PRE-PETS Discussion Items

**2015-2016 theme - Be a Gift to the World.**

***90% of what you do this year should be planned for and in place by June – then you can really enjoy your year as President.***

* Manage Email volume – make sure your email address on the District Database is correct, you can have more than one. Also make sure phone numbers are updated.
* **ADG:**
  + Please advise me of your Board Meeting schedule as I plan to attend quarterly.
  + I will be doing quarterly Club visits to review your Club’s status on Membership, Service Projects, Rotary Foundation, Club Leadership Development, Public Image Club Leadership and Presidential Citations.
  + We will look at doing our quarterly Area meetings with club presidents.. Could do an breakfast, dinner or cocktail session once or twice discuss best practices, upcoming needs, etc,
  + The AG should be invited to all Club Assemblies, fellowship events, service projects and Installation of Officers for the 2015-16 year.

There are 4 levels in Rotary – International, Zone, District and Club.

***The Club is by far the most important.***

* **Club:** 
  + Have all Committee Chairs in place by April 1st and start your New Board meetings in April. As a minimum, every club should have a Secretary, a Treasurer, a Foundation Chair, a Membership Chair, and a Communications / Public Image Chair on its board
  + Make sure that all officers and Board members attend the District Assembly April 16h at SIMT in Florence.
  + Club Assemblies should be scheduled for your year by May 15th, quarterly is preferred, but, twice a year in June/July and January is fine. Share the board and clubs status with the full club during a regular meeting.
  + The District Database and Rotary Club Central must be updated by July 1st and then done regularly.
  + Make sure that all club members have been registered on RI and the District Database.
  + Clean up member rolls by June 15th to start off your year with an accurate number.
  + Get your Club involved with Rotaract, Interact, RYLA and Youth Exchange.
* **Rod Funderburk, District Governor Visit:** 
  + Set up DG visit to coincide with a special event such as inducting new members or awarding Paul Harris Fellows.
  + Rod Funderburk does not want a personal gift, he would like a contribution made to the Foundation, Polio or CART, in the name of your Club so your Club gets credit. Typically announced day of his visit.
  + When the DG visits, he is the program, ADG does the introduction. Please plan a brief board meeting in conjunction with the official visit.
* **Budget:**
  + Make sure you set a budget and have reviewed at all Board meetings. How is your Club Treasurer monitored? All Clubs need their finances reviewed annually by another member of the Board.
  + All Clubs should be filing a form 990 Tax return, short form for under $25,000. Long form for over $25,000.
* **Foundation:**
  + Budget and Monitor Foundation Goals – 100% EREY, 100% Sustaining, 100% Paul Harris Fellow Club.
  + Advise DG who your Foundation Chair is **before May 15th**
  + *Club President, Secretary, Treasurer and Foundation Chairs are only ones that can access Foundation reports* ***online at RI*.** They must be updated on Rotary.org under officers to have this access.
  + New report is the interim MCR, which updates daily.
  + We will hold a meeting in early June with the Presidents and Foundation Chairs to review the Foundation in more detail.
  + If you need a report before July 1, you can email the Contact Center at [www.contact.center@rotary.org](http://www.contact.center@rotary.org). and tell them you are the PE and need a report.
* **Club Leadership and Presidential Citation**: Put a plan in place to be successful.
  + Your clubs 2015-2016 PE should be in charge of the Citations to ensure progress and to prepare for their year as president.
  + Assign a person to chair each category and get regular progress reports.
  + Make it a permanent agenda item for your board.
* **Membership:**
  + If you don’t have a new member orientation program, get one in place. Utilize fireside chats, after work socials.
  + Make sure you detail the expectations and commitments to a prospective member before they become a member.
  + Remember to run all potential members through the Sexual Offenders Database prior to the Induction.
* **Resources:**
  + New Files & Forms tab in District Database, contains tons of info on Foundation, Membership, Leadership, etc.
  + District Website [www.rotary7770.org](http://www.rotary7770.org) is updated with a new Resources tab, lots of info there as does the Rotary.org Rotary International site.
  + Contact your ADG - they are your resource for all your unanswered burning questions.
* **Make sure to have PE and PN registered for PETS February 27-28, 2015**
* **Encourage Attendance at District Conferences**

2015 District Conference is at Marina Inn Myrtle Beach March 20-22, 2015  
 2016 District Conference is at Columbia Convention Center Columbia March 18-20, 2016  
 2017 District Conference is at Marriott Hilton Head March 24-26, 2017

* *My only goal is to help you succeed. Have a great year.*