

**Minutes**  
Budget and Finance Committee Meeting  
3:00-4:30 P.M., Tuesday, February 10, 2009  
District Office  
Pella, Iowa

1. Meeting was called to order at 3:32 by PDG Corliss Klaassen, Chair.
2. It was ascertained that a quorum was present. The following people were in attendance: Gov. 03-04 Denny Skinner (Accountant), Gov. 04-05 Bill Tubbs, Gov. 07-08 Diana Reed (Secretary), Gov. 08-09 Susan Herrick, Gov. 09-10 Cal Litwiller, Gov. 10-11 Gary Welch, and Carolyn Scharff (District Administrator). Also present was Rachel Litwiller. The following people were absent. Gov. 06-07 Del Bluhm, Gov. 11-12 Don Patterson and Kathy Strum (Treasurer).
3. Chair Klaassen called for the approval of the agenda. No items were added to the agenda and item 5 (Approval of CPA review 2007-08 Tax Reviewed) was deleted as that item was covered on the October 9, 2008 meeting.
4. Chair Klaassen called for the approval of the October 9, 2008, minutes. The motion to approve was made by Gov. 03-04 Denny Skinner and seconded by Gov. 08-09 Susan Herrick. The motion was passed.
5. The report on the current year financials was presented by Gov. 08-09 Susan Herrick and included:
  - a. All clubs in the district have paid their dues to the district.
  - b. Nothing unusual appears to be going on with the current budget.
  - c. The Humanitarian Fund currently totals \$91,822.95 with \$78233.19 of that being the money for Tsunami Relief collected in Gov. 04-05 Bill Tubbs' year.

Gov. 03-04 Denny Skinner (Accountant) provided the following comments about the current financials:

- a. Club Runner was paid twice. So, a refund will be made to the district for one of the payments in the amount of \$1700.00.
- b. In comparing actual vs budget several items it was noted that (1) postage is well over budget so future governors need to adjust their budgets to include newsletters and directory postage; (2) fax, internet, cell phone and one phone line will be covered by RI for the governor so the district will be reimbursed for these costs; (3) DGN expenses need to be adjusted in the future because the budget is \$400.00 with the actual being \$859.00.

6. Office Equipment report was made by Carolyn Scharff (District Administration) and included the following:
  - a. The copier is acting up giving an error report of C-3C50. Usually when that report is received it can be reset and there is no problem. It took much longer to reset this time so the technician was contacted. The conversation with the technician covered the fact that the machine was too old for a maintenance contract and the current problem might be a result of the power board "C" in the scanner might need to be replaced. The cost of replacement is: part = \$1087.73; labor = \$137.50; and mileage = \$25.00 for a total plus tax of \$1250.23. The error message finally cleared and the copier is now still operating so the Executive Committee is being a heads up that a future decision may need to be made. To address the current situation Gov. 03-04 Denny Skinner made a motion "that the district pay for an ADP back up in the range of approximately \$300.00." Motion was seconded by Gov. 07-08 Diana Reed and passed by with a unanimous vote.
  - b. Further discussion followed about future equipment. Carolyn Scharff (District Administrator) reported she had not done any further research on laptop prices but would contact Technology Chair Phil Houle for further information. Gov. 10-11 Gary Welch suggested that the committee should be planning ahead for either a new purchase or leasing arrangement on the copier by setting a revolving item in the budget. It was commented on that the current MOP would need to be modified to allow the committee to take such action. Gov. 08-09 Susan Herrick will contact the technology committee to begin the research process on what the cost of leasing would be compared to the cost of buying.
  
7. Flood Relief Report was presented by Gov. 08-09 Susan Herrick with the following information:
  - a. Iowa Flood Relief Fund currently equals \$41,525.75 and the Parkersburg Relief Fund currently equals \$18,010.50.
  - b. Parkersburg funds have been disbursed to them and they have communicated that the funds will be used for the replacement of major appliances for 250 families in the amount of a \$400 voucher for each family.
  - c. All clubs in the district were asked to submit proposals for matching funds for the Iowa Relief money. To date 2 proposals have been received and are the following:

RC of Washington would like to replace the Columbus Junction Community Senior Center for an amount of \$10,000.00.

RC of Wellman would like to replace a playground in Oakville for an amount of \$23,466.00.
  - d. The Flood Relief Committee will meet to determine a decision concerning the proposals.

8. Gov. 09-10 Gov. Cal Litwiller presented his preliminary budget for 2009-10. The following were the adjustments made for that budget:
  - a. Governor's newsletter and printing will be increased to \$4500.00.
  - b. District Office postage will be decreased to \$1000.00.
  - c. Directory and postage will be increased to \$5500.00.
  - d. Travel for the DGN will be increased to \$1100.00

These adjustments will result in the proposed budget being balanced. Governor 03-04 Denny Skinner made the motion to "accept the presented budget to be forwarded to the Executive Committee for approval." The motion was seconded by Gov. 08-09 Susan Herrick and passed unanimously by the committee.

9. District Conference Registrations will remain at West Bank due to the cost of moving the account somewhere else as reported by Carolyn Scharff (District Administrator).
10. The next meeting for the committee was set for: October 20, 2009, at 3:00 at the District Office in Pella. One item that must be on the agenda is the CPA Report and Tax Review for Gov. 08-09 Susan Herrick as it must be completed and submitted by November 15<sup>th</sup>.
11. Meeting adjourned at 4:32 P.M.

Respectfully submitted by:

Gov. 07-08 Diana Reed (Secretary)  
February 11, 2009