

Executive Board Meeting Minutes

Date: April 21, 2026

Location: Providence Funeral Homes, 2541 Churchill Road, West Kelowna

Time: 5:30 p.m.

Attendees:

President: Frank Proto (FP)

Past President: Frank Busch (FB)

Treasurer: Melissa Grassmick (MG)

New Generations: Willie Findlater (WF)

Giving: Deb Winsby (DW)

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

VP and President Elect: Stephanie Oliver (SO)

Secretary: Cassandra Capone (CC)

Membership: Kendall Jessiman (KJ)

Giving: Kathy Hogan Lordon (KHL)

Foundation: Jane Tench (JT)

Virtual: Community Services: Melissa Hunt-Anderson (MHA)

Regrets: Administration & Public Relations: Queena Pan (QP)

Agenda #	Title	Presenter:
1.0	CALL TO ORDER	FP
	<ul style="list-style-type: none">Chair: FPTime: 5:29 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
	<ul style="list-style-type: none">The club is taking on an exciting and meaningful initiative: hosting an international exchange student. This will be a rewarding experience, but it will require strong member support.Members who plan to host the student (overnight, weekends, or in any capacity) will be required to complete a criminal record check. Further details will be shared as arrangements progress.A review of club membership is needed asap so billing to RI is correct.	
2.2	Past President Report	FB
	<ul style="list-style-type: none">Nothing to report	
2.3	President-Elect Report	SO

	<ul style="list-style-type: none"> Proposed bylaw improvements were presented by SO to FP. FP will review the proposed changes and circulate them to the board ahead of the next meeting. A date for the annual handover needs to be confirmed. KHL has offered availability in June; KHL, FP & SO will coordinate to finalize a suitable date. SO discussed the idea of creating a “suggestion box” to gather member feedback. Encouraged board members to assist in exploring options and implementation. 	
2.4	Secretary Report	CC
	<ul style="list-style-type: none"> The club has established a new mailing address: 160–2417 Main Street, West Kelowna, BC V4T 2H8. Appreciation to Kenneth Carr for his assistance in securing the new mailbox. All committee chairs: please review your contacts and have the address updated accordingly. 	
2.5	Treasurer Report	MG
	<ul style="list-style-type: none"> Membership Dues (2026–2027): A motion was made by MG, seconded by KHL, to maintain the annual membership dues at the current rate as outlined in the “2026–2027 Membership Dues” document. Result: Carried unanimously. Allocation of Funds (April 11, 2026): A motion was made by MG, seconded by CC, to approve the funding allocations and associated recommendations as presented in the “Allocation of Funds – April 11, 2026” report. Discussion: An increase to \$11,000 for SHP was suggested and incorporated. Result: Carried unanimously. Annual Rotary Dues: Melissa will be issuing invoices for annual Rotary dues. Members are asked to ensure payment is completed before the third week of June. 	
2.6	Foundation Report	JT
	<ul style="list-style-type: none"> The Easter Basket fundraiser generated \$820 in contributions. The Foundation has set an ambitious goal of raising \$1 million by the end of the current Rotary year. The club’s target was \$4,500 and contribution to date is approximately \$4,000–\$5,000. JT will be organizing two upcoming fundraising initiatives: a Mother’s Day basket and a Father’s Day basket. 	
2.7	Membership Report	KJ
	<ul style="list-style-type: none"> Upcoming inductions: <ul style="list-style-type: none"> Sukhi Dhaliwal (April 30) Lynn Wright (May 14) FP to confirm dates for inductions Several prospective members are currently being engaged. The committee is seeking 1–2 additional members to join. 	

	<ul style="list-style-type: none"> • There will be an increased focus on member retention and mentoring initiatives. • JT has purchased cards to support the Sunshine Committee in member outreach and engagement. 	
2.8	Community Services Report	
	<ul style="list-style-type: none"> • The committee is exploring Rotary-branded promotional items (e.g., pens, cards), as well as additional options such as sensory toys for Boucherie Mental Health Day on May 5. Members are encouraged to volunteer in support of this initiative. • FP will connect with Kenneth to arrange for giveaway items. • Cas will update ClubRunner with upcoming event dates. • WFN has approved the Field of Crosses initiative (PS). • May 2: Rotary Cleanup event – members are encouraged to sign up on Thursday April 23 at our weekly meeting. 	
2.9	New Generations Report	WF
	<ul style="list-style-type: none"> • The ceremonial “big cheque” is currently missing. FP will follow up with Kelly O’Bryan’s to locate it; if it cannot be found, FP will connect with Kenneth to arrange for a replacement. FOUND 04-22 • Mattias, a 14-year-old inbound exchange student, will be attending Mt. Boucherie Secondary School. Connor’s parents (outbound student) will serve as one of the host families. Willie will reach out to George, and additional host families are still being sought. • Members are encouraged to complete a criminal record check, particularly if interested in hosting or supporting the exchange student program. 	
2.10	Giving Committee Report	
	<ul style="list-style-type: none"> • Mount Boucherie Mental Health Walk (May 5): A request was received to support the event at the GOLD Sponsor level (\$1,000). A motion was made by KHL, seconded by MG, to approve the sponsorship. Result: Carried unanimously. KHL will follow up as needed. • Westside Daze – Miss Dazey Sponsorship: A motion was made by DW, seconded by PS, to sponsor Miss Dazey at the \$2,000 level. Result: Carried unanimously. 	
2.11	Administration Report	
	<ul style="list-style-type: none"> • No report was presented. • QP has indicated to FP that she has been booked for surgery and will be missing meetings for a few weeks. However she will continue to book speakers etc from home. FP will discuss how the Club can assist QP . 	
2.12	Public Relations Report	
	<ul style="list-style-type: none"> • No report was presented. 	

2.13	Fundraising Report	PS
	<ul style="list-style-type: none"> ● Basking in the Taste of India glow! ● The Save-On-More campaign is progressing well. The first batch of 40 cards has been distributed, with an additional 19 orders received to date. 	
3.0	OTHER BUSINESS	
	<ul style="list-style-type: none"> ● Mazatlán Water Project: MB and Peter visited the La Vina school to view the water filtration system. The project was described as highly impressive, with students participating in the presentation. The overall impact and organization were noted as outstanding. ● District Conference Update (KJ): The conference hosted approximately 100 attendees and featured strong speakers and programming. Next year’s District Conference is scheduled for April 14–17, with a “Road Show” format including one-day stops in Salmon Arm, Penticton, Wenatchee, and Yakima. 	
4.0	NEW BUSINESS	
	<ul style="list-style-type: none"> ● New Board Meeting location: Providence Funeral Homes will no longer be available after May 8. New options include: <ul style="list-style-type: none"> ● Ingram Place (KJ) 2477 Ingram Road, WK ● City Hall (MHA) ● Open to other suggestions 	
5.0	ADJOURNMENT	
	<p>Time: 6:45 Motion to Adjourn: FP Seconded by: CC Result: Carried unanimously</p>	

ACTION ITEMS

Resolution / Action Item	Responsible
Review proposed bylaw amendments and circulate to board prior to next meeting	FP
Confirm date for annual handover (coordinate FP, SO, KHL; target June)	FP / SO / KHL
Review and update membership list for RI billing accuracy	FP
Update all committee records with new mailing address (160–2417 Main St)	ALL COMMITTEE CHAIRS
Coordinate speaker scheduling during Queena’s absence	FP
Ensure all members involved in hosting exchange students complete criminal record checks	WF
Recruit 1–2 additional Membership Committee members	KJ / Membership Committee
Organize Mother’s Day and Father’s Day fundraising baskets	JT
Continue Save-On-More campaign and track remaining orders	PS / Fundraising Team
Coordinate Rotary promotional items for events (pens, cards, sensory items)	FP / Kenneth Carr
Update ClubRunner with upcoming event dates	Cas
Volunteer sign-up for Rotary Cleanup (May 2)	MHA
Volunteer sign-up Mental Health Walk (May 5)	MHA
Finalize sponsorship support for Mental Health Walk (\$1,000 Gold)	KHL
Confirm Westside Daze sponsorship (\$2,000 Miss Dazey)	DW
Proceed with approved funding allocations (incl. SHP \$11,000 adjustment)	MG
Issue and collect annual membership dues invoices	MGr
Develop and implement suggestion box initiative	SO / Board
Continue Field of Crosses initiative coordination	PS

Next Board Meeting:

- Board Meeting (Virtual)

Tuesday, May 19 · 7:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/zkm-iega-ijm>

Reminder: calendar invites were sent out with links to ALL in person and virtual meetings.
Information is always available in those invites.