

Minutes

Budget and Finance Committee Meeting
3:00-6:30 P.M. Wednesday, September 30, 2009
District Office
Pella, Iowa

1. The meeting was called to order by PDG Del Bluhm, Chairman.
2. In the absence of PDG Susan Herrick, PDG Corliss Klaassen ascertained that a quorum was present.

The following were in attendance:

Gov. 06-07 Del Bluhm, Chair	Gov. 03-04 Denny Skinner (Accountant)
Gov. 04-05 Bill Tubbs *	Gov. 05-06 Corliss Klaassen
Gov. 07-08 Diana Reed	Gov. 09-10 Cal Litwiller
Gov. 10-11 Gary Welch	Gov 11-12 Don Patterson *
Carolyn Scharff (District Administrator)*	

Note*=Ex-Officio

The following committee members were absent:

Gov. 08-09 Susan Herrick (Secretary) Kathy Strum (Treasurer)

3. Chair Bluhm called for the approval of the agenda. No items were added to the agenda.
4. Chair Bluhm called for the approval of the February 10, 2009 minutes. DGE Gary Welch made the motion to approve the minutes which was seconded by DG Cal Litwiller. The motion passed.
5. The financials for the Rotary year 2008-09 were discussed but no action was taken because of the absence of PDG Susan Herrick.
6. DG Cal Litwiller reported on the current year financials. He reported there were six clubs that haven't paid their yearly dues.
7. District Accountant, Denny Skinner reported he will send out the first quarter 2009-10 Financials once he receives the statement from the bank.

8. After some discussion it was decided the district needed to replace the old office computer with a new laptop computer. A motion was made by PDG Denny Skinner & seconded by DG Cal Litwiller to have Carolyn Scharff look into purchasing a new Laptop computer. If the cost was under \$2,000 she should then report this to DG Cal Litwiller and then they could go ahead and purchase the new Laptop computer. If the cost was over \$2,000 then it should be brought to the full committee in December. The motion passed.
9. There was some discussion about the District Office having a Color Copier. At this time the committee decided it would be best to get the current black & white copier cleaned. Carolyn Scharff is also to check to see if we could get a maintenance contract on our current machine. The committee felt it would be best to “Out Source” any copies that needed to be in color.
10. Rotary International Zones 28 & 29 Director Tom Thorfinnson requested each district contribute \$500.00 to cover the cost of bring PDG A.O. Funsho (Tunji) to the Urban Zone Institute to be held in Minneapolis on October 8 thru 11, 2009. DG Cal Litwiller reported he had already sent the money after receiving approval by e-mail from the committee.
11. It was reported there was \$10,500 is the unused portion of the Contingency Fund and this could be transferred because the district is compliant with the 25% rule. PDG Denny Skinner made a motion to transfer \$5,000 to the Humanitarian Service Fund and \$5,500 to the Youth Service Fund. DG Cal Litwiller seconded the motion. The motion passed.
12. PDG Bill Tubbs reported that by using the Standard Mail “flat” rate to mail the District Newsletter it would save the District about 58% in mailing charges. He will investigate this further and report back to the committee at our next meeting.
13. District Administrator Carolyn Scharff stated that when the different committees use the district office they use the pop & water purchased by the district. She wondered if they should pay for what they use. The committee suggested she put out a container so those who take the pop or water could put money in the container for what they use.
14. Carolyn Scharff wanted to know if we wanted her to attend the Multi-District PETS/AG meeting in Minneapolis on Feb.26-27 so she could observe what she would need to do when we go to a Multi-District PETS/AG in 2011-12. The committee suggested this be moved to the Executive Committee Meeting.
15. The committee directed Carolyn Scharff to investigate & report back to the committee at our next meeting about the changes made by Shazam about its Security Requirements.

16. The request for \$500 line item for Club Extension was moved to the Executive Committee Meeting.
17. The request for \$250 line item for Multi-District PETS was moved to the Executive Committee Meeting.
18. DGE Gary Welch presented his preliminary budget for the 2010-11 Rotary Year. The Committee went over his budget & discussed some changes he might make. He will bring his final budget to the committee in December.
19. Once the committee approved DGE Gary Welch's Budget of 2010-11 in December 2009 it will then be sent to all District 6000 clubs in January 2010.
20. Some discussion took place on itemization for the AGs, DGNs & DGEs expenses but no action was taken.
21. Registration for District Conference was moved to our next meeting in December.
22. The committee will meet on December 02, 2009 at the District Office in Pella.
23. PDG Denny Skinner moved to adjourn at 6:30 & PDG Diana Reed seconded the motion. The motion passed.

Submitted by PDG Corliss Klaassen in the absence of PDG Susan Herrick (Secretary).