

Executive Board Meeting Minutes

Date: September 15, 2026

Location: VIRTUAL

Time: 6:00 p.m.

Attendees:

President: Stephanie Oliver (SO)
Treasurer: Melissa Grassmick (MG)
Fundraising: Frank Busch (FB)
Foundation: Ed Kolybaba (EK)

Secretary: Cassandra Capone (CC)
New Generations: Willie Findlater (WF)
Giving: Peggy Southin (PS)

Regrets:

Community Services: Melissa Hunt-Anderson (MHA)
Fundraising: Jeff Hayes (JH)
Administration & Public Relations: Queena Pan (QP)

Past President: Frank Proto (FP)
Membership: Kendall Jessiman (KJ)
FUN Committee: Kathy Hogan Lordon (KHL)

Agenda #	Title	Presenter:
1.0	CALL TO ORDER	SO
	• Chair: SO • Time: 6:07 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 • CC added amendments: ◦ Add Garry W to attendees ◦ Wording and intention to Section 2.13 • Motion: <i>Move to approve previous minutes.</i> ◦ Moved by: SO ◦ Seconded by: CC ◦ Result: Carried unanimously	
2.0	REPORTS	
2.1	Presidents Report	SO
	• Kelly O's Appreciation: Discussed ways to recognize Wade and the servers at Kelly O's for their support. An honorary Paul Harris was suggested as a possible option. • Leadership: The club is still seeking a Vice-President/ President-Elect. • Facebook: The club's Facebook page is still listed as Daybreak Rotary. SO is following up and hoping QP can assist with updating the name. • All Rotary Club Social: The event will be held October 8 at Sandhill Winery. FB will look into arranging a party bus.	

2.2	Past President Report	FP
	Not in attendance	
2.3	President-Elect Report	
	N/A	
2.4	Secretary Report	CC
	West Kelowna Legion has been contacted and updated with the Club's mailing address and name for the Remembrance Day ceremony. Invoice letter should be coming soon.	
2.5	Treasurer Report	MG
	- Mazatlan Project funds have now been fully received. MG will be transferring them all over and finalize with CC over next few days. A reminder to BOD that we are donating \$4000 USD for our portion. - An auto etransfer to Carlynne for monthly stipend. \$675 (\$550 + \$125).	
2.6	Foundation Report	EK
	- Five new members have not yet contributed, possibly due to limited awareness of how the Foundation works. - Happy Bucks over \$20 are submitted quarterly. Sheriffing has been less frequent and historically generated \$600–\$800 quarterly. - Paul Harris recognition: 5 Paul Harris Fellows; 3 at Paul Harris +1; 3 at +2; and 1 each at +3, +4 and +6. - At least 6 members have contributed over \$9,000, although actual totals may be higher. - The Club has almost 100,000 Foundation recognition points available – consider using these for matching or Paul Harris recognition. 2026/2027 goal: increase annual giving target from \$4,000 USD to \$5,500 USD. - Encourage \$100 USD per member, with a goal of every Rotarian contributing to the Annual Fund. - Better recognize Club milestones and members reaching new Paul Harris levels. - Provide more Foundation updates on goals, ways to give, PolioPlus and the Endowment Fund. - Funding Goal: increase from \$4000USD to \$5550USD - Overall committee goal: Increase the number of Rotarians giving more than \$100USD - Overall committee goal: Celebrate club and member achievement	
2.7	Membership Report	KJ
	Not in attendance	

2.8	Community Services Report	PS
	● Field of Crosses Project: Crosses and bases are approximately \$35 per set. Pickup will be arranged by PS's neighbour. ○ Project Scope: The club plans to purchase 12 crosses, representing local individuals who served, based on a list provided by the West Kelowna Museum. Additional crosses may be purchased as replacements in case of vandalism (up to 20). ○ Legion Support: PS met with the Legion President, who expressed strong support and recommended that the club submit a funding request to the Legion. PS will prepare and send the letter. ○ Location: A potential location is being considered across from St. George's, near the cenotaph. ● Jane Tench has confirmed with the schools that the "Kind Student" awards will go ahead again this school year. The schools are very keen to continue the program.	
2.9	New Generations Report	WF
	● Inbound Weekend: FP and WF attended the inbound weekend event. WF found the event informative and gained valuable insights. ● Matteus: Matteus is doing well and continuing to develop his English skills. Some challenges with phone usage were noted. WF has spoken with his host parents and school to ensure this does not become an ongoing issue. ● Interact Club: Mount Boucherie is no longer holding its annual "Clubs Day," so an alternative approach will be needed to recruit new students to the Interact Club. ● E-Transfers: There is some concern regarding e-transfers being sent directly to Matteus rather than Carlynne. WF will follow up to determine whether funds can be transferred directly to Matteus.	
2.10	Giving Committee Report	DW & PS
	● Application Process: Updates have been made to our funding request applications. ● SPARK: Requested \$2,000 toward operational costs for its intensive therapy program. As operational costs are not typically funded, a contribution of \$500 was proposed. ● Motion to bring the donation to the club: FB ● Seconded: PS ● Motion Carried ● CHISPA: Project (library in Honduras) we have contributed to has already been completed. ● COBS: Board agreed to continue supporting the organization. ● La Vina Water Project Global Grant (CC): we have been presented with an opportunity to contribute to a Global Grant which would include the Wine Country Cluster and our own funds. To be reviewed at next Giving Committee Meeting and brought back to board for approval.	

2.11	Administration Report	QP
	Not in attendance	
2.12	Public Relations Report	QP
	Not in attendance	
2.13	Fundraising Report	JH
	- No updates at this time. The committee would welcome additional members. Fundraiser Participation: The board discussed the ongoing challenge of attracting attendance at fundraising events. It is a challenge many Rotary Clubs and service clubs are facing.	
2.14	Social Committee Report	KHL
	Not in attendance.	
3.0	OTHER BUSINESS	
	None	
4.0	NEW BUSINESS	
5.0	ADJOURNMENT	
	Time: just before 7:00 p.m. our meeting was cut off by Google Meets	

Action Items

Action	Responsible
Explore options for recognizing Wade and the servers at Kelly O's, including an honorary Paul Harris.	SO
Continue seeking a Vice-President/President-Elect.	Board
Follow up with QP regarding updating the Facebook page name to Daybreak Rotary.	SO / QP

Look into arranging a party bus for the October 8 All Rotary Club Social at Sandhill Winery.	FB
Transfer Mazatlan Project funds and finalize with CC.	MG / CC
Prepare and send funding request letter to the West Kelowna Legion for the Field of Crosses Project.	PS
Finalize arrangements for the Field of Crosses Project, including crosses, bases and potential location.	PS
Continue the Kind Student Awards program with participating schools.	Jane Tench
Explore alternative ways to recruit students for the Mount Boucherie Interact Club.	WF
Follow up on whether e-transfers can be sent directly to Matteus.	WF
Bring the \$500 SPARK donation forward to the club.	DW / PS
Review the La Vina Water Project Global Grant at the next Giving Committee meeting and bring a recommendation to the Board.	Giving Committee / CC
Recruit additional members for the Fundraising Committee.	JH