

## Rotary Club of Saco Bay 2013-2014



President: Greg Cloutier  
Past President: Ted Gauthier  
Pres-Elect: Chris Jacques (2014-2015)  
Vice President: Sam Anagnostis (2015-2016)  
Treasurer: Gary Hammond  
Secretary: Lucie Hatch

Directors: Connie Minervino (2013-2016)  
Andrew Laduke (2013-2016)  
Judy Morin (2013-2015)  
Jeff Slaton (2013-2015)  
Leo Menard (2013-2014)  
Larry Littlefield (2013-2014)

### Board Meeting of December 4th, 2013 Operations

All board members present

Non board members in attendance: Kersten Kirchner, Dennis Robillard, Tina Wilson

Call to Order: 7:03am

4 Way Test: D Laduke

#### Secretary's Report: L Hatch

- \_\_68\_\_ members,
- Average attendance \_\_85.79% November
- \_\_3of 3\_\_ meetings held, none held on Thanksgiving

A Motion was made by C Jacques and seconded by J Morin to approve the secretary's report.

The motion passed with 10 in favor, none opposed.

G Cloutier read changes he wants made to section 5 of the minutes, under Food Drive.

- **Food Drive** (added to agenda at this time) L Menard.
  - TA and Biddeford food drive totaled \$1749, money designated for turkeys.
  - Biddeford wants 30 Thanksgiving baskets, Market Basket is donating them \$0.20 cheaper per pound
  - L Menard wants a check for \$450 to be sent to Biddeford High School, as \$739.18 was raised. Leo gave a bag of cash to Doc. An additional 1000 pounds of food was donated, Acton donated 1000 lbs of apples.
  - Leo wants \$739 divided between the 3 food pantries – Stone Soup, Saco Food Pantry and OOB Food Pantry.
  - J Slaton adds that Prime Toyota donated 200 turkeys just yesterday.

(Greg wants this deleted)

Much discussion resulted regarding this fundraiser, especially;

- *It was not a board approved fundraiser, it was announced at a club meeting as a day of service, mainly to pass out flyers.*
- *Issues of following protocols for collecting cash was not followed, causing great concerns with regards to IRS reporting.*
- *Last year's Stuff the Bus was the last food drive, but it was a district food drive, all cash and food was given to the district.*

Approval of Minutes: **A Motion was made by C Jacques and seconded by T Gauthier to table the minutes of Nov. 13<sup>th</sup> until reviewed by board members. The motion passed with 12 in favor, none opposed.**

Operations Treasurer Report: G Hammond, please refer to report

- Operations Balance Sheet; \$33, 707.21 in assets/liabilities
- D Hammond reports that D Colby sent in the invoice for the lobsters (lobster bake) last weekend.

**A Motion was made by C Jacques and seconded by T Gauthier to file the operation's treasurer's report. The motion passed with 11 in favor, none opposed.**

Fund Raising Protocols; Sam

- Sam voices concerns with not having board approved protocols in place for new/unestablished fund raisers and it seems to suggest that "anyone can come up with a fundraiser."
- Long discussion regarding bringing to the board all fund raising projects, service projects where no monies are collected or exchanged, and simple announcements made by club members at regular meetings.
- G Cloutier states that the finished product of a fundraiser goes to the audit committee for review. In theory, the lobster bake was discussed in the august minutes but the food drive was not discussed at the board level.
- G Hammond's point was: when members throw out fundraisers to the community as Rotary sponsored events but are not our fundraisers, such as the food drive, the community needs to know that checks/cash are given/written to that specific group (Food Pantry) and not Rotary.
- It was discussed that all projects, both service only and fundraisers need to be discussed at the board level prior to its inception, not afterwards.
- The questions that arose during discussion; we should approve all fundraising and service projects and create awareness at the board level
- Should these projects go to the audit committee then policies and procedures first?
- D Laduke adds that communication needs to be made in order to acknowledge our fundraising and service projects to other groups. Should it be done as individuals or as Rotarians – this has to be clear before it is announced.
- Discussion with established projects and new projects: G Cloutier states that all fundraisers should have a budget. He adds that there is no budget for the golf tournament, S Anagnostis adds that there is no budget for the auction. G Hammond explains that established fundraisers do not necessarily need a budget, but that protocols have to be established for new ones.
- D Laduke: all fundraisers and service projects need to be approved by the board and presented to the club; we need to be sensitive to the image and what is presented.

- Judy asks for clarification on the following points; lack of awareness, issues with endorsement, reputation, lack of accountability for funds, issues with following the bylaws and protocols.
- There is a need to implement protocols before issues arise
- Fundraising events need to be laid out ahead of time, the treasurer should attend these events
- Service projects only (no money involved)- short term but should have board approval, email notification should suffice if it is not an established event.
- Announcements: are they made as Rotarians or as individuals? This needs to be discussed in the policies/procedures meeting. Announcements as individuals do not require board approval. Announcements as Rotarians require board approval.
- D Robillard informs the board that the Crutches for Africa service projects are not covered under the rotary liability insurance.
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Membership Committee: C Jacques

- Committee chair will induct the new member Mark Browne Dec 5th.

Public Relations: T Wilson

- Public Image and Facebook are doing well
- Articles have been sent to the district
- Still having issues with the newsletter

Old Business:

New Business:

1. Nominations for officers and board members- Ted
- J Slaton has agreed to be in line for President in 2016-17
  - There are 6 members on the ballot to fill 3 positions, one being a one year slot which will be vacated when J Slaton becomes VP.

A motion was made by Chris and seconded by Sam to award the member with 3<sup>rd</sup> highest number of votes the one year board seat. The motion passed with 12 in favor, none opposed.

- An announcement will be made at tomorrow's meeting regarding nominations for next year's board of officers. The vote will be held Dec. 12<sup>th</sup> at the regular club meeting.
- There will be an email announcement but no voting by email
- Approved slot of board members are;  
 President: Chris Jacques (2014-2015)  
 President Elect: Sam Anagnostis (2015-2016)  
 Vice President: Jeff Slaton (2016-2017)  
 Past President: Greg Cloutier  
 Treasurer: Gary Hammond  
 Secretary: Lucie Hatch

- Approved list of board candidates:

Phil Hatch, Jason Howe, Kersten Kirchner, Tony LeBlanc, Curt Scamman, Tina Wilson.

Add a line for "a write-in. "

- There will be no signature line, the ballots will be returned to the nominating committee for the count.

A motion was made by Chris and seconded by Sam to approve the list of board officers and board members, also having a line for write in candidates for the vote to be held Dec. 12<sup>th</sup> at the club meeting. The motion passed with 12 in favor, none opposed.

A motion was made by T Gauthier and seconded by S Anagnostis to close the operations meeting and open the foundation meeting at 7:55am. The motion passed with 12 in favor, none opposed.

#### Foundations Meeting

Call to order: 7:55am

Treasurer's Report: G Hammond

Please refer to the handouts.

**A motion was made by J Morin and seconded by C Jacques to file the foundation report. The motion passed with 12 in favor none opposed.**

G Cloutier states the \$500 check to Lac Megantic should be written and sent.

K Kirchner's \$4000 for Nigeria was not all spent, she returned with \$3000

A request submitted from club member Nancy Kelley to Greg Cloutier was quickly reviewed. It is a request for funding for one individual, totally non rotary related. An announcement will be made at the club meeting for "individuals" to contribute if they desire.

#### Charity of the Month:

- Sept was Salvation Army Thanksgiving Baskets
- Oct was Toys for Tots
- Nov is the York County Realtor's Fuel Fund
- Dec will be Bon Appetit, will round up to \$400

January Charity of the Month;

A motion was made by D L and seconded by C J to make Mary's Walk the January charity of the month. The motion passed with 12 in favor, none opposed.

Charitable Giving Requests: J Slaton The Charitable Giving Committee approved the following requests:

- Our Father's House, requested \$500 for fuel oil, approved by the CGC.
- Discussion included:

\*it is an operations expense (G C and D L)

\*if we support some operations expenses and not others, we should revisit our protocols

\*C Minervino voiced concerns re: having Open Hearts/Open Hands resubmit their request because it was technically an operations request. She adds that there are new club members on the CGC and it needs seasoned members also. Suggest changing the criteria for operations requests.

Points also made: J M – we should help those who help themselves. A former Our Father's House board member added that none of the residents helped with the wood they received, and that they have spent money on a riding lawnmower when there are 12 men available to mow the lawn.

\*L L suggested we honor this year's recommendation and rethink it next year.

**A Motion was made by C Jacques and seconded by T Gauthier to accept the recommendations of the CGC. The motion passed with 7 in favor, 4 opposed (D L, L H, S A, J M), L M abstained. \* verify this**

### Committee Reports:

- Community Service: \*Auction meeting Friday Dec 6<sup>th</sup> at 7:30am at P&C building.
  - Salvation Army Bell Ringing (G Hammond)– Sat. Dec. 7<sup>th</sup> at Market Basket and Monday December 9<sup>th</sup> at Wal-Mart.
  - Auction Kick-off meeting will be Wednesday Jan. 8th at the Biddeford-Saco Club's meeting. (12:15)
  - Food Pantry Closet at Fairfield;
    - the plan has been drawn, Home Depot pricing is \$422, \$250 was approved by the board.
    - Easier when Deering Lumber is used, but it costs 10% more.
    - Greg will contact Deering Lumber, K Kerchner suggests asking Uwe.
    - We are building the walls, shelving, door
    - Timeframe is around 2 days' work over holidays
    - L M adds that we only spent \$189 of the \$250 approved with the Biddeford High School Food pantry closet (?) is this correct?

A motion was made by C J and seconded by D L to amend the Nov. 13<sup>th</sup> motion to award \$750 to the 3 food pantry cabinets from board unrestricted funds. The amended motion is as follows: Allow \$450 of the \$750 for school food pantry cabinets/shelving to be awarded to Fairfield School. The motion passed with 12 in favor, none opposed.

#### Auction: S Anagnostis

January 8<sup>th</sup>, 2014 will be a joint meeting with the Biddeford-Saco Club, 12:15 at the Captain's Galley – auction kick-off. Same day as the board meeting.

Expect a report in 2 weeks.

Auction meeting is Friday Dec. 6<sup>th</sup>.

- Vocational Service: nothing at this time
- International; K Kirchner
  - Application for a global grant for economic and community development in Sauka.
  - Included is a supply of equipment for a school that is not yet built. (\$10,000)
  - \$5000 towards equipment for the health clinic
  - Construction of a sanitation block with 6 toilets and 4 showers. (\$15,000)
  - Microcredits (\$5000)
  - K K wants to push for sustainability of this project
  - The RC Jabi Lakeside club is talking to a tailor, mechanic, welder. And because there is not school, money could not be left there in its entirety.
  - We are not allowed to build buildings with global grant money. We can buy equipment.
  - Will this be ongoing (as in 2-3 yrs)?
  - Greg says we need approval in order to present this to other clubs for participation in a global grant.

A Motion was made by D Laduke and seconded by C Jacques yto support our international committee in its efforts to obtain a global grant for the project in Sauka. The motion passed with 12 in favor, none opposed.

- Greg will meet with Kersten and the international committee
- Of the \$30,000 needed, we have already approved \$2000 from the spring board grant

- Need 5 more clubs to participate in order to obtain the global grant
- D Laduke – need financial planning with our club for the next 3 years
- K Kirchner will address the club 12/26/13 at the club meeting
- We will ask for individual pledges
- Greg believes that \$1000 is sufficient amount from our club
- Rotary Foundation: Dennis
  - \$166, 201 all time total
  - 116 Paul Harris Fellows
  - 3 Benefactors
  - One major donor
  - We have no numbers on participation
  - Greg would like a list of those who have given to the foundation, his goal is still 100%
  - Approx. 50% of club has participated, his goal is \$6000

#### Old Business

Motion to Adjourn the foundation meeting was made by S Anagnostis and seconded by T Gauthier at 9:05am. The motion passed with 12 in favor, none opposed.

**The next board meeting will be at 7:00am January 8<sup>th</sup>, 2014 at Ocean Communities Credit Union in Biddeford.**

Submitted by Lucie Hatch

Club Secretary

December 8<sup>th</sup>, 2013