

Date: April 8, 2011

Rotary District 5440 Executive Committee

Time: 2:06 pm

Location: Hilton Hotel, Laramie, WY

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Bryan Cooke	Member/DG	A	Mary McCambridge	Member/DGE	P	AG Barb Redder
George McIlvaine	Member/PDG	P	Mike Forney	Ex-Officio/DGN	P	AG Phil Murphy
Charles Peterson	Member/PDG	P	Joni Kumor	Ex-Officio/ Treasurer	A	
Nancy Pettus	Member/PDG	P	Mike Tormey	Ex-Officio/DRFC	P	
Julie Phares	Member/Trainer	P	Kellie Tovar	Ex-Officio/ Secretary	P	
David Scriven	Member/PDG/Chair	P				

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 2:00 pm by Chairman David Scriven	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee meeting minutes dated October 22, 2010 and Special meeting minutes of December 9, 2010	Chairman Scriven asked everyone if they received a copy of the meeting minutes prior to the meeting and if they had any revisions to be made. Hearing of no revisions, Chairman Scriven called for a motion to approve the minutes as written.	PDG Nancy Pettus moved to approve the meeting minutes of October 22, 2010 and December 9, 2010 as written, PDG Charlie Peterson seconded. Motion passed.	C
2. District 5440 Financial Report – District Treasurer Joni Kumor	No financial report available at this time.	District Treasurer Joni Kumor sends a message that she will forward an updated report following April 18 th .	O
3. District Governor's Report – DG Bryan Cooke			
a. RI President's Lunch	See Karoline Woodruff's report attached.		C
b. Queensland Flood fundraiser & response to disasters in New Zealand & Japan – Joni Kumor	The Casper Foundation received a total of \$29,323 to be sent to Australia (This includes the \$10,000		O

	<p>match).</p> <p>We have checks totaling \$3,543 that have come to me so far for Japan – this doesn't include any of the District match.</p>		
<p>c. Status of District Simplified, Governors & Global Grants – DRFC Mike Tormey</p>	<p>DRFC Tormey stated the local grant turn-around is about 5 business days & approximately \$16,000 remains in funding available and the money needs to be spent by June 30th or it will be returned to RI and placed into our Global Grant funds or it could be submitted as a contribution to Polio.</p> <p>DRFC Tormey stated clubs need to submit preliminary Global Grant applications to the District committee before sending to RI because Riverton's global grant was rejected because of a delinquent report on the other end in New Mexico & West Texas thereby wasting a lot of effort and time to get it all put together and then sent to RI to find out the grant is ineligible because of past due reports from another District. This delay could have been prevented. DRFC Tormey recommended having the global grants submit a spending plan just like the simplified and governor's grants so the District can see what is in the works.</p> <p>Guatemala is the focus of this year's grants and if the other two come through that will be five in that country. Mike Forney asked about geographically spreading out the funds and DRFC Tormey commented that could be considered but for now clubs have to pick pilot districts to work with and in two years our clubs who have relations with non-pilot districts can reconnect with those districts again and subsequently the funding will start going to different regions again.</p> <p>To date we have four global grants and two more in the works Global Grant spending is \$49,000 total and if the other two materialize that will take another \$25,000 away but below allocation, however, that will rollover to our Global Grant</p>		<p>○</p>

	<p>allocation for next year.</p> <p>Foundation contributions for this fiscal year – goal was \$286,000 for the year; total giving as of April 1st is \$381,000, however, almost \$24,000 to permanent fund and \$182,000 in restricted giving; leaving \$235,000 towards the Annual Programs Fund, \$51,000 short of goal but we do have two months left.</p> <p>Mike Forney distributed a spreadsheet showing how another district is using the allocation based on how much clubs gave as a percentage of the total DDF coming back to the district 3 years from now. 50% is earmarked specifically to the club and the other 50% could be asked for from the District. Chairman Scriven stated that if this would help encourage clubs to apply for grants this would be beneficial, however, there was some concern for small clubs and their grant allocation under this system would be much smaller than our current application system. Mike Forney commented that some districts are just dividing the DDF and each club is given a grant without applying for it.</p> <p>DRFC Tormey has been asked the question that if there are say five clubs in a project, do all clubs need to be qualified or just the managing club. Consensus was that the managing club who is signing the documents definitely needs to be qualified.</p>	<p>Kellie Tovar will send Qtrly reports to AGs for Foundation giving & Recognition summary broken down by member so they may talk with their club's boards about their contribution goals.</p>	
d. Update on District Conference	<p>As of April 7th there are 257 total registrations for conference which includes 21 YE students & 6 district scholarships. Full registrations are 193 and ala carte are 64. Early bird deadline is April 12th.</p>		O
e. Awards	<p>Seven clubs in the district applied for awards this Rotary year. The awards committee is meeting at tomorrow's assembly to pick winners.</p>		O
4. District Governor Elect's Report- DGE Mary McCambridge			

<p>a. PETS</p>	<p>Mary commented that PETS was very successful and she wants to work closely with the committee chairs because some don't know what they are supposed to be doing.</p>		<p>C</p>
<p>b. Grant Guidelines</p>	<p>Mary's interpretation on the frustration of clubs on the grant guidelines is that they want to give just don't want to be told to give. Mary truly believes everyone needs to give \$100 per year but not all do and people are struggling financially.</p> <p>Mary met with Lynn Hammond and as Trustee he agrees that a District can't mandate giving to TRF.</p> <p>Mary would like to change the language on our Grant Guidelines so there is no mandate. Currently the language is:</p> <p><i>By the end of the previous Rotary year (June 30), 100% of a Club's membership on that date must have contributed to The Rotary Foundation (TRF) Annual Programs Fund. There is no set dollar amount on the giving per member, only 100% participation of the Club's Members.</i></p> <p>Discussion was held.</p> <p>Rationale for change:</p> <ul style="list-style-type: none"> • The overarching purpose for this grant policy is to increase giving to The Rotary Foundation. Setting a rigid requirement for 100% participation may result in: <ul style="list-style-type: none"> ○ Negative reaction to the TRF from some clubs and members ○ Techniques to achieve the 100% <u>requirement</u> that are in conflict with the purpose of the policy and may be at odds with The Four Way Test. ○ Violation of RI guidelines. (Manual of Procedure, Page 143): 	<p>DGE Mary McCambridge moved to strike #3 in the general criteria of the grant guidelines as written, PDG George McIlvaine seconded. Chairman Scriven called for a vote, PDG Peterson, DGE McCambridge and PDG McIlvaine voted yes, District Trainer Phares and PDG Pettus were opposed. Motion passed.</p> <p>Chairman Scriven will address item #2 about training tomorrow and PDG Pettus stated a training needs to be added to the PETS agenda. DRFC Tormey said he'd like to have all the AGs qualified to do the grant training so they can schedule trainings with their clubs. Perhaps holding training for AGs before conference.</p> <p>PDG George McIlvaine moved to insert the following at the top of the Grant Guidelines form "The District Goal is to have 100% participation in The Rotary Foundation and we encourage each club to have that same goal." PDG Charlie Peterson seconded. Motion passed.</p>	<p>C</p> <p>O</p> <p>C</p>

	<p><i>“Contributions to The Rotary Foundation are voluntary. Therefore, reference to contributions to the Foundation as a condition of membership shall not appear on the membership application card.”</i></p> <ul style="list-style-type: none"> It is entirely appropriate to challenge club leadership to set goals that encourage <u>every</u> active member to contribute to the foundation every year, achieve sustaining member status, become a Benefactor, join the Bequest Society and become a Paul Harris Fellow. These are lofty goals that strong leaders may succeed in reaching. This approach is a more productive way to increase overall Rotary Foundation giving. <p>PDG Pettus asked about clubs getting more than one grant this Rotary year and DRFC Tormey commented that until October 30th clubs could only apply for one and after that date it was open to further applications from clubs who already received a grant. Now the criteria to have a spending plan will give us information on possible upcoming projects and perhaps the need to hold back some money for potential in the works projects.</p>		
c. New Generations	Mary commented that she'd like to get more Rotaract and Interact clubs within the District and will be working on that during her year.		C
5. District Trainer's Report – DT Julie Phares	DT Julie Phares commented that she has had a teleconference meeting with the trainers and plans to hold one quarterly.		
a. Update on RLI	There will be another graduation ceremony at district conference for RLI. DT Phares commented that AG Barb Redder took RLI “on the road” to Scottsbluff & the participating clubs were Torrington, Scottsbluff & Gillette-Energy. With		

	going on the road there is costs involved and it is a good learning experience. Julie's recommendation is to have at least 2-3 clubs participating at a minimum.		
b. Update on Club Visioning	Charlie has Casper Rotaract club visioning on his agenda and so far 33 clubs, with two more coming up (Riverton & Lander), have participated in club visioning. Follow-up and how to help clubs achieve their goals is a major factor of this process.	PDG Pettus asked to have training as a major retreat item for fall. AG Phil Murphy said they want to train facilitators and talk about a graduate level RLI class which could help with not only RLI but club visioning.	O
c. PETS Training	Julie commented that this year was a great year with breakouts and facilitators were great. Julie is staying on as lead trainer at PETS for one more year.		C
6. Continuing Business			
a. Franklin Fund – PDG Nancy Pettus	George's report (see attached), fund is doing well.	Consensus was to stay with Franklin Fund. No further action necessary.	C
b. District Foundation – PDG George McIlvaine	PDG McIlvaine presented the RI District 5440 Foundation Bylaws to the committee and stated that the fee to file the 501(c) 3 with the state is \$750 and that doesn't include attorney fees. Discussion was held on the need to have two separate boards (Executive Committee and Foundation). Chairman Scriven commented that he would like to see at least one member of Executive Committee sit on the Foundation Board. DGND Phares asked about having the DGN sit on the Foundation Board since they are not a voting member of Executive Committee. PDG McIlvaine would like to appoint three people to finalizing the Bylaws and becoming first board.	PDG Charlie Peterson moved that PP Scott Meier, PDG George McIlvaine, PDG Stuart Palmer and DGND Julie Phares be the initial board members of the Rotary International District 5440 Foundation, PDG Nancy Pettus seconded. Motion passed.	O
c. Update on Future Vision	<ul style="list-style-type: none"> a. How Many Clubs were certified? b. How many District & Global Grant applications have been received and the amount of DDF committed in both areas? c. What kind of feedback has come 	This agenda item was discussed above in topic 3c.	C

	<p>in from around the district? Mike has completed some survey monkey forms that were not good .</p> <p>d. Have we given any formal feedback to TRF?</p>		
<p>d. Cowboy Country YE – PP Kris Hammond</p>	<p>PP Hammond will be Youth Exchange Chair beginning July 1, 2011. PP Hammond was present to update the Executive Committee on Department of State changes including increased fees to \$2,700 annually, background checks, invasive host family applications, the fact that a committee member can no longer be host to a student and that clubs can no longer provide a stipend to families who host a student. PP Hammond is attending the preconference in New Orleans and will be meeting with other District chairs/committee members to see how they are handling the changes, however, PP Hammond urged the Executive Committee to not cut funding to Youth Exchange program any further.</p> <p>PP Hammond stated the Outbound Orientation is April 15-17, 2011.</p>	<p>DGE McCambridge asked about the financial needs of the program to help with annual budgets and PP Hammond said he can provide that information.</p>	<p>○</p>
<p>7. New Business</p>			
<p>a. Realignment of border between D5440 & D5450 – PDG George McIlvaine</p>	<p>PDG McIlvaine was approached at PETS by Karen Sekich that there are towns that are growing within the southern boundaries of our District and in their northern boundary and she is suggesting a realignment of the borders so they can get the towns in the correct districts.</p>	<p>PDG Peterson volunteered to meet with Karen and bring back recommendations to next Executive Committee meeting.</p>	<p>○</p>
<p>Adjournment</p>	<p>PDG George McIlvaine moved to adjourn the meeting, DGE Mary McCambridge seconded. Meeting was adjourned at 5:15 pm.</p>		

Item 3a. attachment:
Report to District 5440 Executive Committee
re: RI President's Luncheon – January 7, 2011

District Governor Bryan Cooke selected the venue for the President's Luncheon – the ballroom at the University of Northern Colorado, University Center. He asked Karoline Woodruff and Mark Larson to co-chair the committee for the RI President's Luncheon. Mark had experience on two President's Luncheon committees in 2007 and 2009 and was a great resource for how other groups had organized the event.

Bryan also assigned a committee, made up of members from several clubs, to work on the event. I added only one person to our committee, Will Hume, who served as treasurer. I also copied all communication and meeting notes to Kellie Tovar, so that she could advise or comment as necessary.

The final committee was made up of:

PP Mark Larson, Greeley Centennial and PP Karoline Woodruff, Greeley After Hours – Co-chairs	
PP Jennifer Owens, Greeley Redeye	P Colleen Flack, Johnstown/Milliken
Phyllis Naibauer, Greeley Redeye	Pam Bricker, Greeley
Evelyn Stiefel, Greeley Centennial	PP Jan Bertholf, Fort Collins
Romia Pritchett, Greeley Centennial	DGE Mary McCambridge, Loveland
Will Hume, Greeley Centennial	Lucie Osborn, Cheyenne

Jan Bertholf offered to serve as our registrar and set up the following process to inform district clubs about the event and handle registration:

- Jan's wife, JJ, is a professional graphic designer and Jan recruited her to produce all our print materials, which gave a very professional look to all our printed communication.
- Jan produced a letter to each club president, signed by DG Bryan Cooke and explaining the process for registration through clubs and payment for the event. This letter, along with event tickets and informational postcards, was distributed by Karoline Woodruff to as many clubs as possible at the District Assembly in Laramie on October 23. Club presidents were asked to begin promoting the event and handing out the informational postcards at their next meeting.
- Several emails were also sent to club presidents and secretaries reminding them of the process for registration through the clubs. These emails contained a spreadsheet that could be typed in and emailed to the event registrar.
- Registration opened the first of November. All registrations through clubs between November 1 and December 17 were at the early-bird rate of \$25. Registration during this period was through the club. Members informed the club president, secretary or an assignee that they wanted to attend. They were then given a ticket for the event. The club was then asked to send the registration spreadsheet via email to the registrar. (While Jan asked each club to send this spreadsheet multiple times as the club took registrations, we found that most clubs held their list until close to the registration deadline.) (Also – for future reference, the tickets ended up being somewhat

redundant. Jan ended up using nametags, printed from his registration list as proof of registration at the event – so the cost of the tickets could be saved next time)

- Clubs were asked to send a check no later than December 17 to cover \$25 per person for each of their members that had registered for the event. Many clubs, especially those closest to the event, both substituted the event for their regular meeting during the week and paid a portion of the registration costs for the event, in response to a request from DG Bryan Cooke.
- Between December 17 and December 31 registrations were handled through the district website – since many clubs are dark during the Christmas and New Year holiday weeks. Registrations during this time were charged full rate of \$35. We had less than 20 people who used this late registration period, so the early registration through clubs worked pretty well.
- Meal numbers had to be confirmed with the caterer on December 31. After that date, registrations were officially closed, but some late-comers called Karoline or Jan and were subbed in for people who had informed us they were not able to attend.

Event details:

- Registrations totaled 382. Approximately 35 people didn't attend on the day of event, so we had about 348 in attendance.
- UNC catering staff set the room with 8-top round tables, blue table clothes and yellow napkins to reflect Rotary colors.
- Stage was 8' x 16' and 24" tall with stairs at both ends. We had a podium with microphone and a lavalier for President Klinginsmith. Black draping was placed at the back of the stage and district/RI president's theme banners were hung on the draping. A small theme banner was also hung over the podium to cover the UNC logo. We also had a small table to the back of the stage with foundation recognitions ready for presentation.
- Decorations were kept at a minimum to keep costs down and since there was not a great deal of room on the table. Centerpieces consisted of glass "fishbowls" with l.e.d. candles and yellow mylar confetti, set on a yellow napkin in the center of the table.
- The menu consisted of a house salad – at each place at the beginning of the event. Entrée was a choice of Grilled Mango Chicken or Three Cheese Manicotti (vegetarian). On each table were pitchers of water and iced tea, as well as a dessert platter of brownies and bars. All together we were able to keep the cost of the full meal to under \$15 per person.
- Two large screens were positioned to either side of the stage. The screens were used to project slides for each speaker or segment of the agenda. The screen was also used to project a live video of President Klinginsmith's speech and the promotional videos for the District Conference and RI Convention.
- We had a pianist to provide music while guests arrived and to accompany the last song, "Let there be peace on earth."

Budget:

- Receipts:
 - Receipts to date: \$9,359.62
 - Pending receipts: \$125.00
 - Pending Sponsorship (Greeley Philharmonic): \$500.00
 - **Pending total: \$9,984.62**
- Expenses:
 - Facilities and Food: \$6,622.15

- President's Gift: \$200.00
 - Printing: \$277.66 (There may be additional costs for printing, but at last check, Jan Bertholf didn't know where receipts were and planned to not request any additional reimbursement – I will confirm before we clear the account)
 - Decorations \$150.27
 - Camera for video sync: \$50.00
 - Mailing: \$42.74
 - Sign to direct Rotarians to parking lot: \$54.38
 - **Total current expenses (subject to change for printing costs, see above) \$7,397.20**
- **Pending Net Income: \$2,587.42 (to be contributed to the End Polio Now campaign)**
Final amount to be contributed will depend on receipt of all pending amounts and any changes in printing costs. The total contribution to Polio Plus should be between \$2000 and \$2500.

There were a few problems that arose during the event that Bryan asked me to address:

1. We had brief technical difficulties as the tech crew was trying to load the promotional video for the RI Convention. This occurred when two members of the team tried to control the computer system at the same time, which caused the computer to freeze for a brief time. The technical difficulties lasted only a very short time and the team corrected the issue and continued with the presentation.
2. I understand that we had a couple of tables that received only the vegetarian choice (manicotti) for the meal, no chicken was available. I had prepared green vegetarian cards that were to be placed on the table for each person who had chosen this entrée. The cards were to inform the servers who had selected the vegetarian meal. I intended to clip the card to the name tag of each attendee who had ordered this meal, however, the registrar arrived with the name tags very late and people were already lining up to enter the ballroom. Without time to clip the cards to individual nametags, I asked each of the club secretaries who helped with check-in to ask attendees if they had chosen the manicotti and give them the card if they said yes. I can only assume that many people didn't remember what they had selected or thought chicken sounded better that day. We didn't hand out as many vegetarian cards as we had ordered meals, so we ended up short on chicken as the servers distributed plates. I informed the event manager that we might have that problem and due to the number of people who didn't show up to the event, there should have been only a table or two that had this problem. Given the last minute problem of the late arrival of the nametags, I had to make the best decision I could at the time. Unfortunately, it meant that a few people didn't get the chicken they had requested.
3. Bryan also told me that someone had complained that some members of the wait staff were rude or surly. Unfortunately, we don't know the specific servers who didn't measure up to expectations, so it will be very difficult to ensure that they don't serve again at the District Conference. I included the comments in the event survey for the UNC catering office. Servers that I dealt with directly did a very nice job and I didn't hear any other similar comments. I can only assume that there was a problem with only a small percentage of the servers that were there that day.

I received only positive comments, while Bryan received a few negative observations. Altogether I feel that the event can be judged a success. If you have any other questions, please contact me at 970-381-6697.

Karoline Woodruff