



### **PNW Passport Rotary Club – Executive Meeting**

**DATE:** April 8, 2020  
**Met by:** Zoom (arranged by P-P Deb)  
**Meeting Called to Order:** 7:00 pm  
**Adjourned:** 8:30 pm

**Attendance:**

Roy Holman, President  
Deb Wiggs, President-Elect  
Tim Villhauer, Past-President  
Terry Greer, Treasurer-Elect  
Lindagene Coyle, Co-Treasurer  
Julie Johansen, Service Chair  
Jill Greer, Chair, Service-Elect  
Pati Villhauer, Engagement and Membership Chair  
Joy St. John, Secretary

### **PNW Passport Club Board Meeting April 8, 2020 Agenda**

- 1) Zoom Security
- 2) Format for Online Meetings – protocol, speakers, guests etc
- 3) Director’s duties
- 4) New member virtual inductions? – Yvonne Galvan, Andrea Leeborn-Clay, Rhian Piperell
- 5) Area governor’s support
- 6) Confirmation of Green Bag program
- 7) RYLA support
- 8) Treasurer’s report
- 9) Fundraising
- 10) Club projects
- 11) New business

- P-Elect Deb: spoke about Zoom and some of the questions that have been going about with regards to security. She said our Zoom connection was through her company and she is the only one who can allow people into the meeting. She felt our meeting room was as safe as it could be.
- P-Elect Deb: said President Roy was having computer problems and would rejoin as soon as he could.
- Pres-Roy: followed on within the reminder of zoom online protocols of raising your hand to speak and muting yourself until you were going to speak.
- Pres-Roy: spoke on future online Club meetings. Pati was getting guests speakers lined up for our meeting. April 23, 2020 meeting we would be having Christiana Flessner, Canadian Wheelchair Foundation.
- Sec Joy: suggested that each guest speaker be made aware of the Club's meeting length and to stay within the time for speakers. Not everyone has endless wifi time and data.
- Pres Roy: said other members of District 5050 area were wanting to join our meetings examples were Carol Tichleman, Joan Appel, James Monroe and others. They wanted to know how our Club was managing through this self-isolation/self-distancing time.
- Discussion: it was discussed that these members were definitely welcome to join us but needed to know it was our meeting. They needed to be observers.
- P-Elect Deb: stated that she would look into the zoom capability of having social visitors. She didn't think it was possible but would check it out. Pres-Roy just needs to let her know who is to join the meeting.
- M-E Pati: said she was still in physio for her shoulder and wearing her sling most of the day. But she felt she was doing well.
- Pres Roy: asked about doing virtual inductions. Two of our members need to be inducted Rhian and Andy.
- Discussion: It was discussed by the Board. The decision was that we could do it and they would get their badges and other induction information when next we meet.
- Note: Sec Joy has received emails from Rhian informing her before our last meeting and again just recently that she is staying at her place on Sechelt, her wifi package is limited. She isn't going to be joining our online meetings at this time.

Discussion: It was brought up that we needed more information about Yvonne. Pati said her application sheet came to her blank but we discovered that it was the one Sean sent to Yvonne to be filled in.

We discussed the steps to be followed for new members. This is the process to be followed now:

1. Pati as the Membership Chair would get the information required from the new candidate. She would then give to President Roy.
2. President Roy would make the call to the person to give them information on how the Club works, etc. He would then inform Pati to send out the notice to the membership.
3. Pati will send out the notices to club members giving them the seven days to notify her or the President if there any problems.
4. Pati after receiving no reason not to induct the person would inform Secretary Joy.
5. Secretary Joy will enter their information into Club Runner and inform Lindagene regarding the name for the name tag.
6. Pati would discuss the with the new member a date for induction, she would further co-ordinate it with President Roy.

Pres Roy: Asked Pati to follow up with Yvonne.

Lindagene: Advised the executive that an annomous donor had supplied the required needs (toothpaste, shampoo, soaps etc.) for the White Rock Senior Residence whose residents were not getting them at this time.

S-Chair Julie: Wanted to make sure that not only the \$1,000.00 for the Green Bag Project was approved by the membership but by the executive as well.

Discussion: there was a discussion of the responsiblilites of the board to follow through with these types of motions at meetings.

Julie: motioned that we approve the initial start-up cost of \$1,000.00  
Char Hart would purchase the required needs on her personal credit card and submit the bill for reimbursement.  
Seconded by: Pati Villhauer                      PASSED

Pres Roy: Said though we weren't sponsoring anyone at this time for RYLA we needed to keep the funds available. We have in the past sponsored two people.

Our usual fundraising capabilities aren't happening this year they were the Port Moody and Langley RibFests. This year we were possibly going to be helping with Chilliwack's Ribfest.

M-E Pati: wanted to know if we were going to donate money to the Whatcom Starfish program.

Discussion: Julie and Joy informed the Club that the backpack projects were able to do this at this time due to privacy issues. Lindagene felt that the Food Bank organizations were looking after this project right now. Pati thought it would be nice to send something now to let them know they had funds available when the program started up again. Joy mentioned that at our last meeting it was decided to table this until we knew how our financial situation. The discussion was left asking Pati to bring it up again in the future.

Pres Roy: asked for a financial report.

T-E Terry: two expenditures made in March; \$422 for ClubRunner and \$250 for Sustainable connections. He was keep the report in the simply format.

Discussion: Why was ClubRunner so expensive. It was finally decided that it was for two years. There were always going to be exchange rate problems. The restricted funds were once again from our first year of helping Port Moody RibFest 2018 when the said the funds were to be spent in Canada only. This past year this stipulation wasn't put on the funds we received from the Fraser Valley Rotaracts. Julie stated that we still have funds available to us from to be spent in Canada only. Joy mentioned that we sent to Rotaracts to the Rotaract Conference held in Vancouver in 2019. We also used 2019 funds to send Rotaracts to Guatamala to install stoves. The Hogan expense was for our reports that we need to send in each year to BC Government in Victoria, BC regarding our Club bylaws. We are only charged the processing fee not the hours worked on the report.

A discussion to raise the PNW Passport Rotary Club upcoming dues to \$160. U.S. and Canadian funds would be set on June 1, 2020 the day RI sets for dues.

T-E Terry: motioned that we raise our dues to \$160. US for the year 2020/21.  
Seconded by: Lindagene Coyle                      PASSED

Lindagene: said she had been in discussion with the Club's Canadain bank regarding signing authorites. The best way to accomplish this now was to but Terry on as the third person having cheque signing priviledges. At a later time we could remove Jim as having cheque signing priviledges. This was the easiest way to accomplish the current need.

T-E Terry: said he would like to open a US bank account with Coastal Bank. There were a number of steps to be taken to get this accomplished. He needs to get the PNW Passport Rotary Club registered as a non-profit in the State of Washington. Then the bank will require a letter and minutes showing our intent as a Club. The Club would then need to file a US Tax return each year. The two people who would have signing authority would be himself and Deb Wiggs.

Joy St. John: Motioned to authorize Terry Greer to set up a bank account at Coastal Bank.  
Seconded by: Jill Greer  
The motion was passed with no dissent.

Julie Johansen: Motioned to approve Terry Greer and Debora Wiggs to be authorized signers on the Coastal Bank Account.  
Seconded by: Lindagene Coyle  
The motion was passed without dissent.

Discussion: Pres Roy and T-E Terry would work on Club budget for 2020-2021 and present to the Board and membership possible at our April meeting.

Lindagene: T-E Terry needs to send out a letter or email or ClubRunner notification of the Boards agreement to raise the dues for 2020-2021.

T-E Terry: stated he would get that done soon.

Pres Roy: Said the Club now had a commitment to the Green Bag Project chaired by Char Hart of our Club. We will look at other projects. P-E Deb will set up a Monkey Survey to ask the Club's wishes for further projects.

It is time to have another Club Vision meeting. We would have to do this on Zoom. He was going to ask the District's Vision Chair Lyn Stence if she would be available to help us with this meeting.

Reminded us that our next guest speaker was Christiana from Canadian Wheelchair Foundation. E-M Pati said Gallant would be available in September to speak to the Club.

We had accomplished a lot for our Executive Board meeting this April 8, 2020. Seeing nothing more to be discussed – the meeting is completed.

Pacific NW Passport Club  
 Balance Sheet and Statements of Income and Expense  
 For the Nine Months ending March 31, 2020  
 (In \$US)

		<b>2019-20</b>	
	<b>Actual</b>	<b>Budget</b>	
<b>Income</b>			
Membership Dues	\$ 5,924	\$	5,924
Happy Dollars	961		-
Port Moody Ribfest Fundraiser	1,508		-
Langley Ribfest Fundraiser	791		-
T-Shirts, Vests, Badges	276		-
<b>Total Income</b>	<u>\$ 9,459</u>	<u>\$</u>	<u>5,924</u>
<b>Expenses</b>			
RI Dues	3,361		3,008
District 5050 Dues	1,520		1,880
Insurance	630		-
Pets	722		642
Name Badges	300		-
Club Runner	422		470
Bank Fees	17		-
Buckley Hogan	159		120
NW Foundation Straights Fondation	258		135
Rotary World Help Membership	615		-
Sustainable Connections	250		250
Backpack Food Program	-		-
Big West Rotaract Registration	182		-
<b>Total Expenses</b>	<u>\$ 8,436</u>	<u>\$</u>	<u>6,505</u>
	-		-
<b>Net Income</b>	<u>\$ 1,022</u>	<u>\$</u>	<u>(581)</u>

**BALANCE SHEET**

<b>Assets</b>			
<b>Cash in Bank - \$US Denominated (CWP)</b>	\$	515	(\$US)
<b>Cash in Bank - \$CD Denominated (CWP)</b>		<u>3,975</u>	(\$US)
<b>Total Assets</b>	<u>\$</u>	<u>4,490</u>	
<b>Liabilities</b>			
		-	
<b>Equity</b>			
<b>Retained Earnings - Restricted</b>	\$	1,412	
<b>Retained Earnings - Unrestricted</b>		2,056	
<b>Net Income</b>		<u>1,022</u>	
<b>Total Liabilities and Equity</b>	<u>\$</u>	<u>4,490</u>	

Note: All Canadian Transactions are converted to \$US at the exchange rate of \$1.30CD = \$1.00 US