

Westbrook-Gorham Rotary Board Meeting Minutes

July 17, 2024

Present: President Phil Spiller, PE Kim Carignan, Secretary Christine Johnson, Treasurer Karen Arnold, Youth Services Chair Kathi Perkins, Vocational Service Chair Judith Reidman, Foundation Chair Steve Rand

Absent: Immediate Past President Crystal Brown, VP Jessica Pate

Meeting called to order about 10:04 AM by Phil

Approval of Minutes: Minutes of the June 12 meeting Moved/Approved

New Members: No applications to review

Club Items

Dues status – Dues invoices have gone out. 29 dues invoices were sent for the 24-25 year and 12 members have paid so far. 2 corporate members are included in this number, as is one under 30.

Summer lunches - We are mostly locked into our programs for this year, but Steve would like us to consider holding meetings less often from June through August or September in 2025. Perhaps twice a month, on a consistent week of the month. Attendance is spottier during this time frame, and the effort to put on lunches is all on us. We agreed to not meet on August 20 this year since we don't have a program scheduled. We will bring up this topic at a club assembly early in 2025 to determine how our club members feel about reducing our meeting schedule in the summer. Christine noted that she would like more support for summer lunches this year – we will take that offline for additional discussion.

Crime Protection Policy – Also called the Employee Dishonesty Policy, the policy has been renewed with from Chalmers Insurance. It covers theft by folks with spending authority. This is part of admin expenses at \$173 for 3 years, split between club and charities accounts in same ratio as QuickBooks expense. Moved and approved with a 5/2 vote.

Google Drive folder – Karen requested a place where club documents might be saved and accessible to the board. The club has a Gmail, which is not used for email, but it has a Drive that can be shared. The link to this drive was shared with the board. We will give this a try and see how it works. Phil suggested that we add the link to the club docs on each board meeting. Christine will share this gmail account password with the Treasurer, and with any other board member who would like to have it.

Use of Zoom for meetings – We no longer have access to the account we were sharing with FBC Westbrook. We thank them for that use over the past couple of years. Karen offered her link, but others suggested we buy one for the club. Moved/Approved. Christine will purchase. The consensus was to continue offering this option for regular meetings and identify other opportunities for use.

Board meeting dates / times for 2024-25 club year – Crystal will likely no longer be able to join us on Wednesday at 10. She could make 11:30. Judith asked about 9AM. Phil will send an email to gauge availability of those who could not attend today.

Open board position – Our bylaws allow us to have up to 10 board members. We currently have 9. Do we want to keep this position open? Do we want to propose a name? Tabled to a future meeting.

Projects/Fundraisers

Lobster Bake: Email went out on Monday. All are welcome. Price \$35. Payments requested ahead of time, if possible. Karen suggested that we invite Mark Curtis and family, on us, as a thank you for the large bill he wrote off for the house. Phil will call him. He will use the same “helpers” as last year to prepare and cook the food.

Golf: Watch website for fundraising progress. We have 56 golfers either registered or committed. We will discuss at the upcoming club assembly. We need to push sponsorships.

Youth Services:

Summer Exchange (short term) – GHS Student Lola Vance went to Sao Paulo Brazil on June 8. Both girls came to Maine on July 1. Brazilian student Akemi Hirakawa da Cruz returns July 28. This is a family-to-family exchange. They came to our meeting on July 16 where Akemi told us about her country. Kathi was able to take them on a local field trip after the meeting.

House: Nothing new to report. We have \$286K available between savings and line of credit to finish the house. This may not be enough, but that issue will be addressed further into the construction process.

Student Awards Process: Kathi sent out a draft document prior to the meeting, which includes some questions. Kathi will remove all the red from the document and resend for final comments before next board meeting. Phil brought up changing scholarship amounts for 2025. We tabled the discussion of amounts until March/April time frame.

FBC Westbrook Community Meals: Should we do this again? Once or twice a year? The board settled on once a year. We’d like to do this in March 2025, if that date is available.

Foundation: Matches \$1110 were made by the club to close out the 2023-2024 Rotary year. Steve will contact RI to obtain a full report to share with us and the club. He will have the information at club assembly.

Budget – Prior to the meeting, Karen sent out an email with May and June actuals, and a Year-End Report. We ran out of time to discuss in person. ***Please review the reports and send any questions about year-end numbers to Karen by end of day Monday July 22.*** A suggestion to bring in a financial auditor to review our books periodically was raised again this month by Kathi. Steve stated in May and again this month that he believes this to be an unnecessary expense (and expensive). It is not a Rotary requirement that we do this. Our insurance carrier Chalmers accepted and approved our reapplication stating that our BOD is provided financials regularly and our books are open to be reviewed by any board or club member. Only three people have signing authority on our accounts, and our policy is that we never write checks to ourselves.

Meeting Adjourned at about 11:18AM

Next Board Meeting in August 2024 is TBD via Zoom