

Date: December 9, 2010

Rotary District 5440 Executive Committee

Time: 10:00 am

Location: Teleconference

SPECIAL MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Bryan Cooke	Member/DG	P	Mary McCambridge	Member/DGE	P	DPO Ray Leaycraft
George McIlvaine	Member/PDG	P	Tom Miller	Ex-Officio/DGN	P	
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 10:30 am by Chairman David Scriven	We do have a quorum for today's meeting.		C
1. Change to Background Check requirements for District Youth Exchange Program – DPO Ray Leaycraft	<p>DPO Ray Leaycraft received an email that annual background checks are being required by the Department of State for host family members 18 years and older and any sponsor/staff/volunteers who may come in contact with exchange students.</p> <p>DPO Leaycraft recommends standardizing the background check process to have all clubs submit their necessary background checks through the District Protection Officer as well as change the District's policy to require all checks be done annually for all programs. Suggesting this standardization then becomes a budget issue with having performed close to 100 background checks so far this year and</p>	DPO Ray Leaycraft will write a background check policy as well as modify the existing Volunteer Affidavit for use on July 1, 2011 and submit it to the Executive Committee for adoption.	O

	<p>only having a \$1,500 budget annual budget</p> <p>Discussion was held regarding criteria for non-host families, such as a Rotarian and their family who take a student to a special event. DPO Leaycraft indicated the email he received clearly states anyone who comes in contact with the student needs a background check.</p> <p>Discussion was held on programs such as Meals on Wheels and the liability to the District when clubs participate in an outside organization's program. DGN Tom Miller stated that should be a Meals on Wheels responsibility, however, DPO Leaycraft brought up the issue of where will the liability fall if something happens at the club level and the District didn't recommend background checks for Rotarians participating in that program.</p> <p>PDG Nancy Pettus asked about the Volunteer Affidavit and if it is a district developed form. DPO Leaycraft confirmed. PDG Pettus asked about the Boy Scouts two-deep policy and DRFC Mike Tormey agreed with adopting that type of policy which would help protect the District.</p> <p>PDG Pettus stated with a standardization of the policy to have all background checks run through the DPO annually, this policy needs to become a specific training issue at PETS.</p>		
<p>2. Costs associated with background checks and how to pay for them – Chairman David Scriven</p>	<p>Discussion was held on who is responsible for the costs associated with annual background checks. PDG Dave Scriven commented that he doesn't mind covering the YE committee, however, clubs should be responsible for the</p>	<p>PDG George McIlvaine moved to pay for District Youth Exchange Committee member background checks and that the clubs need to pay for all other background checks</p>	<p>C</p>

	<p>costs of their own background checks no matter what the program is that they are participating in.</p> <p>PDG Pettus asked for clarification on how the RYLA program works for background checks and DPO Leaycraft explained that the RYLA committee reimburses District 5440 for any background checks run for the program. DPO Leaycraft did request to have RYLA use the same Volunteer Affidavit for background checks submitted to District 5440 as all other programs instead of their own form which they created.</p> <p>Further discussion was held on programs such as Interact/Rotaract, etc and consensus was that it is the club's responsibility to decide who needs a background check performed and to submit the Volunteer Affidavit to the DPO with payment.</p>	<p>they submit effective July 1, 2011, DGE Mary McCambridge seconded. Motion Passed.</p>	
Adjournment	<p>PDG Nancy Pettus moved to adjourn the meeting, DG Bryan Cooke seconded. Meeting was adjourned at 11:10 am.</p>		