

Kelowna Sunrise  
**Rotary**  
Club



# **Workplan Progress Report January, 2014**

COMMITTEE	GOAL	ACTION	RESPONSIBILITY	TIMELINE	SUCCESS
<b>Membership</b>					
	Club size 75 members over the next 3 – 5 years	<ol style="list-style-type: none"> <li>1. Increase retention by liaising with Fellowship committee to provide a regular, fun social element</li> <li>2. Ensure successful Mentorship program</li> <li>3. Encourage couples membership by reducing overall annual dues/costs for couples</li> <li>4. Encourage existing members to recruit new members</li> <li>5. Implement an incentive scheme for the <i>New Member Recruiter of the Month</i> by offering an incentive (i.e. free breakfasts 1 month)</li> </ol>	Board of Directors	Ongoing	
	6 highly trained and committed mentors	<ol style="list-style-type: none"> <li>1. Thirteen mentors have been recruited to-date</li> <li>2. Ongoing process of Mentoring involves 3 formal months and then informally after that.</li> <li>3. Six trained mentors will be active at any one time</li> </ol>	V-P	Ongoing	

	Emphasize importance of retention to all Club members	1. Engage all club members (new & old) in discussion and encourage members to regularly sit with new members (i.e. proactively invite them to sit at their table or to have a coffee/lunch outside of the regular weekly meeting)	Club Membership	Monthly Business meeting	
		2. Adopt a formal system of assigned seating at meetings (i.e. pilot project)			
	In conjunction with the Fellowship Committee establish a program of regular social make-ups	1. Direct & engage mentors & their new members (including partners) in Thursday night make-ups at a maximum of every 8 weeks (i.e. drinks & appies) for 1 hr.	Membership and Fellowship Committee chairs	Immediately	
<b>Communications</b>					
	Promote Goodwill	1. Enhance Kelowna Sunrise Rotary's goodwill. Goodwill means a generally positive rapport with the communities in which live and within the membership			
	Raise Awareness	1. Raise awareness of our club and what we do local and internationally.			
		2. Improve or reshape the public's attitudes about who we are and what we do.			
		3. Submit newspaper articles, featured news stories online, create a blog and participate in community events will help boost the recognition for our club.			

	Inform	1. Regularly stay in front of our members and the community with messages that are useful will help maintain top-of-mind awareness. This will be done both internally and externally utilizing the newsletter, club bulletin, website, social media and the press.			
<b>Fellowship</b>					
	Support and meet with other Clubs	1. Communicate with other Club's fellowship directors or promote Rotary conference. Guess who is coming to dinner could also be formally spread to other clubs.	Fellowship Director	Spring 2014	
	Work closely with mentorship/membership director to facilitate social initiatives involving new members or potential members.	2. Communicate with club mentorship/membership director	Sarah M		

	<p>Liaise with Mentorship Group and rest of the club to facilitate “Make up Thursdays” where new members could socialize with older members in an informal setting. Every mentor and pupil would be encouraged to attend each meeting with their spouse and socialize with all new members. Any member not able to attend the Friday meeting would be encouraged to make up and welcome new members. Prospective new members could also be invited to attend and learn more about Rotary in an informal setting.</p>	<p>1. Organize one meeting every two months in a local pub in conjunction with mentorship/membership group</p>	<p>Sarah M, Bill R, Max M</p>	<p>Every 2 months</p>	
	<p>Reintroduce Guess Who’s Coming to Dinner on a quarterly basis</p>	<p>1. First dinner will be on 26th October</p>	<p>Sarah M</p>		
	<p>Make known to the club Rotarians the avenues of fellowship that are available through the Rotary Fellowship Program, a program where Rotarians have the opportunity to participate in common interest recreational activities with other Rotarians from around the world.</p>	<p>1. Liaise with Club President to get on Agenda for a club meeting and prepare presentation for members</p>	<p>Sarah M</p>	<p>Early 2014</p>	

	Organize Spring and summer social picnic or low cost dinner where all members and spouses can socialize.	1. Find venue and facilitate at least two events.	Sarah M	Spring and summer 2014	
<b>International</b>					
	Have an International project every year	<p>1. Apply for 2 Global Grants both connected to existing programs by Nov 30 2013 for implementation after April 2014</p> <p>a) Farm Project Uganda Application</p> <p>b) AyO Early Childhood Stimulations Project Honduras Application</p> <p>c) Secure KSR Club financing</p> <p>d) Seek other clubs to partner</p> <p>e) Secure commitment from host Rotary Clubs</p> <p>f) seek private funds</p>	<p>Pat McAllister</p> <p>Greig McPhee</p> <p>Greig, Linda, Fred</p> <p>Greig, Pat</p> <p>Linda, Dieter</p>	<p>2013 Nov</p> <p>Final Stages Final Stages Passed Locally - sent to District -</p> <p>Done</p> <p>Ongoing</p> <p>2013 Nov</p> <p>Nov-13</p>	<p>\$5000 Ogotogo</p> <p>\$1,000 + Dieter</p>
		<p>2. Obtain board and Club approval</p> <p>3. Two members to attend Grants Seminar</p> <p>4. MOU signed</p> <p>5. Seek help with editing, business plan etc</p>	<p>Pat, Bill R Greig, Barb P</p> <p>Greig, Ed K, Pat</p>	<p>Done</p> <p>Done</p>	
	Set criteria or guidelines for requests	<p>1. Review club guidelines for local grants</p> <p>2. Establish guidelines for international requests</p>	International Committee	2014-02-01 Meeting on January 27	

	Make decisions on requests as they arise and funding is available		International Committee	Ongoing	Solar Panels \$500 Shelter Box \$500
<b>International - Foundation</b>					
	Provide education on the Rotary Foundation throughout the year on:	Strategies include using a Quiz - Rotaract to assist; Thermometer; Regular Paul Harris presentations; Polio Plus presentation; Definition of Paul Harris Society; Permanent Fund purpose	Organize - Linda	Ongoing	
	Programs	Foundation info included in Mentorship	Ed work with Bill R	Done	
	Foundation Funding	Use Rotary Banners and Handouts	Ed to Order	Done	
	Recognition	Education Materials	Ed to Organize		
	How the club accesses Foundation Funds	Overview of Foundation - presentation	Ed	Done Sept 6	
	Develop and implement strategies that will result in increased individual donations to the programs of the Foundation	1. Annual Fund Goal: Increase member per capita donations by 25 percent over the goal set for 2012-13 for a total of \$US8750 by increasing the number of Paul Harris Society members and encouraging those that have not contributed recently to contribute.  2. Seek approval from the Board and Executive for a plan that provides matching points of 125 to all members who have not yet started contributing to the Annual Fund provided they donate \$US125 to the Annual Fund	Tom Paterson	May 1 2014 2 presented 6 more to present	
			Linda F	Jan 14 Propose for \$20 increase for dues for EREY at Feb board meeting	

		3. Order and provide coin boxes labeled for all club members, collect filled boxes and then have the cash submitted to The Rotary Foundation	Ken Davidson	Done	
	Polio Plus goal \$1500US	<p>1. Rena Warren to provide Art Classes with proceeds to Polio Plus</p> <p>2. Organize a Fund Raiser Dinner in the spring with all net profits going to the PolioPlus Fund</p> <p>3. Invite a guest Rotarian to make a presentation on the progress being made and the challenges to make the world free of polio</p>	<p>Rena</p> <p>Foundation Committee</p> <p>Foundation Committee</p>	<p>Jan 2014 Done &gt; \$2000</p> <p>Replaced with Art Class</p>	
	Permanent Fund Goal Increase the number of Rotarians of the club who will become benefactors by three and the number of Rotarians who will become Bequest Society Members by one	1. Provide an overview of the purpose of the Permanent Fund and how it operates; and include the amount accumulated in the Fund and the interest generated which is then used to support humanitarian programs around the world	Ed K	March 30 2014, Have 1 bequest Have 2 benefactors	
	Increase the number of Sustaining Members to 30 members. Recognize individual Rotarians for their contributions to the various programs of the Foundation	1. Present awards of the Foundation at regular meetings as soon as possible following attainment of such award.	Tom Paterson	March 30 2014	



		2. Have all Rotarians who have received recognition for outstanding contributions to the Foundation stand up and be recognized during the meetings when specific awards are presented to the Rotarians			
		3. Recognize all Rotarians who have achieved Foundation achievements at the Installation Dinner of the club; but no official presentations should be made			
	Report Regularly to the Club	1. Review the goals of the Sub-Committee at the onset of the Rotary Year	Linda F	Ongoing	
		2. Update the club with the progress in achieving its goals during all Business Meetings			121% of Foundation Goal achieved for 2013-14
<b>Youth Programs</b>					
	Engage Youth in the Sunrise Rotary Club Events.	1. Ensure that all members of the club are aware of this goal. We will need to communicate to all other Club committees.  2. Ensure that we communicate this invitation to both the Rotaract and Interact Clubs. At this time we will only work with the OKM Interact club.	Youth Committee  Youth Committee	Ongoing  Ongoing	

		3. Inform all Clubs that we would also welcome the involvement of any School age students, regardless if they are connected to one of the clubs or not.	Youth Committee	Ongoing <b>Have a system to track Quantitatively the involvement of interact and Rotaract in KSR - start Jan 1/14</b>	2 students involved with 70% of all sunrise Club, Community, Fellowship and Fundraising Events
	Initiate a simplified hands on Young Adult Mentorship program.	1. Work with organized local student & young adult groups to help focus their own goals on Community and International development under Rotary principals. This would apply to all our work done with both the Rotaract and Interact club.	Sub Committee - to be developed	Ongoing	For the Group Mentorship component, we will provide 4 Club Members to work as Mentors and Liaisons to the Interact and Rotaract clubs. They will attend at least 80% of those clubs planned meetings.

		<p>2. Develop a Data base of Sunrise Rotarians that would be interested in giving of them-selves to work with various aged students &amp; young adults. The extent of their insight would focus on the areas of: Career Exploration &amp; Clarification, Skills Development, Net Working, and Encouragement to help fuel the Entrepreneurial fire in those that demonstrate it. Members would be asked to spend one hour sessions with deserving students. Different members would provide support on different areas of specially. This is not a big brother program. The extent of the support would be totally dependent on the Club member and the Student. Students could speak with various members on various topics.</p>	<p>Sub Committee - to be developed</p>	<p>Ongoing</p>	<p>For the Individual side, we are hoping to find 10 Club Members that will offer to take the time to speak with needing students. Would like to work with at least 8 students and provide at least 50 hours of combined club Mentors supp</p>
	<p>Improve the communication between the Sunrise Club, the OKM Interact Club and the Kelowna Rotaract club.</p>	<p>1. Have each of the Interact and Rotaract Clubs report on their activities to the Sunrise Club morning meeting. This would be done on an alternating basis by each club at the Friday Morning Business meeting held once a month. The report can be present by a club member or the club Liaison.</p>	<p>Program Director Club Liaison</p>	<p>Monthly Business Meeting <b>Both Interact and Rotaract have reported at Club business meeting</b></p>	<p>Each of the clubs will provide 5 reports during the normal Rotary year. No reports will be expected during July&amp; Aug.</p>

		2. In order to promote better communication between all three clubs we will facilitate groups meetings of all three clubs 3 times per year. It is hoped that these meeting will be attended by all Interact members, all Rotaract members and all members of the Sunrise Youth Committee. The purpose of these meetings will be to discuss way of improving team work among all three levels.	Youth Committee Interact and Rotaract clubs	Fall, Winter, Spring <b>First meeting has happened Adventure Programs are being promoted - will have to make a choice this year</b>	Three group meeting will be scheduled with attendance of at least 50% of the members of the above listed involved groups.
	Establish a formal Youth Programs Committee for the Sunrise Club.	1. Pull together all subcommittee members into one cohesively functioning committee. Will consist of: Youth Exchange, Rotaract, Interact, Adventures, RYLA and the lady of the Lake programs.  2. Committee will meet the first Monday of every month.	Committee will be 8 Club Members: 2 Rotaract Liasons; 2 Interact Liasons; 4 general members	July  <b>Youth committee meeting first Monday of the Month</b>	Committee is meeting  Attendance of 50% <b>Aug -January attendance &gt; 50%</b>
<b>Vocational Service</b>					
	Source a Community Program the club can focus its skills and experience. The beneficiaries should be disadvantaged teenagers or recent immigrants	1. Determine the clubs level of interest and degree of support.  2. Reach out to Rotaract and Interact clubs to offer Mentoring	Chris Murphy	Jul-14	Youth mentoring program exists

Programs Committee					
	Lining up a variety of speakers	1. Schedule done 3 months in advance 2. Communicating with club members for speaker suggestions		ongoing  ongoing	Done  Done
	Offsite meetings	1. Organize Details		ongoing	April 4 - Rutland Centennial Hall
	Succession planning			13-Nov	Done
	Overseeing front desk, greeter, and room set up	1. Communication with committee members responsible		Ongoing	
Community Service					
	Set up sub-committees for the following:  Grants (in place now)	1. Establish Project sub-committees, with Chair, as projects identified and implemented	Person handling each project &  Vice-President	Immediately Feb 2014 - checking with B Brown, D Hilbrecht and C Garries - continue as committee heads	Both sub-committees operating in an efficient timely manner
	Grants sub-committee meet monthly to review and consider applications and requests for financial assistance	1. Provide minutes of each meeting to Committee members, Executive and Board of Directors	Vice-President	1. Present recommendations for ALL donations/grants to Executive and Board of Directors for their approval within 45 days of Donations/Grants committee meetings	Requests for financial assistance handled in a timely manner (i.e. less than 45 days from receipt) In compliance

		2. Present recommendations for ALL donations/grants to Executive and Board of Directors for their approval and then to Club Members for their information (i.e. ≤ \$500) or for their approval/vote (≥ \$500)		2. Present recommendations for ALL donations/grants to Club Members for their information (i.e. ≤ \$500) or for their approval/vote (≥ \$500) within 14 days of approval by Executive and Board of Directors	Executive, Board of Directors and Club Members fully informed and engaged <b>In compliance</b>
Ensure open communication with Executive, Board of Directors and Club Members		1. Sub-Committees to report back to V-P who will then report to the Executive, Board of Directors and Club Members on each project (i.e. attendance, costs, what accomplished, etc.)	Person handling each project Vice-President	Ongoing to Executive, Board of Directors and Club Members (within 60 days of completion of the project or a minimum of bi-monthly (Business Meeting ) if project is ongoing	Reports provided within stipulated time lines  Executive, Board of Directors and Club Members fully informed
Review these SMART Goals and guidelines at least annually		1. Review with PVAT group at least semi-annually  2. Review at least annually with Directors	Vice-President	July and January of each year  July of each year	Whether time lines are met or exceeded <b>Timeline met January</b>
Prepare and submit Annual Gaming Grant		1. Prepare application with assistance of Treasurer and President-Elect	Vice-President, Treasurer and President-Elect	30 Sep annually	Deadline is met <b>In compliance</b>
Ensure Community is aware of the availability of grants and the application process		1. Ask President to ask other local Club Presidents for “best practices” in this area Ask Grants Committee members for their suggestions	Vice-President and members of Grants Committee	Immediately <b>On the agenda for Feb and March meetings</b>	Sufficient good quality applications/request s received annually to effectively use all available funds

	All Gaming funds to be spent annually	1. Ensure Community is aware of the availability of grants and the application process	Vice-President and members of Grants Committee	Ongoing with initial discussion at next Grants Committee meeting on 11 Dec	Sufficient good quality applications/request s received annually to effectively use all available funds
	Beginning of each Rotary year develop a spreadsheet to track expenditures of Restricted and Unrestricted Funds	1. Submit to Treasurer at least monthly to confirm availability and suitability for the proposed purpose of the funds (i.e. specific grants, etc.)	Vice-President	Commencing immediately <b>In Place</b>	Gaming B.C. guidelines consistently met Annual aggregate expenditures remain within applicable budgets
<b>Fundraising</b>					
	Annual Major Fundraiser-2014 "Rocking Through The Ages, Dinner and Dance	1. Create Idea 2. Put Committee Together 3. Obtain Club Support 4. Obtain Public Support 5. Complete Event	Chair Chair Chair All Members All Members	7 months prior 7 months prior 6 months prior 2 months prior Week of event	Having member and public support.  Financial Gain to the Club
	Annual Major Fundraiser-2015			To be determined	
	Sun Fun Keno	1. Create the lotto cards 2. Sell cards 3. Pick numbers	Chair	Club Fridays	Club involvement  Everyone having fun raising funds
	Festival Of Trees	1. Connect with Past Club 2. Develop Interested Committee 3. Discuss Venues		Uncertain	
	Old Fashioned Beach	1. Develop Committee		Uncertain	

	Party	2. Create Theme 3. Choose Venue			
	Car Rally	Work with Fellowship		Uncertain	
<b>Board of Directors</b>					
	Detailed Roles and Expectations of Executive	1. Committees are defined 2. Roles and Expectations are written	PVAT and Board Committees review Ed K roles	Sept Board Oct Board	Committee is defined Roles and Expectations are in place
	All club officers have a three year succession plan	1. Nominating committee consults with club officers before AGM in November	Nominating Committee Club Officers	Nov 1,2013	Succession plan is in place
	Constitution and Bylaws are revised	1. Committee is struck to revise 2. Committee revise bylaws 3. Present to club for approval 4. File changes	1. President 2. Committee 3. Committee 4. Secretary	August 15-Oct Business meeting January 30-Jan	Bylaws are revised, approved and changes submitted
	New members are on Committees	1. Committee Chairs provide opportunity for new people in their succession plan	Committee Chairs Mentors	ongoing	New members are on committees
	All Committees have Annual Goals and Strategic Plans	1. Committees have plans	Committee chair and members	May 1 every year	Committee plans become the strategic plan for KSR



