

Date: August 26, 2011

Rotary District 5440 Executive Committee

Time: 1:00 pm

Location: Laramie County Library  
2200 Pioneer Avenue, Cheyenne, WY 82003

MEETING MINUTES

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

P=Present    A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 1:20 pm by David Scriven, Moderator	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee meeting minutes dated June 13, 2011.	Dave Scriven asked everyone if they received a copy of the meeting minutes prior to the meeting and if they had any revisions to suggest. PDG Charlie Peterson suggested that item 3.a., the first sentence of the 2 <sup>nd</sup> paragraph, removal of the word 'now'. Scriven called for a motion to approve the minutes with the correction noted by PDG Charlie Peterson.	PDG Mary McCambridge moved to approve the meeting minutes of June 13, 2011 as corrected, PDG Charlie Peterson seconded. Motion passed.	C
2. District Treasurer's Report – Joni Kumor			
a. Financial Report	DT Joni Kumor distributed the June 30, 2011 financial report.  She noted the PR Grant funds have not yet been received from RI; however, that amount is estimated to be about \$8000.	PDG Bryan Cooke moved to accept the Financial Report of June 30, 2011 as written, PDG Charlie Peterson seconded. Motion passed.  DT Joni Kumor noted that the District audit committee can schedule its	C

	<p>The Franklin Fund value is approximately \$62,000 as of June, 2011.</p> <p>Payables owed to DG, DGN and all funds paid out.</p> <p>The net income from district conference is restricted.</p> <p>District grants did not come through the general fund this year as a separate account and treasurer has been established per RI rules.</p> <p>Club dues statements have gone out for 2011-12 Rotary year and income is starting to come in.</p>	<p>annual meeting to review the books. PDG George McIlvaine is the and Kellie Tovar will ask George to work with Joni and the committee members in scheduling the meeting.</p>	
b. Cheyenne Bank Account	<p>American National Bank needs address change and signature changes. DT Joni Kumor noted that she needs a board resolution to make changes and she recommends that the DG be added as a signer.</p>	<p>Mike Forney moved to change the signers of the ANB and Jonah bank accounts to Joni Kumor, David Scriven, Robin Mundell and Mary McCambridge, PDG Charlie Peterson seconded. Motion passed.</p>	C
3. District Governor's Report – Mary McCambridge			
a. District Conference	<p>DG Mary McCambridge noted that the AV Team at PDG Bryan Cooke's conference did an excellent job and DG McCambridge questioned DGE Mike Forney and DGN Julie Phares if they would like to see some consistency of keeping an AV team going for future years.</p> <p>PDG Bryan Cooke commented that \$500 had been put into the 2011-12 budget to start an AV team. DGE Mike Forney stated that operating costs/capital costs are two different things to consider. D5450 owns the equipment and the use of that equipment are billed back to PETS. The expertise is needed and compensation needs to be considered. Discussion was held with regards to purchasing our own equipment because some site locations won't let you bring in your own equipment. Discussion was also held on the compensation options to consider for an AV Team</p>	<p>It was recommended that PP Scott Daily be asked to chair the District AV Team and let him bring recommendations to the Executive Committee on the needs of the committee. DG Mary McCambridge will speak with him.</p>	O

	who is serving multiple years at our Mid-Yr Assembly, Spring Assemblies and District Conference.		
b. Youth Exchange	<p>DG McCambridge commented that she has received some negative feedback on cutting the budget for the YE committee. Discussion was held. It was noted that at the April 8, 2011 meeting incoming YE chair, Kris Hammond, attended the meeting and was to provide some hard figures to DG McCambridge of the needs of the committee. To date she has not received any information from him. DGE Mike Forney asked DG McCambridge if it would be helpful to her to have him follow-up with Kris Hammond personally. DG McCambridge agreed.</p> <p>Discussion was also held on the new fees for DOS and regulations with regard to the stipend money for YE host parents/kids.</p> <p>PDG Bryan Cooke asked if he could comment on the use of the proceeds of the 2011 district conference. He noted that he will be allocating the restricted funds as follows:</p> <p>Ten \$500 scholarships for DRL, 53 District conference scholarships for 2012, \$1,000 to the Paul Harris House, \$7,338 to the New Generations Avenue of Service which can be distributed as needed for YE, Interact/Rotaract PETS or anything having to do with New Generations in our District.</p>	<p>DG McCambridge will ask for clarification on who can and can't receive money from clubs who host YE students. The clarification will be sent to club presidents, secretaries and treasurers of each club.</p> <p>DGE Mike Forney will follow-up on DG Mary McCambridge's behalf with YE Chair Kris Hammond on the financial needs of the committee.</p>	O
c. Scholarships – District Conference and Zone (DRL)	<p>PDG Bryan Cooke stated that the District conference scholarship is too restrictive with the 18 month timeframe. Dave Scriven commented that he had offered two scholarships; one had the 18 month new Rotarian scholarship criteria and the other was a President's choice scholarship.</p> <p>Mary stated that she is going to send out</p>	DG McCambridge will ask the AGs again to send recommendations to her for DRL candidates.	O

	<p>information that PDG Bryan Cooke has given money to provide 53 scholarships as a result of the profits from the 2011 district conference.</p> <p>District Trainer Phil Murphy commented that he has set goals for district conference attendance with clubs and hopes to have good attendance at this year's conference.</p> <p>DG McCambridge asked if anyone has heard anything with regards to DRL candidates. DGN Julie Phares recommended Lucie Osborn, Billie Addelman and Chuck Rutenberg as candidates but other than that no other recommendations have been received by the AGs. Bryan stated that the criteria has been developed for DRL and because he is going to be out of town and unavailable during selection process that Scriven could help DG McCambridge in the selection process.</p> <p>District Trainer Phil Murphy said he's talked with some of the people who completed RLI about attending DRL and they want to know what the expectations are for the future before they commit.</p>		
d. Finance Committee items	<p>At the June 13, 2011 meeting, the Finance Committee Recommendations were reviewed and accepted by the Executive Committee. At this time the procedures have been identified but not yet implemented.</p> <p>DGN Julie Phares, a member of the 2010-11 Finance Committee, said she has compiled policies and procedures based on the recommendations previously voted upon and adopted, however, she wants to wait on presentation to the Executive Committee until the Finance committee has a chance to review the policies and procedures.</p> <p>Discussion was held on the benefits of a debit card</p>	<p>DGE Mike Forney moved to provide the optional use of debit cards for the District Governor, District Governor Elect and District Governor Nominee to be funded to the full amount of the allocated budget for the Rotary year, with the reporting of the expenditures on a bi-monthly basis to the District Treasurer, PDG Bryan Cooke seconded. Motion passed.</p>	O

	vs. a credit card as well as timely reports to Joni. It was also discussed that there will be three separate accounts in which these debit cards are attached to and at any time Joni can freeze the account if needed.		
e. 2011 Public Relations Grant	DGE Mike Forney stated that the grant application has been submitted and this is going to be the best PR grant we've done to date. PP Ernie Over put together the proposal which is a \$20,000 project (\$5,000 from us and \$15,000 grant from RI) and it buys ¼ page ad in the WY and CO papers, however, they will place a full page advertisement for the price. Newspaper will assemble the page with 17 boiler plate articles and the newspaper is to contact local clubs in order to get some localized coverage as well.	DGE Mike Forney will update the committee at the next meeting as to the status of the PR Grant application.	O
f. Membership	DG McCambridge has asked Lori Millin from Cheyenne to co-chair the Membership committee with PP Pat Butts and they have been in communication. Mary's asked her to send out Membership Minutes in bullet form to the clubs.	No further action necessary.	C
g. Other	DG McCambridge stated she's had a great time visiting the clubs and its members.		
4. Past District Governor's Report – Bryan Cooke			
a. District 5440 APF Year End Results	PDG Cooke noted that 100% of club's donated to the APF in 2010-11 and our District's goal was \$286,835 and we hit \$295,473.  Polio funds raised for our District was a total of \$163,094, which included the \$16,610 raised at the District Conference which was then matched by DDF.	No further action necessary.	C
b. District Emergency Funds	PDG Cooke commented that the \$10,000 District emergency funds were matched by club and member donations for total donations to disaster relief efforts of \$46,000 (\$11,000 to Japan, \$30,000 to Queensland and \$3,000 to New	No further action necessary.	C

	Zealand).		
c. 2011 final report on District Conference	<p>An extensive follow-up report from Conference Chair Mark Wood has been provided to the Executive Committee as well as the financials and evaluation summary received from those attending the conference.</p> <p>PDG Cooke stated that 43 clubs were represented at District Conference and the clubs who didn't come to conference should be targeted for scholarships to the 2012 conference.</p> <p>He further commented that the evaluations showed good responses overall about the District Conference and that the feeling was that the PDGs enjoyed the PDG dinner location Thursday evening. PDG Cooke noted that a large banner was made for District Conference and that it was now in the possession of the 2012 district conference chair, Lynn Matson.</p>	No further action necessary.	C
d. 2010-11 & 2011-12 Organizational Charts	<p>PDG Cooke wanted to discuss the change in the organizational chart which was proposed in the District Leadership Plan written by Tom Miller and PDG Nancy Pettus.</p> <p>He has consulted PDG Lynne Baker, RI Trustee Lynn Hammond and RI Supervisor James Damato who all confirmed that if a District incorporates and has a board who oversees the District that the chair of that board has to be the current District Governor. This policy is in place so that the correct chain of command from RI to each District is followed.</p>	Scriven stated that this topic has been slated as an Executive Committee retreat item and will be further discussed at that time.	O
e. Scholarship criteria for First Timers at District Conference	See item 3c above.		C
5. District Trainers Report – Philip Murphy			
a. District Assembly	District Trainers Phil Murphy and Barb Redder have been talking about the Mid-Yr Assembly and they are getting together next week. Some topics		O

	to work on for the Assembly include membership, social media, fundraising and club administration.		
b. RLI	<p>RLI courses are set for Casper on September 17<sup>th</sup> and Ft Collins on Oct 22<sup>nd</sup>. They are talking with Scottsbluff about providing course #3 in Scottsbluff. Initial attempt to take RLI on the road to Riverton, Lander and Thermopolis was not successful, however, DG McCambridge encouraged DT Murphy to contact them again.</p> <p>DT Murphy said they've been trying to get some more facilitators, however, those who've already graduated are very busy becoming leaders within their clubs. He stated that the District needs to generate a few more facilitators and perhaps considering those outside of RLI graduates is a good idea.</p>	Phil will continue to recruit them.	
c. Other	<p>Discussion was held on the benefits of holding an additional AG training prior to the Mid-Yr Assembly. The trainers, DG McCambridge and DGE Forney will discuss but they were asked to keep in mind the usual Executive Committee meeting held at that time as well as the additional costs associated with holding this training.</p> <p>PDG Bryan Cooke stated that there is a lack of continuity with training for FV Pilot Districts by RI, and now RI is considering webinar's to the train the remaining districts.</p> <p>DGE Forney informed the committee that Chan Coyle of Steamboat Springs passed away. The RI Lifetime Achievement Award was presented to him a few days prior to his death.</p>	No further action necessary.	C
6. Continuing Business			
a. Realignment of border between D5440 & D5450 – Charlie Peterson	PDG Charlie Peterson met with Karen Sekich on Tuesday of this week. D5450 would like to have the road out of mead (WCR 34), go about 9 or 10 miles east and which would put the border line a	PDG Charlie Peterson will continue to work with Karen Sekich. He will recommend that D5450 draw up maps and a written proposal to be	O

	<p>mile north of Platteville. Their proposal would take out a 2 mile by 10 mile section of our District and they want to charter a combined Platteville/Ft Lupton club in Platteville. PDG Peterson noted that at one time we had a small club of 7-8 members in mid-90s but it eventually dissolved. PDG Peterson feels that letting them have that area would not hurt our District and may even strengthen the Greeley/Evans area.</p>	<p>considered further by the D5440 Executive Committee and that until DG McCambridge signs the area over it remains in D5440.</p>	
<p>b. District 501(c)3 update – AG Scott Meier</p>	<p>AG Meier stated that he needed to know who is going to be on the Foundation board to proceed. It was noted that those officers were elected on April 8, 2011 and are Scott Meier, George McIlvaine, Julie Phares and Stuart Palmer.</p> <p>A narrative description is needed on the object of the Foundation. PDG Mo Heth will be asked if he will write the narrative.</p> <p>AG Meier confirmed there is no minimum amount needed to start a Foundation and if less than \$10,000 then filing fee is less.</p> <p>DGE Forney asked about the use of the foundation for the conference for donations, sales tax, etc. Scott confirmed that donations can be run through the Foundation for district conference, however, a Foundation is not sales tax exempt under a 501(c)3.</p>	<p>AG Meier will distribute Foundation documents to the Executive Committee members for review and comment prior to the end of September, 2011.</p>	O
<p>c. Emergency Donations to Joplin, MO – DG Mary McCambridge &amp; PDG Charlie Peterson</p>	<p>DG McCambridge has not checked with the Loveland Foundation so no update on funds received.</p>	<p>DG McCambridge will check with Alistair MacDonald to see if any donations were received and if not the \$1,000 emergency donation from the District will be sent to Joplin.</p>	O
<p>d. Adoption of Financial Management Plan – PDG Mike Tormey</p>		<p>This agenda item is tabled until the next meeting as DRFC Mike Tormey is not in attendance today.</p>	O



e. Update on Finance Committee Recommendations/Implementation – Dave Scriven	See item 3d above.		
f. Update on new District banner design – DGE Mike Forney	Mike F said it is underway and the PR committee is working on it. PR recommendation is to have a mini-warehouse and have a check-in process with a key with Kellie Tovar.		O
7. New Business			
a. Interact/Rotaract Training – PDG Dave Scriven	Interact/Rotaract PETS is scheduled for September 17-18 at the Douglas fairgrounds.  Jerry Traylor will speak for lunch and team building activities, BBQ with clubs, etc. They will elect an Interact leader and Rotaract leader who will sit on the District Committee to help plan next year's conference for Interact/Rotaract.		O
b. Background checks – Memo from DPO Ray Leaycraft	The memo received from DPO Ray Leaycraft was reviewed (see attached).	PDG Charlie Peterson moved to accept DPO Ray Leaycraft's recommendation that background checks performed by the District are to be used strictly for Rotary business, DG Mary McCambridge seconded. Motion passed.	C
c. Executive Committee Retreat - Dave Scriven	The Executive Committee retreat is scheduled for Sept 30-Oct 1; schedule to come; rooms are reserved. Cocktails at 5:30pm Friday evening, dinner at 6pm. Facilitator is Phil Van Horn.		
d. Informational Items	DGE Forney noted that the per person cost to attend the 2012 PETS is about \$2 more than last year.  DGN Phares noted that PETS will pay ½ of room and meals for facilitators but any travel is the responsibility of each district.  DG McCambridge told PDG Peterson that she is		

	glad he is feeling better and was able to join us for today's meeting.		
Adjournment	DGE Mike Forney moved to adjourn the meeting, DG Mary McCambridge seconded. Meeting adjourned at 4:13pm.	Next meeting on October 29 <sup>th</sup> at Hilton Garden Inn at 1:00pm.	