**Rotary Club of Manassas**

**Board of Directors Meeting**

**Minutes**

**July 21, 2021**

**Attendance**

Officers:

President John Helzel

President-Elect Kenny Loveless

Secretary Ab Basu

Treasurer David Lamb

Sergeant At Arms Jerry Martin

Past President Cindi Kacer

Director at Large Willis Jones

(Absent: Vice President Cheryl Macias (vacation))

Committee Chairs:

Club Service: Xiao-Yin Byrom

Membership: Bob Anderson

RI Foundation: Ed Pratt

Public Image: Bruce Moore

Program Director: Cheryl Dashiell

(Absent: International Service: Meg Carroll, Vocational: Robyn Williams, Fundraising: Don Kline)

Other Members In Attendance: Bill Burton

**Summary of Meeting**

* President’s Agenda

John Helzel, as newly elected president brought the meeting to order. John stated that as we move out of COVID related remote meetings back to in-person that his focus for the next several months of the year will be to:

* Assess the finances and ensure the club is on a sustainable track by creating a budget
* Reach out to all current members and get them back to meetings which will all be in person with the option for Zoom for those still uncertain for now
* Polish up the in-person club meetings – that these will from now on as the situation allows be in person and that all members be charged for the weekly lunches at $15 per week regardless of whether or not they attend in person/virtually or miss
* Willis Jones, Director at Large, stated that 17 members have not shown up in person or during the previous Zoom meetings at all over several months. John asked that the board should table any issue about dues collections in arrears for the time-being.
* Minutes

The previous minutes were reviewed and approved: Willis made a motion to approve, and Cindi seconded. All ayes.

* Secretary’s Report

Ab Basu, as new secretary stated that he would focus on bulleted action items including decisions and rationale to help with efficient minutes. Ab thanked Cheryl Macias for her help in training him about how to be a successful Secretary.

* Committee Reports
* Club Service Chair Xiao-Yin Byrum supported reaching out to all members including those who have been absent and suggested possible weekend outings as idea to enhance participation. John mentioned that weekly meetings will be catered by Tonys Pizza as the proposed costs were reasonable/the restaurant is working on expanding menu for RI lunches for variety
  + Cheryl Dashiell suggested that a small donation be made to the Manassas Baptist Church for weekly club use of their facilities
  + Bill Burton offered to inquire with the Church whether they would want a donation, and if it would be appreciated in a food donation or monetary form
  + Cheryl Dashiell mentioned that starting in the fall the preschool would have classes and there may be challenges to holding the Wednesday Noon meetings
  + John suggested that the club give the Church facility a try for a few months or until forced to look elsewhere.
  + Action Item: John asked Xiao-Yin to develop a survey for RI club members regarding if they prefer to return to the Arts Center (cost $3,000 per year), stay with the Baptist Church or find another venue.
  + Ed Pratt mentioned that the Club purchased a lectern, which is better than the one now available at the Baptist Church, but also that it was donated to the Arts Center.
  + John suggested we may want to borrow the Arts Center lectern or if that does not work a new lectern should be purchased.
* Membership Chair Bob Anderson stated that he had discussed working more with the PW Chamber of Commerce CEO Debbie Jones. The Chamber’s membership could be mined for prospective members. CEO Jones had mentioned to Bob that they were looking for good options for community service and the RI club could fit that need.
* Xiao-Yin is a board member and will work with Bob to invite more members to consider attending some of the RI club meetings.
* Community Service and International Committee chairs were absent and so no reports were given.
* RI Foundation Chair Ed Pratt mentioned that all Paul Harris fellows were asked to donate miles and Jim Baisden would match. Further work is on-going.
* Public Image Chair Bruce Moore mentioned that he will update the FB page for the club and would discuss with John perhaps developing a video for the new priorities. Bruce asked David Lamb to pay for the Meetup.com basic membership. Additionally, Bruce mentioned that he is a member of the ISCS interservices group with the Lions, Kiwanis, etc., and all groups are having a tough time with member participation and recruitment due to COVID and also that some common partnerships with select groups may be helpful. John asked if Facebook can be helpful to identify potential new members? Bruce said it could be quite helpful. Kenny Loveless asked if some funds could be earmarked to hire a firm to manage Facebook and other social media? John suggested that the board revisit this issue when there is a better understanding of the budget situation.
* Programs Chair Cheryl Dashiell mentioned certain slots had been filled for the weekly luncheons with some openings. John wanted all members to take ownership of one meeting per year and provide the speaker. For August openings, it was suggested that newer members give their classification talks – which were otherwise prevented due to COVID and virtual agendas.
* Willis reported that:
* Historically, all members were invited to attend the board meetings if they wish, and that this should be announced again to the membership
* That he and David Lamb went to the bank and authorized two new people for signatures. They will also add John if he wishes.
* $300 ??? – check with Willis what this item referred to
* Late fees – the club has not charged $25 late fees yet to those 60 days in arrears. The consensus was to wait on this item. Willis reported that as of that date there were 6 members behind in dues payments.
* Willis will send Ed Pratt his newly achieved Paul Harris pin
* Willis made a motion for the club treasurer to pay the district dues yearly as opposed to the current method of every six months. The motion was seconded and passed unanimously.
* An agenda item for the next board meeting is to clean up documents like the PPM and Bylaws, and discuss accessibility options by all membership. Ideas such as Dropbox or Sharepoint would be discussed for optimizing club needs. John mentioned that all of the shareability for information should be “ready to go live” fast.
* Treasurer’s Report
* David Lamb stated that he will work with others and John to establish a budget, that monthly reports from the treasurer will be available, and that a subcommittee on finance would be formed to go over the books/assess the budget situation and help with any questions. John Heltzel, Kenny Loveless, Willis Jones and David Lamb comprise the subcommittee on finance.
* John added that the club should give Hork a break on financial bills for now – all agreed.
* Kenny suggested for Bob to immediately reach out to members to ensure they understood they new billing.
* John said that he will send a note to all members reminding them about the fact they will be charged for all weekly luncheons regardless of attendance.
* Old Business – None
* New Business
* John will develop a survey instrument for members for a short list of questions regarding what they think of the club, opportunities and ideas, etc. John thought he could use Survey Monkey for such work. Cheryl Dashiell suggested that they set this up soon and also that attendance notations could be automated on the pc or cloud.

**Action Items from July 2021 Board Meeting**

1. President John Heltzel will work with Treasurer David Lamb to review the finances of the club and establish a proposed budget. He will also institute in person weekly meetings starting immediately and all members will be charged $15 for the lunch regardless of their attendance.
2. June Board Minutes reviewed and approved with no discussion
3. Bill Burton will inquire with the Manassas Baptist Church whether they would like a contribution from the Rotary Club of Manassas, and if so would money or food be appreciated.
4. President Heltzel requested that Club Service Chair Xiao-Yin Byrum develop a survey instrument for membership to help decide if the club remain at the Church, return to the Arts Center or choose a separate venue for future meetings.
5. President Heltzel asked Program Chair Dashiell to work with members so that each takes ownership of one week’s program and provide a speaker or redo their own classification talk.
6. Membership Chair Bob Anderson will reach out to PW Chamber of Commerce along with Xiao-Yin Byrum, a member of the Chamber’s Board, to discuss possible joint work and identifying Chamber members who may want to join the club.
7. The District dues will henceforth be paid on an annual basis, no longer to be paid every six months.
8. President Heltzel formed a finance subcommittee comprised of himself, Treasurer Lamb, President Elect Loveless, and Director at Large Jones to review the club’s books, establish a new budget and related plans.
9. President Heltzel will develop a membership survey to ask questions regarding views on how to help make the club healthy for growth.

**The meeting adjourned at Noon**.