**Rotary Club of Portland**

Board of Directors

Meeting Minutes

February 22, 2023 at 1:30 PM

**Board members in attendance:**

Bruce Jones – President, Dick Hall - President-Elect and Treasurer, Patty Byers - Vice President, Bill Blount – Secretary, John Thompson – 2nd Vice President, Jake Bourdeau - Sgt-At-Arms, Bob Clark – Director, Ben Millick – Director, Quinn Slayton – Director

**Absent:** Ellen Niewoehner – Immediate Past President

**Guests:**

Alan Nye – Club Protection Officer

**Business:**

The regular meeting of the Rotary Club of Portland, Maine was called to order on February 22, 2023 at 1:30 PM by President Bruce Jones and a quorum was established.

**Approval of Minutes**

The Minutes of the January 20, 2023 board meeting were approved, as-is.

**Treasurer’s Report:** *Hall*

Dick Hall (Club Treasurer) read the highlights of the Treasurer’s Report with highlights as follows:

* Most importantly, the club is in solid shaper financially
* The expectation is that the dues will remain at $200 per year through the next year
* Cash position is good
* We are in a better position considering the satellite club has funds to spend/donate. The plan was to use $9,500 in savings by the end of year, and we are down to $7,000 available, not including the satellite club’s plan for spending.
* The Charitable fund spends as much as is being raised.
* Jon Curran and others helped raised $8,050 and covered the amount spent on the Hands Project?
* Other funding is winding down with the Flags for Heroes fund donating $2,500 to Ukraine efforts, and our fund raisers have raised about the same amount as the club is spending (which is a little lower than then in pre-covid years).
* As the other Dominican Republic related projects, such as the water filter project and Hearts for Hearing, get back in the swing, these projects and budgets will likely be spending/donating more money. While the funds look good through the rest of the year for current projects, the club may need to either access the endowment or other funds, as spending/donations increase, or raise more money.
* As shown in the balance sheet there are still a few unpaid dues.
* A motion was approved to accept treasurer’s report as-is, and it was approved.

**Unpaid dues update:** *Hall*

A majority of the club members have paid their $200 dues with a few minor exceptions

**Fiduciary Controls:** *Hall/Jones*

Bowen Depke is helping with implementing the updated financial controls. He has received the passwords for the Club’s Quickbooks accounts, and he formally walked through the accounts with Dick.

**Signature Community Service Project – Andrews Square:** *Cole/Jones*

President Bruce Jones provided an update on the signature project at Andrews Square. Andrews Square is the location of a previous signature project approximately 10 years ago. Roxanne Cole is helping with the project and received a letter from the Portland City Parks Department identifying the costs for upgrades to Andrews Square to include purchase and maintain the following:

* Three (3) backless benches to surround a curved planter
* One (1) trash can meeting city specifications

The total budget is $10,000 for purchase, delivery, and maintenance, and is scheduled for April or May 2022 with the equipment being delivered in 8-12 weeks after it is ordered.

Further discussions revolved around requesting a breakdown from the city for the A) equipment purchase with shipping, and the 2) maintenance.

Three options for Rotary signage were discussed and will be the financial responsibility or Rotary.

1. Place Rotary Seal on a sign hanging from the bench
2. Etch the top of bench with Rotary Seal
3. Provide a standalone monument/plaque anchored into the ground. There is currently a circular monument at the base of the nearby flagpole.

Bruce is hoping to get approval for $10,000 to come from charitable endowment or charitable funds since both funds can afford it. Bill pursued a request to partner on the project costs with Avesta, however no response resulted from the request. As there is a maintenance component, a board member requested to ask the City to check on the rust observed at the base of the clock, and since that was also a Rotary Project with a maintenance component.

A question came up as to who owns the clock and the benches after purchase. Dick said that the city owned these items once installed. Dick motioned to move forward with Andrews Square project and with the city on negotiations in order to order the equipment in April, and move to evaluate the Rotary signage at a later date. John Thompson seconded the motion.

Bruce let us know his preference is a free standing sign. Bill had a concern about free standing sign, and Dick does not think theft is an issue for a free standing sign.

**Treasurer Team Recognition:** *Thompson*

Vice President Elect John Thompson recognize the work Dick has been doing as Treasurer and in assisting the club to bring better financial order. Dick responded and noted that the financial procedures were prepared by the team of Patty Byers, Ellen Niewoehner, and himself.

Bob Clark asked about the endowment is being used, and how the money, earnings and expenditures are tracked. Bob brought up the tracking of the fund using trailing quarter averages and referenced a club by-law. Dick said that the averaging analyses could be accomplished.

**Closing Ceremony for Bruce Jones:** *Jones*

Bruce is planning to have the closing ceremonies for his presidency on June 23 rather than 30th due to the July 4th weekend. Bruce said the ideal meeting would be to have a Powerpoint presentation with the various activities and accomplishments, photos and thanks. He will be asking for help with the power point presentation. He would also like to have some musicians play during this meeting to go along with the narrative. We may also ask the IHC chefs to try something a little different such as a salmon or haddock. Dish. IHS will spruce it up a little with table coverings and candles, etc.

**Zoom Considerations:** *Hall*

We discussed continuing the zoom meetings and noted there were only 2 people attending via zoom that day, and we have been averaging 2 or 3 per meeting. Staffing the zoom meeting has been difficult with Gervin and Dick the primary people leading the effort. It often takes two people to operate a zoom meeting efficiently when the speaker wants control of the slides and video. The thought was that snow birds like to attend, and Bob noted that we have not seen a high rate of attendance from them. The discussion is being tabled for another month.

**Signature Fund Raising Effort:** *Hall*

Dick Hall recommended having another signature fund raising effort and recommended sponsoring a pickle ball tournament across several towns and using several player levels. Pickle ball is quickly growing as a sport for everyone. He recommended that there be a learning division as well and that it could last over several weekends. The courts are great locations for sponsorship signs, and he believes many local companies would be involved. He is looking for a champion for the fund raiser who plays pickle ball, and Ben Lowry comes to mind.

**Palaver Strings:** *Jones*

Palaver Strings has made request for funding for a summer string music learning program for children in Portland. John Thompson said that he researched the organization including where the obtain their funding, and how it relates to their requested funding amount of $5,000. John discussed some of the details, and Dick recommended that the Community Service Committee, Youth Service Committee, and the Music Committee review the grant request and respond back to the board with recommendations and a Rotary champion. The board agreed that the committees should proceed with review of the grant request.

The grant request brought up the topic of the current operating procedures regarding grant requests and Quinn Slayton asked whether there is a Standard Operating Procedure (SOP) for evaluating grant requests. The board was not aware of an SOP, and is seeking a volunteer to draft an SOP.

**Chairs Needs:** *Jones*

The Club is currently seeking a Membership Chair and a champion for the signature fund raising project, as Bowen Depke and Laura Young will not be renewing as co-chairs during the upcoming year. Dick noted that the membership chair should be inviting and comfortable talking with the public about the club, invite new members in and approve them, introduce them to the club, monitor their program, and help them stay active in the club. Bruce recommended approaching a senior member or possibly a new member with experience in sales, or a public facing work life such as banking, insurance, or similar field.

**Club Protection Training:** *Nye*

Alan Nye was in attendance to discuss the Club Protection requirements and member training. Dick and Bruce want to hold a Club Protection program or presentation before the end of the fiscal year. Greg who spoke during the meeting is the district club protection officer, and he offered to do a 15 min presentation in front of the membership. President Bruce is leaning towards a 15 minute presentation in an upcoming meeting.

Dick noted that there is some Club Protection training covered in the youth protection and youth exchange training requirements.

**Other Projects (Bayside, Flags for Heroes):** *Jones/Cole*

Bruce noted that there is a signature project to help Bayside trails finish their plantings with 97 more trees. Roxanne working on the funding application.

We discussed the Flags for Heroes Project and discussed doubling the number of flags. Charlie mentioned that Rowe Ford will be sponsoring 50 flags which would be $5k in fundraising and 25% of the flags planned for the next event.

**Other Business:**

**Dues:** *Jones*

Our current Club dues are $200 year. It was agreed to keep the dues at the current $200 for Club members.

**Adjournment**

The meeting was adjourned by President Bruce Jones. The next board meeting will be on March 24, 2023 at 1:30 PM at the IHC.

Minutes submitted by: Jacob Bourdeau, Sgt-at-Arms

Approved by: Bruce Jones, President