

# The Rotary Club of Brantford-Sunrise Handbook for 2025-2026



## Rotary International 2025-2026



July 27, 2025 (Rev 10.31.25)

# Table of Contents

Table of Contents.....	2
Introduction .....	3
Rotary’s International Areas of Focus 25/26 .....	4
Guiding Principles - Object of Rotary .....	5
Club Officers 2025-2026 .....	6
Paul Harris Fellows & Recognitions.....	7
2024-2026 Club Strategic Plan .....	9
Strategic Plan and Scorecard 2024-2026 .....	11
Calendar of Events and Fundraisers 2025-2026 .....	17
Signature Fundraising Committees 2025-2026.....	18
Membership Related Committees .....	19
Hands on and Giving-Related Committees.....	20
Administrative Related Committees.....	21
POD Duties.....	23
POD Schedule 2025-2026.....	24

## Introduction

Fellow Sunrise Rotarians,

“Unite For Good” is the 2025-2026 theme for Rotary International. This theme serves to inspire 1.9 million Rotarians in 46,000 clubs in 200 countries world-wide, as well as the public, with a call for us to work together to ensure a brighter future for all. Rotary Sunrise members and our volunteers are part of this amazing 1.9-million-member strong organization.

Club handbooks are updated each year to help committee leaders and team members organize and achieve their fundraising and operational goals in an effective and methodical way.

This is a dynamic document, given the certainty that ‘things change’. John Utley developed a Committee Guide which I’ve kept but separated as a standalone document. The various committees should own the contents of the Committee Guide and I will make that recommendation to each Committee Chair. Both this handbook and the Committee Guide will be available on our Club website.

We are a dynamic Rotary Club and every one of us should be proud of what we have done, what we will accomplish, and the difference we make in our community and in the world!

I wish you all an amazing 2025-2026 Rotary Year!!

*Susan Brown*

*2025-2026 President,*

*Rotary Club of Brantford Sunrise*

# Rotary's International Areas of Focus 25/26

1. Promoting Peace
2. Fighting Disease
3. Providing Clean Water, Sanitation and Hygiene
4. Saving Mothers and Children
5. Supporting Education
6. Growing Local Economies
7. Protecting the Environment

**Rotary International President 2025-2026**  
Francesco Arezzo, Rotary Club of Ragusa, Italy

**Rotary District 7090 Governor:**  
Aaron Carlson  
Rotary Club of Lockport NY USA

**Zone 1 & 2 Asst District 7090 Governor**  
Ken Tota  
Rotary Club of Brantford Sunrise



James L. Bomar Jr., in a 1993 interview.

## The roots of Rotary's polio eradication efforts

When James L. Bomar Jr., then RI president, put the first drops of vaccine into a child's mouth, he ceremonially launched the Philippine poliomyelitis immunization effort. Rotary's first Health, Hunger and Humanity (3-H) Grant project was underway.

Visit [my.rotary.org](https://my.rotary.org) for Rotary information, history and education and training.

## Guiding Principles - Object of Rotary

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

FIRST: the development of acquaintance as an opportunity for service.

SECOND: High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarians occupation to serve society.

THIRD: the application of the ideal of service in each Rotarians personal, business and community life.

FOURTH: The advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

### The Four-Way Test

The four-way test is a non-partisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings:

### Of the things we say or do:

1. **Is it the TRUTH?**
2. **Is it FAIR to all concerned?**
3. **Will it build GOODWILL and BETTER FRIENDSHIPS?**
4. **Will it be BENEFICIAL to all concerned?**

### Avenues of Service

We channel our commitment to service at home and abroad through Five Avenues of Service, which are the foundation of club activity.

1. Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
2. Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
3. Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
4. International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad and more.
5. Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

## Club Officers 2025-2026

### Officers 2025-2026

Position	Rotarian	Committee Responsibility at Board Level
President	Susan Brown	Online Auction/StratPlanning
Past President	John Utley	Nominating
President Elect	Jerry Lawler	Global & District Grants
Secretary	Bernard Neziol	Major Projects&Donations/Youth Services/ByLaws
Treasurer	Mike Bijman	

Directors – 1-year term 2025-2026	
Rotarian	Committee Responsibility at Board Level
William Harrow	Mini Fundraising
Michael Foster	Hands On
Dolly Sharma	HIP
Jason Cherry	Canada Day & Membership
Directors – 2-year term 2025-2027	
Rotarian	Committee Responsibility at Board Level
Cameron Johnston	Foundation
Laurie McIntyre	Public Relations
Justin Bester	Trip of the Month
Bill Clarridge	Sponsorship

### District 7090 Representatives

- Reg Madison, Finance Past Chair
- Justin Bester, Youth Exchange

### Brantford Sunrise Satellite Club

- Brian Stolp, Satellite Club Chair

### Sergeants at Arms 2025-2026

Kelly Dzuba                      Laurie Macintyre                      Paul Harding

### Past Presidents Council, \*Justin Bester Chair

Justin Bester*	Boyd Van Allen	Richard Boyington	Andrea Berestevenko
Jason Cherry	Glen Christensen	Kevin Davis	Bill Harrow
Cam Johnston	Mark Littell	Reg Madison	Bernard Neziol
Phil Race	Ken Tota	John Utley	

## Paul Harris Fellows & Recognitions

### Paul Harris Fellows (as of April 27, 2025)

Linda Bazoian	Chuck Beach	Jennifer Beal	Josh M. Bean
Ray Bednarz	Andrea Berestevenko	Stacy Bester	Rino Bidenti
Cathy Bohemier	Jeannie Boniface	Jim Boughner	Bill Brown
Debbie Brown	Mary Burnett	Carol Cain	Gino Caputo
Jason Cherry	Bill Clarridge	John Coles	Bob Coyne
Robert Crocock	Clarence J. Dick	Kent Dixon	Kelly Anne Dzuba
Barry English	Blaine Field	Michael Foster	Laura Frietz
Peggy Gautreau	Nancy Gowing	Elsie Hankinson	Heather P. Harlow
Cindy Hayward-Dale	Monica Hewitson	Lisa T. Hooper	Melissa Jarman
John Johnson	Anthony Jose	Len Kesik	Charlie Kopczyk
Dev Lall	Zack Lapinski	Sandy Lee	Lucy Marco
Liz Martorano	Colleen Miller	Gregg Moore	George Mychailenko
Kim Neziol	Filip Pajtondziew	Dhruvisha Patel	Nancy Peddle
Real Perras	Bob Przednowek	Lisa Reeder	Dave Reeve
Michelle Regan	Gladye Rizzo	Nick Rizzo (2)	Lori Santilli
Harry G. Sawchuk	Teresa Schoonings	Justine Shortt	Tim Simpson
Andrea Stefanchuk	Nancy Tew-Sebarras	Ennio Trignani	John Utley
Wayne Villamere	Mary Welsh	Brian Witteveen	Victor Witteveen
Aaron Wynn			

### Multiple Paul Harris Fellows (as of April 27, 2025)

Nada Askic	Steve Assel	Justin Bester	Michael A. Bijman
Wayne Branchaud	Richard Boyington	Susan Brown	Rick Bullas
Virginia Bullas	Glen O. Christensen	Kevin Davis	Ed Doucet
Bruce Dzuba	Mark B. Gaskin	Walter Gretzky	Mindy Gulas
Dale Hall	Cameron Johnston	Paul Harding	William D. Harrow
Mark Littell	Loretta Madison	Reg Madison	Adam McInnis
Janice E. Mills	Karen Moore	Reginald Moore	Bernard T. Neziol
Jeff Noble	Joe R. Persia	Jo-Anne F. Proctor	Phil Race
Rick Shaver	Michael Terdik	Ken Tota	Karen Williamson
Boyd Van Allen			

## Paul Harris Certificates of Appreciation

- Bettesworth Johnson Chartered Accountants
- Brant Community Healthcare System
- Brant County Health Unit
- Neziol Insurance Group
- St. George Lions Club
- The Brantford Expositor
- Waterous Holden Amey Hitchon LLP

## Wall Plaques of Community Recognition

- Brant Community Health Care System – PARS unit waiting room
- ARTC Adult Recreation Therapy Centre – Recognition marker
- Juravinski Cancer Centre – bronze plaque Radiation Suites

- **Rotary District 7090 Past & Present Honours**

Name	Position	Years
Reg Madison	District Governor	2017-18
Phil Race	Assistant DG	2021-24
Cam Johnston	District Grants	2024-25



**PARS Clinic Brantford General Hospital 2023**



## 2024-2026 Club Strategic Plan

Undertake all Member Involvement in a comprehensive survey that establishes goals and actions for 2024-2026.

### **Club Level**

- Provide club members with a summary of Board meeting outcomes each month through Club Secretary.
- Committee Corner: each committee chair to share with members their activities and needs for support.
- Expand and maintain an up-to-date club history on the website: listing activities, fundraisers, supported organizations, photos and presentations at club meetings.
- Hold one social event per month with invitations to satellite club and Friday club.
- Continue with Signature Fundraising events: Trip of the Month, On-line Auction and Canada Day activities including the Beer Garden and Parking.
- Explore the addition of mini-fundraisers through a new mini-fundraiser committee
- Schedule classification talks with new members in a timely manner.
- On-board new members effectively and timely.
- Enhance new member experience, especially in critical first 3-6 months.
- Create and maintain a speaker list for PODS and classification talks.
- Establish a small committee to secure 2 keynote speakers per year.
- Increase overall membership by a net 2 new members.
- Add 2 to 3 corporate memberships
- Hold a minimum of one-two club membership fundraiser per year examples: (wine draw or dinner for two)
- Reduce the number of committees by combining or modifying.
- Fit DEI focus into membership committee

### **Community Level**

- Provide more outreach to and interaction with cultural and indigenous groups, youth groups as examples. The objective is for our club to better serve the diversity of our community.
- Donate \$1000 per month to community agencies and groups directly through POD member activities.
- Continue with Hands on Activities such as serving dinner bi-monthly to youth at the Whynot Centre on Colborne St and Christmas dinner: Poinsettias to seniors at retirement and care homes: Spring and Fall

Grand River clean ups in support of the larger Rotary Great Lakes clean up initiative, tree planting, Christmas parade.

- Enhance hands-on activities with the addition of at least two new activities and consider whether some can serve as a monthly social. Examples in 2025-2026 include The Birthday Cake Project and serving meals at The Blessing Center.
- Continue with the Youth Exchange and Youth Service programs with on-going ROTEX involvement.
- Continue to identify local organizations with needs we can assist with through donations.

### **Vocational Level**

- Continue with Rotary Minute and Classification talks,
- Continue with “going to the Community” to recognize deserving community Leaders and volunteers with 3 Paul Harris Fellowship Awards (1-2 years)
- Recognize vocational gaps (refer to Laurie McIntyre’s presentation a year ago) and devise a membership strategy to target these gaps (education, medical are examples).

### **International Level**

- Every Rotarian Every Year Support for the Rotary Foundation – 100% individual member support (to receive District recognition)
- Support Polio Plus fund raisers in efforts to have Polio eradicated (minimum \$2500)
- Actively participate in the global grant and the district project grant process – both financial and hands on support.
- Participate in the Great Lakes watershed water clean up
- Actively participate in the Cluster Grant (Global) process

## Strategic Plan and Scorecard 2024-2026

**Period July 1, 2024 – June 23, 2025**

LEGEND			
Not Started	In Progress	On Target	Completed

STRATEGY #1 EXPAND COMMUNICATIONS					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
1.1 Increase communications with the local community and organizations	Effectively communicate to the community	<ul style="list-style-type: none"> <li>Establish a social media Team and select platforms.</li> <li>Measure effectiveness</li> <li>Promote our club in the community</li> </ul>	2024 & 2025	JB, KD, JC, PH, MM	100%
1.2 Enhance communication within the club, Satellite club, Committees and Board	To incorporate more Club business at all levels to achieve club objectives	<ul style="list-style-type: none"> <li>Post board minutes on club website,</li> <li>Provide updates on status of Strategic Plan</li> </ul>	Quarterly	JB, KD, JC, PH, MM	100%
1.3 Increase connections with the Friday Club	Connect with the Friday club to explore how we can achieve mutual benefits	<ul style="list-style-type: none"> <li>Meet with Friday club to explore possibilities of joint activities</li> <li>Both clubs are involved in hands on projects</li> </ul>	Dec 2024	JU	100%
1.4 present scorecard results to members in 4 <sup>th</sup> month	Provide members with quarterly updates on activities	<ul style="list-style-type: none"> <li>Create scorecard format</li> <li>Present scorecard updates quarterly</li> </ul>	2024-2026	JU Board	100% 95%
STRATEGY #2 STRENGTHEN FUNDRAISERS & EVENTS					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
2.1 Review existing fundraisers for ongoing development	Review and examine existing fundraisers	<ul style="list-style-type: none"> <li>Establish a fundraising committee to explore potential new fundraising activities.</li> </ul>	2024-2025	JL BF JC	100%

	Increase membership engagement in fundraisers	<ul style="list-style-type: none"> <li>Implement new fundraising activities without affecting existing fundraisers</li> </ul>	2024-2025	Sat club	
2.2 Consider new fundraisers including a family friendly community event.	Finalize criteria for a new event  Put together a new committee to begin planning	<ul style="list-style-type: none"> <li>Decision made to pass on small fundraisers to the Hands-on Committee.</li> </ul>	2024-2025-2026	JU JC KM SB RB KT	100%
2.3 Continue with existing fundraisers	Raise funds to support community agencies and orgs	<ul style="list-style-type: none"> <li>Trip of the Month</li> <li>Online Auction</li> <li>Canada Day</li> </ul>	Jan 2025 Apr 2025 July 2025	BF JL JC	95%
STRATEGY #3 INCREASE MEMBERSHIP ENGAGEMENT					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
3.1 Develop a membership Development Program	Effectively communicate to all members	<ul style="list-style-type: none"> <li>Hold tutorials on the use of social media for members and potential members.</li> <li>Develop a promotional video showing our community presence using local company (Atomic Spark)</li> <li>Super Socials (Diner en Blanc event) twice per year by members with less than 3 years in Rotary</li> <li><b>Distribute club handbook to all members and provide quarterly updates</b></li> </ul>	Dec 2024	JC	50%
			Dec 2024	TBC	0%
			2025	TBC	0%
			On Going	JU	95%

3.2 Strengthen Club Infrastructure	Improve Committee structure and succession planning	<ul style="list-style-type: none"> <li>Provide a brief report to members after each Board meeting</li> <li>Provide a detailed report 4 times a year and scorecard status</li> </ul>	Dec 2024	BN	100%
	Increase member knowledge about Rotary opportunities for leadership roles		Dec 2024	JU & Chairs	100%
3.3 Hold Community Events which have a family friendly orientation	Include family-oriented socials and events to balance age differences	<ul style="list-style-type: none"> <li>Establish an ad-hoc committee to review options and recommendations.</li> <li>Hold one family friendly event</li> </ul>	2024-2025	KT	100%
			2025-2026	Hands On Comm	100%
3.4 Strengthen new member onboarding and engagement experience	Ensure new members are actively involved on committees and club events	<ul style="list-style-type: none"> <li>Schedule classification talks within 3 months of membership approval</li> </ul>	2024-2025	POD JC JU	90%
3.5 Include Rotary organization and use Club runner in club	Improve use of Club runner by all members	<ul style="list-style-type: none"> <li>Schedule overviews of District, Zone, RI and Club at regular meetings</li> </ul>	2024-2026	TBC	50%
STRATEGY #4 CLUB STRATEGIC PLAN					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
4.1 Build strong relationships between Sunrise, Friday,	<b>Enhance relationships between Brantford</b>	<ul style="list-style-type: none"> <li>Invite clubs to our social events</li> <li><b>New initiative added to work with Brantford and Norfolk Clubs</b></li> </ul>	2024-2025	JU Board	100%

Satellite members	<b>and Norfolk clubs</b>			<b>ADG Keith Jones</b>	
4.2 Create a speaker list for PODS	Attract new members and community interest	<ul style="list-style-type: none"> <li>Create a speaker list for PODS</li> <li>Identify 2 keynote speakers per year</li> </ul>	2024-2025	TBC PODS	100%
4.3 Increase membership	Increase net membership for the year by 2	<ul style="list-style-type: none"> <li>Hold membership drives</li> </ul>	2024-2025	JC. JU Club	100%
STRATEGY #5 COMMUNITY OUTREACH					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
5.1 Serve the diversity of our community	Establish outreach and interaction with cultural and indigenous youth groups	<ul style="list-style-type: none"> <li>Support Diversity, Equity, Inclusion and Honouring Indigenous People committees through outreach initiatives. <b>Submitted water project for Six Nations for a global grant</b></li> </ul>	2024-2025	MM DS DB RM GC	40%
5.2 support community agencies through POD donations	Support community groups & agencies through speaker invites	<ul style="list-style-type: none"> <li>Donate \$1000 per month directly through PODS</li> </ul>	2024-2025	POD leaders	100%
5.3 Promote Rotary through Hands on activities	Promote the Magic of Rotary through hands on activities in the community	<ul style="list-style-type: none"> <li>Continue with Hands On activities. Youth dinners. Grand River Spring and Fall clean ups. Poinsettias for seniors. Tree planting Mini fundraising</li> </ul>	2024-2025	KT	100%
5.4 Continue with Youth Exchange and Youth Service	Provide youth with life experiences	<ul style="list-style-type: none"> <li>Recruit youth through our members and</li> </ul>	2024-2026	BN JB	

and ROTEX programs	locally and internationally	<ul style="list-style-type: none"> <li>relationships with schools</li> <li>Host foreign youth exchange to experience Canadian culture, education and language</li> </ul>			100%
5.5 Support Kids Can Fly Dolly Parton Imagination Library, Alzheimer Soc, ARTC, Org Kaos	Support these groups on an as requested basis	<ul style="list-style-type: none"> <li>Communicate with these groups to understand and support their needs.</li> <li>PARS, Crossing All Bridges Participation Support Services, Lansdowne Children's Centre</li> </ul>	2024-2026	Board	100%
STRATEGY #6 VOCATIONAL ACTIVITY					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
6.1 Recognize deserving citizens	Identify 3 deserving citizens who have contributed in making our community a better place	<ul style="list-style-type: none"> <li>Invite deserving citizens to an awards ceremony to bestow them with a PH Fellowship</li> </ul>	2025-2026	PR	100%
STRATEGY #7 INTERNATIONAL ACTIVITY					
TACTIC	GOAL	ACTION	TARGET DATE	RESP	STATUS
7.1 Support Rotary Foundation	To have 100% participation by members	<ul style="list-style-type: none"> <li>Inform members of the global benefits of supporting the Foundation</li> </ul>	2024-2026	GC? PR	70%
7,2 Eradicate polio globally	Support Polio Plus program	<ul style="list-style-type: none"> <li>Give US\$2500 minimum from club</li> </ul>	2024-2026	Board	100%
7.3 Participate in the global and district 7090 grants program	Support and receive local and district grants	<ul style="list-style-type: none"> <li>Identify local projects that will benefit with grants. <b>See 5.1 water project for Six Nations.</b></li> <li><b>Supported District Cluster fund</b></li> <li>Review district and global projects that we may support</li> </ul>	2024-2026	CJ GC RM	100%

**SMART Objective:** To attract 5 corporate members to the Brantford Rotary Sunrise Club by the end of 2025-2026 Rotary Year.

<b>SMART Goal</b>	<b>Description</b>
<b>Specific</b>	Attract 5 corporate members
<b>Measurable</b>	With the potential to bring at least 3 individuals per corporate member
<b>Achievable/Agreed To</b>	Working with the current membership committee chair and existing Club membership,
<b>Realistic-Results Oriented</b>	And using the existing resources to support the goal (corporate member definition and existing Chamber of Commerce membership and existing member connections/networks and existing sponsor and volunteer network), aim for one new corporate member quarterly in Q1,2,3 with 2 members in Q4
<b>Time-framed (goal attainment date)</b>	By end of 2025-2026 Rotary Year.

**Action Steps to Achieve Goal:**

1. Work with existing membership chair and one existing corporate member to finalize plan and kickstart initiative
2. Assess resources and tools available to us to ensure success (Chamber membership opportunities, existing member connections, sponsor and volunteer network, donation recipient organizations, free directories, promotional opportunities, and materials available, including new piece by existing corporate member for testimonial purposes.
3. Develop a 'sales funnel' and associated follow-up tactics with the goal of one new corporate member per quarter – assign a membership team member to selected follow-ups, understanding that to get 5 new corporate members, we will need a sales funnel approximately 5x that number (example: 25 minimum to get 5).
4. Ensure at least three of the potential 5 are identified organizations with familiarity and ties to Rotary (warm leads).
5. Ensure a strong on-boarding process is in place, suited to corporate memberships.

**Helpful People or Tools:**

1. Assess marketing resources for goal – benefits statement
2. Meet with Membership Chair and Committee including existing corporate member
3. Produce a marketing plan including social media strategy
4. Work the plan and monitor success



## Calendar of Events and Fundraisers 2025-2026

Month	Event
July	<ul style="list-style-type: none"> <li>• Installation of President, PE, PEN, Officers and Board</li> <li>• Confirmation of Committee chairs, Vice chairs and members</li> <li>• Social event: Recognition of Past President, Officers and Board Social</li> <li>• Canada Day Beer Garden and Parking fundraiser Lions Park</li> <li>• Quarterly financial statement review</li> </ul>
August	<ul style="list-style-type: none"> <li>• Whynot Youth Centre dinner Colborne St.</li> <li>• Family Social</li> </ul>
September	<ul style="list-style-type: none"> <li>• Social.</li> <li>• Support Friday Rotary Perch Fry (check with Friday Club)</li> <li>•</li> </ul>
October	<ul style="list-style-type: none"> <li>• Trip of the Month kick-off</li> <li>• Grand River clean-up at Lions Park</li> <li>• Whynot Youth Centre dinner Colborne St.</li> <li>• Quarterly financial statement review</li> <li>• Social event:</li> </ul>
November	<ul style="list-style-type: none"> <li>• Remembrance Day Canadian Military Heritage Museum</li> <li>• Celebrate and recognize new Paul Harris Fellows ~ BGCC</li> <li>• Christmas Parade through city downtown</li> </ul>
December	<ul style="list-style-type: none"> <li>• Poinsettia program to: ARTC, CAB, PSS, Stedman Hospice, St. Joes, JNH, Brantwood, Park View, Amber Lea, Sheridan Lodge, Riverview, Seasons,</li> <li>• Trip of the Month ticket fundraiser wrap-up</li> <li>• Christmas Social Brantford Club</li> <li>• Whynot Youth Centre Christmas dinner (West St)</li> <li>• Christmas Trivia for Polio Plus</li> </ul>
January	<ul style="list-style-type: none"> <li>• Confirm corporate and business sponsors for 2025-2026.</li> <li>• Sponsor recognition breakfast.</li> <li>• Quarterly financial statement review</li> <li>• Social event:</li> </ul>
February	<ul style="list-style-type: none"> <li>• Whynot Youth Centre dinner Colborne St.</li> <li>• Club Survey on membership satisfaction</li> <li>• Coldest Night of the Year Whynot Fundraiser</li> <li>• Social event:</li> </ul>
March	<ul style="list-style-type: none"> <li>• Social event:</li> </ul>
April	<ul style="list-style-type: none"> <li>• Grand River clean-up Lions Park River trail and Park.</li> <li>• Whynot Youth Centre dinner Colborne St.</li> <li>• Online Auction fundraiser for the Paediatric Children's Unit</li> <li>• Quarterly financial statement review</li> <li>• Social event:</li> </ul>
May	<ul style="list-style-type: none"> <li>• International Convention (May or June)</li> <li>• Tree planting</li> <li>• Social event</li> <li>• Ask Friday Rotary Club if help is needed for The Classic Run event</li> </ul>
June	<ul style="list-style-type: none"> <li>• Whynot Youth Centre dinner Colborne St.</li> <li>• Social event:</li> </ul>

## Signature Fundraising Committees 2025-2026

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Trip of the Month	Chair Blaine Field Vice – Cam Johnston Mike Bijman George Mychailenko Tracy Mackie  Support: Vicky Johnston	Goal: Sell 999 tickets at \$100 each before the first draw in January. \$99,900 Including: Decide on destinations. Confirm with Travel Agency Confirm Platinum sponsors. Print tickets & brochures Distribute tickets to members. <b>Produce and maintain event process document</b>

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
On-Line Auction	Co-Chair – Kelly Dzuba Co Chair – Susan Brown Linda Bazoian Richard Boyington Darion Boyington Bruce Dzuba John Utley Gino Caputo Phil Race	Goal: Raise \$40,000+for PARS Named matching sponsor opportunity Secure online auction web site Auctria. Secure auction items from businesses and organizations Distribute items Cheque presentation to BCHCS Foundation. Get all members involved in securing donations. <b>Produce and maintain event process document</b>

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Canada Day Beer Garden and Parking	Chair – Jason Cherry Vice – Susan Brown Bill Clarridge Paul Harding Reg Madison John Utley Mike Foster Bruce Dzuba Andrea Wicks-Cherry Linda Bazoian	Goal: \$25,000 Work with City partner Permits Staffing Manage set up of Beer Garden and Parking Lot Sales and cash management <b>Produce and maintain event process document</b>

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Sponsorship Committee	Chair – Bill Clarridge Vice – John Utley Paul Harding Susan Brown Mike Bijman Birkin Culp	Identify community sponsors at 3 levels, Platinum, Gold and Silver Ensure sponsor programs requirements are met throughout year Ensure January POD holds sponsorship appreciation breakfast (see Laurie M for action items if needed) Liase with Vicky re billing and AR <b>Produce and maintain event process document</b>

### Mini-Fundraising Committee

Committee Name	Chair and Members	Responsibilities
Mini Fundraising Committee	Karen Moore Maybelline Massey Eric Wasylenky Bill Harrow Carmen Berardi	<ul style="list-style-type: none"> <li>Identify and develop two mini-fundraisers for local donation</li> <li>Example Canada Flag Signs</li> <li>Identify and develop two meeting fundraisers with proceeds going to the Club fund (member), like the famous wine draws of the past</li> <li>Use Auctria at Christmas?</li> </ul>

### Membership Related Committees

Committee Name	Chairs and Members	Responsibilities
Membership  Satellite club Brian Stolp – include Brian and/or meet with Brian – MOU between our main and satellite clubs	Chair – Jason Cherry Vice – Phil Race Andrea Berestovenko Justin Bester Mentor Richard Boyington Paul Harding – Mentor John Utley Tracy Mackie Nicole Clarkson Susan Brown (Corporate)	<p>Goal – Add net 2 new members 2025-2026</p> <p>Goal – Add 2 new corporate members</p> <p>Incorporate DEI strategies into membership initiatives including inviting guest speakers</p> <p>Create and implement membership recruiting and retention strategies.</p> <p>Vet and administer new membership proposals. Hold fireside chats within one month of new member inductions and repeat at 6 mos.</p> <p>Follow up on 'missing' members</p> <p>Survey membership for ideas &amp; concerns. Conduct exit interviews &amp; report back to committee.</p> <p>Implement mentorship program and monitor.</p> <p>Provide new members with the "New Member Challenge" to help welcome them to our Club.</p> <p>Set budget of \$1,000 for visibility initiatives and/or develop visibility initiatives and approach Board for funding approval</p> <p>Invite members from various groups in the community to speak to Rotary, or we offer to speak to the various groups about Rotary (Sikh, Muslim, East Indian, Filipino, and other groups)</p> <p>Hold two meetings per year with Public Relations Cte</p>

<b>Committee Name</b>	<b>Chairs and Members</b>	<b>Responsibilities</b>
Strategic Planning Committee	Chair –Susan Brown Vice – Jerry Lawlor Reg Madison	Create a new 3-year strategic plan for 2024-2027. Survey and involve all members to shape the future of our Club. Create an Action Plan to meet our goals and expectations of District 7090. Monitor club performance.

#### Hands on and Giving-Related Committees

<b>Committee Name</b>	<b>Chairs and Members</b>	<b>Responsibilities</b>
Hands on Community Projects Committee	Chair – Ken Tota Sub Committee Leaders <b>Poinsettias</b> – Mike Foster <b>Clean up Spring &amp; Fall</b> – John Utley <b>Whynot</b> – Laurie Macintyre <b>Christmas Parade</b> – Jason Cherry <b>Tree Planting</b> - Ken Tota Shawn Stuart Andrea Berestovenko <b>Birthday Cake Project</b> Julie Powell <b>Blessings Ctr</b> – needs leader <b>Friday Rotary Club</b> – Liaison to support each other – Ken Tota Tracy Mackie – <b>environmental</b> – tree & clean-up	Goal – to demonstrate worthy actions that involve club visibility in our community. Seek out opportunities that achieve these goals. Serving dinner to youth at the Whynot Youth Centre every other month. Deliver poinsettias to seniors at retirement and care homes. Conduct spring and fall clean ups along the Grand River watershed. Plant trees. Christmas Toy drives. Christmas parade Birthday Cake Project Blessing Center Service at Meals

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Global and District Grants	Chair – Glen Christensen Vice – Richard Boyington Reg Madison Kelly Dzuba Justin Bester Phil Race Jerry Lawler Nicole Clarkson	Submit recommendations to the Board for potential international service projects that will qualify for a Global Grant. Once adopted, the Club will then administer the Global Grant application. Submit recommendations to the Board for a project to be funded by a District Project Grant.

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Major Projects & Donations	Chair – Bernard Neziol Vice – Cameron Johnston Kelly Dzuba Glen Christensen Bill Harrow Jerry Lawlor Karen Moore	Major Projects: Find, evaluate and recommend for adoption by the Club of a major project(s) in support of the Club's renewed vision. Liaise with our recurring and new donees to determine their funding requirements.  Donations: Review donation requests as needed and make recommendations to the Board. Monitor and suggest POD donations. Follow up with donation requests with letters and interviews to determine worthiness of each request. Identify sources of local donation needs

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
HIP Honouring Indigenous People Committee	Chair – Darion Boyington Richard Boyington Reg Madison Dolly Sharma Joe Persia Kevin Davis	Support Indigenous educational efforts and encourage all members to be aware of indigenous issues, history and culture. Distribute Rotary HIP initiatives & information from District and wider Rotary efforts to Club Continue with Youth-To-Youth Program and share with Club including and especially Six Nations program in 2026 Support water connection project for elders Revisit Six Nations Polytechnic student bursary program Are we a member of HIP?

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Youth Services Committee	Chair – Bernard Neziol Vice – Justin Bester Mike Bijman Joe Persia Paul Harding Laurie Macintyre Carmen Berardi	Oversee and administer the Youth Exchange Program. RYLA/Slapshot and rejuvenating Earlyact, Interact and Rotoract clubs. The overriding purpose being to promote and oversee programs and activities that engage young people up to age 30 in their community, in developing leadership skills and fostering their interest in Rotary.

#### Administrative Related Committees

<b>Committee Name</b>	<b>Chair and Members</b>	<b>Responsibilities</b>
Abuse Prevention, Constitution & Bylaws	Chair – Bernard Neziol Member – Bill Harrow	Review and update bylaws as required.

<b>Committee Name</b>	<b>Chairs and Members</b>	<b>Responsibilities</b>
Nominating Committee	Chair – John Utley Chairs of the Past Presidents Council	Seek Board members for 2026-2027 and President Elect Elect (after Jerry Lawler)

<b>Committee Name</b>	<b>Chairs and Members</b>	<b>Responsibilities</b>
Public Relations and Club Communication Committee	Paul Harding, Chair Richard Boyington Maybelline Massey Mike Foster George Mychailenko Susan Brown <b>Resource: Melissa Wells</b>	Responsible for public relations efforts and promotion of the club on <b>social media</b> and with a Newsletter. Populate Club History page on web site. List events and fundraisers, and donations of funds to recipients. Take and post photos and videos wherever and whenever possible. Consider investing in a pop-up booth we can take to shopping malls and community events. Signage at events?? Family Pancake Day by Rotary Sunrise Hold two meetings per year with Membership Committee Club Newsletter Database capture – build and improve data capture Vocational gaps – reference Laurie M's gaps exercise.

<b>Committee Name</b>	<b>Chairs and Members</b>	<b>Responsibilities</b>
Foundation Awareness and Education Committee	Co-Chair – Phil Race Co-Chair – Glen Christensen Richard Boyington Jerry Lawlor Mike Bijman	Promote the Foundation to club members and encourage each member to donate to the Bequest Society, EREY. In collaboration with the Public Relations and Club Communication committee, seek Paul Harris Fellowship candidates for recognition at community and club events.

### **New Ideas:**

Point of sale terminal at front desk for payments at meetings and other events. But first, develop a procedure to ensure it is charged or we have access to a power receptacle/cord to plug in at reception table.

## POD Duties

A POD is made up with club members which fairly divides the tasks up among the membership. It is important that all POD members do their part and contribute to the organization of meetings and socials.

### Preparation before your month:

- The POD will arrange for a social event that will be different each month and designed to include spouses, partners, family members and friends. This event is in lieu of a meeting on the first Wednesday of the month. The event does not have to be held on the Wednesday.
- Coordinate speakers at least a month in advance. Try to have speakers that align with the monthly theme or significant time of the year (e.g. Black History Month). Post speakers on the Club Runner calendar and inform PR committee of prominent speakers that should be promoted as early and as widespread as possible. Provide brief bios for the introducer.
- Arrange to include a Rotary minute or brief classification talk, one per month (not in lieu of a speaker). Consider our Club's History as a subject of interest.
- POD leader to assign meeting duties to POD members using provided form (attach) and submit form to President prior to start of their month along with brief speaker bios.
- Select recipient of \$1000 monthly POD donation. There must be a request to the Treasurer via e-mail to issue funds. Funds can be split into smaller amounts (eg 2x\$500). Donations must be provided to registered charitable organizations.
- Arrange for at least one new prospective member to attend a meeting.

### Duties at the meeting:

- **ARRIVE by 6:45am to set up front table, speakers' lectern and audio/visual equipment as necessary. Assist speaker(s) to set up their presentation.**
- Take attendance of members and guests and provide to Secretary. Ensure all members and guests pay with cash or eTransfer. The following are exempt from payment: guest speakers, cheque recipients, exchange students, potential members first 3 meetings.
- Greet attendees, especially guests and prospective members and introduce to President, President Elect, Secretary and members.
- Sell 50/50 elimination draw tickets and place all tickets and cash in a bin.
- Provide cash, attendance sheet, and 50-50 draw tickets to club Secretary.
- Collect fines and happy bucks during SAA session.
- Introduce and thank guest speaker.
- Collect name tags from members at end of meeting and put away front table, lectern, and audio-visual supplies.

## POD Schedule 2025-2026

POD	Mtg Dates	SAA	Rotary Theme	POD Leaders	POD Members
1	July 2025		Transition Month&Environmental (usually Maternal & Child Health)	Darion Boyington	Nicole Clarkson Kelly Dzuba Cameron Johnston Darion Boyington Bill Clarridge
	Jan 2026		Vocational Services	Bill Clarridge	
2	Aug 2025		Membership and New Club Development	Reg Madison	Justin Bester Jason Cherry Bruce Dzuba Reg Madison Bernard Neziol Birken Culp
	Feb 2026		Peace and Conflict Prevention & Resolution	Birken Culp	
3	Sept 2025		Basic Education and Literacy	Julie Powell	Andrea Berestovenko Kevin Davis Paul Harding Julie Powell John Utley Shawn Stuart Laurie Macintyre
	March 2026		Water, Sanitation & Hygiene	John Utley	
4	Oct 2025		Economic and Community Development	Mike Foster	Carmen Berardi Gino Caputo George Mychailenko Ken Tota Tracy Mackie
	April 2026		Maternal and Child Health	Tracy Mackie	
5	Nov 2025		Foundation	Glen Christensen	Richard Boyington Blaine Field Jerry Lawlor Phil Race Glen Christenson Dolly Sharma
	May 2026		Youth Services	Jerry Lawlor	
6	Dec 2025		Disease Prevention & Treatment	Karen Moore	Eric Wasylenky Karen Moore Bill Harrow Maybelline Massey Mike Bijman Linda Bazoian
	June 2026		Fellowships	Bill Harrow	



<b>POD Duty Schedule Template (on-line)</b>				
POD Month:				
POD Leader:				
POD Members:				
Social Event:				
POD Donation Recipient(s) & \$Amount:				
	Meeting 1	Meeting 2	Meeting 3	Meeting 4
Month & Date				
Guest Speakers				
<b>ADD NAMES</b>				
Arrive early to set up table, lectern, Bell, Gavel, AV equipment, badges. Then put away at end of meeting				
Take attendance				
Sell 50-50 tickets				
Greeters				
Introduce visitors				
Collect fines and happy bucks				
Introduce and thank speakers				
Collect name tags at end of meeting				

## Social Activity Suggestions

**Please plan socials first week of each month, if possible.**

Adult, Family, Or Other		
Eateries and pubs	Ben Mar putting	Sanderson Centre
Murder Mystery Dinner	International Villages	Royal Botanical Gardens
Canoeing & kayaking	Cambridge Butterfly Conserve	Grand River Cruise
Harmony Square movies	Hike local trails & barbecue	Local farm tours
Harmony Square skating	Bowling, drinks & dinner	Brantford Red Sox baseball
Winery & Distillery tours	Member host barbecues	Brantford Bulldogs Hockey
Pottery Lesson Rose Risi	Make Something, like birdhouse night – ask Org Kaos for other build items	Learn how to decorate cupcakes and cakes
Hamilton Family Theatre	LP Eco Adventures	Bike ride
Port Dover Evening	Lavender Farm	Walter's Décor Plantings

