



**ROTARY CLUB OF TACOMA #8  
BOARD MEETING MINUTES  
Monday October 22, 2018 at 4:00 P.M.  
President Linda Kaye Briggs, Presiding**

<b>Board Member</b>	<b>Office</b>	<b>Present</b>	<b>Excused</b>
Linda Kaye Briggs	President 2018-2019	X	
Carol Duris	President Elect 2018-2019	X	
Mark B Anderson	Immediate Past President	X	
Cindy Niemi	Secretary 2018-2020		X
Jeremy Fogelquist	Treasurer 2017-2019	X	
Jeff Albers	Board Member 2016-2019 Term		X
Marsha Burns	Board Member 2016-2019 Term		X
Stacey Ogle	Board Member 2016-2019 Term	X	
Greg Rolsma	Board Member 2016-2019 Term	X	
Jan Brazzell	Board Member 2017-2020 Term	X	
Bryan Flint	Board Member 2017-2020 Term	X	
Jim Henderson	Board Member 2017-2020 Term	X	
Harrison Laird	Board Member 2017-2020 Term	X	
Libby Catalinich	Board Member 2018-2021 Term	X	
Jace Dwinell	Board Member 2018-2021 Term	X	
Daryl Hembry	Board Member 2018-2021 Term	X	
Carol Webster	Board Member 2018-2021 Term	X	
	<b>Other Attendees</b>		
Kathi Willis	Club Administrator	X	

**Meeting called to order at 4:00 PM. A quorum was present.**

**A. CONSENT AGENDA**

Note: The Consent Agenda will be approved in one motion, with discussion only on those items where there are questions or changes. Otherwise, we will vote to accept the material as noted.

- Minutes of the September 24 Board of Directors Meeting
- Executive Committee Minutes, October 9, 2018

Mark Anderson moved, and Libby Catalinich seconded, to approve the consent agenda as presented.

**Motion carried.**

**TREASURERS REPORT**

Treasurer Jeremy Fogelquist then reported on the club's financials. On the **Operating Income** area, Account #4000 – Dues are good, and have exceeded the budgeted amount for the year. Accounts #4010, new member fees, were reported as exceeding the budgeted projections for the year, but are actually ahead of where we were last year at this time and \$3,000 short of budget. Account #4040, Pre-paid meal plan, is ahead of projections for the year. On the **Operating Expenses** area, all expenses are keeping pace with projections, with the exception of #6312, weekly meetings, which at the current rate will exceed budget projections. Jeremy reported that with the collection of dues and attracting members, we are doing well. It is still early in the year to make much of a projection for how the year will turn out. Everything seems to be in line with our projections with the exception of the weekly meeting expense. On the **Fundraising Income and Fundraising Expenses**, everything looks good and is in line with budgeted amounts. Members of the Finance Committee participated on September 24, 2018 in a review of the accounting practices. Overall the results of the review were satisfactory. The following findings and recommendations were noted: 1) it is recommended that full job descriptions for the staff roles be developed and approved by the board; 2) the bank statement reconciliations should be initialed and dated. The review of deposit slips to match bank statements should be noted by initials on the bank

statements. 3) It is recommended that the Treasurer spot check endorsements to ensure they match the payee; 4) the President's should approve expenses paid for projects when their discretionary fund is used for all or part of the expense. It was suggested that the recommendations from the Finance Committee go into a Procedures Book. Greg Rolsma moved, and Jan Brazzell seconded, to **accept the Treasurer's Report as presented.**

### **CLUB AND BOARD INFORMATION**

**Bylaws Task Group.** Mark Anderson reported on the latest activities of this group and said he is pleased that the Board adopted the 'model' Club Constitution from Rotary International. He said with several members of the task force group being out of town, they hoped to resume regular meetings in the near future to complete their work. He noted that the Club Constitution does include the ability to do electronic voting, so that is now able to be utilized.

Mark then reported on the **Strategic Plan.** The last Strategic Plan was from 2013-2015. Mark along with Jan Brazzell and Jim Henderson will review the membership roster and make suggestions for possible members of the new Strategic Plan efforts. Mark will send out an email to all club members asking for volunteers to help. He is hopeful for a longer-lasting strategic plan that is streamlined from the present one. Mark mentioned that the Strategic Plan for Rotary International is only two pages long.

Club Administrator Kathi Willis then updated everyone on the **Venue Transition** to the new venue – the Tacoma Yacht Club. Robin Echtle has been working with Kathi on the move and ironing out details of the transition. Members are able to click on links in the weekly Gearshift which allows them to sign up for the meeting. There will be an ability to register for weekly meetings on the club website for a particular months meeting. President Linda Kaye urged everyone to show how delighted we are with the venue change at the first meeting, on November 1.

Kathi then updated everyone on the possibilities on our **Office Lease**, which expires at the end of February 2019. She said that the Landmark does want us to stay and has given a new rent cost for us continuing in our present office space. Harrison Laird mentioned some possible office space options which need to be visited.

President Linda Kaye then reported on the **Personnel Policy Manual.** Our current personnel manual is from 2004. The Executive Committee reviewed it, and looked at possible suggested changes and additions. There was discussion on changing the areas for Vacation, Comp Time, and Sick Pay to one called PTO – Personal Time Off, which most businesses have switched to. There was a brief discussion if we need to have a HR Professional review the revised Personnel Policy Manual and Mark Anderson said he would review it. It was decided by consensus to table Mark's motion to give conditional approval and wait until the November board meeting to take up the approval of the new Personnel Manual. Tacoma 8 member, Jan Schwenger agreed by phone text, to review the personnel policy by November's board meeting, using her professional HR experience, which was a recommendation from a consensus of board members.

### **AVENUE CHAIR REPORTS**

**Membership.** Pillar Chair Jan Brazzell then reported on the membership actions taken by the Executive Committee at its last meeting, approving Bill Duppenhaler, Sr. Area Director of Young Life for membership. Jan Brazzell moved and Greg Rolsma seconded approval of the membership action taken by the Executive Committee. **Motion carried.**

Jan then presented the membership items approved by the Classification Committee. The following members were approved for membership: **Casey Carter**, Chiropractor, **John Gaines**, Community Relations Manager, Tacoma Public Utilities, **Jacki Farrar**, Financial Advisor, Moss Adams, and **Rob Pfarr**, Owner. Allstate Insurance Agency. Also included in the report from the Classification Committee was the resignation of member **Malcolm Russell.** And the final recommendation was a classification change for Jeff Albers, from Insurance – Employee Benefits, to Financial Services – Financial Planning. Greg Rolsma moved, and Jeremy Fogelquist seconded approval of the recommendations from the Classification Committee. **Motion carried.** President Linda Kaye said there is a new Pandaka Chair – Amanda (Savage) Weidman who will work on matching mentors to new members.

**Community Service** from Pillar Chair Bryan Flint. There were two requests to approve funding from the Projects Committee budget; the first is the Metro Parks Holiday Cruise, which serves people with disabilities and their families, and consists of assisting with set up, boarding and crafts related to the Holiday Cruise. The Projects Committee budget includes \$850 for food and beverage for this event. Carol Webster moved, and Jeremy Fogelquist seconded to approve that \$850 expenditure, contingent on the Projects Committee focusing in on one task for the Holiday Cruise request, like providing volunteers to help at the event. The **motion carried**, (with two abstentions and one no vote).

The second request from the Project Committees is the Toys for Kids, in cooperation with Mary Bridge Children's Hospital. The proposal provides for expenditure from the Projects Committee budget of \$750 along with providing some volunteers to shop for gifts for the kids. Board members want to remind the Projects Committee to focus on hands on opportunities, engagement, and not providing funds. Jan Brazzell moved to approve the dollars requested, but to remind the committee how it will be in the future on hands on and engagement. Jace Dwinell seconded. The **motion was approved**, (with three nay votes).

The third request from the Projects Committee was to provide \$1,000 to EFN on the retirement of Helen McGovern Pilant. Stacey Ogle moved, and Mark Anderson seconded to **deny that request**. **Motion Carried.**

Carol Duris briefed the board on the recent meeting to review how 'asks' are made to club members and how many could be allowed, from which club committees, and their frequency. It was agreed by the group to only allow Quarterly asks from the Auction Committee, Project Greater Good, the Giving Tree, and the fourth to be open. The quarters would be on a calendar year, and not a Rotary Year. Future asks for money will be referred to the Grants Committee, or to the Fundraising Committee.

The Grants Committee presented recommendations to the board for funding in Round One of 2019. The **first** grant request is for \$1,500 for providing hearing devices to patrons at the Tacoma Little Theatre. The **second** grant request is \$5,000 to support the Read2Me program at Tacoma Community House. The **third** grant request is for \$1,500 for the School Outreach Program, at the Job Carr Cabin Museum. The **fourth** grant request is for \$5,000 for Children and Youth Programs at the YWCA, and the **fifth** grant request is for \$5,000 for One to One Mentoring efforts of Big Brothers, Big Sisters. Harrison Laird moved, and Stacey Ogle seconded, to approve the Phase One Grants Cycle as presented. **Motion carried.**

Pillar Chair Libby Catalinich reported on the activities of the Fundraising Committee. First for Project Greater Good, total donations are over \$55,000; we are closing in on over \$6,000 for Polio; 12 Art Wickens Fellowships were presented at the Oct. 18 meeting; November is RI Foundation month and there is hope to award some Paul Harris Fellowships that month, and the Oct. 25 meeting will celebrate World Polio Day with a speaker from The Gates Foundation. The 'Save the Date' cards for the March 30 auction have been mailed out and all committee roles on the Auction Committee have been filled.

The subject of a Friendship Exchange visit to Australia in Spring 2019 was discussed. Members would go to Australia and hosted by Rotarians for a short period of time, and Rotarians from Australia would come to our district and hosted by club members for a short period of time. Stacey Ogle moved, and Libby Catalinich seconded to approve supporting this. **Motion carried.** Kathi Willis explained there is no current budget line item that would cover any expenses for this effort.

Carol Webster brought up two issues under new business. The first was would Rotary write a 'Letter of Invitation' for the sister of former Exchange Student Valeria's sister who wants to get a tourist visa to visit Vale in Tacoma. Vale is living with Carolyn Weyrick. There were questions of would doing this legally bind Tacoma #8 Rotary in any way. Mark Anderson volunteered to research this and found on the website of the Secretary of State, that this letter of invitation is not needed to apply for a visitor visa.

Carol then talked about the Grants Committee process of reviewing grant requests and site visits, and how often non-profits can apply and if there should still be a policy of sitting out for one year, after having received a grant from Tacoma #8 Rotary, for three years in a row. There were some board members who voiced their opinion that the Grants Committee to continue that previous policy. Carol promised to take this back to the Grants Committee.

The meeting was adjourned at 6:00pm.

Meeting minutes recorded by Board Member Jim Henderson

**Next Board meeting is scheduled for Monday, November 19, 4:00-5:30pm, Ionic Room (4<sup>th</sup> Floor)  
Board meetings moved to the 3<sup>rd</sup> Mondays, December 17 and May 20.**