

Westbrook-Gorham Rotary Board Meeting Minutes

July 9, 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, Vocational Service Judith Reidman, Director Deb McPhail. Absent: Foundation Chair Steve Rand

Meeting called to order about 9:00 AM by Kim

Approval of Minutes: Minutes of the June 11, 2025 Board meeting were approved. Later updated to correct Present list to include Kim.

New Members:

No new member applications.

Corporate Memberships: Can we “transition” from Individual member to Corporate member mid billing cycle? Since membership rate is the same right now, there is no reason we cannot transition. We now have Corporate Members Saco Biddeford Savings, Westbrook Housing, Cumberland County Sheriff, and City of Westbrook. Mike Robinson with Empeople CU may want to transition to Corporate and Karen will update the invoice as needed. We will revisit the Corporate payment structure in 6 months to decide if corporate members should pay more or should somehow be structured differently. Target January 20256 Board meeting.

A potential Couples’ Membership was discussed. Christine will develop a proposal for review at next month’s meeting. She will need some help from Karen due to the finance/cost component.

Club Items

Club Master Calendar: The “master calendar” is available on our shared drive [Master Calendar](#).

Speakers/Programs Calendar: We are booked with programs through October. Openings are currently available in November.

Dues status: Invoices are going out. 7 members have paid to date. One member under 30. Karen has been reaching out to some who have paid for the full year in the past and she is finding a few more to invoice that way this year who had not replied to the original request.

Projects/Fundraisers

31st Annual Golf Classic: A second email blast is past due. Current commitments are a bit over \$11K. We all need to reach out to potential sponsors and secure their commitments and payments.

Wreaths & Trees: We have been in touch with Allagash Farms and a second one that Steve was to contact to compare prices. Lucas connected us with Allagash. We also have a backup plan with Fox Brands in Canada. We should order this month. Kim will follow up with Steve and Lucas.

Youth Services: The 2025 RYLA Summer program was very successful, despite the heat wave. We would like to have the students join us in person or via zoom to tell us about their experience.

House: There is no electricity to the house because of issues with CMP. Steve and Judith are working on resolving. The House Budget dates from 2023. We had asked Kirk for an update, and he responded that

he believes contractors will stick to their prices. Karen has recently been processing invoices and will update the tracking spreadsheet for review. Kathi made the point that we need to see the plan which finishes the house within our financial means.

Foundation: Steve was not available for an update.

Map Project: Pressure washing to happen next Tuesday July 15. Eli will pick up paint, rollers, and brushes using his Sherwin Williams account. Karen will pay Sherwin Williams once we have the invoice. Elis is using his own pressure washer, so we don't have to rent one. Kim will look at the sign up sheet from May and work on a daily schedule to share.

District Grants: SP/CE Club has submitted a District Grant proposal and is looking for support from area clubs for their Food Cupboard project. After some discussion, Phil moved that we reserve \$500 from the Misc Items budget line, payment contingent upon SP/CE club securing all funding needed to complete the project. Seconded and approved. Our 2024-25 District Grant is fully wrapped up with unused funds returned. Our 2025-2026 Grant is pending approval from the Foundation Committee.

Treasurer's Report: * Karen sent out reports prior to the meeting through the end of June and reviewed them during our discussions. We currently have a healthy checking account balance for the club. * Over \$14K in checks were written from the house account recently. * We discussed structure of food service when we meet at Brookside in the future. We settled on doing a buffet. Next meeting there is currently planned for September 9. * Kathi pointed to the Bylaw section that states that we should be reviewing detailed expenditures every two years, within 60 days of the close of the fiscal year. We have not done so in the recent past. This is likely to be costly, and we need more information on who could do this and for how much. * Karen mentioned that since we set our 2025-26 budget, QuickBooks has gone up to \$115 per month, plus we missed including Zoom at about \$170 annually. Phil asked if we'd be willing to share our account with another local non-profit for a small fee to help defray the costs. We didn't vote, but we had general concurrence. * One uncollected scholarship remains from 2023 and one from 2024. * Trophy for the Westbrook-Gorham Game will be purchased this summer. The Gorham Coach will order, and Phil will coordinate how to pay the bill. Phil will send out the picture of what will look like. * Karen reminded us again that this is her last year as Treasurer and that we need to be talking to others about stepping into that role.

Bylaws/Policies: Christine has obtained a copy of the policies from the Portland Club. She has learned that other clubs have similar policies and will try to obtain copies of them to share with the board. We agreed that if we move forward with developing policies that it needs to be done in conjunction with bylaws updates.

Pop Up Tent/Canopy: Quotes from local providers are running \$800 to \$1000 vs under \$400 on Amazon. Kathi has suggested we create a table of options that show features vs cost so the board can make an informed decision.

Meeting Adjourned at about 10:47 AM

Next Board Meeting on August 13, 2025 at 9AM via Zoom