

# Westbrook-Gorham Rotary Board Meeting Minutes

## August 13, 2025

**Present:** President Kim Carignan, Immediate Past President Phil Spiller, PE Jessica Pate, VP Eli Small, Treasurer Karen Arnold, Secretary Christine Johnson, Youth Services Kathi Perkins, Director Deb McPhail. Foundation Chair Steve Rand. Absent: Vocational Service Judith Reidman

Meeting called to order about 9:03 AM by Kim

**Approval of Minutes:** Minutes of the July 9, 2025 Board meeting were approved.

### **New Members:**

Mike Robinson with Empeople CU wants to transition to a Corporate membership. Board agreed. Karen is billing corporate memberships annually, for now. We can revisit as needed. Mike provided the names of two Alternates who are now on our weekly email list.

Westbrook Development Corp change of leadership needs to be dealt with. Phil to meet with new ED John Concannon to complete the membership form for him and add Alternates. Chris LaRoche retired.

A potential Couples' Membership was discussed at the last meeting. Christine developed a proposal, but this was tabled to next board meeting.

### **Club Items**

**Club Master Calendar:** The "master calendar" is available on our shared drive [Master Calendar](#). Most items for August have been or are being addressed. If a new President wishes to initiate a club survey, this is the targeted month for that. This is also the month to start reviewing Tree Sale infrastructure needs – trailer, stands, etc, which are listed as the responsibility of the Tree Sale Committee.

**Speakers/Programs Calendar:** We are booked with programs through December. Openings are currently available in January and beyond. Kim is working on some ideas.

**Dues status:** Karen reported that 29 members chose to pay full dues up front, 26 have paid. 10 are paying half year dues, and 7 have paid.

### **Projects/Fundraisers**

**31<sup>st</sup> Annual Golf Classic:** We are currently at over \$15K committed towards our goal of \$31K. Behind last year's progress at this point. The Golf Committee is working on nailing down past sponsors and soliciting teams. Karen reminded us of the importance of the fundraiser this year.

**Wreaths & Trees:** Trees have been ordered from Allagash View Farms and deposit has been paid. 300 trees have been ordered with a good mix of sizes. Steve expressed our strong preference for delivery on the day after Thanksgiving, but we do not have a committed date yet. We need a public space application form completed for our desired sales location. The tree committee will meet with Public Services or other City entity to review the proposed location before completing the application form. The current proposed location is one of the parking lots off Church St and along William Clark Drive.

**Youth Services:** Last year's items are complete. No update as we wait for the new school year to start.

**House:** The House account has about \$91K available. Approx. \$160K has been spent to date. We do not have an updated budget from the school and some prices in the original budget are now 2 years old. We have already been approached by someone interested in purchasing the house, even though we have no purchase price yet. CMP issue remains - easement on the property to place the utility pole. Steve is working on that issue. Steve mentioned the potential tree removal which we have contracted to do. Karen has proposed that we do not proceed since the tree removal company wants to wait until the house is completed anyway.

**Map Project:** The map at Canal School is finished and came out great. The plan is to meet at Canal for a brief celebration and pictures after lunch on September 16. Waiting on return to school of Principal Hebert to confirm arrangements. Kim is coordinating.

**District Grants:** Grant was approved for 2025-2026 for \$3969. We will likely plant mums and bulbs this fall, with most work in the spring. Phil will order the string lights. City has moved the planters into place and added some safety lighting. Planters will likely not be painted until spring. Steve mentioned that there is a \$1000 cap on promotional signage that is imposed by RI.

**Treasurer's Report:** \*Karen sent out reports prior to the meeting through the end of July and reviewed them during our discussions. \*We did well in our lunch collections, with only one meeting in July. \*Lobster Bake - 51 attended and we were close to breaking even. \*Membership dues status noted above. \*Rotary International Dues were paid as was Club Runner. \*Deposit paid to Allagash for trees. Kariboo Ribbons was paid for bows. \*No payment of HS scholarships in July. \*Jason Beever Memorial - About \$1700 in checks/payments received so far. \*Steve will speak to Linda about family preferences for the use of the donations.

**River Bowl:** October 24, 2025 game between GHS and WHS. Trophy has been made. Eli and Phil shared a picture. Discussion has been held with the coaches about Rotary presence during the games and presentation. We are hoping for an opportunity for Interact to participate as well. We also discussed weekly "team dinners" before games and if we could offer some support for the dinners prior to the Bowl game. Also, potentially a "gift" or "prize" for the winning team, or something for both teams. Eli will seek further information on what is allowed under league rules and potential cost.

**Bylaws/Policies for Charities:** Christine shared a copy of the Portland Rotary policies and a copy of the bylaws of an Altrusa Club. Steve thinks we might already have bylaws or policies from when the Charities 501c3 status was established. We are registered as a non-profit corporation with the State of Maine but didn't need bylaws or policies for that. However, a document is needed to secure a sales tax exemption. Steve will search his records and report back.

**Annual Budget Approval:** There is no language in our bylaws covering proposal or approval by the club of our annual budgets. Kathi will write up proposed policy language for the budget approval process for the board to review. This language may become part of the bylaws or be retained as a policy. Further board action required.

**Pop Up Tent/Canopy:** Christine and Phil have separately done a lot of research on a canopy. Best price found is about \$600 online (Amazon). Local options exceeded \$1000. A detailed proposal will be created for review/approval at the next board meeting. There is remaining money from the Map Project line item that could be used.

Meeting Adjourned at about 10:50 AM

Next Board Meeting on September 10, 2025 at 9AM via Zoom