at the discretion of the subcommittee members. The caterer can provide a variety of colored linens to coordinate with the events. The subcommittee members assigned to this element are responsible for set up of table decorations.

7. **Table set-up:** The subcommittee will need to communicate with the Ravines staff and the catering staff to ensure that the room is set up to accommodate the event. This will need to include the number of tables and whether a head table is needed. Other tables sometimes utilized include a dessert and coffee table, bartending table, and a hors d'oeuvre table. This is at the discretion of the subcommittee and should be confirmed the week before the event.

8. **Bartending:** The subcommittee will secure a bartender for the Christmas and Installation events.

9. **Event entertainment:** The subcommittee shall secure entertainment for the three events. The type of entertainment proposed by the subcommittee must receive advance approval by the Board. Historically, the piano musician that provides the music for the noon luncheon is secured to play during the cocktail and dinner hour for the Christmas and Installation events. During the Christmas event, the subcommittee has normally secured a performer to do holiday singing. The entertainment for the Sweetheart Luncheon has traditionally been provided by the Florida School of the Arts.

#### **Procedures for Jaguars Event:**

1. **Establishment of event date:** This will be announced by the District in the Fall. It normally falls in the month of December.

2. **Advertise event:** To allow for the greatest success of the event as measured by participation of members and Rotary partners, it is important to notify the membership and their family members of the dates of the events in advance. An email or card to the members and their Rotary partners as a "save the date" announcement is recommended. This will be followed up by weekly meeting announcements by either the President or a subcommittee member as the event date approaches. Reminders will also be placed in the Club Runner.

**3. Member sign-up/ticket sales:** The Jaguars general manager will issue a deadline for the ordering of tickets. The subcommittee will provide sign- up sheets for the ticket sales to be placed on the tables in the weeks leading up to the deadline. These sheets are forwarded to the treasurer at the close of ticket sales so that the member can be appropriately billed. A subcommittee member will be assigned to secure the ordering of tickets with the Jaguars and subsequent distribution to member purchasers.

Samples attached:

Invitation

Sign-up sheet

ROTARY CLUB OF PALATKA

CHRISTMAS PARTY

December 18, 2007

AGENDA

WELCOME: President Skip Lorenzen

PLEDGE: Pat Freeman

INVOCATION: Robert Taylor

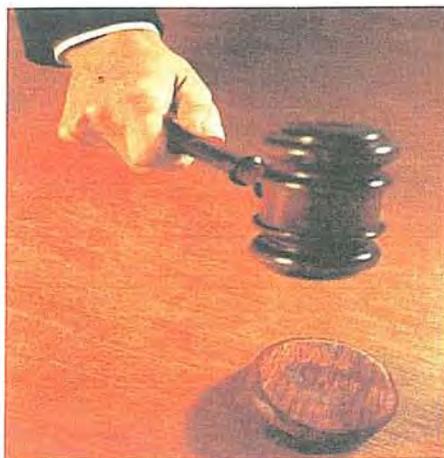
DINNER SERVED: President Skip Lorenzen

RECOGNITION OF PAUL HARRIS FELLOWS: John L. Mikell

ENTERTAINMENT INTRODUCTION: President Skip Lorenzen

FINAL WORDS & CLOSING: President Skip Lorenzen





INSTALLATION BANQUET  
JUNE 27, 2008  
RAVINE STATE GARDENS  
6 pm COCKTAILS  
DINNER

ROTARIAN	# OF GUEST(S)	# Fish	# Beef
			
			
			
			
			
			
			
			
			

## SUNSHINE SUBCOMMITTEE

The primary purpose of **The Sunshine Subcommittee** is to keep the membership informed about special needs and concerns of club members and their families especially in relation to their health and overall well being. This includes informing the club of illnesses, accidents, hospitalizations, deaths, etc.

### **Procedures:**

The Chair of the Sunshine Subcommittee will send cards and flowers when appropriate. (If possible, the cards are circulated among the membership during a club meeting so that those members in attendance can sign.)

In the event of the death of one of our members, the Club will be informed as quickly as possible (this is very important if the Club members are to serve as Honorary Pallbearers).

In addition, the chair of the Sunshine Subcommittee will work with the current president and the club treasurer to send a timely and appropriate remembrance to the family of the deceased member (this may be in the form of a contribution to the deceased member's chosen charity, or flowers, etc.)

## CLUB SINGING SUBCOMMITTEE

**The Club Singing Subcommittee** is responsible for creating a relaxing, friendly atmosphere at each Rotary meeting through singing. This tradition was begun in 1905 in Chicago at the first Rotary club by the fifth man to join Rotary, Harry Ruggles, a musically inclined printer by trade. Club singing, described as one of the most prominent characteristics of Rotary fellowship, has always been an integral part of the Rotary Club of Palatka. A majority of Rotarians feel that singing a song or two relaxes them from the tension of the business day. Our singing, while often lacking in melodious quality and volume, frequently provides humorous entertainment for first-time visitors.

It is the responsibility of the subcommittee chair to request in the budget each year an amount sufficient to cover the monthly stipend to our pianist and to provide a gift of appreciation at Christmas.

### **Procedures:**

The goal of the subcommittee is achieved by:

- Leading the club in singing a rousing verse of "America" to open the meeting
- After lunch and before the program, leading the club in singing at least one song, sometimes two, time permitting, from the Rotary song book
- Leading the club in singing "Happy Birthday" at the first meeting each month to those members with a birthday that month

## FOOD SUBCOMMITTEE

**The Food Subcommittee** is responsible for ensuring that a variety of appealing, palatable quality food is provided for all Rotary Club of Palatka luncheons and dinner functions at a reasonable cost to the members.

### **Procedures:**

**Caterer:** The Food Subcommittee Chair is responsible for selecting a caterer who is responsible, whose employees are polite and efficient and maintain the food at a proper serving temperature. The present caterer is Country Caterers at 1-800-940-3728 (Annette or Rose). The owner of Country Caterers is Cathy Perryman, cell phone 1-904-219-2059.

**Menu:** The menu for the luncheons is determined by Country Caterers on a weekly basis. The Food Subcommittee Chair will contact the cook and servers at each luncheon meeting to review the menu for the week and communicate any problems. The Christmas Party and the Installation Dinner menus will be selected by the Fellowship Subcommittee Chair directly with Country Caterers.

**Table set-up:** The Food Subcommittee Chair will coordinate the set up of the tables and head table with the Ravine Gardens State Park personnel at 329-3721. When an event calls for additional tables beyond the normal seven, the Ravine Gardens personnel will be advised of the additional tables required. The tables outside of the head table will always be round with eight chairs. The caterer will also be advised of the additional tables in order that they may bring the required number of linens and also additional food if necessary. In the event a Tuesday luncheon meeting is cancelled by the Board, the caterer must be notified immediately upon Board action.

**Reserving facilities:** The Food Subcommittee Chair will reserve the auditorium, serving line and kitchen for all Tuesday luncheon meetings as well as the Christmas Party on the second Tuesday in December and the Installation Dinner on the fourth Tuesday in June. Reservations should be made 18 months out with the Ravine Gardens office. In the event a Tuesday luncheon meeting is cancelled by the Board, the Ravine Gardens must be notified immediately upon Board action.

**Board Room:** The Board of Directors meets in the Board Room at the Ravine Gardens Civic Center the third Tuesday of each month. The Food Subcommittee Chair will reserve the Board Room from 5:30 P.M. to 9:00 P.M. Musselwhite's will also be informed of the event. The Officers and Directors will be canvassed by the Food Subcommittee Chair for choice of steak, stuffed flounder or grilled chicken breast. David Musselwhite (326-9111) will be advised of the choices by the Friday prior to the Board meeting.

**Food complaints** received from members will be resolved between the Food Subcommittee Chair and the Caterer, Cathy Perryman or David Musselwhite.