**Rotary Club of Manassas**

**Board of Directors Meeting**

**Minutes**

**Manassas Baptist Church**

**December 15, 2021**

**10:30 – 11:30 am**

**Attendance**

Officers:

President John Heltzel

President-Elect Kenny Loveless

Vice President Cheryl Macias

Immediate Past President Cindi Kacer

Secretary Ab Basu

Director At Large Willis Jones

Sergeant At Arms Jerry Martin

Committee Chairs:

Club Service: Xiao-Yin Byrum

Program Director: Cheryl Dashiell

Vocational: Robyn Williams

Public Image: Bruce Moore

**Summary of Meeting**

**Board members in attendance discussed that at least 11 of the 15 members were present and thus there was a quorum. The meeting proceeded.**

**Highlights show action items.**

* **Treasurer’s Report**

President John Heltzel suggested to defer the Treasurer’s report until January as David Lamb was on travel. Kenny Loveless made the motion to defer, seconded by Cindi Kacer. All ayes to defer.

* **Secretary’s Report and Review of Previous Minutes**

The November 17 minutes were approved – Cindi Kacer made the Motion to Accept, which was seconded by Cheryl Macias. No discussion and all ayes.

* **Committee Reports**

**Ad Hoc IT Committee Report**

John Heltzel appointed Kenny Loveless to form a small ad hoc committee at the November Board meeting to investigate what the Club needed for audio visual equipment. Kenny reported that he spoke with various members about what would be needed to hold hybrid meetings that require virtual and in-person presentations. John outlined needs to also include portability, quality meeting potential, Bluetooth ability for possible wireless audio speakers, easy setup ability, keep the projector that we already have, screen is at candy factory (Manassas Arts Center) but also that the laptop may need to be replaced.

Bruce Moore reported that the Club laptop probably needs to be upgraded as it is old and may have some issues.

Ab Basu mentioned that his brother-in-law is a professional audio-visual technician and has offered to help where appropriate with advice/training for Rotary members, etc.

Willis Jones mentioned that it would be best that if AV spending is required for replacement/new items, to do so before the Club processes its annual $20,000 contribution to the Foundation.

**Club Service Committee Report**

Xiao-Yin Byrum reported that the Christmas Party at her house went well and was within budget. John and the rest of the Board thanked Xiao-Yin for her work and the very enjoyable event.

**Nominations Committee Report**

Kenny stated that the Director At Large position is a bona fide voting member according to the Club’s By Laws. The Board list will be elected for 2022-23 year and then Willis Jones will be added as Director At Large.

John asked if there were any vacancies. Kenny reported that Mansoor Bhatti had told him he would consider roles, that Bill White was considering taking on the role of Sergeant At Arms

**New Business**

Kenny asked that in January at the Board meeting, there should be a discussion regarding tree planting/replacing Rotary trees. Cindi mentioned that the City of Manassas will take care of the tree replantings at Jenny Dean and Baldwin schools.

Cheryl Macias asked for the back dues invoice for Boy Scouts of America. She will get in touch with them once she has the invoice. John said he will ask David to provide Cheryl with invoice.

John mentioned that there were lots of end of year funding requests. He asked if anyone knew that the procedures were, while understanding also that he as President had a certain threshold under which he could unilaterally decided whether or not to write a check. He asked for a clarification of thresholds for when the President or Board needed to make funding decisions outside of the actual Foundation.

Kenny suggested and others agreed that a joint meeting in winter between the Club and Foundation may help to better understand processes and thresholds. Graphic charts may help, tax implications should be discussed, and Mike Vanderpool to be consulted for his opinions.

John then asked for advice on what to do to help victims in Kentucky from the devastating tornadoes. Others in attendance discussed that they would ask Rotary International and other Clubs within the District to find out if there were organized efforts underway for the Club to contribute any assistance. It was decided that interested Board members would communicate via email within the next few days regarding the opportunities to contribute.

**Vocational Committee**

New Request For Funding By Club (Not Foundation):

Cindi Kacer and Beverly Hess discussed a project that the Club was already engaged in and which needed additional funding. Cindi described how the District had already provided $6,000 to be split between Bull Run and Manassas Rotary Clubs to help the Georgetown South community hold ESL classes. She mentioned that Meg Carroll had been involved due to her work with Georgetown South. Cindi also mentioned that she met with Kurt Emmet (?) who asked for help from the Rotary Club of Manassas with more ESL teaching and also Black History Month outreach and education this coming February, 2022. Beverly Hess then spoke about the plans for qualitative and quantitative analysis of funding requests and that this request met these standards. The project involves Latino immigrant adults reading to their kids.

Cindi asked the Club Board consider a $600 request to over expenses of Black History Month work and $1000 for copies of three books that would be donated to all participant families. Samples of the illustrated books were handed out for inspection. Two of the books regarded Black History in the US, and one was about community support. Ab made a motion to support the funding request, seconded by Cheryl Macias. The vote was 6-1 to fund the request at $1600 (these were the remaining Board members at the meeting.)

There was no further item for discussion and the Board meeting was adjourned at 11:45 am.