**Rotary Club of Portland**

Board of Directors

Zoom Meeting Minutes

January 20, 2023 at 1:30 PM

**Board members in attendance:**

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

**Absent:** Bill Blount - Secretary

**Guests:**

Alan Nye – Club Protection Officer, Roxane Cole

**Business:**

The regular meeting of the Rotary Club of Portland, Maine was called to order on January 20, 2023 at 1:30 PM by President Bruce Jones and a quorum was established.

**Approval of Minutes**

The Minutes of the December 2, 2022 board meeting were approved, as is.

**Treasurer’s Report:** *Hall*

(Dick Hall submitted the financial statements to the board via email on January 17, 2023 for review prior to the meeting.)

* Dick reported that our cash position continues strong. Even without the $18,200 of Satellite funds parked in the account, we still have $14,000 available. A review of the Budget vs Actual indicates that dues are below budget by $2,400 but, with the dues expenses $900 below budget, we are net $1,500 below budget.
* The Raffle is losing money. We are bringing in $10-30/week which barely covers the $20 incremental increase in the weekly kitty. To better ensure the Club breaks even on the raffle, it was agreed that we would only increase the kitty by $10/week.
* He expects the Club to end the year at close to the break-even point.
* As to the Charitable Account, the cash position is strong even with $37,800 in liabilities.
* Endowment is flat over last 60 days.
* Fundraising is significantly below budget but enough to sustain our current spending plus anticipated activities. It was noted that the organizers of the fundraising concert in May anticipate generating $5,000 (net) for club projects.
* A donation of $4789.04 was made from our CLYNK account to Project Heat as previously approved by the Board.

**Unpaid dues update:** *Hall*

All first half dues have now been paid.

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

Dick presented the Club’s new Finance Operating Procedures for approval by the Board. He thanked his ad hoc committee members, Ellen Niewoehner, Patty Byers, and Bruce Jones for their input. A motion to accept the financial controls document was made by Bob Clark and seconded by Ellen Niewoehner. The motion was unanimously passed by Board. To Dick’s credit, it was noted that the document was “beautiful in clarity and brevity.”

The Finance Operating Procedures require an annual review of the club’s financial activities. President Jones announced that Bowen Depke has agreed to provide this important audit function.

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

Roxane Cole provided an update on the Andrews Square project – providing benches and planters in Andrews Square in the West End. The city of Portland has identified the bench design to be used for the project – same as they have used for other Portland Park projects. Roxane is waiting for pricing estimates (which would include cost of bench, shipping, installation, and maintenance) before a decision is made as to how many benches the Club will commit to funding. At the moment, the estimated cost may run between $3-4K/bench.

It was agreed that we need to include some sort of Rotary recognition in the bench design.

Next steps: Roxane is waiting for a follow-up from the city as to the cost of benches. She will bring that information back to the board for further discussion about how many benches the club will donate to the project.

**Milestone Recovery $1K request:** *Jones*

President Bruce brought a request to the board from Bruce Moore and the Recovery Task Force. for a $1,000 donation to Milestone Recovery – a homeless shelter in Portland. The donation would help provide much needed winter coats, long underwear, hats and gloves, and cold weather sleeping bags and tents.  It was noted that Sam Heck, member of the Portland Satellite Club, is the Director of Development at Milestone and closely associated with this project.

A motion to give $1,000 to Milestone Recovery was made by Patty Byers and seconded by Ben Millick. The motion was unanimously passed by Board.

**Club Protection Training:** *Nye*

Alan Nye is the Club’s new Protection Officer. He is working with Gregg Dowty, the District Protection Officer, to better understand the definitions and responsibilities of this important function. At a yet-to-be scheduled presentation to the Club, he plans to offer guidelines to help the Club understand how this translates in our day-to-day activity.

**Foundation 2.0 Challenge:** *Byers*

Patty Byers advised that the District has asked all Clubs to participate in the Annual Fund fundraising challenge. She will be working with the Foundation Committee to work on several goals, like increasing the number of Rotary Direct participants.

She also asked board members to participate in the upcoming Rotary Foundation Basics training event on February 7th. Please register today!

<https://rotary7780.org/event/regional-foundation-chairs-zoom-meeting/>

**Club Visioning:** *Hall/Byers*

Dick Hall introduced the idea of the Club participating in a Visioning session facilitated by a trained team from the District. This is a four-hour session for all Club members designed to help the Club develop a vision of the Club “not as it is, but as it can become.” It is designed to create a strong path toward the future through consensus, continuity, and consistency. Dick will invite members of the District Vision team to meet with Bruce, to further explain the process and the implications for the Portland Club.

**Other Business:**

**Dues:** *Jones*

Our current Club dues are $200 year. President Bruce reminded the Board that a portion of our dues cover RI dues ($89) and also District dues ($40), leaving $71 to cover the general operating expenses of the Club.

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

**CLYNK/Project Heat:** *Millick*

Ben Millick reported that, as previously noted, the Club sent a $4,789.04 to Project Heat C/O United Way of Greater Portland. With the News Center Maine’s “Project Heat” Telethon a week away on January 26th, Ben is looking to arrange an interview with News Center Maine about Rotary's significant contribution to Project Heat and highlight the other good work we do in the community.

**Adjournment**

The meeting was adjourned at 2:50 PM by President Bruce Jones. The next board meeting will be on February 24, 2023 at 1:30 PM at the IHC and available on Zoom.

Minutes submitted by: Patty Byers, Vice President

Approved by: Bruce Jones, President