**Rotary Club of Manassas**

**Board of Directors Meeting**

**Minutes**

**Manassas Baptist Church**

**June 15, 2022**

**Attendance**

Officers:

President John Heltzel

President-Elect Kenny Loveless

Vice President Cheryl Macias

Immediate Past President Cindi Kacer

Ab Basu (via Zoom)

David Lamb

Robyn Williams

Sally Lay

Cheryl Dashiell

Ed Pratt

Willis Jones

Xiao Yin Byrom

Bill White

**Summary of Meeting**

**It was determined that a quorum was present, and the meeting was called to order at 10:30 a.m.**

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

Ab Basu participated via Zoom and presented the minutes from the past meeting. Kenny Loveless made the motion to accept, Ed Pratt seconded. There was no discussion, and the motion passed unanimously.

John Heltzel mentioned that the six months leave of absence for a certain member, allowing him to not have to pay for the lunches for the period, is a possible issue. Should the board change mandatory lunch costs in the rules to allow people who stay away a while to not be penalized with lunches they did not participate in? (What happened here as my notes end?)

**Treasurer’s Report**

David Lamb distributed the balance sheet, dated June 15, 2022, which showed approximately $40,600 in cash. He mentioned that Accounts Receivable were high as invoices were just sent out the previous week. He stated that the liability was for the Paul Harris Society and that this check would be remitted by end of week. Further, $336 was still outstanding for the jackpot in the 33 1/3 game. The financial status tracked well with the officers’ estimates for year-end fiscal situation. Overall, he concluded, with only two weeks left in the fiscal year, that the Club is in a good financial position with plenty of cash ($32,000 approximately in net income).

Ed Pratt asked of the status for John Skaggs. David responded that John had not replied to any of several messages that were left for him. He is still considered a member and has been invoiced.

Willis mentioned that he would like to voice his appreciation for allowing his temporary leave of absence.

David further mentioned that Accounts Receivables owed from Ray Poslewski (Boy Scouts of America) and Robert Wittenauer would be written off.

Ed Pratt made a motion to accept the Treasurer’s Report, which was seconded by Xiao Yin Byrom, and fully approved by the Board.

**New Business**

As President Elect, Kenny Loveless discussed how he, John and David had worked on a new draft budget for the new fiscal year about to start two weeks from then. He discussed how all of the officers wanted feed back and support from the board. David Lamb distributed a draft sheet of the FY2022-20223 budget. Kenny and David discussed spending categories and asked for feedback from the Board.

**Committee Reports**

**Club Service**

Xiao Yin Byrom went over plans for the June 29 Installation Dinner at her house at 5pm.

**Computer/AV Subcommittee**

John Heltzel gave an overview of work conducted to assess needs and move forward for purchase of a laptop and A/V equipment for the club. He mentioned that Andy Harrover ordered the equipment. This was scheduled for delivery to Andy’s company for setup/software installation, etc. within a week of the Board meeting. John also mentioned that more secure storage would be needed to accommodate the new equipment. He further stated that the City of Manassas would donate two storage cabinets to the club for this purpose.

Kenny then proposed the club take advantage of what was already being paid for with the DACDB system, and for more uses to help that would only be marginally higher in cost. He made a motion for the Board to allocate up to $500 additional to what was already paid to DACDB for Cheryl Macias to explore additional services that can help the membership. Robyn Williams asked if the DACDB system would accept electronic payments for members to the club? David said that DACDB is separate and for the club it has not yet the ability to do so. However, he further stated, that he also was investigating an ACH acceptance system for membership invoicing that could accommodate e-payments.

**Membership Committee**

Kenny mentioned that the Board had a new member application from Dr. Lisa Marie Stewart, doctor of physical therapy. He asked Ab Basu to circulate the application to members for any objection to be raised the following week. Without any objection from the membership, Ab was asked to enter Dr. Stewart’s name and contact information onto the Club’s rolls.

**Program Committee**

John Heltzel thanked Cheryl Dashiell for her leadership and hard work during the year to arrange the programming schedule. He stated that going into the new fiscal year all club members would be asked to line up a third-party speaker or give a presentation themselves at future lunch meetings.

Cheryl Macias then discussed her participation in the Rotary International Annual Convention earlier in the month in Houston. Cindi Kacer asked if hotel and travel for an officer or more could be covered by the club. Ed Pratt agreed, although he stated that conventions held abroad every other year can be considerably more expensive that those held in the U.S. Cheryl discussed highlights of whom she met with in Houston, issues that she found interesting potentially for the club, meeting with Baileys Crossroads officers on new membership recruitment ideas, and how she would present these on a sheet at a future Board meeting.

Finally, Kenny thanked outgoing president John Heltzel for his leadership and hard work during the fiscal year, how he brought back the club from the virtual meetings due to the pandemic, and how he successfully navigated the club through troubled times, with his goal to stop the losses/and encourage members to participate again.

With no further business, John adjourned the meeting at 11:45 am.