**Rotary Club of Manassas**

**Board of Directors Meeting**

**Minutes**

**Manassas Baptist Church**

**August 18, 2021**

**10:30 – 11:45 am**

**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

Committee Chairs:

Club Service: Xiao-Yin Byrom

Membership: Bob Anderson

RI Foundation: Ed Pratt

Public Image: Bruce Moore

Program Director: Cheryl Dashiell

Vocational: Robyn Williams

(Absent: International Service: Meg Carroll, Community Service Mike Cundiff, 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 discussed how he would like a mission description from each of the committees, including vision, role and objectives.

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

Ab Basu stated that he had completely missed sending out the draft minutes from the previous board meeting, and apologized. He promised to send out that set as well as those for this meeting within the next week-and-half.

* Secretary or other board members with the information were asked to send out to the board the latest PPM and Bylaws for the Club.
* Ed Pratt offered to also send out the Club’s constitution to the board for everyone’s education.
* **Treasurer’s Report**
* David Lamb reported that there is $20,000 in the bank at the moment.
* He is working on getting historical data to ensure the balance sheet is correct and any outstanding issues are addressed
* He will have for the board by the next meeting the latest balance sheet and related figures
* John requested that unless members specifically ask for relief from the new dues structure (including lunch cost of $15 each week regardless of whether the member attends) that everyone, including those in arrears, will continue to be billed
* John also mentioned that, for those specific requests for concessions by any member encountering financial difficulties, he will prepare a standard Letter From The President to work with such requestors
* **Committee Reports**
* **Club Service** **Committee** Chair Xiao-Yin Byrum reported that she was continuing to work with Tony’s Pizza management to ascertain the best mix of menus and costs.
* Xiao Yin asked for constructive suggestions from members regarding meals – in case anyone had concerns with the current system. She reiterated that Tony’s Pizza strived to alternate the menus for the Club so that the main courses were the same every week. Specifically, Xiao Yin asked that members contact her if they have dietary or other food restrictions so that she can inform the caterer and ensure safe and enjoyable meals for everyone.
* She estimated that the weekly cost for food amounts to between $200-325 (depending on type of food such as pizza v more elaborate hot meals, etc.) plus Anna’s fees if she is needed.
* Willis mentioned that the Club collects $800 each week from member luncheon fees. John stated that the $15 per member per week is working in terms of creating new revenues well above the weekly costs. John further stated that there is no reason at this time to not continue with the new weekly levy on the membership since the catering costs are reasonable and also that the varied menu has worked well for the meeting attendees.
* John asked Ab about Zoom participants over the previous few weeks. Ab mentioned that the previous week had zero, two for the previous week and one the before. He also mentioned that Zoom has a helpful feature offering the ability to record sessions, and that each speaker for the July meetings were recorded with files now on the Zoom-provided cloud storage. Willis mentioned that the Club was paying Zoom at a rate of $30 per month for the service. John stated that so far, the ability for people to use Zoom in case they could not attend in person was working even though few were using the service. He suggested that the board monitor future Zoom attendance and hold off any decisions on the service until a later date.
* Xiao Yin mentioned that the Club should strive to mix things up and hold meetings at different times and venues such as dinners or weekends. Dinner tasting menus, field trips to businesses or organizations, etc. could all be planned for purposes of variety for venue and meeting topics.
* **Membership Committee** Chair Bob Anderson reported that perhaps some of the field trips that Xiao Yin mentioned could have a focus on membership drive as well. He further reported that regarding member retention, he had been able to reach out to several to keep them current and encouraged them to attend the meetings.
* He mentioned that the potential new member is Malcolm Richards who is sponsored by Larry Smith. Malcolm has completed the new member form and Bob was checking with Larry to see if Malcolm had turned in the initiation fee. Malcolm was on vacation during that week, and Larry responded to Bob that he would ask about the check once Malcolm was back.
* Bob further reported that he and Cindy Kacer would attend the PW Chamber of Commerce dinner the following evening, with him representing his business and Cindy as the past president of the Manassas Rotary Club. Both would seek out possible new members, and if there were potential joint efforts where both organizations could benefit: Rotary could attract more potential participation while the PW Chamber address its stated need for more community participation.
* Finally, Bob mentioned that Molly Grove is moving to West Virginia but that she will continue her membership until the end of the year.
* **Community Service** and **International Service and Peace** Chairs Cundiff and Carroll respectively, were both absent. Under the international agenda slot, Xiao Yin Byrom mentioned her work with the Wheelchair Foundation. The Foundation is working to support the gifting of 500 wheelchairs to groups in need on an international level. She mentioned that there is a $1000 opportunity for the Club to help the Wheelchair Foundation to help a group of children in Brazil. There was no formal request at that time, but Xiao Yin wanted to make sure and mention the opportunity for a future discussion.
* **Rotary International Foundation** Chair Ed Pratt reported that the Foundation minutes from the July 14 meeting references the St. Thomas Methodist Church. The Foundation has worked with the Church in the past to support its Eagle Scout projects. Ed stated that the “Service Above Self” award at the Church and new Eagle Scout projects should be supported by the Club, and that if the board agrees he would approach a Troop. Cheryl Macias asked Ed how the Club would identify a unit to help. Ed responded that historically the Club supported any unit with close ties to members, but also that there were no defined criteria to choose any particular unit. Bob Anderson suggested to Ed that he contact Patty (Baisden??) to pursue this issue. John Heltzel also mentioned to Ed that Mike Cundiff, as chair of the Community Service Club, should also have input.
* **Vocational Committee** Chair Robyn Williams referred to giving scholarships to area high schools. She mentioned that the committee will reach out to all schools early during the school year to ensure applications for the awards. Robyn stated that she was working to identify the appropriate personnel in each school to talk to about the scholarship opportunities.
* **Public Image Committee** Chair Bruce Moore reported that he had ensured that the Facebook page and website for the Club were continuously updated and invited members to go to the pages and interact, therefore helping support wider exposure for these sites.
* **Program Committee** Chair Cheryl Dashiell reported that speakers and other programming were scheduled for the Club meetings calendar through the end of October. She suggested that new or repeats of classification talks could be good ideas for programs in November and December.
* Xiao Yin Byrum told Cheryl that she would forward information related to the fundraisers for the Kiwanis, Firefighter and Police Services for possible speakers.
* **Fundraising Committee** Chair Don Kline was absent. John referenced the coming golf tournament in September. He mentioned that he would have to leave halfway through the tournament itself and that he had spoken to Chuck Rector to take over at that point. John reported that he will help with the presentations, etc. He encouraged all board members to attend, even if they are not golfers, and to be good ambassadors for the Club. He further reported that ¾ of the 100 players should be seen as potential members.
* Bob Anderson stated that there were fewer teams than previously and encouraged members to sign up if they have not already done so/reach out to golfers to do so.
* Cheryl Macias mentioned that the ISCC should be approached for support – in case other organizations had golfers who would have an interest in purchasing tickets. She reminded everyone that Ernie Newland is the Club’s representative to the ISCC.
* Xiao Yin said that she would reach out to both Ernie Newland and Vickie Latimer who works with the ISCC.
* Bill Burton mentioned that the golf tournament traditionally has raised a lot of money for the Club. He suggested that the board may want to assess alternatives in the future if the tournament continues the recent trend of not bringing in high revenues.
* Cheryl Dashiell suggested the Board look at tee shirts or related items for raising funds. Kenny Loveless made a motion to reinstate the buck of the year club for each member to get a new shirt each year. The motion was seconded by Cheryl Macias. All voted aye/motion passed.
* **New Business**

John Heltzel stated his intentions to:

1. Form a new IT Committee for the Club to support centralized digital filing, for cohesion between committees, a host with standard emails, to coordinate Zoom/fundraising and any technical coordination.
2. To consider financial data and a ensure healthy situation before launching any new project. He further suggested that a “bonding session” is needed soon to help get people together after so many months of separation. Ideas include ice cream social or minigolf such as on Mathes Avenue.

There was no further item for discussion and the Board meeting was adjourned at 11:50 pm.

**Action Items from August 18, 2021 Board Meeting**

1. All Club Committees are required to develop mission description, including vision, role and objectives. (No date deadline discussed)
2. Secretary shall provide the Board with both July and August draft minutes within a reasonable timeframe before the next meeting in September.
3. Ab Basu and Ed Pratt were asked to circulate to the Board the Club’s PPM, the Bylaws and the Constitution before the next meeting.
4. David Lamb will work to provide the latest balance sheet for the Club by the next Board meeting.
5. John Heltzel will develop a “Letter From The President” template for use with members who continue to be in arrears.
6. Club Service Committee will investigate field trips and other possible venues for dinner or weekend events to mix up the Club’s meetings.
7. Bob Anderson and Cindy Kacer will reach out to PW County Chamber of Commerce to investigate possible joint programs and also potential new Club members from the greater Chamber membership.
8. Ed Pratt will reach out to Patty (Baisden?) and Mike Cundiff (Community Service Chair) regarding starting a new Foundation sponsorship for Eagle Scout with an appropriate troop.
9. Robyn Williams will reach out to area schools to identify the appropriate personnel to help with a new round of Club Scholarships.
10. Bruce Moore asked for members to visit the Club’s social media sites and to like or share pieces and thereby increase exposure. (Ab’s editorial comment -perhaps a reminder email in September to the membership can help for this?)
11. Cheryl Dashiell and Xiao Yin Byrum will approach the Kiwanis, Firefighters/Police fundraiser organizers to identify their dates and also for speaker recruitment purposes in November and December.
12. All members were urged to sign up for the golf tournament and to reach out to golfers they know to participate. All Board members are strongly encouraged to attend as Club ambassadors whether they intend to play or not.
13. Xiao Yin will reach out to both Ernie Newland and Vickie Latimer regarding enlisting help from the ISCC for greater participation in the golf tournament.
14. The Buck of The Year program for new polo shirts was reinstated.
15. John Heltzel will identify a member to help form a new IT Committee.
16. John Heltzel will plan a bonding session shortly for members to gather again and build more rapport.