



District Council Minutes Saturday, September 7, 2019

Location: Protocol Restaurant, Amherst, NY

No. of Attendees: 34

Call to Order: 08:45 a.m. by Governor Bob Artis, welcoming all members and guests.

Invocation: Jeanette Murphy, AG Area 5, gave the invocation. She said, “As we gather here today as members of Rotary, we pray that we are ever mindful of opportunities to render our service to fellow citizens and to our community. Keeping in mind always the enduring values of life, exerting our efforts in those areas and on those things upon which future generations can build with confidence. Let us continue to strive to make a better world. Amen.”

Rotary Moment: Kevin Crosby, PDG, said, “How does a Rotary club in Downers Grove gets La Nova pizza and wings served at its club meeting?” Then he went on to explain that Bruce Baum, Rotary Club of Buffalo Sunrise President, took ill while visiting out of town a year or so ago. Bruce was in an emergency situation ending up in ICU for 10 days and in the hospital for about 9 weeks. As soon as his home club found out, Kevin contacted the nearest Rotary club in Donner’s Grove asking if they would be willing to reach out to Bruce and his wife at the hospital. That very same day, two female Rotarians from the Donner’s Grove club visited Bruce and his wife. Then because of the extended stay, they put up his wife in one of their homes for the balance of his time in the hospital. An amazing example of *Rotary Connecting the World*. And, a grateful club of Rotarians in Buffalo sending a gracious club of Rotarians in Downers Grove its world famous La Nova Pizzeria pizza and wings

Introductions: DG Bob asked the participants to give their name, club name and role in the district.

Consent Agenda:

MOTION TO AMEND THE CONSENT AGENDA BY REMOVING THE INTERNATIONAL SERVICE COMMITTEE REPORT AS IT WAS PREVIOUSLY APPROVED, TAMARA BENNETT, DGN TO ACCEPT THE CONSENT AGENDA; SECONDED BY RALPH MONTESANTO, PDG. MOTION CARRIED.

MOTION TO AMEND THE REGULAR AGENDA BY JOHN CROSSINGHAM, CO-CHAIR OF ROTARY FRIENDSHIP EXCHANGE (RFE) TO INCLUDE ROTARY FRIENDSHIP EXCHANGE ON THE AGENDA. MOTION CARRIED.

Financial Report: Pene Hutton

Pene Hutton described the items in the interim financial packet included with the agenda – the Balance Sheet, Profit and Loss and YTD Budget as of Rotary Year End June 30, 2021, Bank Account Statements as of June and July 2021 for both Bank of Montreal and Key Bank Accounts. Also included was a cash budget for 2021-2022. She addressed new processes for check requests also. See document attached. No motion was made on the reports as they are interim reports and not the audit which will be prepared by outside auditor in the near future. Pene indicated we are still in the process of changing our bank accounts from 2020-21 Treasurer Jack Amico to 2021-22 Treasurer John Bartlett. She also noted there are other reports needed for the audit.

Rotary Friendship Exchange: John Crossingham, RFE Co-Chair.

John indicated that RFE strengthens Rotary by having groups of Rotarians leave one district to be hosted by another district, usually treating them like kings/queens. Then the reverse happens with the visiting country returning the favor – hence the exchange. John noted that we have the Southern Sweden/Latvia exchange coming up in the spring and summer of 2020. For more information, contact John at jncrossingham@cogeco.net. John also noted that the RFE committee is looking at launching different types of exchanges.

Break: 9:30 A.m. to 9:50 a.m.

Promotion of Rotary In Action Day on September 28, 2019! Bob Artis, Tamara Bennett and Frank Adamson – the DG Team.

Bob, Tamara and Frank gave a fun presentation of the Rotarians in Action Day event. Registration and breakfast, food packing, presentations and awards at Fox Valley Golf Club starting at 7:45 check in and service project renovation work and lunch at the Hull House. Register online at www.rotary7090.org.

DG Bob asked Karen Oakes to come to the podium. He personally handed her 5 checks from the following clubs for The Rotary Foundation. The checks were from Brantford, St Catharines Lakeshore, Amherst East, Lancaster Depew and Niagara Falls Sunrise. Two of the checks were designated to Polio Plus and the other 3 checks were to TRF's general fund. Karen took the time to remind us that 50% of the checks to the general fund come back to the District after three years of investment for District Designated Funds.

District Incorporation Update: Karen Oakes, PDG

The team working on the incorporation is DG Bob Artis, IPDG Melisa Schrock, Legislative Chair PDG Reg Madison, Pene Hutton as Exec. Sec., Rino Bidenti, as Past Treasurer and Karen. She indicated that she has been also working with other districts who have completed the process. Barclay Damon in Buffalo is the legal firm retained to draft the documentation. She also noted that part of that process will overlay the requirements indicated in the Code of Policies at RI with NYS law. RI asks that we try to overlay policies as nearly as possible. The team has already met once at Barclay Damon, who is currently preparing a rough outline of what this

documentation will look like. In going into this process, we are looking at renaming our District directors to chairs consistent with RI practice and so as to not confuse these roles with the actual Board of Directors of the newly incorporated district. The incorporation will create a veil between the clubs and the District that will protect both entities in the event of legal action. This does not incorporate a club – Karen explained in response to a question – that will be up to a club if it chooses to incorporate.

District Legislative Update: Karen Oakes, PDG for Reg Madison, PDG and Chair

Karen explained that a challenge to the incorporation is that our committee structures is too deep. The Legislative Committee is working on narrowing this or differentiating between standing committees and governors committees or ad hoc committees. This team has a committee meeting next week.

Youth Conference Update: Aad Vermeyden, Director of Youth Services

Aad announced Saturday, October 19th is the first ever Youth Conference at NOTL Community Centre. No one is too old to attend. Why should you attend as a Rotarian? You will be encouraged as a Rotarian and you will be an encouragement to them. There will be opportunities for engagement with the youth. Be a taxi also for the Rotary youth in your area and un-involved youth in your area. Go to www.youth7090.org.

Governor Update: DG Bob Artis

Governor Bob noted that he had hoped to have an update on the Happy Socks. He said that many are wearing them today. He noted that the seller unfortunately had a terrible fall and is recovering. The good news is that for every pair purchased, we will get \$2.50 each for The Rotary Foundation. Bob also noted that he had visited almost half the D7090 clubs, with 35 remaining.

For the Good of the District:

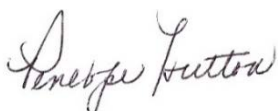
- Kevin Crosby, PDG – The District recently purchased AV and training equipment, like the hearing impaired equipment being used by Rob Benzel today. It is available for use by district leaders in their capacities as speakers, trainers on Rotary business. Also, AGs may use it for Area events. To see what is available, go to www.rotary7090.org, click on District Operations, select District Council. It is in the menu on the left side of the District Council page, District 7090 Equipment to locate the item you need.
- EarlyAct – Dick Earne, Chair indicated he is in the process of locating and identifying the EarlyAct clubs in the District.

Adjournment at 11 a.m: MOTION BY DONNA SASKOWSKI, AG, SECONDED BY MIKE RANDALL, CHAIR, COMMUNITY SERVICE COMMITTEE. MOTION CARRIED.

Next Meeting of the District Council:

Saturday, November Betty's Restaurant, 8921 Sodom Road, Niagara Falls, ON.

Respectfully submitted,



Penelope Hutton
Executive Secretary

Reports Attached:

DG Report
Training Report
District Foundation Report
Youth Services Report
Membership Report
Service Projects Report
AG Coordinator Report
Interim Financial Report
Open Invoices
Check Request Procedures 2019

District Governor's Report

Bob Artis, DG 2019-2020

During my first couple of months as Governor, I've seen the best of Rotary in District 7090. It is so amazingly incredible how our clubs work so diligently in making their local communities better, safer and beautiful. From the shores of Lake Erie to the shores of Lake Ontario and the tributaries thereof, you can see the enhanced beauty of our landscape made possible by Rotarians giving their time so unselfishly. And too, the joining of two communities; Ft. Erie and Buffalo and two countries; Canada and USA as in celebrating the opening of a pedestrian/bicycle lane on the Peace Bridge. Our Rotarians played a significant role with representatives from 10 clubs that partnered with the Niagara River Greenway.

It has been rather busy Inducting Presidents, Directors, new members, selecting and filling key leadership positions and the job is yet unfinished. Although we are very fortunate to have all our Area Governor's slots filled, albeit, a few until end of this Rotary year. But can you believe in the most unlikely of places, there was a great find in our new treasurer from the Rotary Club of Ft. Erie, comes Rotarian John Bartlett. Welcome aboard John! Jack, you've served our district well as an interim treasurer and earned our respect, our hat is off to ya, please take a well-deserved bow!

I've seen large, medium and small clubs all doing their very best to attract and maintain members. Admittedly, it's a struggle using our old out dated model for attracting and maintaining members. However, having said that, I believe we're on to a new paradigm that will give meaning and substance to the words 'new members', stay tuned for more information. Passat, PDG Kevin has a plan up his sleeve.

When I saw the dues invoices go out, I had sticker shock!! But first, let me stop and reflect for just a moment...had I paid closer attention as a DGN and DGE perhaps my heart would not have fluttered so rapidly. Frank and Tamara take notice. Yes, it's true PETS is invoiced on a per club basis and many small clubs struggle to pay their assessment. Ok, maybe you say this isn't the decorum to air such a sensitive subject. But if I don't, who will? These clubs are our customers and we should treat them as such! This is an age old subject but with all the mathematicians and accountants there has to be a better way and I don't mean smaller club being subsidized by larger clubs either. Let's do a deep dive and make this assessment work on an equal ratio basis rather than a flat per club assessment. Oh yea, a few club are revolting to pay their PETS assessments because they say "we're sending the same person twice and in a few cases three times. Of course, our argument as 'district leaders' is 'new information is being offered'. STOP and LISTEN folks and I am not being condescending but let me be very candid, some of our club presidents run million dollar companies with hundreds of employees. So are they dummies and therefore, need to learn how to manage and grow a club?

I pleased that we have a Public Image team in place being led by a Rotaractor, Mike Britton. However, Pene needed him added in RCC by RI because their 'system' wasn't set up to have Rotaractors as Directors. Thank you Pene!

Finally some good news, Happy Socks are a big hit! Rotarians are excited and are purchasing them too. As a district, we receive revenue returned back to us ~ \$2.50/pair that goes to DDF. Purchase your Happy Socks on the district's website please and see our DDFs grow! If you aren't registered for our District Conference, you still have time but our 'guaranteed rates' have expired. Our keynote speaker is a very well-known Rotarian on the speaker's circuit, PRID Bob Menconi from Ft. Lauderdale, FL.

Or you can register for our 'Rotarians in Action' one day event! It is an action oriented project where we will do landscaping, painting, jack hammering, and general carpentry work. The work will be performed on "The Hull Family Home" a National Historical Society dwelling.

As RI President, Mark Maloney says "Rotary Connects the World". How will you make your connections?

From: [Susan Czyrny](#)
To: [Penelope](#)
Subject: Re: Your report for Council due
Date: Sunday, September 01, 2019 1:03:27 PM

Hi Pene,

Sorry for the brevity. I will be at the meeting to address any questions.

1. RLI - October 5 @ Niagara Community College
2. PETS I Online - January - Feb
3. PETS II March 28, 2019 @ Buffalo Niagara Marriott
4. Visioning Sessions are scheduled for both US and CA
5. No updates on District Assembly
6. Myself and AI will be supporting Bob at both Presidents Dinners on 9/4 & 5

Susan Czyrny, SPHR, SHRM-SCP, FOURSIGHT
Creative Learning & Development Facilitator
"Knowledge is power - sharing knowledge is powerful."
smczyrny@gmail.com

On Sun, Sep 1, 2019 at 12:45 PM Penelope <phutton@netsync.net> wrote:

Just a reminder that I need your reports for District Council today.
Sent from my iPhone

District 7090 Rotary Foundation Committee
District Council Report September 7, 2019



The Rotary Foundation “Doing Good in the World”.

John Teibert, Director, District 7090 Rotary Foundation
The reports from the Chair persons are copied below for your review.

Annual Fund – Chair – Sandi Chard

The year has started with very few club Presidents entering goals I have contacted the clubs Presidents individually giving them their past information of goals and achievements for both Annual Fund and the Polio Plus encouraging them to consider posting goals. I also gave them the link to the great video that Marlee’s team produced last year to complete goals, suggested a Polio Day event for October 24, and or a Foundation Month event. I also offered to come to a meeting or have someone from the Foundation committee to attend this year.

I have had some Presidents contact me that goals will be entered after their budgets are set in November and some have now entered. I hope that others will soon enter and thank the clubs that have entered their goals.

- To date 18 clubs goals entered
- Total goals entered \$77,797
- Annual Fund received to date \$9,738

Looking forward to working with clubs to help with awareness with the Rotary Foundation Annual Fund

Respectfully submitted

Sandi Chard

End Polio Now Campaign

In July the Foundation Committee voted in favour of allocating \$33,000US of our District Designated Funds (DDF) to the End Polio Now campaign.

\$33,000 DDF + \$33,000 World Fund match = \$66,000. The Gates Foundation match @ 2:1 = \$132,000
RESULTING IN A \$198,000 TOTAL CONTRIBUTION TO THE CAMPAIGN

The Paul Harris Society – Chair Jim Ellison

An Extraordinary Level of Commitment!

Paul Harris once said, “Perhaps dreaming is not so bad if one dreams good dreams and makes them come true.” In Rotary, we make dreams a reality through extraordinary projects and activities here at home and around the world. These projects would not be possible without the generous support of Rotarians and friends of our Foundation. The Rotary Foundation recognizes those individuals who contribute US \$1,000 or more annually to the Annual Fund, PolioPlus, or approved Foundation grants by inducting them into the Paul Harris Society.

Paul Harris Society gifts enable Rotary's worldwide network of dedicated humanitarians to implement projects that address pressing needs in communities around the world. Because of these contributions:

Children are vaccinated against polio and other diseases

Adults and children alike can learn to read and write

Women are given microloans and vocational training that enable them to support themselves and their families in a healthy and dignified way

Teachers and schoolchildren have access to toilet facilities and clean drinking water

Scholars are able to study ways to prevent maternal and child mortality

Professionals from around the world convene to discuss strategies for resolving conflict and fostering peace.

Specifically, Paul Harris Society gifts have helped provide:

Vocational training for teachers establishing an early childhood education center in South Africa

Water filters, toilets, and hygiene training to prevent fluorosis, diarrhea, and other diseases in India

A scholarship for a medical professional in Italy to research treatments that minimize mortality rates among premature babies

Peace-building seminars for 200 teachers and 1,300 students in Uganda

Treated mosquito nets and medical services that prevent malaria in Mali

In Rotary District 7090, we are extremely fortunate to have 58 Rotarians who have committed to being members of the Paul Harris Society. They have made intentionally pledged to give US \$1,000 every year to help Rotary Connect the World! Additionally, we have 14 other Rotarians who are eligible to join the Paul Harris Society because they gave more than US \$1,000 during the past Rotary year.

On behalf of DG Bob Artis, we offer our sincere appreciation for their ongoing generosity and for enabling Rotary to make such a huge impact on individuals, families, and entire communities. For more information about the Paul Harris Society, please contact Jim Ellison, District 7090 Paul Harris Society Coordinator at 717-503-5749 or jdellison@gmail.com.

District Grants

We did struggle this year in finalizing the Final reports submitted by clubs and approving the District grants submitted by clubs for the 2019-2020 Rotary year. We are now in the process of finalizing those reports for submission to the Rotary Foundation.

District 7090 Global Grants – Chair PDG Karen L. Oakes

Primary Goal:

Facilitate global grant approvals to maintain our district long legacy to successful approved club grant applications.

Action: serve as key resource for global grant questions and concerns.

Current status:

Approved Global Grants:

22 global grants in various stages of completion with ongoing reporting tracked for timely submissions. All current, excepting ONE that the progress report was returned as INCOMPLETE.

Submitted Global Grants:

3 Global Grant applications pending adjudication by grant officers.

Draft/Pending Global Grants:

4 grant applications in various stages of development with dialogue/discussions ongoing with the primary contacts as these grants require DDF monies, thus necessitating our District authorization.

Closed Global Grants:

27 grant applications have been closed since July 1, 2013 with final reporting accepted in good order and in a timely fashion.

Dedicated Club Visits

Since last council meeting, I have met Face 2 Face with 4 clubs to present on TRF opportunities. As well, there has been numerous online & telephone meetings with grant officers to further TRF Grant developments

Respectfully submitted,

Karen L. Oakes

Karen L. Oakes

Vocational Training Team – VTT - Chair Dan Smith

VTT 2018-2019

Rotary District 4480 Sao Paulo, Brazil provided District 7090 4 person Vocational Training Team new experiences in the Brazilian Medical Industry from May 7 to 28th, 2019.

This Vocational Training Team (VTT) will provide Club visits and District presentations to share their experiences. Email Dan Smith with any requests for presentations. However on September 28th, they will present in the Rotarian Day of Action District Event. The Team Leader, Jennifer Schoenhals, and 3 Team Members, Thomas Gerbasi, Claire Harkness and Anna-Marie Wysynski will share their experiences of the Brazilian world renown medical facilities and personnel in the Cancer, Ophthalmology and Heart & Coronary Procedures areas.

VTT 2019-2020

A new VTT project with a focus on Education has been selected for the current year. Final RI approval of our District Grant is pending. If approved, our District will Host an incoming VTT Team from District 4480 Brazil with their Team Leader Marcelo Napolitano. The Inbound team wants to visit our District for 2-3 weeks in March 2020 (They want to experience winter and snow!)

We will be requesting for US and CA Coordinators to organize the venues, Host Families, and travel to accommodate the Teams Training.

Thank You for your interest in creating another successful VTT.

Daniel F Smith

District 7090 VTT Chair

(716) 269-9900 dsmith4416@gmail.com.

Year to Date Summary

Our committee is working hard to raise the profile of the Foundation and are available for presentations to all clubs. Our goal is to increase club contributions to the The Rotary Foundation by 5% over last year by visiting clubs to make them aware of the good works that their contributions to the Foundation result in.

I would like to thank all of the committee members for their continuing efforts in working towards this goal.

John Teibert
Director,
District 7090 Rotary Foundation Committee
john@crawfordss.com

Youth Services Report for District Council - August 2019

General

After all activity in June, most of our committees enjoyed a quieter summer. Getting ready for a busy fall with lots of excitement. In particular our first ever District Youth Conference for Saturday, 19 October 2019 – Niagara-on-the-Lake will get a lot of attention in the coming weeks. Full details can be found at www.youth7090.org. We are hoping that through the conference we can create more cohesion between the different youth programs and bring excitement, new initiatives and training for youth to our district.

Long Term Youth Exchange

Jill Norton, District 7090 Chairperson

Goals for 2019/20:

1. Fully implement the YEAH system (again)
 - 1.(1) Roll out program information to YEOs in Oct.
 - 1.(2) Begin inputting information from clubs into the system Oct-Dec.
 - 1.(3) Utilize the system for collecting information for outbound apps and inbound students
2. Institute YE club training for new and old YEOs , host families and Counselors
 - 2.(1) Refresher training requirements via GoTo Meeting
 - 2.(2) Begin using the NAYEN youth protection training for officers .
 - 2.(3) Working on a Host family handbook (Nov.) and training materials
 - 2.(4) Include forms/information on the website for officers, students and host families
3. Increase program involvement
 - 3.(1) Target clubs who have shown interest or who should be involved
 - 3.(2) Start to organize the Rotex students more formally
 - 3.(3) Work on marketing material and website info

Updates on Outbound & Inbounds 2019-20

Inbounds: We have 22 inbound students coming to the the district this year. Two students will be returning to Australia in January which will leave us with 20.

Outbounds: We have 16 students heading out this year.

Notes:

There have been significant changes to the visa process this year which have made it complicated for our students. We are doing our best to stay on top of the ever-changing information. Joanna Turchin has been hugely helpful.

The YE calendar for events this year is as follows:

September 13-15 th	Inbound Student Orientation
October 19 th	District Youth Conference NOTL
December 6-8 th	Buffalo Winter Weekend for Inbounds
January 11-12 th	District Interviews
February 5-8 th and 8-11 th	Algonquin Trip
March 7 th	Outbound Student/Parent Orientation
April 24-26 th	Jamestown Weekend
May 10-13 th	NYC Trip
June 12-14 th	NOTL Weekend

Please note these dates are subject to change

Short Term Youth Exchange (STEP) for 2019

Connie Forsyth, District 7090 Chairperson

Not much to report at this point. I have not heard from any of my students other than updates on when they are going out of district. I take it that's a good thing!

RYLA

Darren Luong Chair.

We're currently planning our next meeting to complete assigning roles for the committee, the members know their general role but it has to be formalized in writing after we reach a consensus.

In terms of marketing, the district mailchimp account has been populated with this year's RYLarians and contains Slapshot alumni from a few years ago that would make them eligible this upcoming year.

Anthony Biloni from the medical campus club is doing local outreach with Larry to pull in more from the US side.

SLAPSHOT

Rob Nagy reports:

Nothing to report on the SS side, looking to setup a meeting with Bob's contact to see about their location, and, looking to see what happens with the issue we're dealing with.

INTERACT

John Heise, chair, reports:

No changes from my last report. School restart here next week so I will be trying to confirm which clubs are still active and whether advisors have changed. I did send out the announcements for the October conference.

EARLYACT

No report

ROTARACT

Larry Coons submit the following report:

Preparation for the Youth 7090 Conference on Sat Oct 19 at the NOTL Community Center is continuing. Rotaract will take a leadership role in the planning and execution of this first-ever comprehensive conference for all youth programs. We are looking for help getting the word out in order to

have sponsoring Rotary clubs well represented. Rotaractors as well as other current youth program participants (as well as prospectives and alumni) can Register for \$25 Canadian dollars at www.youth7090.org The website is very interactive with many details and benefits of attending. Fundraising expert, Jeff Bagel will share his expertise.

Shark tank presentations will need to pre qualify, so the time to choose projects and practice their "pitch" for District funds to the Shark tank panel is now and during the next few weeks! Direct questions to Larry Coon at Lorenzocoon@yahoo.com or Frank Adamson at fadamson@vaxxine.com

Our first fall District Rotaract Zoom is planned for Thursday September 12th.

Call to action: ROTARACT Clubs need to go on to the District website and update officer and members' contact info. Sponsoring Rotary clubs should assist and follow through with them... please! KEEPING an ACTIVE CHARTER and receiving valuable District news depends on it!

Looking forward to a great year ahead!
Respectfully submitted Larry Coon.

Any questions on the Youth Services Report, email or call me:
Aad Vermeyden
(519) 717-1570
aad@blueprintagencies.com

From: [Lisa Bishop](#)
To: phutton@netsync.net
Subject: D7090 District Council Mtg, Sept 7/19; Director -Service Projects Report
Date: Saturday, August 31, 2019 11:03:22 PM

**D7090 District Council Report
Director- Service Projects
Saturday September 7/19**

Respectfully Submitted by Lisa Bishop

For further information or provide feedback please email: delhipeople@sympatico.ca or Ph 519-582-0888

Vocational Service Committee- Chair: Mike Grimaldi. No Report

Community Service Committee- Chair: Mike Randall
Community Partnership established by IPDG Melisa Schrock, led to the very successful Buffalo Bills, Harrison Playmaker Event on Thursday August 29/19. Full details not reported at this time.

International Service Committee-Chair: Cathy Henry

Minutes of the International Service Committee (ISC) 7090 Wednesday May 29, 2019

In attendance: John Teibert (St. Catharine's South), PDG Karen Oakes (Delhi), Cathy Henry (St. Catharine's South), Jim Ellison (Leroy RC), Douglas Johnson (Welland RC), PDG Richard Earne (Grand Island RC), PDG Ralph Montesanto (Dundas Valley Sunrise RC), Margaret Andrewes (Lincoln RC), Lisa Bishop (Delhi RC), Barbara Ochterski (BSR), PDG Kevin Crosby (BSR), PDG Art Wing (St. Catharine's RC)

Guests: Sarah Baird (Buffalo Sunrise RC), Maria Neudecker (BSR), Denis Lefebvre (BSR), Major Celestin Nkounkou, Kristen Nagel (St. Catharine's South)

Chair Cathy Henry opened the meeting at approximately 5:45 p.m.

Minutes: A motion was made by PDG Karen Oakes and ..., to accept the Minutes of the April 3, 2019 meeting. Carried unanimously.

Old Business/Updates:

Chair Cathy commented on the amazing success of Rotarian Najeeb Syed's Pakistan RUTF Project. To quote from Najeeb's letter:

There is great news for all donors and supporters of Rotary St. Catharines South prestigious RUTF/RUSF project. The project is ON and ready to save children under five from stunting, hunger, starvation and preventable death caused by malnutrition.

- To initiate, the first batch of 150,000 sachets is ordered for Aga Khan University Hospital, our first partner to reach, diagnose and dispense to malnourished children as well as train and educate parents. During 10 weeks treatment the child stays at home. AKU is treating children for no cost to us or the child.
- Each 100 gram sachet of Ready to Use Supplementary Food (RUSF) contains roasted chickpeas base with dry milk, sugar, vegetable oils, 20 micronutrients and more. RUSF is a powerful complete meal with 500 calories to revive a starved and hungry child within 10 weeks of treatment.
- The cost of each sachet is Rs. 36 or C\$ 0.35. The total cost for one batch is Rs. 540,000 with today's conversion rate C\$ 51,250.
- Rotary Club of St. Catharines South contribution is \$ 40,000 and Rotary Club of Karachi contribution is \$ 11,250. Thanks to generous donations, Rotary St. Catharines South has enough funds for two more batches. More fundraising is in works to make the project sustainable. Rotary Club Karachi and Rotary Club Sacramento are also our partners and are committed to do their part

of fundraising.

- One donor alone in Pakistan donated 1.5 million Rupees and pledged to donate much more as the project progresses.
- For distribution we are partnering with Aga Khan University Hospital, Sina dispensaries (28), Child-life 5 children emergency wards, Jamiat Sindh (Mobile dispensaries for Thar), Saylanifood bank and negotiating with, Indus, Memon, Hamdard hospitals and more.
- Aga Khan University Hospital medical staff will reach the needy children under five and dispense the treatment for free in the most malnourished areas of Karachi Port Qasim. Initial treatment will reach 800 malnourished children and slowly increase the numbers to 2200. There will be an emphasis on parent training, knowledge and education. These numbers are only for AKU.
- Doctors and medical staff full training is being arranged by our team members. These doctors and medical staff will become our master trainers for the future.
- Every penny donated goes towards buying the meal sachets. There are no administrative costs at all. Trustees, Rotarians and Team members in Pakistan and Canada are volunteers and regular donors.
- For product manufacturing, we partnered with Ismail Industries, Hub Baluchistan following WHO and UNICEF stringent standard. They gave us 20 percent discount from their actual price. If we get sales tax exemption then price will come down to Rs. 30 per sachet.
- We are only partnering with NGOS, Hospitals and dispensaries who do not charge for reaching the children and dispensing the treatment. They will be bound to provide quarterly reports and share data with us.

Kevin Crosby noted that DG Melisa Schrock was unexpectedly hospitalized prior to going to the International Convention in Hamburg Germany. All our best wished for a speedy recovery are sent out to her and husband John.

New Business:

Let There Be Light International -

Sarah Baird (Buffalo Sunrise) founder and Executive Director of gave an inspiring presentation on Let There Be Light International (LTBLI), This is a is a US-based nonprofit that combats global climate change and energy poverty through the donation of solar lights and solar lighting systems to vulnerable, off-grid communities in sub-Saharan Africa. Many people are unaware that there are 860 million people worldwide living without access to electricity. Most of those remaining in the dark live in sub-Saharan Africa. However, children need safe light by which to read. Clinics need lighting - at a minimum! People going to the latrine at night need to see the cobra outside their door. People are spending up to 25% of their weekly income on dirty, dangerous, polluting kerosene, which prevents expenditures on other necessities such as food, school fees, and medicine.

With the help of local Rotary Clubs and Rotarians in the United States and Uganda, LTBLI is impacting the health, safety and wellbeing as well as the educational and economic outcomes of hundreds of thousands of people living in entrenched energy poverty. Rotary Clubs in the US offer vital financial support, while Rotary Clubs in program areas in Uganda provide vital outreach and programming assistance.

Since 2014, we have donated 10,900 solar lights to at-risk families (through 67 distributions) and solar-electrified 29 health centers. We have conducted more than 1,500 outreach and education projects and have trained 20 women to become solar vendors and entrepreneurs. None of this would have been possible without generous donors and committed partners. We currently have 8 grassroots partners in 3 countries in Africa. The goals of LTBLI, with regard to Rotary are to raise awareness and funding. (See attached Powerpoint for a detailed description of the work of this non-profit.)

A motion was made by PDG Ralph Montesanto and seconded by Margaret Andrewes to recommend to the District Council that the Rotary Clubs of Buffalo Sunrise and Wellandbe approved for club-to-club solicitation in support of Let There Be Light International's fundraising efforts and to raise awareness to enhance the goals of this organization. Carried unanimously.

Water and Solar energy for Kitsianga, Republic of Congo –
Celestin Nkounkou and PDG Richard Earne (Grand Island) informed the ISC Committee of

the need within a small remote village in the Republic of Congo for a well and solar energy project. Major Nkounkou presented a Powerpoint that illustrated the great need for the small village (600 inhabitants) of Kitsianinga. They have received assistance from Karen Oakes towards a Global Grant. The cost of this project is \$33-35,000 USD. They will be partnering with a qualified Rotary Club in Brazzaville. Several issues are still to be addressed: a needs assessment, hydrological survey, the need for a local committee to oversee maintenance and a training program to teach well and solar energy maintenance.

The important questions raised were:

- Who will own the title to the land and the well?
- What is being done to provide women with opportunities?

A motion was made by PDG Karen Oakes and seconded by PDG Ralph Montesanto to recommend to the District Council that the Rotary Club of Grand Island be approved for club-to-club solicitation for a well and solar energy project for the village of Kitsianinga in the Republic of Congo. Carried unanimously.

Project Africa –

Denis Lefebvre (Buffalo Sunrise) spoke about his family's longtime work in Uganda. Schools, a medical clinic and an orphanage now occupy a piece of land that was once a mass burial site during Idi Amin's reign of terror. Project Africa has been active in Uganda and Kenya for over 20 years, working with a group of Catholic Nuns called The Sisters of Mary. We completed a high school in Nyondo, Uganda which currently has a student body of over 1000. We are currently involved in a second large scale project in Salalira Uganda which incorporates a primary school with 500+ children, an orphanage, a medical clinic and a convent. This facility is designed to be self sufficient and has become an intricate part of the surrounding community. Tuition from day students helps to support the orphans' tuition expenses. The motto is "Helping People Help Themselves". The project includes solar lights for the school and a guest house for visitors.

Cahir Cathy Henry suggested that Denis return to ISC for the September meeting with a more detailed description of the projects in mind and a breakdown of specific costs in all the areas for which funding is sought. Denis agreed.

CHERA HEALTH – Jim Ellison (LeRoy RC) presented a PowerPoint (attached) and spoke about Community based partners in rural western Uganda. The emphasis is on education and maternal health. Funds are needed for the Free Safe Motherhood program and supporting orphans with school expenses and mosquito netting.

The goals are to:

- Reduce child mortality
- Improve maternal health and survival
- Combat common causes of death – HIV, malaria

A motion was made by PDG Karen Oakes and seconded by PDG Art Wing to recommend to the District Council that the Rotary Club of Leroy Island be approved for club-to-club solicitation for the CHERA Project, specifically the Free Safe Motherhood program. Carried unanimously.

Discussion:

There was a significant discussion during the project presentations regarding club qualifications for grants and the ISC role in recommending projects for club to club solicitation.

After much discussion it was acknowledged that a club must be qualified, as well as its host partner in another country must be qualified for either a District or Global Grant application.

Those clubs from which funds are being solicited must be made aware of the club's qualification status.

However, it was generally agreed that a club seeking to raise funds, but not immediately applying for a DG or GG, can do so, even if the presenting Rotary Club is not qualified.

Some ISC members will work on formulating a clear guideline and revising the Approval for Solicitation Form to match the guideline before the September meeting .

Area of Focus policy statements - PDG Karen Oakes (Delhi)

Following the first comprehensive review since the Future Vision/New Grants Model rollout, the Trustees agreed to retain all six Areas of Focus, with some revisions to each area's policy statement and a few name changes. The Areas of Focus are:

- Disease Prevention and Treatment
- Maternal and Child Health
- Water, Sanitation and Hygiene (**new name**)
- Peacebuilding and Conflict Prevention (**new name**)
- Community Economic Development (**new name**)
- Basic Education and Literacy

Each Area of Focus now includes specific **ENVIRONMENTAL** related opportunities (Extract for The Rotary Foundation Trustee report following their board meeting on April 2019.)

Next meeting dates and location will be announced shortly.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted, Barbara E. Ochterski, ISC Secretary

Literacy Committee- Chair: Jackie Davis

September is Literacy Month on the Rotary Calendar. I believe that it would be great if our district had a **Literacy Resource Center**, to inspire clubs to expand their Literacy Programs. I've began collecting ideas from clubs last year, but certainly need more. Some of the clubs in our District have amazing literacy programs, and others could use some inspiration and ideas.

On June 3, 2019, I asked AG Trainer Bob Morrow to share my request for 'best literacy practices' with the AG's at their final ZOOM meeting of the Rotary year. I am hoping that clubs with successful literacy programs will be willing to share their levels of expertise, to encourage other clubs to expand their Rotary service in this avenue of focus. Club presidents or literacy chairs may send a brief description of their literacy programs to me at: jackiedavis.music.words@gmail.com

I recently connected, on the USA side of our district, with Naomi Pabon-Figueroa, Manager of Marketing & Outreach, Literacy New York Buffalo-Niagara, Inc. She is eager to share their literacy programs, and is available to speak at Rotary Clubs. She can be reached at: **716-876-8991** or naomi@literacybuffalo.org.

I'm looking forward to being an active part of the District Service Projects team in the 2019-20 year.

Respectfully Submitted,
Jackie Davis, District 7090 Literacy Chair
Assistant Governor Area 12, 2015-18
President Lockport Rotary 2014-15

GIFT OF LIFE, INC.-Chair: Valerie Bailey-Phillips

It has been my honour to represent District 7090 Gift of Life throughout this past year. We are certainly looking forward to 2020 to do even more if possible. We will be attending clubs to sell our Chocolate Hearts for Valentine's Day. We hope that you will support us in healing little hearts one at a time.

District 7090 Gift of Life is just one of the 84 autonomous programs around the world and Gift of Life International is the connecting bond that allows us to maximize our capacity and develop new programs and partnerships with like-minded organizations. We now concentrate on the focus of developing sustainable pediatric cardiac surgery, catheterization and aftercare programs in countries with the following criteria: Supportive and invested government, Motivated and involved hospital management, Established pediatric cardiac surgery program, and an existing in-country GOL or similar program.

Our district has had a tremendous impact during this past year and a half. Together we have helped the Gift of Life International and its 84 affiliated programs provide care to in total to 300 children in 2018/19 in partnership with the Rotary Foundation and Global Grants. We partnered in donations totaling \$15,000 with programs in the Dominican Republic, Uganda children who had their surgery in India, and Mexico. Currently we have committed another \$5,000 US for children, in particular to the need with Syrian refugee children having surgery in Lebanon. We are definitely doing good in the world.

Our district champion is Niagara on the Lake who have donated yearly \$3,000, and on September 14th are holding an Ice Wine and Martini Party with half of the proceeds being donated to District 7090 Gift of Life. I have been asked to speak for our Committee and am delighted to do so.

In order for our committee to do the work, we need the full support of the district and clubs. Our work is evident through the numbers, all of these children's lives were changed and the parents are so thankful. We ask that each club consider adding a line in their budget for an annual donation to our cause. We would so appreciate being able to rely on a base line each year to work from.

We have met as a committee twice this year. Our next meeting is September 14th, and the last this year in November. We have 9 Directors, looking for a tenth to complete the committee. Although we have a full directorship, attendance at meetings is very low. We are lucky in that we have the Board Room at the Douglas Memorial Hospital in Fort Erie, at no cost and our meeting dates are confirmed. Members who do attend, I am fully appreciative, because we do business, and as you can see quite satisfactorily. Thank you for your help and support through the clubs and we invite anyone who would like to come to one of our meetings, welcome to Gift of Life.

Respectfully submitted by,
Valerie Phillips Chair
R.I. District 7090 Gift of Life, Inc.

Honouring Indigenous People Sub-Committee - Chairs: Jim & Marjorie Dawson

- Established a recognized Sub-Committee within Service a Projects.
- Creating a central point within D7090 for sharing, collecting/ coordinating program development and initiatives for Indigenous Peoples.
- Create awareness of the need and current programs/resources.
- Acknowledgement of First Nations People and Traditional Territory within D7090

A first meeting either in person, or by Zoom is to be scheduled.

Suggested committee awareness through D 7090 Newsletter, Social Media and presentations at Presidents & AG Mtgs.



800 Lakeview Avenue
Jamestown, NY 14701
(716) 499-2989

District Council 9/7/19 Report of Membership Director

District Membership update (per RI data):

July 1, 2018 – 2,083

Aug 31 – 2,092 (+9)

I am currently working on a three-year membership development plan.

Respectfully submitted,

PDG Kevin Crosby, Director of Membership

Report of the Coordinator of Assistant Governors

September 2019

As we begin a new Rotary Year, I am pleased to report that we have a full complement of Assistant Governors, thanks to the hard work of the District Leadership Team. It will be my pleasure to work with these dedicated individuals over the next year...or so.

We have several “new” Assistant Governors; all of them have taken a very proactive approach to their areas and are well organized. The role of Assistant Governor should probably have “organized” as the precursor to the title, because that is the key to success in this role.

Area 1 Bob Stevenson – Bob brings a great history to the role (he was a history teacher...sorry, Bob) with a heavy emphasis on youth programs

Area 3 Shirley Molloy – this is actually Shirley’s beginning of her 3-year term, but she graciously helped in the first half of 2019 by filling in as Assistant Governor

Area 4 Phil Shames – although Phil is not new to the role, he has taken on added responsibilities in the Hamilton Area with the merging of 4A and 4B.

Area 6 A big welcome to Milica Kovacevich who “shadowed” Cathy Henry for the past year and is ready and able to take over the St. Catharines clubs

Area 12 Andrea Scibetta has taken over the role of coordination of the five clubs – Lockport, Middleport, Clarence, Eastern Hills and Akron-Newstead.

Area 13 Pat Castiglia has been most gracious in accepting a one-year role as Assistant Governor in this area; Lisa Avery will be taking over the role next Rotary Year.

Area 15 John Weismantel is doing double-duty this year, as president of his club AND as Assistant Governor for this area which includes Olean, Ellicottville and the “Bonnies” Rotaract Club.

Area 16 We are most pleased to get the support of Michele Starwalt in this area which has five clubs – Jamestown, Greater Jamestown AM, Falconer, Westfield-Mayville and Dunkirk-Fredonia. Michele’s enthusiasm will be contagious if her contributions to the District Leadership Conference are any indication!

Area 17 Special thanks to District Governor Nominee, Tamara Bennett, for her assistance in taking on the difficult role of coordinating the three e-clubs associated with the District. This is certainly an interesting component of the district’s work and Tamara has dealt with some interesting issues already.

The role certainly is “evolving”; I was certainly unaware of the fluid nature of the Assistant Governor role and therefore the continuing “opportunity” for me to assist new Assistant Governors in their roles. I have been attempting to add some continuity to the areas, (e.g. reports, meeting scheduling) at the same time recognizing that, like Rotary clubs, the areas are not always conforming to a particular pattern. I have attached my planning guide for the next Rotary Year; it is based on the dates of the District Council meeting for 2019 – 2020.

Thanks to all of the Assistant Governors for their reports based on area meetings – all areas well organized! I am encouraged by the cooperation among clubs as well. This seems to be a growing trend in our District ... a very nice direction in which to proceed.

The list of Assistant Governors for 2019 – 2020 follows.

AREA	CLUBS – Rotary and Rotaract Club	ASSISTANT GOVERNOR
1	Delhi, Norfolk Sunrise, Simcoe Rotaract Club of Norfolk	Bob Stevenson 2019 - 2020
2	Ancaster, Ancaster AM, Brantford, Brantford Sunrise, Caledonia,	Sherry Kerr 2018 - 2021
3	Dundas, Dundas Valley Sunrise, Flamborough AM, Waterdown	Shirley Molloy 2019 - 2022
4	Hamilton, Hamilton East Wentworth, Stoney Creek Hamilton AM, Hamilton Tonic After 5, Ontario College of Health and Technology Rotaract Club McMaster Rotaract Club Hamilton Community Rotaract Club	Phil Shames 2018 - 2021
5	Grimsby, Grimsby@Noon, Lincoln	Jeannette Murphy 2018 - 2021
6	St. Catharines, St. Catharines Lakeshore, St. Catharines South Brock Niagara Rotaract Club	Milica Kovacevich 2019 - 2022
7	Dunville, Fonthill, Welland Rotaract Niagara	David Alexander 2019 – 2020
8	Niagara Falls ON, Niagara Falls Sunrise, NOTL, Lewiston-NOTL, Ft. Erie	Dave Berry 2017 - 2020
9	Grand Island, Niagara Falls, NY, Niagara County Central	Francis P. (Pat) Sullivan 12 Park Lane Circle Lockport, New York 14094 2019 – 2022
10	Buffalo, Buffalo Sunrise, BNMC, Kenmore Rotaract Club of University at Buffalo	Jim Tyrpak 2017 - 2020
11	Amherst, Amherst South, Williamsville, Lancaster-Depew, Buffalo-Niagara Roundabout	Robert Benzel 2018 - 2021

	Buffalo State Rotaract Club	
12	Lockport, Middleport, Clarence, Eastern Hills, Akron-Newstead	Andrea Scibetta
13	East Aurora, Orchard Park, West Seneca, Hamburg, Hamburg Sunrise Hilbert College Rotaract Club	Pat Castiglia 2019 – 2020 Lisa Avery 2020 - 2023
14	Le Roy, Batavia, Medina, Albion, Holley	Donna Saskowski 2018 - 2021
15	Ellicottville, Olean, St. Bonaventure Rotaract Club	John Weismantel 2019 - 2022
16	Dunkirk-Fredonia, Westfield-Mayville, Falconer, Jamestown, Greater Jamestown AM	Michele D. Starwalt 2019- 2022
17	E-Clubs SOWNY RESI Planet Shakers	Tamara Coleman-Lawrie 2019 – 2020

EXCERPTS FROM AREA REPORTS, AUGUST, 2019

Although it is technically in a usually “quiet” time in Rotary – July and August, it is amazing – and very pleasing to see the level of activity already taking place in the clubs and areas.

Area 1 has a “day of action” planned, similar to last year’s when they prepared flower arrangements for individuals in the community; this year, they are planting bulbs for the spring along a “rail trail”.

Area 2 has some interesting forms of membership (Ancaster AM) if clubs are interested in finding out alternatives to the “regular” membership format. Also, Brantford Sunrise is experimenting with a social or service meeting as the first meeting of the month.

Dundas Valley Sunrise in Area 3 is working towards Corporate Partners and Community Partners in its membership area (still in the infancy stage...will report on success at a later date).

Area 4 has seen the merger of the Hamilton Mountain and Hamilton Clubs; the Hamilton AM club had a very successful fundraiser on the bayfront, with 325 present for dinner and live and silent auctions. The live auction was particularly successful, with 12 excellent items raising more than \$20 000.

Several of the areas have been diligent in getting the Presidents-Elect to attend area meetings; this has helped with the continuity of the areas, especially if projects on an area-basis cover more than one Rotary Year. Area 6 is working on a joint polio event (at the discussion level).

The focus for area 9 is on community service with Grand Island helping clean up school gardens ready for the new school year, and Niagara County Central working on the Niagara-Wheatfield trail.

Area 10 has its meetings at a great restaurant in Buffalo (breakfast!) and all clubs in the area have their leadership in place for the next two years.

Area 11 has a social mixer where the presidents and presidents-elect meet to discuss projects and commonalities. Assistant Governor, Robert Benzel is trying to get the clubs (and their leaders) to take ownership of the area meetings. Robert is also coordinating the local transportation for the Zone Institute and may be calling for assistance.

Area 12 is well into its fundraising activities with various community projects also in play.

Area 14 is well represented in the area of youth exchange, with Holley hosting a student from Greenland – a first, I think for District 7090. Batavia has been very active, especially with its Interact Club which raised funds for the training of a Sheriff's dog. Albion and LeRoy are moving ahead in their fundraisers for the year.

One of the things that I have been trying to do is help Assistant Governors with the planning for the year. To this end, the following "planner" is updated on a regular basis. Note that our next meeting was changed to a Thursday...primarily to accommodate my schedule. It is much appreciated that this flexibility could be incorporated. Thanks to the Assistant Governors.

KEY DATES FOR ASSISTANT GOVERNORS 2019 – 2020

There will be more, of course, but please note these key dates in your date-book, Day-timer (are they still around?) or electronic calendar.

Some areas have their meetings before, some after District Council.

I encourage Assistant Governors to have AT LEAST one of the AREA meetings as a ZOOM meeting.

All Assistant Governors are encouraged to attend as many District Council meetings as possible.

DATE(s)	EVENT	TIME	LOCATION
September 4 6.00 p.m.	Canadian Presidents Dinner – Betty's Restaurant 8921 Sodom Rd, Niagara Falls, ON L2E 6S6 (905) 295-4436		
September 5	US President's Dinner		

6.00 p.m.	Protocol Restaurant 6766 Transit Road, Williamsville www.protocolrestaurant.com		
September 7	District Council	8.45 – 12.00	Protocol Restaurant 6766 Transit Road, Williamsville www.protocolrestaurant.com
September 28	Rotarians In Action	8.30 – 3.10	Fox Valley Country Club/Hull House
October 5	Rotary Leadership Institute – Information Only	8.30 – 4.00	Niagara County Community College 3111 Saunders Settlement Rd, Sanborn, NY 14132, United States
October 10 Thursday	Assistant Governor meeting NOTE DAY CHANGE - THURSDAY	7.00 p.m.	ZOOM
Before or after November District Council	Area Meeting		
October 19	Youth 7090 Conference	All day	Niagara on the Lake Community Centre
October 20 – 27	District Sailabration –		
October 21	Area reports due		
November 2	District Council	8.45 – 12.00	Betty's Restaurant 9921 Sodom Road, Niagara Falls, ON www.bettysrestaurant.com/
November-December	Touch base with your clubs and enjoy the holiday season with them		
December 19	Report any issues in your clubs – written report to Assistant Governor Coordinator; please provide “nul” report if no issues to be followed up in 2020.		
December 31	If this is your third (or last) year as Assistant Governor, an individual should be established to shadow your role in the first six months of 2020, ready to assume duties on July 1, 2020		
January 4 2020	District Council	9.00 – 11.00	ZOOM MEETING
Before or after April District Council	Area Meeting		
PETS	Webinars on-line	7.00 – 9.00 pm	1A - Option 1 – January 14, 2020 1A – Option 2 – January 29 1B – Option 1 – February 12 1B – Option 2 – February 27

March 9	Assistant Governor meeting	7.00 p.m.	ZOOM
March 11	Area reports due		
March 28	PETS2	8 am-4 pm	Marriott Hotel 1340 Millersport Hwy, Amherst, NY 14221, USA
April 4	District Council	8.45 – 12.00	Protocol Restaurant 6766 Transit Road, Williamsville www.protocolrestaurant.com
Before or after June District Council	Area Meeting		
June 1	Assistant Governor meeting	7.00 p.m.	ZOOM
June 3	Area Reports due – Rotary Year summary		
June 13	District Council	8.45 – 12.00	Betty's Restaurant 9921 Sodom Road, Niagara Falls, ON www.bettysrestaurant.com/

Rotary District 7090

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Key Bank (US)	111,105.15
10002 BoM (CDN)	140,033.35
Total Bank Accounts	\$251,138.50
Accounts Receivable	
11001 Accounts Receivable (A/R) - US	14,212.77
11002 Accounts Receivable (A/R) CND	7,968.93
Total Accounts Receivable	\$22,181.70
Other Current Assets	
10004 Undeposited Funds	0.00
11003 Account Receivable - Loan	3,173.12
12001 Restricted Grants Committee	20,772.00
13001 Prepaid Expenses	5,000.00
Total Other Current Assets	\$28,945.12
Total Current Assets	\$302,265.32
TOTAL ASSETS	\$302,265.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20001 Accounts Payable (A/P) - USD	17,994.54
Accounts Payable (A/P) - CAD	2,055.75
Total Accounts Payable	\$20,050.29
Total Current Liabilities	\$20,050.29
Total Liabilities	\$20,050.29
Equity	
30000 Opening Balance Equity	-113,550.29
31000 Retained Earnings	369,182.33
Net Income	26,582.99
Total Equity	\$282,215.03
TOTAL LIABILITIES AND EQUITY	\$302,265.32

Rotary District 7090

PROFIT AND LOSS

July 2018 - June 2019

	TOTAL
Income	
40000 Operating Revenue	
40010 General Assessment - Dues	121,069.28
Total 40000 Operating Revenue	121,069.28
41000 Training Revenue	
41010 Club Assessment - PETS	19,198.21
41020 District Assembly	0.00
41030 RLI	6,803.53
41040 Grants Training Income	2,046.70
Total 41000 Training Revenue	28,048.44
42000 District Conference Revenue	
42010 DCONF Reg. Current Year	27,112.58
42020 DCONF Spons. Current	1,000.00
42030 DCONF Reg. Next Year	3,600.00
Total 42000 District Conference Revenue	31,712.58
44000 Miscellaneous Income	275.24
46000 Youth Services Income	
46001 RYLA Income	12,983.64
46002 SlapShot Income	17,630.66
46003 YE Celebration	1,152.51
46004 Youth Services Conference	450.97
Total 46000 Youth Services Income	32,217.78
47000 District Event Revenue	
47001 DG Changeover	4,185.00
47004 VTT Bon Voyage	969.41
Total 47000 District Event Revenue	5,154.41
Billable Expense Income	70.00
Total Income	\$218,547.73
GROSS PROFIT	\$218,547.73
Expenses	
60000 Operating Expenses	0.00
60010 Banking Fees	341.44
60020 Credit Card Fees	2,420.37
60030 IT/Software Expense	777.00
60031 Club Runner Software	2,723.00
60032 Website Administration	20.17
60033 Zoom Software	1,942.69
60034 QB Software	567.44
Total 60000 Operating Expenses	8,792.11
60040 Insurance	
60041 US Insurance	2,250.00
60042 CA Insurance	19,897.05

	TOTAL
Total 60040 Insurance	22,147.05
60050 Finance & Audit	6,700.00
60060 District Council	1,893.03
61000 Administrative Expenses	
61010 Admin Services	18,600.00
61020 Office Supplies	451.28
61030 District Newsletter	1,800.00
61040 Phone Charge	1,020.00
61050 Treasurer Expenses	253.23
Total 61000 Administrative Expenses	22,124.51
62000 Directors and Committees	
62100 Director of Training	
62103 PETS Training	13,475.15
62104 District Training Assembly	135.00
62105 RLI	5,888.29
62106 Visioning Training	567.62
62107 Zone Training	509.50
Total 62100 Director of Training	20,575.56
62200 Director of Foundation	44.94
62201 VTT	1,166.52
62202 District Simplified Grants	42.74
62203 Paul Harris Society	49.46
62204 Grants	3,580.11
62206 Zone Training	1,445.62
62207 Foundation Dinner	109.40
Total 62200 Director of Foundation	6,438.79
62400 Director of Youth Services	
62401 RYLA	8,041.18
62402 SLAPSHOT	20,113.20
62403 Rotaract	4,822.40
62406 YE Celebration Expenses	2,285.16
62407 Youth Conference	659.84
62408 Youth Program Promotion	84.74
Total 62400 Director of Youth Services	36,006.52
62500 Director of Public Image	
62502 Badges	227.14
Total 62500 Director of Public Image	227.14
62600 Director of Membership	
62601 Zone Training	1,925.56
62602 Regional Training	2,331.10
Total 62600 Director of Membership	4,256.66
62700 District Governor	
62701 Training	2,039.32
62702 RI Convention	4,280.08
62703 Governor Awards	246.45
62704 Theme Items	1,994.48
62705 President Meetings	2,190.86
Total 62700 District Governor	10,751.19
62800 District Governor Elect	

	TOTAL
62801 Training	3,604.78
62802 RI Convention	2,131.13
62803 Theme Items	5,775.94
Total 62800 District Governor Elect	11,511.85
62900 District Governor Nominee	
62901 Training	2,856.83
Total 62900 District Governor Nominee	2,856.83
Total 62000 Directors and Committees	92,624.54
63000 District Conference Expenses	
63010 General Expenses (current year)	21,170.87
63020 Donations	4,734.84
63030 DGE Incurred	2,309.00
Total 63000 District Conference Expenses	28,214.71
64000 Miscellaneous Expenses	0.00
64010 District Governor Changeover	3,690.91
64020 DGND Interviews	134.61
64030 Other	5,100.00
Total 64000 Miscellaneous Expenses	8,925.52
Total Expenses	\$191,421.47
NET OPERATING INCOME	\$27,126.26
Other Expenses	
Unrealized Gain or Loss	0.00
Exchange Gain or Loss	543.27
Other Miscellaneous Expense (deleted)	0.00
Total Other Expenses	\$543.27
NET OTHER INCOME	\$ -543.27
NET INCOME	\$26,582.99

Rotary District 7090

BUDGET VS. ACTUALS: 2018-2019 ROTARY BUDGET - FY19 P&L

July 2018 - June 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Operating Revenue				
40010 General Assessment - Dues	121,069.28	115,750.00	5,319.28	104.60 %
Total 40000 Operating Revenue	121,069.28	115,750.00	5,319.28	104.60 %
41000 Training Revenue				
41010 Club Assessment - PETS	19,198.21		19,198.21	
41020 District Assembly	0.00		0.00	
41030 RLI	6,803.53		6,803.53	
41040 Grants Training Income	2,046.70		2,046.70	
Total 41000 Training Revenue	28,048.44		28,048.44	
42000 District Conference Revenue				
42010 DCONF Reg. Current Year	27,112.58		27,112.58	
42020 DCONF Spons. Current	1,000.00		1,000.00	
42030 DCONF Reg. Next Year	3,600.00		3,600.00	
Total 42000 District Conference Revenue	31,712.58		31,712.58	
44000 Miscellaneous Income	275.24	1,000.00	-724.76	27.52 %
45000 Interest Income		100.00	-100.00	
46000 Youth Services Income				
46001 RYLA Income	12,983.64		12,983.64	
46002 SlapShot Income	17,630.66		17,630.66	
46003 YE Celebration	1,152.51		1,152.51	
46004 Youth Services Conference	450.97		450.97	
Total 46000 Youth Services Income	32,217.78		32,217.78	
47000 District Event Revenue				
47001 DG Changeover	4,185.00		4,185.00	
47004 VTT Bon Voyage	969.41		969.41	
Total 47000 District Event Revenue	5,154.41		5,154.41	
Billable Expense Income	70.00		70.00	
Total Income	\$218,547.73	\$116,850.00	\$101,697.73	187.03 %
GROSS PROFIT	\$218,547.73	\$116,850.00	\$101,697.73	187.03 %
Expenses				
60000 Operating Expenses	0.00		0.00	
60010 Banking Fees	341.44	1,000.00	-658.56	34.14 %
60020 Credit Card Fees	2,420.37	2,000.00	420.37	121.02 %
60030 IT/Software Expense	777.00	500.00	277.00	155.40 %
60031 Club Runner Software	2,723.00	2,500.00	223.00	108.92 %
60032 Website Administration	20.17		20.17	
60033 Zoom Software	1,942.69	2,000.00	-57.31	97.13 %
60034 QB Software	567.44	500.00	67.44	113.49 %
Total 60000 Operating Expenses	8,792.11	8,500.00	292.11	103.44 %
60040 Insurance				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
60041 US Insurance	2,250.00	2,250.00	0.00	100.00 %
60042 CA Insurance	19,897.05	26,200.00	-6,302.95	75.94 %
Total 60040 Insurance	22,147.05	28,450.00	-6,302.95	77.85 %
60050 Finance & Audit	6,700.00	7,000.00	-300.00	95.71 %
60060 District Council	1,893.03	3,000.00	-1,106.97	63.10 %
61000 Administrative Expenses				
61010 Admin Services	18,600.00	18,600.00	0.00	100.00 %
61020 Office Supplies	451.28	580.00	-128.72	77.81 %
61030 District Newsletter	1,800.00	2,400.00	-600.00	75.00 %
61040 Phone Charge	1,020.00	1,020.00	0.00	100.00 %
61050 Treasurer Expenses	253.23		253.23	
Total 61000 Administrative Expenses	22,124.51	22,600.00	-475.49	97.90 %
62000 Directors and Committees				
62100 Director of Training				
62103 PETS Training	13,475.15		13,475.15	
62104 District Training Assembly	135.00		135.00	
62105 RLI	5,888.29		5,888.29	
62106 Visioning Training	567.62	500.00	67.62	113.52 %
62107 Zone Training	509.50	2,000.00	-1,490.50	25.48 %
Total 62100 Director of Training	20,575.56	2,500.00	18,075.56	823.02 %
62200 Director of Foundation	44.94		44.94	
62201 VTT	1,166.52		1,166.52	
62202 District Simplified Grants	42.74		42.74	
62203 Paul Harris Society	49.46		49.46	
62204 Grants	3,580.11		3,580.11	
62206 Zone Training	1,445.62	2,000.00	-554.38	72.28 %
62207 Foundation Dinner	109.40		109.40	
Total 62200 Director of Foundation	6,438.79	2,000.00	4,438.79	321.94 %
62400 Director of Youth Services				
62401 RYLA	8,041.18	1,000.00	7,041.18	804.12 %
62402 SLAPSHOT	20,113.20	1,000.00	19,113.20	2,011.32 %
62403 Rotaract	4,822.40	3,000.00	1,822.40	160.75 %
62404 Interact		1,000.00	-1,000.00	
62406 YE Celebration Expenses	2,285.16		2,285.16	
62407 Youth Conference	659.84		659.84	
62408 Youth Program Promotion	84.74		84.74	
Total 62400 Director of Youth Services	36,006.52	6,000.00	30,006.52	600.11 %
62500 Director of Public Image				
62501 RI Materials		500.00	-500.00	
62502 Badges	227.14	300.00	-72.86	75.71 %
62503 Advertising		200.00	-200.00	
Total 62500 Director of Public Image	227.14	1,000.00	-772.86	22.71 %
62600 Director of Membership				
62601 Zone Training	1,925.56	2,000.00	-74.44	96.28 %
62602 Regional Training	2,331.10	3,000.00	-668.90	77.70 %
Total 62600 Director of Membership	4,256.66	5,000.00	-743.34	85.13 %
62700 District Governor				
62701 Training	2,039.32	1,400.00	639.32	145.67 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62702 RI Convention	4,280.08	5,000.00	-719.92	85.60 %
62703 Governor Awards	246.45		246.45	
62704 Theme Items	1,994.48	4,000.00	-2,005.52	49.86 %
62705 President Meetings	2,190.86		2,190.86	
Total 62700 District Governor	10,751.19	10,400.00	351.19	103.38 %
62800 District Governor Elect				
62801 Training	3,604.78	4,000.00	-395.22	90.12 %
62802 RI Convention	2,131.13	6,000.00	-3,868.87	35.52 %
62803 Theme Items	5,775.94		5,775.94	
Total 62800 District Governor Elect	11,511.85	10,000.00	1,511.85	115.12 %
62900 District Governor Nominee				
62901 Training	2,856.83	4,300.00	-1,443.17	66.44 %
Total 62900 District Governor Nominee	2,856.83	4,300.00	-1,443.17	66.44 %
Total 62000 Directors and Committees	92,624.54	41,200.00	51,424.54	224.82 %
63000 District Conference Expenses				
63010 General Expenses (current year)	21,170.87		21,170.87	
63020 Donations	4,734.84		4,734.84	
63030 DGE Incurred	2,309.00	6,000.00	-3,691.00	38.48 %
Total 63000 District Conference Expenses	28,214.71	6,000.00	22,214.71	470.25 %
64000 Miscellaneous Expenses	0.00		0.00	
64010 District Governor Changeover	3,690.91		3,690.91	
64020 DGND Interviews	134.61	100.00	34.61	134.61 %
64030 Other	5,100.00		5,100.00	
Total 64000 Miscellaneous Expenses	8,925.52	100.00	8,825.52	8,925.52 %
Total Expenses	\$191,421.47	\$116,850.00	\$74,571.47	163.82 %
NET OPERATING INCOME	\$27,126.26	\$0.00	\$27,126.26	0.00%
Other Expenses				
Exchange Gain or Loss	543.27		543.27	
Other Miscellaneous Expense (deleted)	0.00		0.00	
Total Other Expenses	\$543.27	\$0.00	\$543.27	0.00%
NET OTHER INCOME	\$ -543.27	\$0.00	\$ -543.27	0.00%
NET INCOME	\$26,582.99	\$0.00	\$26,582.99	0.00%

Rotary District 7090

BUDGET VS. ACTUALS: 2019 - 2020 ROTARY BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Operating Revenue				
40010 General Assessment - Dues	41,435.42	92,351.00	-50,915.58	44.87 %
40020 General Assessment - Conference Support	2,164.03	6,525.00	-4,360.97	33.17 %
Total 40000 Operating Revenue	43,599.45	98,876.00	-55,276.55	44.10 %
41000 Training Revenue				
41010 Club Assessment - PETS	5,701.90	16,080.00	-10,378.10	35.46 %
41040 Grants Training Income	-871.47		-871.47	
Total 41000 Training Revenue	4,830.43	16,080.00	-11,249.57	30.04 %
42000 District Conference Revenue				
42010 DCONF Reg. Current Year	-100.00		-100.00	
Total 42000 District Conference Revenue	-100.00		-100.00	
46000 Youth Services Income				
46001 RYLA Income	23,463.64		23,463.64	
46002 SlapShot Income	8,900.28		8,900.28	
46004 Youth Services Conference	238.51		238.51	
Total 46000 Youth Services Income	32,602.43		32,602.43	
47000 District Event Revenue				
47001 DG Changeover	45.00		45.00	
Total 47000 District Event Revenue	45.00		45.00	
Total Income	\$80,977.31	\$114,956.00	\$ -33,978.69	70.44 %
GROSS PROFIT	\$80,977.31	\$114,956.00	\$ -33,978.69	70.44 %
Expenses				
60000 Operating Expenses				
60010 Banking Fees	40.13	500.00	-459.87	8.03 %
60020 Credit Card Fees	290.96	4,500.00	-4,209.04	6.47 %
60030 IT/Software Expense		290.00	-290.00	
60031 Club Runner Software	252.00	2,200.00	-1,948.00	11.45 %
60032 Website Administration		21.00	-21.00	
60033 Zoom Software	161.90	1,950.00	-1,788.10	8.30 %
60034 QB Software		645.00	-645.00	
Total 60000 Operating Expenses	744.99	10,106.00	-9,361.01	7.37 %
60040 Insurance				
60041 US Insurance		2,800.00	-2,800.00	
60042 CA Insurance		25,000.00	-25,000.00	
Total 60040 Insurance		27,800.00	-27,800.00	
60050 Finance & Audit	1,700.00	7,000.00	-5,300.00	24.29 %
60060 District Council		2,500.00	-2,500.00	
61000 Administrative Expenses				
61010 Admin Services		24,000.00	-24,000.00	

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
61020 Office Supplies		600.00	-600.00	
61030 District Newsletter		2,400.00	-2,400.00	
61040 Phone Charge		1,200.00	-1,200.00	
61050 Treasurer Expenses		200.00	-200.00	
Total 61000 Administrative Expenses		28,400.00	-28,400.00	
62000 Directors and Committees				
62100 Director of Training				
62101 DLT Training		400.00	-400.00	
62102 AG Training		400.00	-400.00	
62103 PETS Training	500.00		500.00	
62104 District Training Assembly		400.00	-400.00	
62106 Visioning Training		600.00	-600.00	
62107 Zone Training		2,000.00	-2,000.00	
Total 62100 Director of Training	500.00	3,800.00	-3,300.00	13.16 %
62200 Director of Foundation	44.94		44.94	
62201 VTT	1,166.52	500.00	666.52	233.30 %
62203 Paul Harris Society		375.00	-375.00	
62205 Rotary Scholars		375.00	-375.00	
62206 Zone Training		200.00	-200.00	
Total 62200 Director of Foundation	1,211.46	1,450.00	-238.54	83.55 %
62300 Director of Service Projects				
62301 International Community Service		100.00	-100.00	
62302 Community Service		75.00	-75.00	
62303 Vocational Service		75.00	-75.00	
Total 62300 Director of Service Projects		250.00	-250.00	
62400 Director of Youth Services				
62401 RYLA	8,041.18		8,041.18	
62403 Rotaract		2,500.00	-2,500.00	
62404 Interact		1,000.00	-1,000.00	
62408 Youth Program Promotion	84.74	1,500.00	-1,415.26	5.65 %
Total 62400 Director of Youth Services	8,125.92	5,000.00	3,125.92	162.52 %
62500 Director of Public Image				
62501 RI Materials		250.00	-250.00	
62502 Badges		250.00	-250.00	
62503 Advertising		250.00	-250.00	
62504 Zone Training		200.00	-200.00	
Total 62500 Director of Public Image		950.00	-950.00	
62600 Director of Membership				
62601 Zone Training		200.00	-200.00	
62602 Regional Training		2,500.00	-2,500.00	
62603 Membership Materials	181.50		181.50	
Total 62600 Director of Membership	181.50	2,700.00	-2,518.50	6.72 %
62700 District Governor				
62701 Training		1,900.00	-1,900.00	
62702 RI Convention		7,000.00	-7,000.00	
62703 Governor Awards		500.00	-500.00	
62704 Theme Items	75.20		75.20	
62705 President Meetings		2,200.00	-2,200.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 62700 District Governor	75.20	11,600.00	-11,524.80	0.65 %
62800 District Governor Elect				
62801 Training		1,900.00	-1,900.00	
62802 RI Convention	1,335.39	7,000.00	-5,664.61	19.08 %
62803 Theme Items		2,500.00	-2,500.00	
Total 62800 District Governor Elect	1,335.39	11,400.00	-10,064.61	11.71 %
62900 District Governor Nominee				
62901 Training		1,900.00	-1,900.00	
Total 62900 District Governor Nominee		1,900.00	-1,900.00	
Total 62000 Directors and Committees	11,429.47	39,050.00	-27,620.53	29.27 %
63000 District Conference Expenses				
63010 General Expenses (current year)	343.77		343.77	
Total 63000 District Conference Expenses	343.77		343.77	
64000 Miscellaneous Expenses				
64010 District Governor Changeover	3,615.89		3,615.89	
64020 DGND Interviews		100.00	-100.00	
Total 64000 Miscellaneous Expenses	3,615.89	100.00	3,515.89	3,615.89 %
Total Expenses	\$17,834.12	\$114,956.00	\$ -97,121.88	15.51 %
NET OPERATING INCOME	\$63,143.19	\$0.00	\$63,143.19	0.00%
Other Expenses				
Exchange Gain or Loss	222.70		222.70	
Total Other Expenses	\$222.70	\$0.00	\$222.70	0.00%
NET OTHER INCOME	\$ -222.70	\$0.00	\$ -222.70	0.00%
NET INCOME	\$62,920.49	\$0.00	\$62,920.49	0.00%

Rotary District 7090

OPEN INVOICES

As of September 6, 2019

DATE	TRANSACTION TYPE	NUM	TERMS	DUE DATE	OPEN BALANCE
Rotary Club of Ancaster AM					
04/19/2019	Invoice	1022	Net 30	05/19/2019	60.49
08/06/2019	Invoice	1068	Net 30	09/05/2019	1,899.62
Total for Rotary Club of Ancaster AM					\$1,960.11
Rotary Club of BNMC					
08/06/2019	Invoice	1077	Net 30	09/05/2019	1,990.65
Total for Rotary Club of BNMC					\$1,990.65
Rotary Club of Brantford					
08/06/2019	Invoice	1069	Net 30	09/05/2019	3,325.28
Total for Rotary Club of Brantford					\$3,325.28
Rotary Club of Buffalo					
08/06/2019	Invoice	1076	Net 30	09/05/2019	4,961.45
Total for Rotary Club of Buffalo					\$4,961.45
Rotary Club of Buffalo Sunrise					
08/06/2019	Invoice	1099	Net 30	09/05/2019	1,354.05
Total for Rotary Club of Buffalo Sunrise					\$1,354.05
Rotary Club of Caledonia					
08/06/2019	Invoice	1072	Net 30	09/05/2019	711.57
Total for Rotary Club of Caledonia					\$711.57
Rotary Club of Dundas					
08/06/2019	Invoice	1073	Net 30	09/05/2019	1,483.80
Total for Rotary Club of Dundas					\$1,483.80
Rotary Club of Eastern Hills Sunrise					
08/06/2019	Invoice	1101	Net 30	09/05/2019	1,247.95
Total for Rotary Club of Eastern Hills Sunrise					\$1,247.95
Rotary Club of Ellicottville					
08/06/2019	Invoice	1102	Net 30	09/05/2019	823.55
Total for Rotary Club of Ellicottville					\$823.55
Rotary Club of Falconer					
08/07/2019	Invoice	1040	Net 30	09/30/2019	106.10
Total for Rotary Club of Falconer					\$106.10
Rotary Club of Flamborough AM					
08/06/2019	Invoice	1078	Net 30	09/05/2019	830.37
Total for Rotary Club of Flamborough AM					\$830.37
Rotary Club of Fort Erie					
08/06/2019	Invoice	1113	Net 30	09/05/2019	652.17
Total for Rotary Club of Fort Erie					\$652.17
Rotary Club of Grimsby					
08/06/2019	Invoice	1081	Net 30	09/05/2019	2,315.44
Total for Rotary Club of Grimsby					\$2,315.44
Rotary Club of Grimsby Noon					
08/06/2019	Invoice	1082	Net 30	09/05/2019	1,008.58

DATE	TRANSACTION TYPE	NUM	TERMS	DUE DATE	OPEN BALANCE
Total for Rotary Club of Grimsby Noon					\$1,008.58
Rotary Club of Hamburg Sunrise					
08/06/2019	Invoice	1105	Net 30	09/05/2019	1,407.10
Total for Rotary Club of Hamburg Sunrise					\$1,407.10
Rotary Club of Hamilton					
08/06/2019	Invoice	1083	Net 30	09/05/2019	2,374.84
Total for Rotary Club of Hamilton					\$2,374.84
Rotary Club of Lockport					
08/06/2019	Invoice	1107	Net 30	09/05/2019	4,006.55
Total for Rotary Club of Lockport					\$4,006.55
Rotary Club of Middleport					
08/06/2019	Invoice	1108	Net 30	09/05/2019	823.55
Total for Rotary Club of Middleport					\$823.55
Rotary Club of Niagara Falls NY					
08/06/2019	Invoice	1109	Net 30	09/05/2019	505.25
Total for Rotary Club of Niagara Falls NY					\$505.25
Rotary Club of Niagara Falls Sunrise - CA					
08/06/2019	Invoice	1089	Net 30	09/05/2019	2,256.03
Total for Rotary Club of Niagara Falls Sunrise - CA					\$2,256.03
Rotary Club of Niagara on the Lake					
06/30/2018	Invoice	1017	Net 30	07/30/2018	166.13
Total for Rotary Club of Niagara on the Lake					\$166.13
Rotary Club of Orchard Park					
08/06/2019	Invoice	1110	Net 30	09/05/2019	876.60
Total for Rotary Club of Orchard Park					\$876.60
Rotary Club of Social Innovators					
07/01/2018	Invoice	1044	Net 30	07/31/2018	1,531.75
07/07/2019	Invoice	1066	Net 30	08/06/2019	300.18
08/06/2019	Invoice	1067	Net 30	09/05/2019	1,424.40
Total for Rotary Club of Social Innovators					\$3,256.33
Rotary Club of Stoney Creek					
08/06/2019	Invoice	1096	Net 30	09/05/2019	1,305.59
Total for Rotary Club of Stoney Creek					\$1,305.59
Rotary Club of Waterdown					
04/19/2019	Invoice	1021	Net 30	05/19/2019	201.64
Total for Rotary Club of Waterdown					\$201.64
Rotary Club of Westfield-Mayville					
08/06/2019	Invoice	1112	Net 30	09/05/2019	1,672.35
Total for Rotary Club of Westfield-Mayville					\$1,672.35
Rotary Club of Williamsville					
08/06/2019	Invoice	1111	Net 30	09/05/2019	1,778.45
Total for Rotary Club of Williamsville					\$1,778.45
Various					
07/02/2019	Invoice	1063	Net 30	08/01/2019	500.00
Total for Various					\$500.00
TOTAL					\$43,901.48

To: District Council Members

Re: Check/Cheque Request Procedures 2019

Please note that with the addition of a bookkeeper this year, the following procedures are being recommended to the District Finance Committee for further recommendation to District Council.

GENERAL INFORMATION:

1. The Check Request is a download file located on the D7090 website, located under documents.
2. In order to complete a Check Request, you need a digital signature. You can get it free from Adobe Acrobat.
3. Reimbursements - must have a Paid Receipt accompanying the Check Request. The Check will be made payable to the person/entity who is indicated on the Paid Receipt.
4. Other requests - deposits on rentals, payments to vendors or training staff- must have an Invoice accompanying the Check Request. The Check will be issued to the business on which it is written.
5. Budget line to Charge. See Budget 2019-2020 on D7090 website.
6. Signing Authority.
 - a. Committee Chairs must obtain Director approval when such direct report is in place.
 - b. See bottom of Check Request to see \$\$\$ signing levels.

APPROVAL PROCESS:

1. Originator. The Originator is the person completing the Check Request. The Originator is responsible for all levels of approval.
 - a. Originator sends completed documentation electronically to next level of authority (say the Director). The Director authorizes with signature and returns the Check Request with documentation to the Originator.
 - b. Originator then forwards to next level of authority, etc. Once all signing authority is complete, the Originator forwards completed documentation to Pene Hutton, Executive Secretary/Bookkeeper who reviews the documentation for completeness. If it is complete, the documentation is forwarded to the District Treasurer to issue check. If it is not complete, Pene will return to Originator with compliance instructions.
2. PLEASE DO NOT COPY EVERYONE ON THE CHECK REQUEST. THE ORIGINATOR STAYS WITH THE REQUEST UNTIL IT IS APPROVED BY ALL LEVELS NECESSARY. PENE WILL COPY YOU ON HER TRANSMITTAL TO THE TREASURER ONCE IT IS READY FOR CHECK ISSUANCE SO THAT YOU CAN FOLLOW IT UP AS NECESSARY.