



**ROTARY CLUB OF TACOMA #8
BOARD MEETING MINUTES
Monday May 22, 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	X	
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
Joy Vivar Beeks	Incoming Board Member 2023-2026 Term	X	
Dan Bogart	Incoming Treasurer 2023-2025		X
Julie Kagochi	Guest	X	
Kathi Willis	Club Administrator	X	

Meeting called to order at 4:05 PM.

Maria welcomed board members. A quorum was present at 4:17 PM.

CONSENT AGENDA: The consent agenda, including board meeting minutes from April 24, 2023 and executive committee minutes from May 9, 2023, was approved and accepted by all.

TREASURER'S REPORT:

DeAnne reviewed the treasurer's report provided to board members.

The Foundation investments overseen by the Foundation Board are doing well and continue to grow. Current balance is \$1,747,275.54.

Club operating budget and fundraising budget update through April 2023 was presented including auction income total of \$262,375.01.

All board members present accepted the report as presented.

ADMINISTRATIVE WORK:

Update on Office Staff

Maria reported that Robin has resigned and that the club is going back out to hire a full time Club Administrator.

The Bookkeeper position's title is being changed to Finance Manager but the job description will remain the same. Jena Anderson has been offered the part time, 20 hour per week position. A Conflict of Interest Policy will be put in place.

Discrepancies between the bylaws and personnel manual have been identified. Those are being sorted out and will be brought to the board for approval. Additionally, funds that had previously been identified as "bonuses" are being renamed to "benefits" in Quickbooks. There is 60 hours total for benefits for each week to be proportionally split between the 2 positions.

Membership Reports

This year's process for renewal of annual memberships was reviewed. Members receive multiple points of contact around the renewal process including letters from Greg and phone calls from board members. Members who have not responded to any outreach by June 30th will be removed from the roster. Discussion of implications of removing members at the end of June. Clarification that there is little impact to members and potential cost savings for the club. Over 24 members have already renewed.

Office Lease

Harrison has procured transfer in ownership and renewal documents. The club is locked in to existing pricing and does not need to re-negotiate terms.

Insurance

There are two insurance policies, one for the club that covers our property and one for Rotary International that is the Liability Insurance Policy that includes directors and officers insurance . Greg will follow up after July 1 and recommend a task force for reviewing policies.

Personnel Policies

Volunteers are needed to review personnel policies, bylaws and job descriptions. Stephen volunteered to assist if it aligns with his schedule.

Meeting Location

Discussion of meeting location including the issue of food quality and members who are attending but not paying for lunch. Tacoma Yacht Club is not available for regular meetings but can do an occasional event. La Quinta has agreed to a 6 month contract with a 50 person minimum. Cost to club for individual lunches increases by \$1 but weekly lunch cost for members will stay at \$25.

Discussion of a fee for attending but not eating lunch. Discussion of menu and need to explore other options.

Renewing for 6 months with La Quinta gives time to assemble a task force of members to explore alternate meeting locations. Chris will lead the task force and recruit volunteers as needed. There are two dates in September (21 and 28) when La Quinta is unavailable. These dates would be good times to try out potential venues.

OP Budget

Discussion of budget including the line items of meeting fines and social events. Budget presented reflects a \$7,500 deficit. Discussion of minimum reserve and clarification that Finance Committee has recommended a reserve amount based on a formula. The Finance Committee has also approved the budget presented, included the deficit which, if needed, will be covered by retained earnings.

Doug moved to approve the operating budget as presented. Chris seconded. **All in favor, motion carried.**

Raise the Paddle Funds and Fundraising Budget

Discussion of in-meeting projects, engagement and major project.

Chris moved to approve the Fundraising budget including the yellow highlighted column which is what the committee's requested (without potential Raise the Paddle Funds) . Miriam seconded. **All in favor, motion carried.**

Discussion of Raise the Paddle funding was tabled and will be added to the agenda for discussion by the Executive Committee.

Leadership Assembly

The board was asked to save the date for an August 10th leadership assembly.

District Conference

Chris reported on the District Conference and that many of the same issues we are dealing with as a club were also discussed and addressed, including a move to be more inclusive and position Rotary for the future.

Stephen agreed with Chris' report and shared some of the ideas that were discussed around engagement. Maria recommended reaching out to Michael Holloway regarding acting on engagement ideas from the District Conference.

COMMITTEE REPORTS:

Programs Committee: Programs are currently booked out through September.

In the interest of time, committee reports were tabled.

Meeting Adjourned – 5:44 pm

Next Board meeting Date: Monday, June 26, 2023, 4:00 – 5:30 pm, Rotary Office

Recorded by: Sherri Stanton, Secretary