**Rotary Club of Manassas**

**Board of Directors Meeting**

**Minutes**

**Manassas Baptist Church**

**February 16, 2021**

**1:00 – 2:00 pm**

**Attendance**

Officers:

President John Heltzel

President-Elect Kenny Loveless

Vice President Cheryl Macias

Treasurer: David Lamb

Secretary Ab Basu

Director At Large Willis Jones

Sergeant At Arms Jerry Martin

Committee and Subcommittee Chairs:

Club Administration: Xiao-Yin Byrom

Programs: Cheryl Dashiell

Public Image: Bruce Moore

Rotary Foundation: Ed Pratt

Grants Subcommittee: Mike Cundiff

Service Projects Committee, Youth Service Subcommittee: Robyn Williams

**Summary of Meeting**

**Board members in attendance discussed that at least 13 of the 15 members were present and thus there was a quorum. The meeting proceeded.**

**Highlights show action items.**

* **Treasurer’s Report**

David Lamb updated the Board on the status of the budget – which was reported to be in good standing. He mentioned the issue of aging of outstanding invoices from a list of several members. John Heltzel stated that he would assist David by sending email letters to all outstanding dues payers for immediate payment or to let him know if there were any issues/questions that he can address.

David gave Cheryl Macias the outstanding invoice for Boy Scouts of America (related to ex-member Raymond Pozlusky’s Club dues delinquency), which Cheryl will take to her next BSA meeting to be paid.

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

Ab Basu reminded the Board that there was no January 2022 meeting. Instead, the outstanding draft minutes for approval were from December 15. The Board discussed action items and addressed any questions which arose from the previous minutes including:

* There was an issue regarding tree planting from the previous Board meeting. Kenny recounted how there was a plaque from the Club at Baldwin Elementary School, and also a few at the Jenny Dean Memorial Plaque. He further stated that there are five trees in all which reflect prior Club presidents who are deceased.
* An additional issue from the previous Board meeting was with regard to a possible meeting between the Board and the Foundation officers. Ed mentioned that this should be done every quarter during the year in accordance with the Policy and Procedures Manual, and John offered to schedule the first of these.
* Cheryl Dashiell asked about the $20,000 that goes to the Foundation from the Club every year. She was informed that instead, it is everything on top of $20,000 in the Club’s account that goes to the Foundation each year.
* With no further discussion of the draft minutes and reflecting on emailed/ hard copy edits provided to the Secretary, Cheryl Macias made the motion to accept the minutes. Xiao Yin Byrom seconded the motion and the Board voted all “ayes” to do so. The final minutes were adopted.
* **Committee Reports**

**Club Administration Committee Report**

Xiao-Yin Byrom suggested the following for the Reverse Raffle scheduled for March 19. That the dinner cost $35 per head and include pulled pork and corn bread, basketball theme to match second round of the NCAA men’s basketball tournament at that time, 2 wine bottles per table, cash bar, and live auctions. She stated that more sponsors were still needed. John also mentioned that silent auction donations were still being sought.

**Youth Service Subcommittee**

Robyn Williams mentioned that she was working with the four high schools to have recipients come to a Club meeting by end of March. John asked about speech contest, that were conducted in the past? Xiao Yin and Robyn would contact John Skaggs to ask if this could be started up again.

**Programs Subcommittee**

Cheryl Dashiell mentioned that there was an opening for speaker on May 4, and asked for suggestions.

**International Committee**

John Heltzel mentioned that chair Meg Carroll had resigned her membership and could no longer chair this committee. Jerry Martin suggested that Sally Lay be considered to take over as she used to run the committee. Kenny was tasked with contacting Sally and identifying her or her suggestions for new chair.

**Ad Hoc IT Committee Report**

John mentioned that he took the Club laptop home for his wife to examine (she has technical expertise). He reported that the laptop was at least 7 years old and had not been updated in its softwares, etc. for years.

Discussion turned to identifying a new laptop with HDMI and USB connection slots that also was powerful enough for contemporary software. Additionally, remote speakers with Bluetooth capabilities should be included in a new equipment search.

**New Business**

John Heltzel brought up the issue of venue for future weekly meetings.

* He mentioned that the Manassas Baptist Church had a “handshake agreement” with the Club for use of its largest room. The room has good AV, kitchen facilities, and AV equipment. However, the Church had contacted the officers to ask for a more formal agreement for use of its most popular/highest rental income room. They want to know what the Club’s intentions would be for at least the remainder of the year.
* John mentioned that officers had considered both the Art Factory and the “Old Theatre” on Mathis Avenue as possible venues. However, due to cost and logistical concerns those were not as attractive as the current Church venue.
* John further mentioned that the Church was willing to agree with the Club to a “sweetheart deal” for rental of its facilities for six or twelve month periods. Bill Burton mentioned his discussions with the Church administration and that they would be willing to work with the Club, and also that they were offering new and effective AV equipment for Club use.
* Also discussed was that other rooms within the Church would be available in case another group wanted to pay the Church their normal higher rental rate for the large meeting room that was currently being used. It was decided that the weekly meetings could always be held in adjacent rooms on the occasion of another group needing that large room temporarily and at the same time on a Wednesday. It was further discussed that such displacement likely would be a rare occurrence if at all.
* Jerry Martin spoke in favor of an agreement with the Church due to convenience, facilities, parking, reasonable costs, and accessibility.
* Xiao-Yin Byrom stated that the Club had to have access to a nearby kitchen and running water to hold the lunch portions of the weekly meetings.
* Ab Basu made the Motion for John Heltzel and Bill Burton to finalize an agreement with the Church for a reasonable rate of rent for use of its facilities and equipment for a period covering the remainder of the calendar year. Xiao-Yin seconded the motion. There being no further discussion, the motion passed unanimously.

There was no further item for discussion and the Board meeting was adjourned at 2:00 pm.