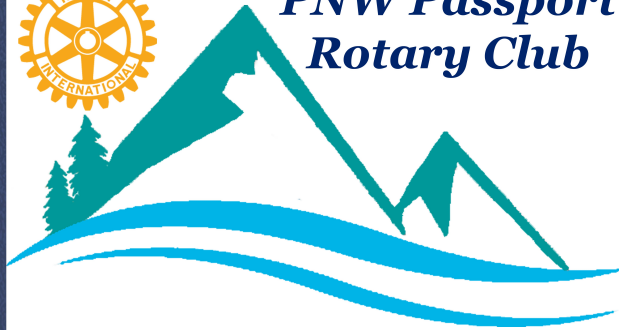


## ***PNW Passport Rotary Club***



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

**DATE:** September 10, 2020  
**Met by:** Zoom (arranged by P-E Deb)  
**Meeting Called to Order:** 7:00 pm  
**Adjourned:** 8:15 pm

**ATTENDANCE:**

Roy Holman, President  
Deb Wiggs, President-Elect  
Terry Greer, Treasurer  
Joy St. John, Secretary

**ABSENT:**

Pati Villhauer, Membership & Engagement Chair  
Jill Greer, Service Chair  
Patricia Sibley, RI Foundation Chair

### **PNW Passport Club Board Meeting August 10, 2020**

P-Roy: Welcomed everyone to the Board Meeting.

P-Roy: Asked if there were any questions regarding old business.  
Seeing none he'd like a motion to accept the August 6, 2020 minutes as presented.

P-E Deb: motioned to accept the minutes of August 6, 2020 as present.

P-Roy: 2<sup>nd</sup> PASSED

P-Roy: asked Treasurer Terry for his report.

T-Terry: We have 42 members on the books plus 2 honorary members.  
T-Terry: asked to have the American PO Box for Rotary explained.  
P-E Deb: explained that the Club needed one to work with SCRIPs but we no longer need the PO Box.  
P-E Deb: moved that we cancel the PO Box.  
P-Roy - 2<sup>nd</sup> PASSED

P-Roy: Asked about SCRIPs

P-E Deb: told us the US SCIPs is truly up and ready to be launched. She'd like to launch it with a tutorial on September 12, 2020.  
We were informed that there would be a cost to the Club for any member who orders hard cards instead of e-cards. There would be a shipping cost of \$8.00 for each envelope sent to us. It was hoped that most members would choose the e-cards.

Discussion: It was thought that once a month those who wish to have hard cards give their request to P-E Deb. She would send in the order, receive the order, distribute the order.

Member Yvonne Gallardo-Van Ornam may be willing to help with the program.

Member Lornell Ridley might be willing to help get a similar Canadian programme up and running.

T-Terry: stated the Club needs to make a commitment to the no golf fundraiser this year due to COVID.

Discussion: Board members thought we need to stress to our membership that this was a RI Foundation fundraiser and please send in their money. It was decided this would be done at our meetings in September, and in the Roundup.

P-Roy: said that we almost have the grant for the Green Bag Project we need a separate US bank account and a mailing address for the funds to be sent to.

P-E Deb: stated that was being done.

T-Terry: also stated he was working on the bank account.

P-Roy: brought up the subject of Club insurance. Canadian insurance does not cover our American members. Our American members are not insured by Rotary International for liability. Yet, they were being charged by RI for insurance.

P-E Deb: motioned that we appoint Treasurer Terry Greer to ask District 5050 to refund the liability insurance that has been paid by 17 US members.

Joy - 2<sup>nd</sup> PASSED

P-E Deb: motioned to accept the Financial Report as presented.

P-Roy - 2<sup>nd</sup> PASSED

New Business:

P-Roy: asked Club secretary Joy about more policy & procedures to be put into place.

Sec Joy: Now that our Club is putting into place a manual for the Club to be passed along to future executive members we need to set into place how we sign off on emails, letters, thank yous, etc. We are sending letters, etc on behalf of the Club not ourselves. We should all be putting our name & title at the end of the letter, email or thank you, etc. If the conversation continues with a person then it would be okay to use only our name & no title. On a card we can always add a more personal note on the side or back of the card.

Suggested signature blocks:

Joy  
Joy St. John  
Secretary  
PNW Passport Rotary Club

Pati  
Patricia Villhauer  
Membership & Engagement, Chair  
PNW Passport Rotary Club

Jill  
Jill Greer  
Service, Chair  
PNW Passport Rotary Club

Patricia  
Patricia Sibley  
Rotary International Foundation, Chair  
PNW Passport Rotary Club

Roy  
Roy Holman  
President  
PNW Passport Rotary Club

Terry  
Terry Greer  
Treasurer  
PNW Passport Rotary Club

Deb  
Debra Wiggs  
President-Elect  
PNW Passport Rotary Club

Discussion: about buying thank you cards. Joy was requested to look into the purchasing of Rotary cards from Russell Hampton.

P-Roy: reminded the executive that there would be a Club Strategy meeting on September 22, 2020 at 5:00 pm via zoom with P-Elect Deb as facilitator.

P-Roy: asked secretary Joy to mention foundation funds in the Roundup, as well as a note when reminding members of the September 24<sup>th</sup> meeting.

P-E Deb: motioned to adjourn the meeting of September 10, 2020 at 8:15 pm.  
Terry - 2<sup>nd</sup> PASSED