

# **Westbrook-Gorham Rotary**

## **Board Planning Meeting Minutes: August 7, 2018**

### **Board Members:**

*Present:* President Deb Shangraw, Treasurer & PE Mike Foley, Secretary Christine, Johnson, Interact & Club Protection Dave Rolfe, Vocational Judith Reidman

*Absent:* Past Pres Bill Chadwick, Srgt at Arms Carlo Giraulo, Foundation Steve Rand, Community Service Sarah Hutchins (who arrived near end of the meeting)

*Quorum present?* No      *Others Present:* None

### **Proceedings:**

- *Meeting called to order* at 10:40AM by Pres Deb Shangraw
- *Secretary's Report:* No objections to July 17 minutes. Approved. Posted on website.
- *Treasurer's Report:* Transition to QuickBooks on line has happened. All of the club's financials, both charities and club, are included on a single balance sheet, but broken down by account. Mike reviewed the individual accounts and project pages - Golf tournament, House Project, Lobster Bake, meetings, and Guatemala Water project. Others can be added as needed. Like Christmas Tree Sale. Mike to meet with Todd after our regular meeting and will ask him to email all future invoices with copy to Judith for oversight. This should insure quick payment to suppliers. Some reconciliation of house project expenses is still required. Reports reviewed include Club P&L and Charities P&L. There will also be monthly reconciliation reports. Signatories to these accounts are Treasurer Mike Foley, Secretary Christine Johnson and Foundation Chair Steve Rand. Most of the forms to make that happen have been signed at TD Bank. Guatemala Water Project money has been moved from Casco Federal CU to TD Bank and will continue to be accounted for separately as required.

### **Announcements**

- None

### **Committee Reports**

- *Foundation:* No report.
- *Vocational Service:* Dave and Judith brought up a previous interest in purchasing MS Projects for WRVC use. Previously this proposal had not been accepted by WRVC staff, largely due to limited instructional time. Mike will meet with Todd after club meeting today to talk through financials of the house: Bill handling, possible budget planning. As things progress this year, we may reopen this subject of MS Projects since it is a common tool used in industry and we have volunteers that could work with the house team if needed.
- *Interact/Youth Service/Protection:* Dave has made contact w/District PO Gregg Dowty. He is to send a training PowerPoint. We will try to have Gregg as a speaker in November. A copy of the current District Protection Policy was provided by Dave to Deb. The policy must be adopted by our Club with a board vote. Deb will send a copy to the board in preparation for a vote at Sept meeting. Once we have training package in hand, we will send a group email to members with link to contents on our website. Deb to arrange a meeting with Dave, Bruce, Modi and Kathi to discuss WHS Interact ideas to grow the club. Dave will approach Kathi about being alternate club protection officer.
- *International Service:* No report. Defer to Club Assembly if Bill C is present.
- *Community Service:* Sea Dog game next week. Only 38 signed up as of yesterday. Will promote at Club Assembly.

### **Unfinished Business**

- Golf Tournament – Defer to Club Assembly
- Survey – Deb asks us to send ideas for the survey. Draft was included in July Board Packet. She will send out via email for comments.
- Brochure – Defer to Assembly

- Action Item: One-page descriptions of roles and responsibilities – Deb has asked board members and committee chairs to write up a description of what they do in their role. Please provide to Deb before next board meeting.
- Evening meeting fourth Tuesday of each month rather than last Tuesday. We need to promote the Aug 28 meeting. Christine will update the Speakers schedule on the website.

#### **New Business**

- Proposed to give \$500 to Westbrook Community Pantry and \$250 to WHS Pantry in conjunction with Food drive. Christine will send out an email requesting approval.
- Al Junewicz is proposed as a returning member. We don't need a new application, we can just reinstate him. Christine will send an email to board asking if any objections.

Other business: None

Meeting adjourned following completion of business at 11:35 AM.  
Minutes submitted by Christine Johnson Club Secretary

Next Board meeting September 4 at **10:15AM** at WRVC. Note earlier start time.