

## **Westbrook-Gorham Rotary**

### **(Board Planning Meeting Minutes: August 1st, 2017)**

(Prior to our regular meeting at the Westbrook Regional Vocational Center)

#### **Board Members:**

*Present:* President Bill Chadwick, Secretary Michael Foley, Treasurer Bill Gowen, President Elect & Community Service Kate Wight, Interact & Club Protection Dave Rolfe, Vocational Service Judith Reidman, & Club Service Christine Johnson.

*Absent:* Rotary Foundation Steve Rand, President-Elect Deborah Shangraw, Rotary Foundation Steve Rand & Sergeant at Arms Carlo Giraulo

*Quorum present?* Yes

*Others Present:* None

#### **Proceedings:**

- *Meeting called to order* at 10:35AM by President Bill Chadwick
- *Secretary's Report:* Items were not on the agenda and forgone at this point.
- *Treasurer's Report:* Items were not on the agenda and forgone at this point.

#### **Committee Reports**

*Each Position reported their Individual Committee Responsibilities, Goals, Objectives, Priorities:*

- *Items were not on the agenda and forgone at this point.*

#### **Old Business**

- **None**

#### **New Business**

##### • **Calendar Audit**

- Item #1: Identify all events for the Rotary Calendar Year 2017-2018-The calendar was reviewed by members present. Calendar attached to the minutes.
- Item #2: Identify "Point Person" for each event.
- Item #3: Identify Event Timeline.

##### • **Pyramid of Peace Award**

- Item #3: Identify events that meet these requirements-Board discussed this

##### • **Tree Project**

- Item #5: Identify project and support levels-

*Other business: Board also discussed the following items when I had left the meeting:*

- *Guatemala wells - amount raised so far*
- *Pyramid of Peace*
- *Foundation match to first \$100 continues*
- *Ian Riseley's tree planting challenge*
- *Guatemala Tree project - discussion deferred to next meeting*
- *Internal control of weekly cash*

Other Fundraisers: None

Meeting adjourned following completion of business at unknown time.

Minutes submitted by Club Secretary, Michael Foley.

**Westbook-Gorham Rotary Calendar  
Club Audit August 2017**

<b>Project/Event</b>	<b>Point Person</b>
<b>July – Start of new Rotary officers' year of service</b>	
Lobster Bake	Nelson Harmon
Preparation for Golf Tournament continues (starts in previous year)	Ethan Johnson, Steve Rand
Set Up Basic Speaker/Event Program Calendar on website for upcoming year	Christine Johnson
<b>August – Membership and New Club Development Month</b>	
First board meeting of new year	President – Bill Chadwick
Club Assembly	President – Bill Chadwick
Preparation for Golf Tournament continues	Ethan Johnson, Steve Rand
Interact NY Trip Planning	Dave Rolfe/Ethan Johnson w/Neile and Bruce
Trailer spruce up, as needed	Judith Reideman/Kate Wight
Repair Christmas tree infrastructure (stands, etc)	Judith Reideman/Kate Wight
<b>September – Basic Education and Literacy Month</b>	
Board meeting	President – Bill Chadwick
Golf Tournament (usually third Tuesday)	Ethan Johnson/Steve Rand
WRVC students return	Christine Johnson/Mike Foley
DG Visit (month/date varies by year)	President – Bill Chadwick
PE First District Training Session	PE – Kate Wight
International Literacy Day (celebrate)	Christine Johnson/Becky Albert
Reading Friends Literacy Project - restart	Kate Wight
<b>October – Economic and Community Development Month</b>	
Board Meeting-Nominees for VP 2018-19 discussed	President – Bill Chadwick
Club Assembly	President – Bill Chadwick
Rotary World Polio Day	Christine Johnson
House Trust Meeting	Judith Reidman
<b>November – Rotary Foundation Month</b>	
Board Meeting – Nominee for VP 2018-19 finalized	President – Bill Chadwick
Interact/Rotary UN Day – usually includes trip to NYC for select Interactors	Dave Rolfe/Ethan Johnson
Christmas Tree sales begin Friday after Thanksgiving	PE – Kate Wight
Interact sign up for festival of trees	Dave Rolfe/Ethan Johnson
<b>December – Disease Prevention and Treatment Month</b>	
Board Meeting	President – Bill Chadwick
Club Assembly – VP 2018-19 Nominee approved by Club	President – Bill Chadwick
Tips for Charity Luncheon participation	Christine Johnson

Christmas Party – Dec 12, 2017	Judith Reidman 2017/Steve Rand 2018
Christmas Tree sales continue	Kate Wight
<b>January – Vocational Service Month</b>	
Board Meeting	President – Bill Chadwick
District Leadership Dinner Jan 29, 2018	President/PE/VP
<b>February – Peace and Conflict Prevention/Resolution Month</b>	
Board Meeting	President – Bill Chadwick
Club Assembly	President – Bill Chadwick
Pre-PETS Feb 10, 2018	PE – Kate Wight
Rotary’s Birthday Celebration Feb 23, 2018	Christine Johnson
District Frugal Feast Event to celebrate B’Day	Christine Johnson
Road Race checklist	Owens McCullough
<b>March – Water and Sanitation Month</b>	
Board Meeting	President – Bill Chadwick
Winter Dinner (Feb or March)	Christine Johnson/co-chair TBD
Rotary Leadership Institute (RLI) Wells	President identify/solicit members/future leaders to attend
PETS in Framingham March 8-10, 2018	PE – Kate Wight
Read Across America Day - celebrate	Beck Albert (take over for Christine?)
Solicit for RYLA	Ethan Johnson/Hal Thomas
<b>April – Maternal and Child Health Month</b>	
Board Meeting	President – Bill Chadwick
Club Assembly	President – Bill Chadwick
Patriots’ Day Road Race for HS Boys and Girls	Owens McCullough
Interact Training Assembly – pay for students attending – 2018 date TBD	Dave Rolfe/Ethan Johnson
District Training Assembly April 7, 2018	President and Board
Organize RYLA Interviews	Ethan Johnson/Hal Thomas
DECA International Convention – support of students attending (usually \$1000)	Mike Foley
<b>May – Youth Service Month</b>	
Board Meeting	President – Bill Chadwick
Preparation for Golf Tournament begins no later than May	Ethan Johnson/Steve Rand
Westbrook Community Clean Up Day participation	Christine Johnson
Select /finalize RYLA Attendees	Hal/Dave/Ethan
WRVC “Lunch with the Trades” (which we haven’t done for a couple of years)	Judith?
WRVC Lunch service ends	Christine Johnson/Mike Foley
WRVC Awards Night – awarding of Rotary Scholarships	Pat & Cliff Plummer

GHS Most Improved Scholarship	Jason Beever
WHS Most Improved Scholarship – not awarded in recent years	???
<b>June - Rotary Fellowship Month</b>	
Board Meeting	President – Bill Chadwick
Club Assembly (last of current year)	President – Bill Chadwick
Westbrook Together Days participation	Christine Johnson
District Conference May 3-5, 2018	President - Bill Chadwick
Westbrook Middle School Awards Night	Beck Albert/Christine Johnson
RI Convention June 24-27, 2018	None
President Changeover	President/PE
Preparation for Golf Tournament continues	Ethan Johnson/Steve Rand

<b>Ongoing items or periodic items</b>	
CLYNK for literacy to purchase speaker books for two libraries, alternate weeks	Christine Johnson
Volunteer at semi-monthly Locker Project food distribution at WHS	Christine Johnson
Children's book collection and distribution	Christine Johnson/Bill Chadwick
Periodic check sent to selected charities. Treasurer will have complete list of past years. Usual recipients include: Food Pantry Westbrook, Food Pantry Gorham, MPTC, Good Samaritan Fuel Fund, Maine Adaptive Sports. Others have been included in past years.	Board
Stipends for Interact Advisers WHS and GHS.	Dave Rolfe/Ethan Johnson
House project – Activity varies each year depending upon status of current house.	Judith Reidman/Owens McCullough
Gift of Life – point club for children brought to Maine by GOL New England	Steve Rand/Christine Johnson