



**ROTARY CLUB OF TACOMA #8**  
**BOARD MEETING MINUTES**  
**Monday March 27, 2023, at 4:00 P.M.**  
**President Maria Harlow, Presiding**

Board Member	Office	Present	Excused
Maria Harlow	President	X	
Whitney Grisaffi	Vice President Elect	X	
Chris Serface	Vice President	X	
Greg Rolsma	President Elect	X	
Sherri Stanton	Secretary 2022-2024	X	
DeAnne Hamilton	Treasurer 2021-2023	X	
Emily Mendez-Bryant	Board Member 2021-2024 Term		
Tim Daly	Board Member 2021-2024 Term	X	
Diane Tilstra	Board Member 2021-2024 Term	X	
Doug Hedger	Board Member 2022-2024 Term	X	
Miriam Barnett	Board Member 2022-2025 Term	X	
Corey Hjalseth	Board Member 2022-2025 Term	X	
Brenda Gaspar	Board Member 2022-2023 Term	X	
Heather Faverman	Board Member 2022-2023 Term	X	
Clay Zhang	Board Member 2020-2023 Term		X
Troy Christensen	Board member 2021-2023 Term	X	
Randy Kinnamon	Board Member 2022-2025 Term	X	
Stephen Deal	Board Member 2022-2025 Term	X	
Sharon Benson	Incoming Board Member 2023-2026 Term		X
Barbara Wyatt	Incoming Board Member 2023-2026 Term		X
John Bailey	Incoming Board Member 2023-2026 Term	X	
Dan Bogart	Incoming Treasurer 2023-2025	X	
Jim Whitacre	Guest	X	
Kathi Willis	Club Administrator		X
Robin Echte	Club Administrator	X	

**Meeting called to order at 4:04 PM.**

Maria welcomed board members.

**CONSENT AGENDA:** The consent agenda, including board meeting minutes from February 27, 2023 and executive committee minutes from March 14, 2023, was approved and accepted by all.

**TREASURER'S REPORT:**

DeAnne reviewed the treasurer's report provided to board members. She clarified that the budgets that were provided to board members contained some errors. Those errors have been corrected and updated budgets are available. Most expenses continue to appear in line with budget except for employee expenses and administrative expenses as reported previously. Operations checking and savings account is at just over \$156,000, Fundraising checking and savings is at just over \$392,000 and Foundation balance is strong at \$1.7 million.

Discussion about increase in credit card bank charges due to increase in payments being made online and personal responsibility for the club's credit card. Doug agreed to work with Robin once the auction is over to look into credit card options.

Finance Committee is meeting soon and will check on the make-up of receivables in the Fundraising budget. DeAnne will report out on findings before end of June.

### **Bookkeeping Position**

Robin, Kathi and DeAnne will be scheduling interviews.

Discussion of internal controls with club bookkeeping and time since the last audit.

### **ADMINISTRATIVE WORK:**

#### **Office Lease**

The club is still working on resolving the lease after the building's transfer of ownership. Harrison Laird is representing Rotary 8 and procuring a letter of lease transfer. Renewal has not been signed.

#### **Committee Chairs**

Greg is confirming with each existing chair on their interest in staying on another year. Brenda (Literacy), Doug (Projects), and Diane (Programs) all committed to stay on as chairs.

#### **Membership Report**

There are several potential new members awaiting review, classification, orientation and/or introduction.

#### **Budget**

##### Committee Requests

Committees should identify need and prepare a budget request. Greg will reach out to committees for budget needs. Committees should send proposed budget to Greg and copy office staff. Robin is the office liaison for committee budgets.

##### Raise the Paddle

Discussion of how "Raise the Paddle" funds are designated. Stephen moved that how Raise the Paddle funds are allocated each year be decided by the board. Diane seconded. **All in favor, motion passed.**

#### **Policy and Procedures**

##### Pre-paid lunches

Pre-paid lunches were discussed. The board recommended that a transparent and explainable plan be drafted that includes:

- Choice to sign up quarterly or annually
- To fill the room and introduce more people to Rotary, option to allow a guest (not another Rotarian) to use your lunch on the day that you are not able to. (cannot be carried forward)
- Explain benefit of prepay (either as "2 free lunches" or \$22 vs \$25)

##### Hybrid Club Meetings

Discussion of continuing hybrid club meetings and recording of virtual meetings. The board recommended the club continue as-is. No changes.

##### Milestone Anniversaries

Discussion of how to acknowledge milestone anniversaries. 30-year pin proposed for 30 years in club. Discussion of using Rotary matching points as rewards for milestones as in awarding a Paul Harris Fellowship or similar.

Robin and Maria will research the club's matching points. Potential for a follow up board discussion about overall use of matching funds.

### **COMMITTEE REPORTS**

**Grants** – Miriam reported that the committee just completed it's 2<sup>nd</sup> cycle. 18 applications were received. Committee is discussing capacity and how to manage increased number of 2<sup>nd</sup> cycle grant applications.

**International Services** – no report

**Projects** – Doug reported that his budget request has been provided to Greg. Hands-on support for Raising Girls is confirmed for a June in-meeting project. The committee is discussing an additional in-meeting project at their upcoming meeting. Other on-going projects continue as scheduled. Filming for a short district video took place at the most recent EFN break bag project.

**DEAI** – Troy reported that the committee recommends bringing on Kagochi Consulting as the DEAI consultant. **Troy motioned to approve hiring Kagochi Consulting. DeAnne approved. All in favor, motion passed.**

The committee checked the consultants references and members of the committee have also worked with the consultant on separate projects. Troy reported that Carol Webster will be sending in a budget request for funding to implement recommendations that may come from the consultant.

**Auction** – Whitney reported that the club has received around \$44,000 in procured items (goal of \$50,000). Sponsorships are over \$80,000 with a goal of \$100,000. Board still needs to decide on an item to contribute. John Bailey volunteered to follow up on Diane's request with My Girl. Doug will reach out to his previous contacts about the possibility of a reduced rate for a cruise. Board members were asked to donate towards the cost. Additionally, the use of Rotary matching points for a Paul Harris Fellowship as an auction item was discussed and will be looked into as part of the matching points research.

**Classification** – No report.

**Communications** – Maria will take on Communications committee next year

**Engagement** – Maria reported that Michael Holloway is considering attending the district conference.

**Orientation** – Greg reported that he has two orientations scheduled and working to schedule a third.

**PGG** – Whitney reported that the auction has taken priority over PGG for fundraising communication.

**Interact** – Greg attended the recent Interact meeting and reported that the group has three upcoming projects.

**Literacy** – Brenda reported that the committee continues to steward the libraries regularly and has identified 4 potential new locations for little libraries. Additionally, 120 books have been purchased through the Enid Harris Literacy Fund to support Reach Out and Read.

**Major Project** – Guest Jim Whitacre reported on the proposed major project, explained how Rotary 8 could be involved and presented a proposal for funding along with ways the project could be funded.

**Due to time, Meeting Adjourned** – 6:00pm

**Next Board meeting Date: Monday, April 27, 2024, 4:00 – 5:30 pm, Rotary Office**

**Recorded by: Sherri Stanton, Secretary**