

**Minutes**  
**Rotary District 6000 – Annual Meeting**  
**March 10, 2017**  
**Held at NCPETS – Ames, Iowa**

The meeting was called to order by District Governor Chris Knapp at 10:20 a.m.

**Quorum:**

Governor Knapp called for a quorum. District Administrator Carolyn Scharff certified there were 47 of 64 Presidents-elect in attendance. District Secretary, DGN Tom Narak, reported that a quorum was present and the annual meeting could convene.

**Agenda:**

Governor Knapp requested approval of the agenda as presented (see attached).

Motion: There was a motion and second to approve the Agenda as presented.  
Motion Carried

**Minutes:**

Governor Knapp requested approval of the minutes of the March 11, 2016 Annual Meeting

Motion: Mike Foss, West Des Moines moved that the minutes of the March 11, 2016 meeting be approved as previously distributed by District Administrator Carolyn Scharff.  
Peggy Geiger, Decatur County seconded.  
Motion Carried

**Budget:**

DG Chris Knapp requested approval of the 2015/2016 District 6000 Financial Statement.

Motion: Dennis Petersen, North Scott moved the Financial Statement as recommended by the D6000 Board of Directors be approved.  
Bonnie Lowry, Marshalltown seconded.  
Motion Carried

DGE Mike Ruby requested approval of the 2017/2018 District 6000 budget as previously distributed by District Administrator Carolyn Scharff. (see attached).

A question was asked if a balance sheet could be provided-Yes was the response.

A general question was asked about postage for the newsletter. Another related question was asked on the cost of the postage. The potential costs were discussed.

A question was asked about how the effectiveness of mailing a hard copy of the newsletter would be evaluated. It was shared that input would be requested from members.

A question was asked if the contingency part of the budget could cover the extra costs involved with increased postage. The response was yes.

Mike Ruby, Tom Narak, Chris Knapp, Bill Tubbs, and Terry Geiger all spoke of the contingency and the plans to spend some of it down with one-time expenses. It was explained that if the newsletter continued to be mailed to everyone after this pilot, the costs would be built into the regular budget.

Motion by Tom Downs, East Polk County to approve DGE Mike Ruby's budget recommendation for 2017/2018  
Seconded by Dennis Peterson, North Scott  
Motion Carried

DG Chris Knapp discussed the need to amend the District 6000 By-Laws Article 3.2. as previously distributed by District Administrator Carolyn Scharff. DG Knapp read the article and amended article.

**ARTICLE 3.2 Annual Meeting.**

The annual meeting of the Member-Clubs shall be the District Assembly, which shall be held at a date, place and time designated by the Governor, for the purpose of conducting District business, electing the District Governor Elect ("DGE"), approving the District Budget and for such other business as may come before the meeting.

The amended Article 3.2 will read:

The annual meeting of the Member-Clubs shall be held at a date, place and time designated by the Governor, for the purpose of conducting District business.

Motion to approve by Tara Connolly, Des Moines AM  
Second by Dave Heusinkveld, Kalona  
Motion Carried

Susan Herrick was nominated to the Council of Legislation with Jacque Andrew as the alternate.

Motion by Alka Khanolkar, Keokuk  
Second by Mary Ellen Stanley  
Motion Carried

**Report of Nominating Committee:**

Governor Knapp requested approval of the Nominating Committee Report

Motion: Drew Strube and others from Waukee moved the Nominating Committee Report be approved as presented.

Peggy Geiger, Decatur County seconded.

The Nominating Committee recommends Erna Morain, Rotary Club of Waukee, be the District Governor Designate to serve as DG in 2019/2020.

Motion Carried

All current members of the D-6000 Board of Directors, who were present, were introduced. The Annual Meeting was adjourned at 10:52 a.m. with a motion by Linda Chastain, Decatur County.

Motion Carried

Respectfully submitted,  
Tom Narak  
District Secretary 2016-17  
DG 2018-19  
Rotary Club of West Des Moines

**AGENDA**  
**District 6000 Annual Meeting**  
Held at  
**Presidents-Elect Training Seminar (PETS)**  
Ames, IA

**Date: March 10, 2017      Time: 10:20 a.m.**

1. Convene Meeting - DG Chris Knapp
2. Establish Quorum - District Secretary DGN Tom Narak
3. Approve Agenda (A)
4. Review Minutes from last year's annual meeting (A)
5. District Financial Statement 2015-16 (A) – DG Chris Knapp

As of November 2016, the District Budget and Finance Committee Meeting regarding RI Reporting Requirements - A new requirement this Rotary year is to present the district financial report to clubs for review. District 6000 complies with that requirement at PETS, the only meeting when a majority of clubs will be attending. The report is on our website at <http://rotary6000.org/SitePage/financial-statements>

6. Approve 2017-18 Proposed Budget (A) – DGE Mike Ruby
7. Approve the Resolution to Amend the Bylaws of District 6000 (A) – DG Knapp
8. District Nominating Committee (A) – DG Knapp
  - a. Approve the recommendation of the Nominating Committee for the District Governor for 2019-20
  - b. Approve the names put forward by the Nominating Committee for Council on Legislation Representative and Alternate
9. Introduction of District Board of Directors that are present
10. Adjourn

(A) Indicates action item

**ROTARY INTERNATIONAL DISTRICT 6000**  
Budget Worksheet

12/6/2016

**Based on 3925 members at \$30.00/member  
annual dues**

	<b>17-18 Budget PROPOSED</b>	<b>16-17 Budget</b>	<b>15-16 Actual</b>	<b>14-15 Actual</b>
<b>INCOME</b>				
District Dues	\$117,750	\$117,000	\$115,770	\$117,698
Rotary International District Governor Allocation	\$20,000	\$16,500	\$18,097	\$13,523
Misc. Income (pins, etc.)	\$0			
Interest income	\$500	\$500	\$607	\$602
From Restricted Funds	\$200	\$2,275	\$184	\$105
<b>Total Income</b>	<b>\$138,450</b>	<b>\$136,275</b>	<b>\$134,658</b>	<b>\$131,928</b>
<b>EXPENDITURES</b>				
<b>DG Administrative Expense:</b>				
Bank Charges (Credit Card)	\$25	\$25	\$34	\$5
Newsletter	\$6,000	\$6,000	\$6,022	\$6,017
Postage	\$200	\$200	\$96	\$68
Printing/copies	\$200	\$200		\$0
Stationery/supplies	\$400	\$300	\$1,597	\$119
Telephone and Internet	\$500	\$1,400		\$907
Travel	\$13,800	\$13,500	\$12,747	\$11,994
Memorials	\$100	\$100	\$100	\$100
<b>Total</b>	<b>\$21,225</b>	<b>\$21,725</b>	<b>\$20,596</b>	<b>\$19,211</b>
<b>District Office Expense:</b>				
District web page	\$2,600	\$1,800	\$2,388	\$1,788
District Administrator Wages	\$20,000	\$18,800	\$16,798	\$15,175
Rent	\$5,700	\$5,700	\$5,700	\$5,700
Telephone	\$1,500	\$850	\$1,328	\$985
Internet Service/Repair	\$150	\$150	\$144	\$421
Postage	\$750	\$900	\$258	\$779
Office Supplies	\$400	\$400	\$437	\$733
Payroll Taxes	\$1,530	\$1,300	\$1,327	\$1,203
DA Travel	\$600	\$600	\$549	\$727
Office Equipment	\$300	\$300		\$0
Office Furniture/Signage	\$0	\$0		\$0
Utilities	\$1,700	\$1,700	\$1,448	\$1,504
Liability Insurance & Bonds	\$1,000	\$1,000	\$822	\$920
GoTo Meeting/Webinar	\$700	\$600	\$474	\$0
<b>Total</b>	<b>\$36,930</b>	<b>\$32,300</b>	<b>\$29,284</b>	<b>\$28,147</b>

**ROTARY INTERNATIONAL DISTRICT 6000**  
Budget Worksheet

12/6/2016

**Based on 3925 members at \$30.00/member  
annual dues**

17-18 Budget PROPOSED	16-17 Budget	15-16 Actual	14-15 Actual
--------------------------	--------------	--------------	--------------

**DGE Administrative Expense:**

Directory	\$4,500	\$3,300	\$4,582	\$3,734
Postage	\$0	\$0		\$0
Printing/copies	\$50	\$0	\$22	\$0
Stationery/supplies	\$200	\$400	\$0	\$300
Telephone & FAX	\$500	\$2,000	\$0	\$0
Theme promotion	\$3,400	\$4,000	\$3,574	\$3,144
Travel	\$3,300	\$3,500	\$739	\$3,494
<b>Total</b>	<b>\$11,950</b>	<b>\$13,200</b>	<b>\$8,916</b>	<b>\$10,672</b>

**DGN Expense:**

Postage	\$0	\$0		
Telephone & Fax	\$0	\$0		
Travel	\$1,500	\$1,500	\$1,089	\$0
Training	\$500	\$1,000		
<b>Total</b>	<b>\$2,000</b>	<b>\$2,500</b>	<b>\$1,089</b>	<b>\$0</b>




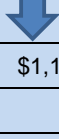
**DGND Expense:**

Postage	\$0	\$0	\$0	\$0
Telephone & Fax	\$0	\$0	\$0	\$0
Travel	\$300	\$300	\$0	\$0
Training	\$500	\$1,000	\$0	\$0
<b>Total</b>	<b>\$800</b>	<b>\$1,300</b>	<b>\$0</b>	<b>\$0</b>

**Assistant Governors:**

Printing	\$150	\$100	\$405	\$47
Training & team development	\$500	\$500	\$59	\$0
Travel	\$2,000	\$500	\$1,735	\$559
<b>Total</b>	<b>\$2,650</b>	<b>\$1,100</b>	<b>\$2,199</b>	<b>\$607</b>

**Required Meetings:**

Zone GETS DG	\$2,700	\$2,500	\$10,352	\$4,145
Zone GETS DG-Elect	\$2,700	\$2,500		
Zone GETS DG-Nominee	\$2,700	\$2,500		
Zone GETS District Trainers	\$1,000	\$2,000		
Zone District Foundation Chair	\$1,000	\$1,000		\$1,126
Zone District Membership Chair	\$1,000	\$1,000		
Zone District Public Image Chair	\$1,000	\$1,000		
Zone District Emerging Leader	\$1,000	\$1,000		
Zone District Young Professionals	\$1,000			

**ROTARY INTERNATIONAL DISTRICT 6000**  
Budget Worksheet

12/6/2016

**Based on 3925 members at \$30.00/member  
annual dues**

17-18 Budget PROPOSED	16-17 Budget	15-16 Actual	14-15 Actual
--------------------------	--------------	--------------	--------------

**Required Meetings continued:**

Zone Trainers from D6000

\$1,000			
---------	--	--	--

RI Convention (DGE)

\$5,000	\$5,000	\$5,000	\$5,000
---------	---------	---------	---------

RI Convention (DGN)

\$2,500	\$2,000		\$1,000
---------	---------	--	---------

Zone Nom/Council on Legislation

\$0	\$0		
-----	-----	--	--

Zone Assessment

\$500	\$500		\$500
-------	-------	--	-------

**Total**

<b>\$23,100</b>	<b>\$21,000</b>	<b>\$15,352</b>	<b>\$11,771</b>
-----------------	-----------------	-----------------	-----------------

**Other Expenses:**Financial Review & Tax Return  
(D6000, HEF, Global/District Grants)

\$7,000	\$7,000	\$6,575	\$7,100
---------	---------	---------	---------

**Total**

<b>\$7,000</b>	<b>\$7,000</b>	<b>\$6,575</b>	<b>\$7,100</b>
----------------	----------------	----------------	----------------

**Committee Expense:**

Budget and Finance

\$0	\$0		
-----	-----	--	--

Community Service-St.Plan. Ad Hoc

\$0	\$0		
-----	-----	--	--

Friendship Exchange

\$0	\$0		
-----	-----	--	--

New Club Extension

\$0			
-----	--	--	--

Nominating

\$50	\$100		\$56
------	-------	--	------

Vocational

\$0	\$0		\$0
-----	-----	--	-----

Disaster Relief

\$0	\$0		
-----	-----	--	--

District Trainer

\$800	\$750		\$0
-------	-------	--	-----

Fellowships

\$0	\$0		
-----	-----	--	--

Public Image

\$2,000	\$5,000		\$0
---------	---------	--	-----

Membership

\$1,000			
---------	--	--	--

**Total**

<b>\$3,850</b>	<b>\$5,850</b>		<b>\$56</b>
----------------	----------------	--	-------------

**Rotary Foundation Committees:**

Annual Giving

\$0	\$0		
-----	-----	--	--

VTT (formerly GSE)

\$0	\$500		
-----	-------	--	--

Scholarship

\$0	\$300		
-----	-------	--	--

Permanent Fund

\$0	\$0		
-----	-----	--	--

Community Service Grants

\$0			
-----	--	--	--

Global Grants

\$0	\$0		
-----	-----	--	--

Fall Foundation Banquet

\$0	\$500	\$515	-\$715
-----	-------	-------	--------

**Total**

<b>\$0</b>	<b>\$1,300</b>	<b>\$515</b>	<b>-\$715</b>
------------	----------------	--------------	---------------

**ROTARY INTERNATIONAL DISTRICT 6000**  
Budget Worksheet

12/6/2016

<b>Based on 3925 members at \$30.00/member annual dues</b>	<b>17-18 Budget PROPOSED</b>	<b>16-17 Budget</b>	<b>15-16 Actual</b>	<b>14-15 Actual</b>
<b>Supported Functions:</b>				
One Rotary Summitt (formerly Fall Training)	\$1,000	745		
Vision Training Facilitation	\$0	\$0		
Grant Management Seminars	\$1,500	\$1,200	\$1,156	\$667
RLI Registration Fees	\$0	\$500		\$400
<b>NC PETS:</b>				
Trainers	\$2,300			
Assistant Governors	\$4,000			
PE-PN Scholarships	\$0			
NC PETS-Dues	\$0	\$5,000		\$4,722
<b>NC PETS Total</b>	<b>\$6,300</b>			\$4,722
<b>District Conference:</b>				
Receipts			-\$40,200	-\$38,200
Expenditures	\$5,200	\$3,000	\$43,165	\$39,658
<b>District Conference Total</b>	<b>\$5,200</b>		-\$2,965	-\$1,458
<b>District Training Assembly</b>				
Receipts				
Expenditures	\$1,800	\$1,800	\$1,585	\$2,024
<b>District Training Assembly Total</b>	<b>\$1,800</b>		\$1,585	\$2,024
Meeting fees (included in receipts) offset				
<b>Total Supported Functions</b>	<b>\$15,800</b>	<b>\$12,245</b>	<b>\$4,327</b>	<b>\$14,560</b>
Expenditures	<b>\$125,305</b>	<b>\$119,520</b>	<b>\$88,854</b>	<b>\$91,408</b>
Contingency fund (approx. 10% of above Expenditures; rounded up to next \$100)	\$12,600	\$13,000		\$3,430
<b>Total expenditures</b>	<b>\$137,905</b>	<b>\$132,520</b>	<b>\$88,854</b>	<b>\$94,838</b>
<b>Income minus Total Expenditures =surplus or deficit</b>	<b>\$545</b>	<b>\$3,755</b>	<b>\$45,804</b>	<b>\$37,090</b>

To: District 6000 President-Elects

From: Chris Knapp, District Governor and Mike Ruby, District Governor Elect

Subject: Request for 2017-18 budget clarification of unrestricted assets use

The Rotary District 6000 Annual Meeting was held on Friday, March 10, 2017, in Ames, Iowa, during the North Central President Elect Training Seminar (NCPETS). A primary purpose of every annual meeting is to approve the District 6000 budget for the upcoming Rotary Year.

The 2017-2018 District 6000 budget was approved. Prior to approving the district budget, there was discussion about the reason for, and cost of, a one year initiative of mailing our quarterly newsletter to all District 6000 Rotarians. The reason for this initiative is to hopefully increase district-wide awareness of the things clubs and Rotarians are involved in and encourage other Rotarians to become engaged. The increased printing and mailing costs is being partially funded by a one-time expenditure from the districts unrestricted funds.

The districts unrestricted funds are the budget surpluses that have accumulated over the past several years. The accumulation is the result of your District 6000 leadership's prudent and conservative use of the annual district dues. The surpluses are temporarily held in an Unrestricted Funds Account.

These funds have accrued to a level where it is possible and appropriate to spend some of the funds on Rotary District 6000 projects. These projects will hopefully create a greater impact on Rotarians within, as well as outside, our district. At the December 6, 2016 meeting of the District 6000 Budget and Finance Committee, the committee approved the expenditure of \$85,000 of Unrestricted Funds. At the District Board of Directors meeting on December 6, 2016, the action of the Budget and Finance Committee was approved.

Below is the breakdown of the expenditure of funds for Rotary Year 2017-2018 Only.

- \$1,000 – To help offset expenses for District Foundation Chair, Membership Chair, Public Image Chair, Emerging Leaders, and Young Professionals to participate in Rotary Zone training.
- \$2,000 – RYLA scholarships
- \$26,500 – RAG4Clubfoot project
- \$2,500 – Rotary Youth Fund
- \$10,000 – Iowa MOST (Miles of Smiles Team) – A District 6000 project primarily for cleft palate surgery in Guatemala.
- \$26,000 – Polio Memorial - Partially underwrite the cost of a bronze statue to commemorate Rotary's polio eradication efforts.
- \$5,000 – Salisbury House – to help fund the Rotary archival room
- \$12,000 – A pilot project to provide a hard copy of the District 6000 quarterly newsletter to all members.

Reminder: these additional expenditures from unrestricted assets are for the 2017-2018 Rotary year only. If you have questions, please contact DG Chris Knapp ([knappc1@mchsi.com](mailto:knappc1@mchsi.com)), DGE Mike Ruby ([rubys@machlink.com](mailto:rubys@machlink.com)) or Denny Skinner ([dskinner@midiowa.net](mailto:dskinner@midiowa.net)) District 6000 Budget & Finance Accountant.

A balance sheet is available on the district website located in the "Financials" section in the Left Hand Column.

Thank you for your ***Service Above Self*** commitment to District 6000 Rotary.