

## **ROTARY CLUB OF FRANKFORT, MICHIGAN**

MINUTES FOR REGULAR MEETING: WEDNESDAY, April 2, 2025

Board Members: ☒ Dale Charters (remote), ☒ Bill Collin, ☒ Tim Foster, ☒ Mitch Jaworski, ☒ Stacy Pasche, ☐ Jay Peregrine, ☐ Amy Plumstead (remote), ☐ Judy Remmert (remote), ☐ Julie Schumaker, ☐ Pat Storrer, ☐ Steve Walton GUESTS: None

**Call to Order:** 10:30 am by Foster

**Agenda:** Approved DC/BC

**Minutes:** Approved DC/BC

### **Secretary's Report:** Pasche

- One resignation from Kate Hallet, due to work obligations/lack of time.
- Discussion re: if the "date joined club" field in the member database should be the member's induction date or date the application was approved by the board. Confirmed it should be the date approved by the board.
- Discussion re: onboarding of new members. Bill is creating a new member form that Stacy can send to new members once approved for membership.
- We now have a fillable pdf application we can have on the club site that new members can use. This will keep application forms legible and easier to share with the board and secretary.

### **Membership Report:** Walton (absent)

- Bill continues to work on a new member packet.

⇒**ACTION ITEM:** Stacy will put the membership application (fillable pdf) on the website. Have Steve direct prospective members to the website to complete an application. Completed online applications will go to the club secretary and the secretary will forward copies to the President and Membership Chair.

### **Treasurer's Report:** Jaworski

- Mitch provided a balance sheet, Statement of Operations report, and a copy of the most recent bank statement (attached)
- Discussion re: migration to Quickbooks.
  - Bill will assist Mitch in getting our billing set up in ClubRunner so he does not need to use Quickbooks for that feature.
  - After more research, Quickbooks might have more accounting power than necessary for our club, especially if the billing is done with a different program. Mitch feels the accounting can be managed on a spreadsheet. To address transparency, we can set up read only access to the bank accounts for a few board members.
  - There is still concern having the club's financial data on one computer. Mitch does provide backups to Amy Plumstead.
  - Mitch and Amy would like to clean up old files before we migrate to a new system. Amy is not available until well after tax season.
- We have two accounts with State Savings Bank and Mitch would like to close one of them. No motion made, but no objection was made either.

⇒**ACTION ITEM:** Mitch will close the extra account and confirm who is listed on the bank accounts.

**President's Report:** Foster

- Succession planning
  - Jon Armstrong would like to scale back on his duties. He spoke with Amy Schindler about taking over the lecture calendar. Dale suggested Brenna Nugent may be a good fit for this position as well.
  - Jay sent Tim a resignation letter from his position as Publicity Chair.
  - We are now absent a Publicity Chair, Club Administrator, and Sergeant at Arms.
  - The hotel is for sale and there is no guarantee the new owners will accommodate the club.

⇒ **ACTION ITEM:** Bill will follow up with Jon regarding his speaker contact list.

**Administrator's Report:** None

**Publicity Report:** None

**Grants Report:** None

**Willoughby Report:** None

**Youth/Education Services:** None

**Old Business:** None

**New Business:**

- Induction for the new District Governor is traditionally held at the DG's home club. A \$500 deposit is needed to secure the life saving station for the event. It is our understanding the rest of the cost is covered by the District and ticket sales.

⇒ **Motion** by Bill Collin to approve \$500 to reserve the Life Saving Station for Julie's Induction. Second by Jaworski. Motion passed, unanimously.

- Tim will tell Julie to ask for an invoice or receipt for payment.

**Adjournment:** Colin/Charter at 11:38 a.m.

**Next Meeting:** May 7, 2025

10:15am at Hotel Frankfort.

*Submitted by: Stacy Pasche*