**Rotary Club of Castro Valley**

**Board Meeting Minutes – February 13, 2017**

**Castro Valley Eden Area Chamber of Commerce Offices**

**Approved March 13, 2017**

Meeting called to order by President Carol Wikle at 6:08 p.m.

Board Members Present: Todd Anglin, Gary Bosley, Ceta Dochterman, Kern Lewis, Jim Negri, Ken O'Donnell and Carol Wikle (quorum present)

Board Members Not Present: Ajay Ahluwalia, Candy Clark and Obse Lubo

On a motion by Lewis and a second by Dochterman, the Board Minutes of January 9, 2017, were approved (6-0-1- abstention - Negri).

President Wikle reviewed the monthly Management Report from Accurate Ledgers Bookkeeping Services. Discussion included the following:

* Information that the Breathing for Life (BFL) Project and the Bowling Fundraiser have been removed for the report. BFL has its own budget reporting mechanism through District 5170. The Bowling Fundraiser will not occur this year.
	+ There was a question about maintaining the Bowling Fundraiser in the budget since there was projected income that will not occur.
	+ There was a request to breakout specific line items (e.g., lunches, membership, grants, sponsorships) monthly so that the board can assess the status of the budget.

President Wikle and Kern Lewis updated the board on the efforts to reconcile the 2015-16 budget to file the Club’s tax return.

* A summary spread sheet was sent to board members.
* Kern Lewis explained the findings.
	+ There were questions about lunches. The loss appeared to be too small based on actual attendance, but the numbers were based on the income and expenditures.
* Kern Lewis will now work on aligning the 2015-16 budget with the 2016-17 budget so the board can see with the Club’s finances are and President-Elect Negri can begin planning the 2017-18 budget.

Ken O’Donnell reported that ClubRunner is working fine for coordinating the Poker Tournament. He will be looking at options to upgrade the Club’s website. Ken will bring a proposal to a future meeting.

Jim Negri verified that there have been problems (requiring members to log in a second time and/or pay in advance) with Events 2.0 (the meeting invitation system in ClubRunner). He has been working with the ClubRunner technical support staff, but the problems continue in some email systems. He will try a work around for the upcoming meetings.

President-Elect Negri recommended that sponsorship/donation requests from HARD for “Once Enchanted Evening” for the Douglas Morrison Theatre; the Castro Valley Arts Foundation (CVAF); and Ruby's Place be placed on hold until he can determine the budget available for these activities.

* He will contact the organizations and let them know.

Ceta Dochterman review the progress of holding orientation meetings with new members.

* Ceta has not been able to arrange a meeting with Diana Del Masso or Caryl Mahar.
	+ Kern Lewis suggested that Ceta met individually with each member.
	+ Caryl Mahar may send other Chamber of Commerce staff members to the meeting, but all staff members attending must complete the orientation.
* Ceta has not received applications from Tim Sbranti (Office of Congressman Swalwell) or Jim Allen (CHP).
* The board reviewed the process for onboarding new members:
	+ Membership Chair presents a potential member to the board for approval.
	+ If approved by the board, the Secretary sends the name of the potential member with pertinent information to all Club members.
	+ Club members have seven (7) days to respond with any concerns.
	+ If there are any concern, the board reviews the potential member at its next meeting.
	+ If there are no concerns, the Membership Chair schedules an orientation meeting.
	+ Once the orientation meeting is completed, the member is presented with his/her Red Badge at a regular meeting.

President Carol reported that the Breathing for Life (BFL) Project has met the goals of $355,000 and that the committee is working finalizing the grant to submit to District 5170 and eventually to Rotary International.

* President Carol noted that District 5170 is sending receipts to donors of $250 or more. She will send receipts to all donors with the District 5170 tax id number.
* A thank you will be posted on the website.

Gary Bosley raised a procedural question regarding the increased cost of BFL. He noted that the board and Club approved the $183K cost, but the business plan was not shared with the board nor the Club. The increased costs to $233K and finally to $355,000 were not approved by either the board or Club nor was the revised business plan shared with the board and Club.

* The board noted that the increased costs were mentioned at various Club meetings without objections, but acknowledged that the cost increases should have come back to the board and Club for approval.
* The board needs to ensure that all future projects have a business plan in place for approval and that all cost increases and/or changes to the business plan must come back to the board and Club for approval.

Gary Bosley reported that the program of speakers has been going well. The Monthly Chairs are lining up quality speakers and, in most cases, providing information in advance that can be included in newsletters and on the website. The goals is to have high quality speakers to attract more members and guests to lunch.

Neither Candi Clark nor Roland Williams were present; therefore, there was no update on Youth Services.

President Wikle announced that Rotoract is willing to assist with the Chili Cook-off and Rodeo Parade. She will share the information with the chairs.

Ken O’Donnell provided an update on the Poker Tournament, which is a major fundraiser, is scheduled for March 18th.

* There is a push for players and sponsors.
* A social media campaign attracted several players and it will be repeated.
* Ken will be placing signs in the Village and around town in the next week.
* All members are asked to share information with friends and colleagues.

Meeting was adjourned by President Carol Wikle at 7:04 p.m.

Respectfully submitted,

Jim Negri

Jim Negri, President-Elect