

Executive Board Meeting Minutes

Date: January 20, 2026

Location: Virtual

Time: 7:00 p.m.

Attendees:

President: Frank Proto (FP)

VP and President Elect: Stephanie Oliver (SO)

Treasurer: Melissa Grassmick (MG)

Fundraising: Peggy Southin (PS)

New Generations: Willie Findlater (WF)

Past President: Frank Busch (FB)

Secretary: Cassandra Capone (CC)

Foundation: Jane Tench (JT)

Membership: Kendall Jessiman (KJ)

Giving: Deb Winsby (DW) - partial attendance

Regrets:

Administration & Public Relations: Queena Pan (QP)

Community Services: Melissa Hunt-Anderson (MHA)

Fundraising: Peggy Southin (PS) & Midge Behnke (MB)

Agenda #	Title	Presenter:
1.0	CALL TO ORDER	FP
	<ul style="list-style-type: none">• Chair: FP• Time: 7:05 p.m.	
1.1	DECLARATION OF CONFLICT OF INTEREST	FP
	<ul style="list-style-type: none">• No conflicts were declared.	
1.2	ACCEPTANCE/AMENDMENTS TO AGENDA <ul style="list-style-type: none">• Approved. No formal agenda was presented.	FP
1.3	APPROVAL OF PREVIOUS MEETING MINUTES <ul style="list-style-type: none">• No amendments.• Motion: FB Seconded: KJ Carried	FP
2.0	REPORTS	
2.1	Presidents Report	FP
	<ul style="list-style-type: none">• Information previously circulated.• Primary focus is Taste of India fundraiser.• Central Okanagan Community Foundation has approached FP to collaborate more in West Kelowna.<ul style="list-style-type: none">◦ Benefits include access to foundation funding and issuing tax receipts (10% administration fee).◦ FP will follow up with more information as it comes available.	
2.2	Past President Report	FB

	<ul style="list-style-type: none"> • FB and FP to meet regarding AGM planning. • AGM date set: Thursday, February 12, 2026 at our regular weekly meeting. 	
2.3	President-Elect Report	SO
	<ul style="list-style-type: none"> • Awaiting information regarding conducting PALS remotely. More details are expected soon. 	
2.4	Secretary Report	CC
	<ul style="list-style-type: none"> • Nothing to report. 	
2.5	Treasurer Report	MG
	<ul style="list-style-type: none"> • Account balances: <ul style="list-style-type: none"> ◦ Operating Account: \$12,000 ◦ Fundraising Account: \$42,000 ◦ Giving Committee: \$8,000 ◦ \$4,000 USD allocated for Mazatlán Water Project (District Grant), due in late Spring 2026. • Paper bank statements discontinued, saving \$8/month. • Reminder: Square should be used only for public donations due to high transaction fees. • Copies of financial statements available upon request to MG. 	
2.6	Foundation Report	JT
	<ul style="list-style-type: none"> • New Rotary Foundation giving format effective January 1. <ul style="list-style-type: none"> ◦ Members may now give online; website and login details to be distributed. ◦ Foundation donor forms to be shared with all members by JT. ◦ Weekly Happy/Sad Bucks collection for Foundation discontinued. • Update forthcoming regarding Paul Harris Awards, including potential honorary awards. • All 2025 funds have been submitted. • MG has a cheque ready covering July–December contributions. 	
2.7	Membership Report	KJ
	<ul style="list-style-type: none"> • Four new members are scheduled for induction this Thursday. • Membership growth remains a priority; room to expand. • Approximately seven prospective members are currently being contacted. • Exploring recruitment opportunities with local wineries. • Membership Committee meeting scheduled for this Thursday. 	

	<ul style="list-style-type: none"> • Mentorship will be a focus area moving forward. 	
2.8	Community Services Report	FP
	<ul style="list-style-type: none"> • Rotary Day has been set on Sunday, June 28, 2026 at City Park. 	
2.9	New Generations Report	WF
	<ul style="list-style-type: none"> • Interact Club fundraiser planned for February 12 after school. <ul style="list-style-type: none"> o Activities include raffle and bake sale. o Open to students and the public. o 50/50 draw pending PAC approval. • Discussion held regarding Interact Club supporting the Mazatlán Water Project. • FP introduced Nigerian “Pen Pals” initiative. • No response yet from Kelowna Rotary Club regarding student exchange. <ul style="list-style-type: none"> o Club student scheduled for outbound exchange in the 2026–27 school year. 	
2.10	Giving Committee Report	DW
	<ul style="list-style-type: none"> • Mental Health Association: <ul style="list-style-type: none"> o Proposed \$5,000 donation. o Board requested additional information regarding services and use of funds before proceeding. • Westbank Museum – Multicultural Day: <ul style="list-style-type: none"> o Gold-level sponsorship of \$501. o Motion to sponsor: DW Seconded: JT Carried unanimously. o DW to coordinate with MHA regarding a Rotary table at the event. 	
2.11	Administration Report	FP
	<ul style="list-style-type: none"> • Strong lineup of upcoming speakers. 	
2.12	Public Relations Report	
	<ul style="list-style-type: none"> • Nothing to report. 	
2.13	Fundraising Report	PG
	<ul style="list-style-type: none"> • Save-On-Foods Gift Cards: <ul style="list-style-type: none"> o Proposed as a smaller, ongoing fundraiser. o Discussion regarding last Save-On-Foods Gift Cards fundraiser. 	

	<ul style="list-style-type: none"> ○ Board encouraged PS to proceed with developing a plan. ○ KJ expressed interest in recruiting store manager as a member/corporate member. <ul style="list-style-type: none"> ● Taste of India: <ul style="list-style-type: none"> ○ Progressing well. ○ Building a database of past attendees; email outreach underway. ○ “Save the Date” poster (digital and print) in development. ○ Budget review ongoing; caterer details to be confirmed with Das. ○ Sponsorship letter completed (available to anyone with potential sponsor from MG or TD). ○ Liquor procurement discussions ongoing; MHA leading purchase, TD has liquor list. KJ to coordinate with MHA for assistance. ○ Lions Hall booked; event must conclude by 11:00 a.m. Sunday due to another booking. ○ Geoffrey Oliver has volunteered as Sponsorship Lead. 	
3.0	OTHER BUSINESS	
	<ul style="list-style-type: none"> ● None 	
4.0	NEW BUSINESS	
	<ul style="list-style-type: none"> ● None 	
5.0	ADJOURNMENT	
	<p>Time: 8:26 p.m. Motion to Adjourn: FP Seconded by: CC Result: Carried unanimously</p>	

ITEMS	ACTION ITEMS	WHO	WHEN
1	Schedule and plan AGM	FP / FB	Before Feb 12

2	Provide Mental Health Association funding details	DW	Next meeting
3	Distribute Foundation online giving info to club members	JT	ASAP
4	Develop Save-On-Foods fundraiser plan	PS	Next meeting
5	Prepare and distribute Taste of India promotional materials	TD / MG	ASAP
6	Follow up on student exchange	WF	Next meeting

Next Board Meeting:

- In person: Tuesday, February 17, 2026 @ 5:30 p.m. at Providence Funeral Homes, 2541 Churchill Road, West Kelowna, BC