

Date: October 22, 2010

Rotary District 5440 Executive Committee

Time: 2:00 pm

Location: Hilton Hotel, Laramie, WY

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	A	Tom Miller	Ex-Officio/DGN	P	
Charles Peterson	Member/PDG	P	Joni Kumor	Ex-Officio/ Treasurer	P	
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. Executive Committee Retreat Follow-up	<p>Dave thanked everyone for making the Executive Committee retreat a productive time and wanted to mention a few items which needed some follow-up.</p> <p>At the Executive Committee retreat a decision was made to max out Global Grants at \$5,000 DDF which is matched 1 to 1 by Rotary International whereas club money is matched at 50 cents on the dollar. Chairman Scriven said this figure may want to be revisited.</p> <p>A communication protocol was also discussed at the retreat which will avoid mass emails being sent without the District office being in the loop as well as blind copies &amp; long email strings should not be happening. This item also needs follow-up as well as a memo to the Past District Governors about the retreat.</p>	These items will be discussed in greater detail upon the arrival of DRFC Mike Tormey.	C

<p>2. Approval of Executive Committee meeting minutes dated June 3, 2010, Special meeting minutes of June 3, 2010 and Special meeting minutes of September 10, 2010</p>	<p>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.</p>	<p>DGE Mary McCambridge moved to approve the meeting minutes of June 3, 2010 as written, PDG Nancy Pettus seconded. Motion passed.</p> <p>PDG Charlie Peterson moved to approve the special meeting minutes of June 3, 2010, DG Bryan Cooke seconded. Motion passed.</p> <p>DG Bryan Cooke moved to approve the special meeting minutes of September 10, 2010, DT Julie Phares seconded. Motion passed.</p>	<p>C</p>
<p>3. District 5440 Financial Report – District Treasurer Joni Kumor</p>	<p>District Treasurer Joni Kumor presented the June 30, 2010 financials and stated that these financial reports do not yet include the Casper conference financials. As soon as those are complete the district records will be complete.</p> <p>DT Kumor clarified that the Casper conference scholarships are offset against funds left from the Jackson conference as well as the DRL scholarships and the Rotaract/Interact training. Joni asked if there were any questions on the June 30, 2010 financials.</p> <p>DT Kumor noted the September 30, 2010 actual value for Franklin fund is now at \$56,271.</p> <p>DT Kumor stated that the First National Bank account used in Cheyenne by former DT Roger Schreiner needs to be closed and funds transferred into our current operating account. She also commented that the ANB Money Market account may need to have new signers. Signers currently are PDG Dave Scriven, DT Joni Kumor and AG Bill Mortimer.</p> <p>DG Cooke asked about the Franklin Fund and perhaps moving the funds to another broker. That</p>	<p>PDG Charlie Peterson moved to have the DG's signature on the Jonah checking account, DT Julie Phares seconded. Motion passed.</p> <p>PDG Charlie Peterson moved to close the First National Bank account in Cheyenne and move the funds to our current operating account at Jonah Bank, DG Bryan Cooke seconded. Motion passed.</p>	<p>C</p>

	<p>is a discussion for the finance committee and they have a meeting scheduled for today.</p> <p>DGE Mary McCambridged asked DT Kumor about filing Form 990 for the District and DT Kumor indicated it will be completed by the deadline of November 15<sup>th</sup> or an extension filed, whichever is necessary.</p>	<p>PDG Charlie Perterson moved that the finance committee review and make recommendations for the Franklin Funds, DT Julie Phares seconded. Motion passed.</p>	
4. District Governor's Report – DG Bryan Cooke			
a. Clubs	<p>On July 31<sup>st</sup> 2010 Trustee Lynn Hammond presented the <b>Longs Peak Rotary Club of Estes Park Charter</b> to President Charley L Dickey IV, bringing our total to 52 Clubs. As of October 22, 2011, I will have visited 45 of our 52 Clubs. Evanston &amp; Laramie Clubs are interested in sponsoring new clubs and District Membership Chair PP Pat Butts, AG Gerry Crites, AG David McGinnis, P Mike Adams, P Jacob Anfinson &amp; PDG John Vandell are working with them to make this happen. Clubs have been encouraged to participate in RLI, Club Visioning, District, Zone &amp; RI events, stretch to meet the APF standard of EREY contributing \$100 and to take advantage of Rotary's two-for-one October 18-24, 2010 offer to make their online contributions to the Polio Challenge.</p> <p>DT Joni Kumor asked about a new club in Casper and discussion was held on the progress of that new club.</p>		C
b. District Executive Committee Retreat	<p>PDG Dave Scriven arranged the EC Retreat at the Wolf Hotel in Saratoga, WY. The retreat was conducted by an excellent facilitator. After establishing the ground rules, he skillfully led our EC to consensus on a number of important issues. Pilot District Guidelines were established for <b>Email protocol &amp; Grants</b> including <b>District Simplified Grants DSG</b> (up to \$2000), <b>Governor's Grants</b> (from \$2001-\$5000) and <b>Global Grants</b> (\$15,000+). Topics included encouraging Every</p>		C

	<p>Rotarian Every Year <b>EREY</b> to contribute \$100 to the Annual Program Fund APF, as well as to the Permanent Fund of The Rotary Foundation. Other topics included <b>Membership</b>, the use of <b>technology</b> for conducting certain meetings, promotion of <b>Graduate &amp; Peace Scholarships</b> &amp; the pursuit of a <b>Vocational Training Team VTT</b> Exchange (After Hungary's toxic Red Sludge disaster, D 1911 canceled their request). Pay for speakers was rejected, as it would create a precedent, but a club could apply for a DSG to help defray costs for a speaker.</p>		
<p>c. District Rotary Leadership Training at Albuquerque Zone Institute September 15-19, 2011</p>	<p>Sixteen Rotarians applied for the \$500 scholarships to attend the Zone Institute. The Committee (DGE McCambridge, DGN Miller &amp; ZCC PDG Mcilvaine) selected Kelly Albright, Judy Boggs, Gerald Crites, Rod Everett, Mike Forney, Ray Leaycraft, Julie Phares, Barb Redder &amp; Judy TeSelle. All thanked the District for investing in them.</p> <p>Chairman Scriven commented that the reason the District offered the scholarships for people to attend DRLI in Albuquerque was to help grow leadership, grow applications for District Governor and to allow leaders in our district to see what it's like at the RI level. DT Julie Phares commented that 5 of those people are now interested in applying to be District Governor in the future. There were 64 from the Zone for DRL and D5440 had 9. DRFC Mike Tormey commented that a survey monkey which was done rated the training at a 4.7 out of a possible 5. DT Julie Phares asked if this is intended to be an ongoing scholarship for Zone. Discussion was held on the benefits of the Zone Institute for these candidates. DPO Ray Leaycraft was asked his impression of the training and he said he learned a lot of what is happening and coming down from RI.</p> <p>Mary commented that the more we get future leaders excited and engaged Rotary is kept alive.</p>		<p>C</p>

	<p>Dave commented that continuing Rotary for another 100 years is the endowment of TRF and that comes with training.</p> <p>Nancy commented that another district had a selection process which was very strict and had an interview process. Everyone agreed that future trainings should perhaps have a more stringent interview process.</p>		
d. New Generations Rotary's Fifth Avenue of Service	<p>A first ever <b>Interact-Rotaract Presidents Training Seminar</b> was held on <b>September 25<sup>th</sup></b> in <b>Casper</b>. PDG David Scriven offered a PETS-like training seminar for over 30 Interact &amp; Rotaract Presidents, their school/college sponsors and Club officers involved with youth programs such as Youth Exchange YE, YRYLA, RYLA, Interact &amp; Rotaract. In keeping with Rotary's emphasis on the <b>Fifth Avenue of Service, New Generations</b>, starting October 24th PP Bobbe Fitzhugh will Chair this District Committee.</p>		C
e. Rotarians help bring High-Speed Internet to Colorado	<p>As part of celebrating <b>100 years of Rotary in Colorado</b>, Rotarians chose to bring Colorado schools into the 21<sup>st</sup> century &amp; up to the standards of neighboring states Wyoming, Nebraska &amp; Utah. Ranked <b>42<sup>nd</sup></b> in the nation in terms of Internet speed &amp; connectivity, Past Rotary International Director <b>Grant Wilkins</b>, DGs Bryan Cooke, Karen Sekich, Steve Berg &amp; Rotary Club of Denver PE Seth Patterson mobilized <b>144 Colorado Rotary Clubs</b> &amp; over <b>7000 Rotarians</b> to work with a non-profit group called <b>EagleNet</b> in Longmont, CO to help obtain <b>\$100 million</b> of Federal stimulus dollars along with <b>\$35 million</b> of additional matching funds. The Colorado Congressional delegation was lobbied by Rotarians. Elder statesmen &amp; former Rotarians <b>Senator Hank Brown</b> &amp; <b>Governor Dick Lamm</b> were featured in a bipartisan <b>YouTube</b> presentation. Powerpoint presentations &amp; online petition forms were created to elicit broad statewide grassroots support.</p>		C

	<b>Governor Ritter</b> , elected officials & EagleNet acknowledged that this would never have happened without the push from Rotary! Thanks go to Colorado Rotarians in 21 Clubs in District 5440 & Districts 5450 & 5470!		
f. RI President's Lunch	Plans are in the capable hands of PP Karoline Woodruff who will pass out invitation packets with tickets to all Club Presidents at the October 23rd Mid Year Assembly.		C
g. District Conference, May 12-14, 2011 at UNC Ballroom, Greeley, CO	Chair Mark Wood's Committees have been busy planning one of the most exciting District Conferences! RI President's Representative is yet TBD.		O
h. RI Convention, May 21-25, 2011 at New Orleans, LA	Along with DGE Mary McCambridge & PDG Diane Kessel Knight, I've been promoting this event during all my Club visits.		O
5. District Governor Elect's Report- DGE Mary McCambridge			
a. 2011-2012 Budget	<p>DGE Mary McCambridge commented that the finance committee will be meeting following this meeting and working on the budget. DGE McCambridge commented that she would like to support DRL next year but realizes that the people who are selected need to return as future District leaders. DRFC Mike Tormey commented that if someone has already attended that they should not receive another scholarship and that the current District Governor, District Governor Elect and District Governor Nominee should be the selection committee. He also suggested to vet a list through the PDG council for comments such as is done with District Governor applications. To do all of this the process would need to be started earlier and maybe do interview at Dist Conference.</p> <p>DGE McCambridge asked for budget concerns from the committee and about size of membership. DG Bryan Cooke commented that there are possible clubs in Casper, Evanston and perhaps</p>		O

	<p>Laramie.</p> <p>Discussion was held on training and assemblies with regards to locations and being all inclusive to our District.</p> <p>DPO Ray Leaycraft commented that the background checks are exceeding the budget and he recommended the finance committee to take a look that area of the budget.</p>		
b. TRF – Future Vision	DGE McCambridge asked for guidance on presenting this information to the PEs at PETS and have a most frequently asked questions so the concerns can be addressed.		
6. 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. RLI & RLI Training	<p>DT Phares commented that the end of October kicks off RLI in Ft Collins and November 6<sup>th</sup> is a facilitator training in Casper and November 13<sup>th</sup> RLI in Casper. Hoping to get some RLI facilitators to training in Casper to help with Western Slope. Training supplies were bought for training committee.</p> <p>Discussion was held on RLI curriculum and the need for Future Vision information in the curriculum.</p>		
b. Club Visioning	DT Julie Phares asked PDG Charlie Peterson to share what is happening in Club Visioning. PDG Peterson said that the team has completed 30 clubs with the latest being Cheyenne Sunrise and this coming week is Sheridan & Ranchester-Dayton. The committee felt that there were clubs actively pursuing an action plan for their club vision, but there were some who didn’t know where to start so PDG Peterson asked a member of his club who has championed the project, Donna Martemucci, to put on paper the steps his club has	PDG Nancy Pettus offered to help PDG Charlie Peterson with the questionnaire.	C

	<p>taken to go forward with their club's vision. The committee will put together a questionnaire and see how they can help the 32 clubs who have gone through it to help them succeed.</p> <p>Casper Rotaract wants to go through the process like RYLA and District 5440.</p>		
c. PETS Training	<p>DG Bryan Cooke, DGN Tom Miller, DGE Mary McCambridge and DT Julie Phares are on the PETS committee and DT Phares has been asked to be the lead trainer for PETS. D5440 facilitators have all agreed to be there but they are still waiting for a few from other districts to respond. AG training will be Saturday afternoon so they won't have to come Thursday night. D5440 will have paper manuals and website training will happen. DGN Tom Miller commented on the speakers and indicated he would send out the information to the committee.</p>		
7. Continuing Business			
a. Final discussion and approval of grant guidelines/form – DRFC Mike Tormey	<p>Chairman Dave Scriven opened discussion with regard to the max DDF contribution of \$5000 decided upon at the Executive Committee retreat. DRFC Mike Tormey commented that we arrived at this amount to spread the money throughout the District but global grants seem to end up being done by the large clubs with resources. He doesn't want the District to be in a position where we are only funding a few clubs and we don't want to make the Grant so hard to obtain. PDG Nancy Pettus commented that if it's a multi-club project they may be eligible for less and the large clubs can just write a check. The guidelines developed at the retreat are sound and he has no trouble with adopting as they are with some sort of modification to the global grant dollar amount.</p> <p>PDG Charlie Peterson asked about the importance of the dates and preliminary proposals. DRFC Tormey said that the Foundation Committee has to submit a spending plan to Rotary International by July 1<sup>st</sup> so having preliminary information on what</p>	<p>PDG Charlie Peterson moved to approve up to \$10,000 max DDF for Global Grants, DG Bryan Cooke seconded. Motion passed.</p>	



	<p>clubs intend to ask for helps put the District spending plan together. DRFC Tormey commented that larger clubs should have a Foundation Committee which continues on for 3 years and if they've done club visioning they should know where they want to go with their projects.</p> <p>DRFC Tormey also commented that RI will only allow one District grant open at a time and all reports have to be filed before next district grant can be received. Both he and PDG Pettus are working with RI on the definition of a closed grant. The Future Vision Compliance committee will be contacting clubs the 1<sup>st</sup> of April requesting those final reports so we don't have District grant money held up at RI.</p> <p>PDG Peterson recommended to have a 3-person committee with their Rotary ID number on the application and have an area for international partner information. DRFC Tormey recommended an addendum to the grant application if the committee needs international partner information, however, with the guideline of a no-pass through project the clubs in our District are accountable for every project that they are receiving money for and not the international partners.</p>		
b. District Visioning Outcomes – PDG Nancy Pettus	<p>Nancy wanted to point out that we already have accomplished some tasks from our District Visioning session and she'd like to prepare a report to the PDG council.</p> <p>PDG Pettus also asked if some on the Executive Committee would be willing to take areas of focus for the District Visioning and be responsible for that area.</p>	<p>PDG Pettus will compile a report to the PDG Council on District Visioning as well as the Executive Committee retreat.</p> <p>DG Cooke said he would take Membership; DT Phares will take Training; DGN Miller will take Technology and DGE McCambridge will talk with PR committee.</p>	
8. New Business			
a. New position of the	DT Phares said that at Zone Institute she heard the	DGE McCambridge will have to decide	C

<p>Executive Committee – DT Julie Phares</p>	<p>term Lieutenant Governor and did some research on other Districts which have this position and said each District has their own roles of what an LG does but she could see D5440 using this position in regions of the District. The duties of the LG could be to work with district committees, AGs and DG. She also commented that there are folks in the District that don't want to be DG but would like leadership roles in the District but where do they go once completing AG level. Senior AG was suggested as a title from Chairman Scriven but he also commented that he doesn't see this position as a voting member on Executive Committee.</p> <p>Discussion was held on the pros and cons to a position like this being created in our District.</p>	<p>if she feels this position would beneficial to her next year and if so appoint the positions and determine what their job description would be.</p>	
<p>b. Background check affidavits – DPO Ray Leaycraft</p>	<p>DPO Ray Leaycraft commented that he received two boxes of completed affidavits from former DPO Dick Dresang and he was told the requirement was to keep them forever. He has since realized that these documents have some very personal information on them and he started looking into how long these affidavits need to be kept pursuant to RI guidelines and the background check company. The interpretation of the responses from RI and background check company is that the background checks themselves need to be kept for 7 years but not the affidavits authorizing the check. DPO Leaycraft would like the Executive Committee to adopt a retention policy for the affidavits and then the affidavit will be rewritten accordingly. He recommends to destroy the affidavits after 3 years when background checks are no longer valid and he recommends changing the form to read that the affidavit is kept for 3 years. Discussion was held on civil limits and consensus was to consult an attorney for recommendations. Scott Meier of Cheyenne or Mo Heth of Loveland were both recommended to DPO Leaycraft as points of contact.</p>	<p>DPO Ray Leaycraft will consult an attorney and present a proposed retention policy to the Executive Committee.</p> <p>DGE Mary McCambridge moved to purchase a fire proof file cabinet for storing of the affidavits until they are to be destroyed, DG Bryan Cooke seconded. Motion passed.</p>	<p>○</p>
<p>c. State Department increase in</p>	<p>Bryan presented the e-mail received about the</p>		

re-designation fee for YE programs – DG Bryan Cooke	Department of State and it was discussed, however, clarification needs to be received from CCYE Chair Bobbe Fitzhugh.		
d. 2013 District Conference	Tom commented that he sent out an email to the Executive Committee and the Advisory Committee about possible District Conference dates in 2013. He will resend and would like some feedback.		
Adjournment	PDG Nancy Pettus moved to adjourn the meeting, PDG Scriven seconded. Meeting was adjourned at 5:37 pm.		