

Date: April 30, 2010

Time: 10:00 am  
Location: Teleconference

Rotary District 5440 Executive Committee

**SPECIAL MEETING MINUTES**

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Bryan Cooke	Member/DGE	P	David Scriven	Member/DG	P	PDG Charlie Peterson
John Guyette	Member/PDG	P	Mary McCambridge	Ex-Officio/DGN	P	DRFC Mike Tormey
George McIlvaine	Chair/PDG	P	Tom Miller	Ex-Officio/DGND	P	
Stuart Palmer	Member/PDG	P	Joni Kumor	Ex-Officio/ Treasurer	P	
Nancy Pettus	Member/PDG	P	Kellie Tovar	Ex-Officio/ Secretary	P	
Julie Phares	Member/Trainer	P				

P=Present    A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 10:05 am by Chairman McIlvaine	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee Meeting Minutes dated February 25, 2010 and March 15, 2010	Chairman George McIlvaine asked the committee to review their copies of the meeting minutes and asked if there were any questions or modifications to be made to the minutes.  Hearing no changes to be made, Chairman McIlvaine asked for a motion to approve the February 25, 2010 and March 15, 2010 meeting minutes as written.	District Trainer Julie Phares moved to approve the February 25, 2010 and March 15, 2010 meeting minutes as written, PDG John Guyette seconded. Motion passed.	C
2. Ratify Emergency Donation to Chile for \$2,000	In light of the recent earthquake in Chile an email was circulated by DG Dave Scriven to the Executive Committee asking for approval to send emergency donations in the amount of \$2,000.	DGE Bryan Cooke moved to ratify the distribution of emergency donations to Chile in the amount of \$2,000, PDG Stuart Palmer seconded. Motion passed.	C

	PDG Stuart Palmer noted that the money was wired to District 4350 in Chile and used to purchase a diesel generator at a daycare center.		
3. District 5440 Financial Report – District Treasurer Joni Kumor			
a. Financial Report	<p>See attached reports. Balance of \$119,000 in cash accounts. Franklin Fund MMKT value is at \$54,000 with a cost basis of \$56,000.</p> <p>Joni reviewed some expenses that were paid including \$3,276 which was sent to Brazil for a matching grant from the previous Rotary year, payroll taxes will be paid at end of April, and that she has a \$5,000 check from Estes Park Rotary Club which she needs send to the RI Foundation. The budget has roughly \$53,000 remaining for remaining year end expenditures.</p> <p>Julie Phares asked about RLI receipts and disbursements and Joni explained it's in separate line items including District training, vision team, etc and that next year there will be a separate line item in the budget just for RLI receipts and expenses.</p> <p>Joni also explained that the District Office line item will be over budget because of a laptop computer problem and it needing to be replaced as well as the workers comp policy which was approved and purchased at a previous meeting. The Executive Committee is over budget because of the expenses related to the visioning session in January.</p>	Chairman George McIlvaine noted the acceptance of the financial report as presented.	C

	George asked for questions from the committee.		
4. District Governor's Report- Dave Scriven			
a. Miscellaneous	DG Dave commented that the District conference progress is going smoothly and he noted that the next Executive Committee meeting is scheduled for June 3 at 11:00 at Joni's office in Casper.	Joni Kumor will send address/directions to the committee.	C
5. District Governor Elect Report- Bryan Cooke			
a. Update on PETS	DGE Bryan Cooke distributed a Zoomerang survey (see attached).  Mary inquired about what the report showed as to the transition to a paperless PETS. Discussion was held on comments heard by PDGs and Trainers on the effectiveness of a paperless PETS. DGND Tom Miller stated on August 14 <sup>th</sup> there is a PETS planning meeting and this issue will be discussed at that time.	No further action necessary.	C
b. District Assembly: Grant Management & Leadership Seminar Update	DGE Bryan Cooke commented that 96 people were registered for the District Assembly on April 24 <sup>th</sup> and they had 6 walk-ins; 27 did not show because of weather so a total of 75 were at the Assembly.	DGE Bryan Cooke and DRFC Mike Tormey will be sending out evaluations online.	C
c. Club Goal Reports	100% of clubs have submitted their 2010-2011 Club Goal Reports and the APF goals is at \$286,835; Polio goal is at \$105,640; Major Gifts goal is at \$60,000, Benefactors goal is at \$77,000 and Bequest goal is at \$220,000.	No further action necessary.	C
d. Club Visits	DGE Bryan Cooke distributed a copy of his club visit schedule. He noted that the last visit is scheduled for November 17, weather	No further action necessary.	C

	permitting.		
e. Tentative Dates & Venues for Executive Committee Meetings & District Meetings	See attached copy.	No further action necessary.	C
6. District Trainer Report-AG Julie Phares			
a. District Assembly for July	<p>District Trainer Julie Phares noted her concern with the scheduled mid-summer Assembly as did PDG Stuart Palmer and PDG Nancy Pettus. She also expressed that there are so many trainings taking place and as District Trainer she wants to be sure that what is being presented is what the membership wants to learn about.</p> <p>Discussion was held on the type of District Assembly held and the requirement of our District Bylaws regarding Assemblies. DGE Bryan Cooke stated that as a Pilot District the priority is to get as many clubs through grant management and qualified for FV as possible.</p> <p>PDG Nancy Pettus expressed concern about violations of the District Bylaws with regard to Article 5.4 and Article 6.3c.</p>	<p>District Trainer Julie Phares asked DGE Bryan Cooke to send the outline for the July 24<sup>th</sup> Assembly to her.</p> <p>George noted the concerns and stated that in future years the Bylaws of the District and RI should be followed.</p>	C
b. District Training Programs in our District	<p>Julie noted that all training programs are going extremely well, with 24 clubs having completed their first round of club visioning and 4 more scheduled before this Rotary year is over.</p> <p>She noted that RLI is going to have at least 50 graduates for this first year. Julie thanked DG Dave Scriven for his support of this program.</p> <p>DGND Tom Miller inquired about clubs paying</p>	No further action necessary.	C

	<p>for club visioning and Julie indicated they pay for facility, dinner and now the RLI team is charging \$50 which offsets the cost for supplies needed to facilitate the process. Julie indicated the RLI price will need to remain at \$40, however, if someone wants to attend and they don't have the funds to attend the course will be comped.</p>		
7. Continuing Business			
<p>a. Future Vision Update (Guidelines/District Info) &amp; Foundation – DRFC Mike Tormey</p>	<p>DRFC Mike Tormey gave an update on Future Vision and stated that over ½ of the clubs have signed their MOU and 110 attended the basic training at PETS. The District Assembly had 75 attend where they received more details about the grant application process, criteria on how the committee will review applications, etc. He knows of two global grant proposals being sent in from the Rotary Clubs of Fort Collins and Fort Collins Breakfast. He stressed that the budget is limited with \$97,000 less 3% for administrative costs. The funds will be divided equally with ½ reserved for global grants (\$15,000 or more) and the other ½ for district grants (\$5,000 or less and matched dollar for dollar with club funds; formerly known as District Simplified Grants). Mike said applications will only be processed 1 per club during the 1<sup>st</sup> qtr of the Rotary year to give every club equal chance at obtaining funds and after 1<sup>st</sup> qtr if money is still remaining in the budget then additional grant applications may be submitted by a club who has already been awarded a district grant.</p> <p>Mike stressed that the Grants Committee has met at least three times to discuss guidelines for selection of grants; applying the 4-way test</p>		

	<p>and merit of the project but they will not take into consideration of support of TRF to give everyone fair chance to get grant. PDG Nancy Pettus asked for the guidelines for district grants so RLI trainers can answer questions at those trainings. Mike commented there is some flexibility and he will rewrite the RLI section on grants and get it out to everybody.</p> <p>Further discussion was held regarding the Global Grant applications being submitted and how the process will work. Guidelines and procedure for district grants were also further discussed including the requirement of a club to submit final paperwork (including receipts) of the project being completed prior to being given their district grant money.</p> <p>Discussion was held on the percentage of DDF being returned to the District by TRF for district grants and it was recommended that as a pilot district we need to recommend a larger percentage be returned to the districts otherwise TRF may suffer with direct donations to club foundations instead of to TRF.</p>	<p>PDG Stuart Palmer moved to require clubs to complete their project with their own funds upfront and then once their final report was submitted and approved the district grant money would be distributed. PDG Nancy Pettus commented that she'd like to see entire guidelines first before adding to or taking away from what the grants committee has written, PDG Stuart Palmer agreed and withdrew his motion.</p>	
b. Proposed Bylaw Changes-PDG Stuart Palmer	<p>PDG Stuart Palmer brought to the meeting a recommended By-law change but wanted to clarify that no one on the Executive Committee wants to micro-manage a district committee, however, he stressed that as the legal governing body of D5440 that carries with it liability for decisions made by district committees. He wants to be sure the Executive Committee is fulfilling its fiduciary responsibility to the District and govern properly by Article 6.1 and Article 3.3 of the</p>	<p>PDG Stuart Palmer moved that the District Governor and the Executive Committee must cooperate to ensure effective management of the District finances and to achieve success in our district programs. Rather than call for the entire Executive Committee membership to oversee the work of the District Foundation Committee, a sub-committee of the Executive</p>	

	<p>District Bylaws. Therefore, the following motion was made.</p>	<p>Committee of District 5440 shall be created and noted in the By-Laws as a three person committee, comprised of members of the Executive Committee (excluding the District Governor and District Foundation Committee Chair) to work with the District Rotary Foundation Chair, the District Governor and his/her committees to establish efficient, fair and successful FVP programs throughout District 5440. A By-Law amendment shall be created to recognize this new sub-committee of the Executive Committee. Discussion was held on the responsibilities of the Executive Committee to set policy for the District and be able to make recommendations to RI about the Future Vision process.</p> <p>DRFC Mike Tormey recommended further consultation with attorneys and accountants prior to this vote to be PDG Stuart Palmer called for further questions and the vote.</p> <p>PDG John Guyette moved to table this motion until District Conference, no second was heard.</p> <p>PDG Nancy Pettus seconded the motion on the floor made by PDG Stuart Palmer, roll call vote was performed and the motion carried 4 to 3; Motion passed.</p>	
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	<p>PDG Stuart Palmer presented a second motion to the committee; however, Chairman George McIlvaine commented that it was already presented and passed at a previous meeting and will be voted upon at District Conference. Note: The motion was to add the DRFC as an ex-officio member of the Executive Committee.</p>	<p>DRFC Mike Tormey requested it be noted that this Bylaw Amendment is out of order and in violation of Article 9.1 of our District Bylaws.</p>	
c.Vocational Training Teams (VTT) for 2010-2011-PDG Stuart Palmer	<p>Discussion was held on the number of incoming and outgoing Vocational Training Teams for 2010-2011. It was noted that historically we have had one GSE team go outbound each year and it has been difficult at times finding qualified team members when we have gone to foreign countries with language barriers. With the added challenge of finding vocational team members, it is recommended to have just one team this first year of the Future Vision plan in order to be successful during this year of change.</p>	<p>PDG Stuart Palmer moved that District 5440 have only one VTT or GSE outbound team during this coming Rotary year, 2010-2011, PDG Nancy Pettus seconded. Motion passed.</p>	C
d. Other	<p>Chairman George McIlvaine asked if there are other issues to come before the committee at this time. A few informational items noted:</p> <p>DGND Tom Miller commented that Claire Pepperd (our 2010-2011 AS) has been accepted to the University of Durham, England.</p> <p>PDG Stuart Palmer commented that FV is a new challenge and there is a feeling of</p>		



	<p>disconnect in the area of contributions to TRF. PDG Stu would like it to be addressed at District Conference or we will have a challenge raising sufficient money to fund programs in the future. DGN Mary McCambridge expressed the same concerns and hopes that clubs with their own Foundation won't stop giving to TRF. PDG Nancy Pettus commented that she sat in on a PDG meeting in Iowa and they are pulling everyone on board to maintain Foundation contributions.</p> <p>DRFC Mike Tormey noted the Albuquerque Zone Institute is September 14-18 and it is now open to District Trainers, AGs and Committee Chairs. He recommended District Trainer Julie Phares attend the institute and she stated it is already in her plans.</p>		
Adjournment	Chairman George McIlvaine adjourned the meeting at 11:55am.	Next meeting is June 3, 2010 at 11:00am in Casper, WY at Joni Kumor's office.	