

Westbrook-Gorham Rotary Board Meeting Minutes

September 10, 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 9:01 AM by Kim

Approval of Minutes: Minutes of the August 13, 2025 Board meeting were approved.

New Members:

James F. Brown (Jeff) submitted an application for membership. He is a retired Physician who lives in Portland. He and his wife Jae have lived in several places across the US, including Stonington CT where he was a Rotarian for a couple of years about 25 years ago. He is a Vietnam Veteran and served 6 years in the Army as a Doctor. Board approved to accept his application. His intent will be published.

Westbrook Development Corp update: Phil to work with John on the transition of personnel. They have paid. Christine and Phil will get info from John to enter into ClubRunner.

Couples' Membership update: Was discussed in July. Christine has developed a proposal. Was tabled in August. Tabled until October.

Club Items

Club Master Calendar: The "master calendar" is available on our shared drive [Master Calendar](#). Most items for September have been or are being addressed. RYLA student visit will be in November this year but should remain as Sept/October item.

Speakers/Programs Calendar: We are booked with programs into mid-January. Friends of Warren Rec proposed for Feb/March time frame. Christine will forward the JotForm leads (speaker request from our website) to Kim. Phil mentioned Westbrook Education Foundation and Kathi suggested GATY.

Dues status: Karen reported that 29 members chose to pay full dues up front. 10 are paying half year dues. 34 have paid. Karen has reached out to the other 5.

Projects/Fundraisers

31st Annual Golf Classic: We currently have almost \$27K towards our goal of \$31K. Still a bit behind last year's progress at this point. The Golf Committee is working on nailing down past sponsors and is still soliciting teams. We discussed volunteer slots and activities for that morning and leading up to the event. Christine will reach out to club members to find someone or two who might be available to help this week sorting tee signs.

Wreaths & Trees: Tree sale lot location is secured. We are hoping for trees to be delivered on the 28th with tree sales continuing until December 21st or until sold out. Setup should be no later than Tuesday before Thanksgiving, possibly the Sunday before (depending upon tree delivery schedule). Trailer needs to be fixed, and Eli is going to work on that with his new car shop. Steve is the point person to organize tree delivery, but Allagash Farms has not been able to set a date yet. Final set up and sales schedule is dependent on their ability to deliver trees. Kim talked about having carolers during some of the sales hours. Steve suggested one Saturday during the last shift. Also, possibly hot chocolate, candy canes, and

additional decorations. We previously used SignUp Genius to schedule volunteers, and it worked well. Kathi recommended we use that again. Suggested opening Tues-Fri evenings, Saturday and Sunday all day (9-6). Internet access needs to be resolved. Possibly Dolby Blais & Seegee, St Germain, Swanson or the Church will let us use theirs. Steve and Phill will work on that.

Youth Services: Kathi has been in contact with Emily Gray. Kids coming back from RYLA are very excited with some ideas. We are looking forward to hosting them at a meeting.

House: Kids are back. Outside of the house is buttoned up and we expect a lot of inside activity this year. Steve has been working with the city on the CMP electrical connection issue. Kim suggested we have the house project as a program topic to educate newer members. Steve suggested we do that in the spring (possibly May). Steve also suggested an update be provided at the next club assembly meeting. Karen has spoken to Kirk about the budget. Windows are being purchased. Over \$170K has been spent to date, including scholarships. Trees will not be removed. Phil brought up the idea of holding an event of some sort at the house with the City, School and us.

Map Project: Meet at Canal for a brief celebration and pictures after lunch on September 16.

District Grants: Grant was approved for 2025-2026 for \$3969. Fall planting should be planned soon. Christine suggested purple flowering bulbs (for PolioPlus), Karen suggested yellow tulip bulbs (for Yellow Tulip Project). Planter painting will have to wait until spring. We will also figure out how we can plant some mums for some color this fall. Karen and Kim are gardeners!!

Treasurer's Report: *a little behind on income vs expenses for lunches, but is improving with higher attendance *see above for dues update *district grant check received *golf checks will be deposited *Jason Beever memorial donations – over \$3700 so far *we reviewed charities budget Table A *River Bowl trophy money had not yet been paid, but the invoice was received during our meeting and payment will be made today *US Map project spent a bit more money to repair a template *money for South Portland Food cupboard refrigerator is being held in reserve *account managers – please include your budget line item when submitting receipts to make tracking easier and more accurate

River Bowl: Friday October 24, 2025 game between GHS and WHS 7PM. We will have Rotary presence during the games and presentation. We are hoping for Interact to participate as well. Since this is World Polio Day, perhaps it offers an opportunity to highlight that as part of our participation.

Bylaws/Policies for Charities: Steve has found the original document. It may be sufficient as-is. He will scan and send for our records.

Annual Budget Approval: There is no language in our bylaws covering proposal or approval by the club of our annual budgets. Kathi has developed proposed language to be added to the bylaws. She will send it out for review and approval at next board meeting.

Pop Up Tent/Canopy: Christine & Phil went through a design on Amazon for a cost of \$775.41. Top panels are generic Rotary branding. Back panel and sides will have WG Rotary logos. Will be ordered this week.

Meeting Adjourned at about 10:52 AM

Next Board Meeting on October 8, 2025 at 9AM via Zoom