

Minutes
Budget and Finance Committee Meeting
3:00 PM – 6:43 PM Wednesday, December 2, 2009
District 6000 Administrative Office
Pella, Iowa

1. The meeting was called to order by PDG Del Bluhm, Chairman at 3:02 p.m..
2. PDG Susan Herrick, Secretary, ascertained that a quorum was present.

The following were in attendance:

Gov. 06-07 Del Bluhm, Chair	Gov. 04-05 Bill Tubbs*
Gov. 07-08 Diana Reed	Gov. 05-06 Corliss Klaassen
Gov. 08-09 Susan Herrick, Secretary	Gov. 10-11 Gary Welch
Gov. 09-10 Cal Litwiller	Gov. 11-12 Donald Patterson*
Kathy Strum, Treasurer	Gov. 12-13 Terry Geiger*
Gov. 03-04 Dennis Skinner, Accountant	Bill Corwin, District CPA
Carolyn Scharff, District Administrator*	*Ex-Officio

3. Chair Bluhm called for approval of the agenda. No items were added to the agenda.
4. Chair Bluhm called for the approval of the September 30, 2009 minutes. DGE Gary Welch corrected item 17 to read “The request for **\$2,250** line item for Multi-District PETS was moved to the Executive Committee meeting.” And item 11 to read “It was reported there was **\$10,400** left in the Account Fund from the 2008-09 Rotary year. PDG Denny Skinner made a motion to transfer \$5,000 to the Humanitarian Service Fund and **\$5,400** to the Youth Service Fund. DG Cal Litwiller seconded the motion. The motion passed.”
5. District CPA Bill Corwin reported that the Tax Return was filed with the Attorney General of Iowa. He presented the Financial Review, noting that the Youth Services Fund error and the Muston/Peterson Scholarship error will be corrected in next year’s Financial Review.
PDG Denny Skinner made a Motion that the Muston/Peterson Scholarship Fund and the Humanitarian Fund be folded into the HEF. DGE Gary Welch seconded the Motion. Motion passed.
There was discussion about moving the additional \$380.00 from District Simplified Grants into the payment of the \$500.00 Financial Review next year. PDG Del Bluhm will contact Karin Franklin regarding the incorporation and name change of HEF.
PDG Denny Skinner made a Motion to accept the Financial Review. DG Cal Litwiller seconded the motion. Motion passed.
PDG Denny Skinner made a Motion that the District General Fund pay the \$1,500 bill for the CPA review and tax return preparation for D6000 HEF/FAMSCO.
PDG Corliss Klaassen seconded the motion. Motion passed.

6. Items of Old Business. PDG Corliss Klaassen reported that the funds from Hurricane Katrina Relief (\$88,665.85) were distributed to Rotary District 6840 to be used for a shelter for homeless women.
Point of Information. In the Policies and Procedures document there is a line item regarding control over budget items under allowable expenses. On a Motion by DG Cal Litwiller a subcommittee of Gary Welch, Denny Skinner, Kathy Strum, Cal Litwiller and Don Patterson was formed to review the Policies and Procedures and By-Laws by early March (prior to PETS) to evaluate budget status and develop strategy for budget presentation. DGE Gary Welch seconded the Motion. Motion passed.
7. PDG Denny Skinner presented the Current Rotary Year 09-10 Financials from July 1 through November 26, 2009. For the Agenda for the March Budget and Finance Committee meeting we will add an item regarding submitting bills for payment by the District within 60 days of receipt of those bills.
8. District Administrator Carolyn Scharff consulted with Phil Houle and Doug Mitchell, current and past Website/Technology Committee Chairs, regarding replacement of the District Office computer. The current equipment is 2003 equipment. The options explored were to upgrade the current laptop with a new battery, office suite software, more RAM, WiFi capability. There was no cost quote for these upgrades. The current laptop is a Dell with Windows XP. A new Dell laptop will run \$2,296.00 with all software and Adobe 9.0 included. An HP will run \$1,262.98 with a smaller monitor.
A new Dell tower will run \$1,768.00
Carolyn will explore the cost of the upgrades to the current laptop.
9. District Administrator Carolyn Scharff made a follow-up report that the cost of cleaning the Canon copier was \$171.95. To fix the Minolta color machine would cost \$900.00. If we outsource our color copies the cost would run \$0.29/copy for over 100 copies or 0.39/copy for copies under 100 copies. Last year we made 1,360 color copies at a cost of \$394.40 for PETS and AG training.
10. District Administrator Carolyn Scharff will process the Security Requirements for our Shazam Merchant Services before January.
11. There was discussion about the need to have the professional version of Adobe. Carolyn reported that the cost of the Adobe Pro runs \$449.00 and a Standard version, which the District Office has is \$299.00.
12. DGE Gary Welch presented the Budget for 2010-2011. He pointed out that line 80 is broken down to add line 84 for Foundation Chair to be used for co-chairs at a maximum of \$2,000. Line 88 will be deleted (RI Assembly (DGE)) as those expenses are completely covered by Rotary International. Line 95 shows a substantial increase due to expanded Review of HEF/FAMSCO. Line 115 will include \$100 for the Nominating Committee expenses. Line 117 will be raised from \$2,500 to \$3,333 to meet the RI Public Image grant match.
DG Cal Litwiller made the Motion to approve the 2010-2011 Budget. PDG Denny Skinner seconded. Motion passed. The Budget will be recommended to the Executive Board and distributed two months prior to Assembly.
13. DG Cal Litwiller is meeting with his Conference Committee and registration will be set up online.

14. The next Budget and Finance Committee meeting is scheduled for March 2 at 3:00 P.M. at the District Office in Pella.
15. PDG Diana Reed moved to adjourn at 6:43 p.m. and DG Cal Litwiller seconded the motion. Motion passed.

Submitted by PDG Susan Herrick, Secretary