**Board of Trustees**

**Meeting Minutes**

**September 20, 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 20th day of September, 2021.

**I. Call to Order**

President Erik Rome called the meeting to order at 1:04 p.m. with the following board members in attendance:

Trent Dansel

Jeff Ellis

Jameia Haines

Mike Meyer

Erik Rome

Tim Steele

Tam Singer

John Yorke

Board member absent:

Laurie McCormack

**II. Minutes**

Tim Steele moved that the July 19, 2021, minutes of the Board of Trustees meeting be approved. Trent Dansel seconded the motion and the motion passed.

**III. Bank account signatures/access and IRS Form 990**

Trent Dansel noted that bank signatures have been updated (Jeff Ellis and Tim Steele have been removed and Erik Rome added as a signer). Trent noted that there were automatic debit payments to Pam Bowman in August and September for a total of $150. The last payment to Pam should have been in July. Trent will contact the bank to stop these debit charges. Jeff Ellis moved that we do not pursue collection of $150 paid to Pam Bowman, Jameia Haines seconded the motion and the motion passed.

Trent will contact our tax preparer to determine the status of the IRS Form 990 filing.

**IV. Budget for Fiscal Year 2021-2022**

**A. Budget Strategy and Grant Policy**

There was a wide-ranging discussion as to how the Foundation should approach the budget process and the grants that are awarded. It was agreed that a strategic planning discussion of the Foundation’s budget process would be beneficial. Tim Steele noted that the Club will be doing a strategic review and that he would touch base with Jameia Haines to insure that we coordinate any Foundation’s strategic planning with the Club’s. Jeff Ellis agreed and stressed the importance of connecting the Foundation’s activities with the Club’s. Jeff also stated his preference that Foundation grants should support the local community.

There was a general discussion about the Foundation’s grant process and the need for that process to be both structured and flexible. John Yorke noted that the Foundation has Grant Guidelines which were adopted in 2019. He agreed to provide the Trustees with a copy of the guidelines (see Attachment). With respect to the budgeting process, it was agreed that there should be money allocated for the formal grant process in the Spring and for discretionary grants during the rest of the fiscal year.

All participants agreed that the Foundation does not get enough publicity as to its good works and that we need to focus on connecting with Club members.

**B. Kenya Grant**

Mike Meyer made a request for a $5,000 grant to fund a portable pumping station in Kenya that would move water to a village. Mike believes that this request aligns with the Foundation’s and Rotary International’s good works focus. Tim Steele generously offered to personally provide one-half of the request. Tam Singer moved that the Foundation approve a grant for $5,000 to fund the Kenya water project with Tim Steele providing $2,500 to the Foundation. Erik Rome seconded the motion and the motion was approved.

**C. Proposed Budget**

Trent Dansel and Erik Rome presented a proposed budget for the 2021/2022 fiscal year. They budgeted $60,000 for expenses and good works. After discussion, Tam Singer moved to increase Foundation Grants by $10,000 to a total of $20,000: $10,000 for the Spring Grant process and $10,000 for Grants considered during the rest of the year, with the total budget being $70,000. Jeff Ellis seconded the motion and the motion carried.

**Overland Park Rotary Club Foundation**

**2021-2022 Budget**

\_\_\_\_\_\_\_Expense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADMINSTRATION**

Admin/Broker/Tax $7,000 Administrative Fees

**ROTARY PROGRAMS**

RYLA $1,500 May or may not occur for 21/22 FY

Interact Support $1,000 Could fund Interact Student Scholarship if unused

Rotary Youth Exchange $5,000 Annual line item. Unsure if will occur for 21/22 FY

Polio+ $5,000 Holdover of 20/21 commitment

**EXTERNAL PROGRAMS - DEFINED**

Operation CARES $12,500 Storage lease; delivery fees

JOCO Christmas Bureau $8,000 Holdover of 20/21 commitment

JOCO Courthouse Garden $5,000 Budgeted as a match for Club Member Donations ($525

collected from Club members)

**EXTENAL PROGRAMS — UNDEFINED**

Foundation Grants Spring $10,000 Standard Grant Program

Discretionary Grants $10,000 To be used throughout the year on an as-needed basis

Club support $1,000 Educational expenses, e.g., conferences, Rotary Reads, etc.

Discretionary $2,000 Club member requests, special community needs, etc.

**SCHOLARSHIPS**

Student Scholarships $2,000 Total amount and number tbd. Sue Bond contributing $3,000

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TOTAL\_\_\_$70,000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**V. Meeting Schedule**

* + - * Sept. 20 - Regular meeting. Adopt 2021/22 Budget
      * Nov. 15 - Regular meeting
      * Jan. 17 - Finalize details of Bond Memorial Student Scholarship and determine date for submission deadline
      * Mar. 21 - Finalize Spring Grant details and push out call for Spring Grants
      * Late April/Early May - Announce scholarship winners and have them to a Club meeting for check presentation
      * May 16 - Review Grant proposals and plan to make grant awards in May/June prior to annual meeting. Review details for Foundation board election and nominations (Mike Meyer’s position concludes).
      * June 20 - Possible date for Annual Foundation meeting during Club meeting

**VI. Other Items**

Erik Rome said that the donation receipt confirmation and end of year donation letter process appears to be on track.

The next meeting will be on November 15, 2021, following the Rotary Club meeting.

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully Submitted,

John Yorke

Secretary

Attachment

**Overland Park Rotary Foundation Grant Guidelines**

The following is the official guidelines for grant giving and would pertain to all Overland Park Rotary Club members and outside requests. This was adopted by the Overland Park Foundation Board on 8/19/2019.

Each fiscal year, the Overland Park Rotary Foundation Board (aka, “The Foundation Board”) will, during the creation of The Foundation Board’s annual budget, allot an amount broadly defined as “Grants”. Any dollars disbursed for “Grants,” are to align with the Overland Park Rotary Club (aka, “The Club”) and Rotary International (“RI”) good works focus (i.e. Polio Eradication, Literacy, and Leadership.). The Foundation Board has full discretion in determining the requested need alignment with both The Club and RI initiatives, while providing the flexibility to meet the requests of The Club Board and Rotary club members. The Foundation Board is to determine, what percentage of said “Grant” allotment will focus on local Johnson County initiatives versus Rotary International initiatives, unless otherwise directed by The Club Board.

The nature of good works is to be broadly defined as an initiative having a direct impact to the local Johnson County community or an initiative that would provide Rotary International the ability to carry out good works on a global scale; such as providing funding for a literacy or polio project in foreign country. In addition, in alignment with The Club, and RI, those good works should be projects that allow the local Johnson County Community to see and/or feel the impact made by the Overland Park Rotary Club and Foundation, whether domestic or international. While the focus should be the fore-mentioned initiatives, they should not be restrictive, as the need may arise to help the local Johnson County community or RI on a broader scale. Examples of such needs might be, local disaster recovery efforts, or large scale international health or disaster needs.

A member or outside agency sponsored by a member who desires to request funds from The Foundation Board, should submit, in writing, the nature of their request. That request should include the following:

* An explanation, reflecting the alignment with The Club (Literacy and Leadership) and/or RI (Polio Eradication)
* A specific dollar amount, along with how those funds are to be used
* A timeframe describing when and how the funds are to be used
* A description of the organization or individuals receiving the funds
* A commitment to provide a report to the Foundation Board on the impact those funds had, within 90 days of completion of the project or receipt of the funds.
* A presentation to the Overland Park Rotary Club within 12 months of the receipt of funding/implementation.

Upon approval by the board, funds will be disbursed according to the request and written formal approval will be provided to the member making the request. Grants submitted in Oct/Nov of The Foundations fiscal year will be given priority but grants will be reviewed/considered at any time from July through June.