Executive Board Meeting Minutes
Date: July 29, 2026
Location: Porrelli Law Office, 3011 Louie Dr Ste 221, Westbank, BC V4T 3E3
Time: 6:00 p.m.

Attendees:

President: Stephanie Oliver (SO)
President Elect: Open
Treasurer: Melissa Grassmick (MG)
New Generations: Willie Findlater (WF)
Past President: Frank Proto (FP)
Secretary: Cassandra Capone (CC)
Membership: Kendall Jessiman (KJ)
Fundraising: Jeff Hayes (JH)

Regrets:

Community Services: Melissa Hunt-Anderson (MHA)
FUN Committee: Kathy Hogan Lordon (KHL)
Administration & Public Relations: Queena Pan (QP)
Giving: Peggy Southin (PS)
Foundation: Ed Kolybaba (EK)

Agenda #	Title	Presenter:
1.0	**CALL TO ORDER**	SO
	• **Chair:** SO • **Time:** 6:04 p.m.	
1.1	**DECLARATION OF CONFLICT OF INTEREST**	SO
	• None	
1.2	**ACCEPTANCE/AMENDMENTS TO AGENDA** • Accepted/No amendments	SO

1.3	**APPROVAL OF PREVIOUS MEETING MINUTES**
	• **Motion:** *Move to approve previous minutes.*
	    ○ **Moved by:** SO
	    ○ **Seconded by:** CC
	    ○ **Result:** Carried unanimously	

2.0	**REPORTS**	
2.1	**Presidents Report**	SO

	• **Westside Daze Debrief:** Event was successful. Future recommendations provided to SO: reduce to 2 volunteers per shift, consider 1-hour shifts, provide cold drinks for volunteers, and introduce a QR code and/or handout for club info.
	• **Domain Name Renewal:** Motion to renew the club domain name for 5 years passed *(Moved: MG, Seconded: SO, All in favor).* SO to forward email to MG for payment.
	• **WhatsApp Communication:** Motion passed to use WhatsApp for casual club chat that requires immediate responses *(Moved: SO, Seconded: GW, All in favor)*. Club Runner to be used for more official business (Yearly invoices, for example).
	    ○ FP notifying current members of this change
	    ○ Membership Committee (KJ) will ensure new members are	

	◦ added to WhatsApp during their onboarding ◦ SO, MG, CC, and Tasha DaSilva authorized to add members • **HIP Program Request:** Sunrise Club (Barb Penner) requested a $1,000 contribution toward sending 2 District 5060 students to the HIP reconciliation program (Deadline: Oct 2026). SO to pass details to PS and the Giving Committee. • **Committee Budgets:** Reminder to all chairs that outstanding committee budgets must be submitted ASAP.	
2.2	**Past President Report**	FP
	• **Committees:** Currently working with and assisting SO with setting up committees and committee chairs as needed. • **Mazatlán Project:** PS reached out asking for assistance in collecting committed funds from the Sunrise Club. As of just before the meeting, FP has received confirmation that funds will be provided soon. • **West Kelowna Rotary PIN:** FP is actively looking into pricing and options, because as far as we know, we have not had one in the past.	
2.3	**President-Elect Report**	
	• N/A	
2.4	**Secretary Report**	CC
	• Carried from last meeting: CC will contact the West Kelowna Legion to update the Club's mailing address and name for the Remembrance Day ceremony.	
2.5	**Treasurer Report**	MG
	• **Financial Position:** As of the June 30 Rotary year-end, the Operations account held $14,557, while the Fundraising account held nearly $79,000 (which includes the Mazatlán Project funds). • **Budget Performance:** Overall performance remained on budget throughout the year, with finances in good standing. • **Cheque Request Process:** A reminder was issued that direct email requests must be sent to MG for cheque issuance; listing a request or motion in the meeting minutes alone is not sufficient. • **Membership Updates:** The club noted with regret the recent departure of members Steven, George, and Pam. 🙁	
2.6	**Foundation Report**	GW
	• **Committee Update:** GW reported on behalf of EK and confirmed volunteering to join the committee alongside Ed and Peggy. • **Next Steps:** SO will reach out to Ed to address the following priorities: 1. Confirm and resolve current online issues. 2. Set committee goals. 3. Discuss utilizing the shared Excel sheet with MG.	

	4. Schedule a meeting with PS and GW to assign specific roles and responsibilities.	
2.7	**Membership Report**	KJ
	• **Committee Growth:** The committee has expanded and now consists of 5 members. • **Next Steps & Goals:** Established a new goal to hold bi-monthly meetings starting in September.	
2.8	**Community Services Report**	MHA
	• Not present - no report submitted	
2.9	**New Generations Report**	WF
	• **Committee Expansion & Budgeting:** FP is joining the New Generations committee and will work on drafting the budget. The goal is to submit it to the Board for approval prior to the next meeting. • **Exchange Student Expenses & Reimbursements:** FP &n WF will prepare and send MG a budget breakdown for the exchange student so expenses can be properly reimbursed. MG plans to establish a standardized process for handling these reimbursements moving forward. • **Exchange Student Arrival:** Inbound student Mateus is scheduled to arrive on August 28. FP will organize a group of Rotarians to give him a warm welcome at the airport with signs.	
2.10	**Giving Committee Report**	PS
	• Not present - no report submitted	
2.11	**Administration Report**	QP
	• Not present - no report submitted	
2.12	**Public Relations Report**	QP
	• Not present - no report submitted	
2.13	**Fundraising Report**	JH
	• **Save-On Gift Card Program:** PS is leading the Save-On Gift Cards initiative. • **Upcoming Events:** The Taste of India event is scheduled for April 10, 2027 • **Publicity & Outreach:** MG suggested creating an advertisement or sharing information publicly to let the community know the club is available to partner on fundraising efforts. This may inspire other fundraising initiatives and events.	
2.14	**Social Committee Report**	KHL

	• Not present - no report submitted	
3.0	**OTHER BUSINESS**	
	• None	
4.0	**NEW BUSINESS**	
	• August Board Meeting cancelled. • The next meeting is September 8.	
5.0	**ADJOURNMENT**	
	Time: 7:15 p.m. **Motion to Adjourn:** SO **Seconded by:** CC **Result:** Carried	

Executive Board Action Items | July 29, 2026

Stephanie Oliver (SO)

- Domain Renewal: Forward domain renewal email to MG for 5-year payment processing.
- HIP Program: Forward the $1,000 funding request for the HIP reconciliation program to PS and the Giving Committee.
- Foundation Coordination: Reach out to Ed Kolybaba (EK) to:
    - Resolve current online issues.
    - Set committee goals.
    - Discuss utilizing the shared Excel sheet with MG.
    - Schedule a role-assignment meeting with PS and GW.

Frank Proto (FP)

- Member Communication: Notify all current members about switching casual group chat to WhatsApp (reserving Club Runner for official business).
- Rotary PIN: Complete pricing/options research for West Kelowna Rotary PINs.
- New Generations Committee:
    - Join committee and draft committee budget for Board approval prior to September meeting.
    - Collaborate with WF to prepare and send exchange student budget breakdown to MG.
    - Coordinate a welcome group with signs for incoming exchange student Mateus arriving August 28.

Cassandra Capone (CC)

- Mailing Address Update: Contact the West Kelowna Legion to update the club’s mailing address and contact details for the Remembrance Day ceremony.

Melissa Grassmick (MG)

- Domain Payment: Process 5-year domain renewal payment upon receiving email from SO.
- Reimbursement System: Establish a standardized process for issuing cheque reimbursements.

Willie Findlater (WF)

- Exchange Student Budget: Work with FP to submit the exchange student budget breakdown to MG for reimbursement handling.

Kendall Jessiman (KJ) / Membership Committee

- WhatsApp Onboarding: Integrate WhatsApp group setup into the new member onboarding process (SO, MG, CC, and Tasha DaSilva authorized to add users).
- Meeting Schedule: Establish and schedule bi-monthly committee meetings starting in September.

All Committee Chairs

- **Budget Submissions: Submit outstanding committee budgets to the Board ASAP.**

Upcoming Key Dates

- **August 28, 2026:** Exchange student Mateus arrives.
- **September 8, 2026:** Next Executive Board Meeting (August meeting is cancelled).
- **October 2026:** Target deadline for HIP Student Reconciliation Program funding decisions.
- **April 10, 2027:** Taste of India Event.