**FAIR OAKS ROTARY CLUB FOUNDATION**

**Board of Trustees Meeting**

**August 17, 2021**

**CALL TO ORDER – Meeting was called to order by President Broad at 6:14 pm, at home of Alida Bray. A quorum was present.**

1. Attending – Nick Broad, Marlow Simonetto, Dennis Dunbar, Bonnie McClain, Alisa Lisagor, Jim Cralle, Alida Bray, Diana Cralle, Mazzy Chirwa (via zoom)
2. Absent – Anne Browning
3. Guests - Patrick Furlong, Bruce Vincent, Dustin Buck
4. Roll Call of Board – quorum present
5. Overview of Agenda - all approved

**OPENING REMARKS**

President Nick welcomed all attendees and thanked Alida for hosting.

**FINANCIAL ADVISOR REPORT ~ Dustin Buck**

Dustin Buck took over the investment accounts about 3 years ago and cleaned things up.

* He reported we have a total of approximately $180,000 which includes $47,000 in “restricted” short term or basic brokerage; no fees, just a holding account. It is liquid money, used for scholarships; the stock market is now at record high, up 25%. $25,000 of this $47,000 is in cash which includes some CDs that became active. It is very hard to predict interest rate and inflation plus now we are in a pandemic.
* Also have a tax free bond purchased in 2008 and earning 7.5%. It was a great investment, but rate now is only 3% so we will hold onto it for now.
* The $133,000 account is a fee based account. Dustin is charging us only 0.5% so not making any money from it because he cares about Rotary.
* We must build in 3% growth for the $10,000 scholarship fees
  + can decrease the scholarship money
  + can increase amount in account.
  + spend less
  + make more money. Don’t need a lot to make the money last forever.
* Nick thanked Dustin for coming; he will do this quarterly.
* An updated signature page is needed; Nick and Alisa will meet with Dustin soon.
* The investment Committee consists of Patrick Furlong, Jim Cralle, John Carr & Chris Castillo.

**SECRETARY REPORT ~ Bonnie McClain**

**MOTION was made by Marlow to approve June 24, 2021, meeting minutes, seconded by Alida, and approved by all.**

**TREASURER REPORT ~ Alisa Lisagor**

* Alisa reported member donations of $1,867.29 since July 1, 2021
* American River Bank checking account balance is $31,474.69
* Expenses have been $2,662 for insurance, cards, etc.
* QuickBooks is being downloaded for one user at $12.50 per month. Foundation owns it, not the treasurer.
* Bank Account will be set up as a fund raiser account.
* Alisa setting up a new Chart of Accounts

**ADDITIONAL REPORT ~ Jim Cralle**

* Jim reported differences in account balance from Peter Wick’s report on 8/30/21 vs. what Treasurer Alisa and the bank account reports. From now on we will refer to the balance in checking account and use the bank records for the CPA.
* Where are the CD’s? When do they expire and at what interest earning?
* Discussion continued about the Balance Sheet from previous treasurer which shows:
  + ARB CD Account General 33,700.26
  + ARB CD Account Restricted 45,000.00
  + LPL Financial Acct 47,301.87
  + LPL Financial Acct 132,053.81
  + BANKS – Other 4,427.56 (unsure what this is)
  + TOTAL **$281,563.75**
* We need to create 2 accounts…one for General Funds and one for Restricted. These may have been comingled previously.
* Suggesting we separate the restricted funds from the general account and separate the investment from other accounts.
* Nick reported the corrected balance sheet available for fundraising is **$25,393**.
* Jim will provide updated account balance from the bank.
* There may be more money in the general account; could be available to the checking account.
* American River Bank has been bought out by The Bank of Marin. We have received zero donations from AR Bank, subsequently happy to see this change coming. It’s a good opportunity to reach out to the bank.
* All fundraising goes to the *Foundation General Fund*; the club does the work.
* The Investment Committee will work together on this.
* Much discussion followed

**CLUB BUDGET ~ Diana Cralle**

* Requests to change the RYLA expense to $2500 and reduce Speech contest to $550; Women’s Empowerment expense to change from $700 to $1000.
* Diana’s budget is $24,450 but Nick included $2,415 operating expenses for a total of expenses and operations for 2021-22 = **$26,865**

**MOTION was made by Marlow to accept these changes to the Club Budget for 21-22 and approve $26,865, Alida seconded, all approved.**

* The President elect should be aware of operating expenses.
* Money earned by the incoming Club President is all there is for the upcoming year’s budget. Money remaining at end of year goes into the Foundation *general* fund.

**PRESIDENT’S REPORT ~ Nick Broad**

* The FORF has now been reinstated with Franchise Tax Board.
* The FORF Board needs to respond to the letter from President Diana on 4/27/21.
* Nick has received all data from past treasurer, Peter Wick. Need to decide where to store it. Perhaps Ralph Carhart as our historian.
* Rotary club member, Melanie Hirsch, will do the club tax prep for $500 a year.
* The Foundation oversees the Chicken Festival and receives net earnings. Nick expressed displeasure with the Park District about all the fees charged to us.

**DONATION PROCEEDURES ~ Alida Bray**

* Alida provided the Board with *The Financial Procedures for Donations* (approved by FORF 8/16/21) with details about 1) Donations received, 2) deposits to the Foundation Account, 3) Donor Acknowledgement/Thank you letters and 4) Donor Cultivation suggestions. (See attachment).
* With donor acknowledgement we can track donors. Personal phone calls should be made by the President.
* Donor cultivations will include great ideas where you are cultivating people all through the year.

**PRESIDENT-ELECT ~ Mazzy (via Zoom)**

* Do we have a fundraising committee?
* Bruce Vincent will again take charge of the Big Day of Giving.
* Need one outdoor event and assigning this to Alida. Alida has several things on her plate this Fall but perhaps in October there could be an event at Shadow Glen Stables. She will check into this.

Other business

* Diana requested $240 for a square in the Rotaryoploy District monopoly-like board game to raise money for Polio. Individuals on the board donated enough money to by “Pennsylvania Ave” for $320. No money will be used from the treasury.

**DATE & PLACE OF THE NEXT MEETING:** Wednesday**,** November 31, 2021; location: TBA

ADJOURNED **–**8:34 pm

Respectfully submitted,

**Bonnie McClain**

Foundation Secretary





