

Executive Board Meeting Minutes

Date: February 24, 2026

Location: Virtual

Time: 7:00 p.m.

Attendees:

President: Frank Proto (FP)

Secretary: Cassandra Capone (CC)

Fundraising: Peggy Southin (PS)

New Generations: Willie Findlater (WF)

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

Past President: Frank Busch (FB)

Foundation: Jane Tench (JT)

Membership: Kendall Jessiman (KJ)

Giving: Kathy Hogan Lordon (KHL)

Regrets:

Administration & Public Relations: Queena Pan (QP)

Community Services: Melissa Hunt-Anderson (MHA)

Giving: Deb Winsby (DW)

Treasurer: Melissa Grassmick (MG)

VP and President Elect: Stephanie Oliver (SO)

Agenda #	Title	Presenter:
1.0	CALL TO ORDER	FP
	<ul style="list-style-type: none"> ● Chair: FP ● Time: 7:02 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"> ● No formal agenda was presented. 	FP
1.3	APPROVAL OF PREVIOUS MEETING MINUTES <ul style="list-style-type: none"> ● Not done 	
2.0	REPORTS	
2.1	Presidents Report	FP
	<p>The President's Report was circulated in advance of the meeting and will be included with the official Meeting Minutes.</p> <ul style="list-style-type: none"> ● Central Okanagan Community Foundation: The Board discussed the potential use of the Central Okanagan Community Foundation for processing donations requiring charitable tax receipts. Motion (FP): That the Board recommend this matter to the membership for consideration. Seconded by: KJ <p>Discussion Highlights:</p> <ul style="list-style-type: none"> ● A written agreement or contract is requested prior to full approval. ● It was noted that other Rotary Clubs currently utilize the Foundation for similar purposes. ● Alternative avenues to obtain charitable tax receipts have been explored. 	

	<ul style="list-style-type: none"> • The Foundation would only be used in cases where a donor specifically requires a tax receipt. • The Giving Committee expressed concern that some recipient organizations may not meet the Foundation's eligibility requirements. <p>Outcome: The motion was approved to bring the recommendation forward to the membership for consideration.</p>	
2.2	Past President Report	FB
	<ul style="list-style-type: none"> • Nothing to report 	
2.3	President-Elect Report	
	<ul style="list-style-type: none"> • The President Elect was not present; therefore, no formal report was delivered. 	
2.4	Secretary Report	CC
	<ul style="list-style-type: none"> • Nothing to report 	
2.5	Treasurer Report	FP
	<p>The Treasurer was not present; therefore, no formal report was delivered.</p> <p>Financial Update by FP:</p> <ul style="list-style-type: none"> • The club's finances are currently on track. • In the absence of proceeds from Taste of India, approximately \$12,000–\$14,000 remains available this year for allocation by the Giving Committee. • The \$10,000 Guaranteed Investment Certificate (GIC) has been renewed. 	
2.6	Foundation Report	JT
	<ul style="list-style-type: none"> • A cheque in the amount of \$2,010.00 has been forwarded to the Rotary Foundation. As it was not submitted in time to qualify for 2025 tax receipts, it will instead be applied toward the 2026 tax year. • The Board also discussed reinstating the "Happy and Sad Bucks" initiative. It was agreed that the program will be reintroduced, potentially in a revised or updated format. 	
2.7	Membership Report	KJ
	<p>Administrative Update: KJ is currently experiencing technical difficulties with ClubRunner and is working to resolve the issue.</p> <p>Prospective Members:</p> <ul style="list-style-type: none"> • A prospective member, a pilot by profession, has expressed interest in joining the Club. • An additional application has been received through ClubRunner and is currently under review. <p>Overall, membership development efforts are progressing steadily.</p>	

	<p>Mentorship Initiative: Committee would like to establish a list of mentors to support and guide new members as they join the Club. Further details will be developed.</p>	
2.8	<p>Community Services Report</p>	FP, PS, MB
	<p>Melissa circulated her report in advance of the meeting.</p> <ul style="list-style-type: none"> ● Rotary Days Contribution (FP): Motion: That the Club allocate \$1,500 in support of Rotary Days. Moved by: PS Seconded by: KHL Discussion: None. Outcome: Carried unanimously. ● Remembrance Day Initiative (PS): PS will follow up with MHA to obtain a contact at City Hall regarding the placement of crosses for Remembrance Day. ● Parks Department Request (MB): Parks Department has invited the Club to participate in a community “clean-up day” in May. Further details will be shared as they become available. 	
2.9	<p>New Generations Report</p>	WF, JT, FP
	<ul style="list-style-type: none"> ● The Interact fundraiser was successful. Final revenue figures are expected to be confirmed Feb 25. ● Additional project ideas will be brought forward at an upcoming meeting to begin formal planning and coordination. ● JT is currently working with the Student Exchange Chair and has extended an invitation to exchange students to attend an upcoming Rotary meeting during March Break. ● FP will facilitate a connection between our Club’s Interact program and an Interact Club in Nigeria to encourage collaboration. ● Our outbound exchange student, Connor, has been assigned to Brazil for his exchange year. He will be joining the Club for lunch this Thursday to share the news and connect with members prior to his departure. 	
2.10	<p>Giving Committee Report</p>	KHL
	<ul style="list-style-type: none"> ● Helens Acres: Giving committee and FP reviewed an application from Helen’s Acres Community Farm in the amount of \$5,000. While not technically a West Kelowna charity, many West Kelowna community organizations utilize its services and programs. Motion (KHL): To bring forward to the membership a proposal for a \$1,000 donation from the Rotary Club of West Kelowna. Seconded by: PS Discussion: included the possibility of organizing a Club volunteer day (e.g., a weeding day) in addition to financial support. Outcome: Carried unanimously. ● KidSport Commitment The Board discussed the Club’s previous three-year funding commitment to KidSport in the amount of \$5,000 annually. Prior to the pandemic, the Club committed to supporting the program for three years. Last year, the second installment of the commitment 	

	<p>was requested and provided. A request has now been made to fulfill the third and final year of the commitment.</p> <p>Motion (KHL): To bring forward to the membership a proposal to donate \$5,000 to the program in fulfillment of the third year of the commitment.</p> <p>Seconded by: KJ</p> <p>Discussion: None.</p> <p>Outcome: Carried unanimously.</p>	
2.11	Administration Report	FP
	<ul style="list-style-type: none"> The Administration Chair was not present; therefore, no formal report was delivered. Update from FP: we will be focusing on more classifications from new members going forward for now. 	
2.12	Public Relations Report	
	<ul style="list-style-type: none"> Chair was not present; therefore, no formal report was delivered. 	
2.13	Fundraising Report	PS
	<p>Save-On-Foods Gift Card Fundraiser</p> <ul style="list-style-type: none"> PS reported that she has spoken with the store manager regarding the Save-On-Foods gift card program. The Club will receive a 6% return on orders of \$4,000 or more; a lower percentage applies to orders under \$4,000. PS gave an exact breakdown, CC missed collecting that information. MG and PS discussed logistics for collecting payments, including accepting e-transfers or cash from members and supporters. <p>Motion: To bring the Save-On-Foods gift card fundraising initiative to the membership for approval.</p> <p>Moved by: PS</p> <p>Seconded by: MB</p> <p>Discussion: KJ suggested that the program be reviewed annually, with implementation for the current Rotary year and reevaluation prior to the next Rotary year.</p> <p>Outcome: Carried unanimously.</p>	
3.0	OTHER BUSINESS	
	<ul style="list-style-type: none"> Reminder: District conference is the week after Taste of India 	
4.0	NEW BUSINESS	
	<ul style="list-style-type: none"> None 	
5.0	ADJOURNMENT	
	<p>Time: 7:54</p> <p>Motion to Adjourn: FP</p>	

	Seconded by: FB Result: Carried unanimously	
--	--	--

ITEMS	ACTION ITEMS	WHO	WHEN
1	Central Okanagan Community Foundation Proposal <ul style="list-style-type: none"> ● Bring recommendation to membership regarding use of the Central Okanagan Community Foundation for charitable tax receipting. ● Obtain and review written agreement/contract prior to full approval. 	FP	Immediate
2	Rotary Days Contribution – \$1,500 <ul style="list-style-type: none"> ● Present approved Board motion to membership for ratification. 	FP/ Community Services	Immediate
3	Helen’s Acres Donation – \$1,000 <ul style="list-style-type: none"> ● Present proposal to membership regarding \$1,000 donation to Helen's Acres Community Farm. 	Giving Committee	Immediate
4	KidSport Third-Year Commitment – \$5,000 <ul style="list-style-type: none"> ● Present proposal to membership to fulfill third-year commitment to KidSport. 	Giving Committee	Immediate
5	Save-On-Foods Gift Card Fundraiser <ul style="list-style-type: none"> ● Present fundraiser proposal to membership for approval. 	PS	Immediate
6	Remembrance Day Crosses <ul style="list-style-type: none"> ● Contact MHA to obtain City Hall contact and coordinate next steps. 	PS	This Rotary Year
7	Nigeria Interact Club Connection <ul style="list-style-type: none"> ● Facilitate connection between local Interact Club and Nigerian Interact Club. 	FP	This Rotary Year
8	Student Exchange Engagement <ul style="list-style-type: none"> ● Coordinate March Break visit of exchange students to Club meeting. 	WF & JT	This Rotary Year
9	Mentorship Program Development <ul style="list-style-type: none"> ● Create mentor list and basic onboarding framework for new members. 	KJ	This Rotary Year

Next Board Meeting:

- Virtual: Tuesday, March 17, 2026 @ 7:00 p.m.