**Board of Trustees**

**Meeting Minutes**

**July 19, 2021**

 A meeting of the Board of Trustees of the Overland Park Rotary Club Foundation was held at the Matt Ross Community Center, Overland Park, Kansas, on the 19th day of July, 2021.

**I. Call to Order**

 President Tim Steele called the meeting to order at 1:08 p.m. with the following board members in attendance:

 Trent Dansel

 Jeff Ellis

 Laurie McCormack

 Mike Meyer

 Tim Steele

 Tam Singer

 John Yorke

 Board members absent:

 Jameia Haines

 Erik Rome

**II. Minutes**

John Yorke moved that the April 26, 2021, minutes of the Board of Trustees meeting and the June 28, 2021, minutes of the Annual Meeting be approved. Mike Meyer seconded the motion and the motion passed.

**III. Financial Report/Update**

 Trent Dansel noted that the equity portion of Foundation funds in the investment was increasing due to the rise of the stock market and suggested that we sell stocks and purchase money market funds or bonds to rebalance the account in line with our 60% equity/40% fixed goal. Mike Meyer and Jeff Ellis expressed a view that we should consider a more conservative asset allocation to lock in some of our profit. John Yorke suggested that we consult with our investment advisor, Richard Webdell, as to his view and invite him to our next meeting.

**IV. Business**

**l. Election of Officers**

Tim Steele presented a proposed slate of officers for the 2021/22 Fiscal year:

 President — Erik Rome

 Vice President — Tim Steele

 Treasurer — Trent Dansel

 Secretary — John Yorke

Jeff Ellis moved to approved the proposed slate of officers; Tam Singer seconded the motion; and the motion passed.

**2. 21/22 Fiscal Year Budget Review**

 Tim Steele noted that last year the Foundation’s budget was $61,000 and that as of July 6, 2021 Foundation assets was $580,000. He and Trent Dansel, Erik Rome and he would be developing an estimated budget for the board’s review.

**3. Approval of Letterhead/Donation Letter**

 Tim Steele will review the Foundation’s donation appreciation letter that Pam Bowman has previously send to donors. This letter will now be sent by Mandy Shelton.

**4. Switching from Pam Bowman to Mandy Shelton**

 Tim Steele noted that switching administrative services from Pam Bowman to Mandy Shelton requires a review of the services provided to ensure that this transition goes smoothly. Some of these process include: Who gets mail? Switch documents in Gmail (who has access); Bank signature cards; checks and deposits; financial reports; donor appreciation letters. Tim Steele will email Board members for questions to ask Pam and Mandy.

**5. Good Works Update**

 Mike Meyers said that $459K of books have arrived and that Mary Eisenhower will be contacted so we can split the books up. Mike also explained the “Feed the Children” process.

**6. Upcoming Meetings**

The next meeting will be on September 20, 2021 at 1:00 p.m.

There being no further business, the meeting was adjourned at 2:20 p.m.

Respectfully Submitted,

John Yorke

Secretary