

Date: January 13, 2012

Rotary District 5440 Executive Committee

Time: 1:00 pm

Location: Marriott Denver Tech Center Hotel
4900 Syracuse St., Denver, CO

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Bryan Cooke	Member/PDG	A	David Scriven	Member/PDG Rep	A	District Grants Chair Chuck Rutenberg
Mike Forney	Member/DGE	P	Julie Phares	Ex-Officio/DGN	P	
Mary McCambridge	Chair/DG	P	Joni Kumor	Ex-Officio/ Treasurer	A	
George McIlvaine	Member/PDG Rep	P	Barbara Redder	Ex-Officio/Trainer	P	
Philip Murphy	Member/Trainer	P	Mike Tormey	Ex-Officio/DRFC	P	
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 1:07pm by George McIlvaine, Moderator.	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee meeting minutes dated October 28, 2011.	George McIlvaine asked everyone if they received a copy of the meeting minutes prior to the meeting and if they had any revisions to suggest. McIlvaine called for a motion to approve the minutes as written.	DGE Mike Forney moved to approve the meeting minutes of October 28, 2011 as written, PDG Charlie Peterson seconded. Motion passed.	C
2. District Treasurer's Report – Joni Kumor			
a. Financial Report	District Treasurer Joni Kumor was not able to be at today's meeting, however, she distributed the December 31, 2011 financial report through Kellie Tovar. DG McCambridge commented that going through	Finance Committee chair Charlie	O

	<p>the last 5 years of budgets that there were some inconsistencies and she commented that she didn't know where some of the figures came from. An example is that the RI allocation this year and last were the about the same. She recommends that someone sit with District Treasurer Kumor to be sure items are being allocated into the correct line items in the budget. Finance Committee chair Charlie Peterson offered to schedule a meeting with District Treasurer Kumor.</p> <p>DGE Mike Forney commented that in preparing his budget for 2012-2013 he tried to reconcile the past budgets as much as possible. Most critical is reports from Joni do not track with line items as part of the budget and as an example there is a misc income of \$1900 and some other line items that are not covered. He recommends the need for standard list of accounts and that our treasurer be sure our financial reports track those accounts.</p> <p>DRFC Mike Tormey commented that perhaps we need a budget designed on the Avenues of Service and then we can see how much we spend in each Avenue rather than line items. DG McCambridge clarified that when submitting income and expenses that clarification needs to be sent along with those items so she knows where to allocate the income or expense.</p>	<p>Peterson will schedule a meeting with District Treasurer Kumor to go over past budgets and be sure line items are being accounted for appropriately.</p> <p>DG McCambridge is charging the finance committee with following up with District Treasurer Kumor.</p>	
4. District Governor's Report – Mary McCambridge			
a. DRL and YE Budget Allocations	In DG McCambridges' budget there is a DRL line item for \$2,400. PDG Cooke gave money from his conference for DRL in the amount of \$5,000. This money now becomes a restricted fund to be used only for DRL.	The attendees at this year's DRL will be paid from the restricted funds from Cooke's district conference to allow the line item adjustment of \$2,400 to be used for other necessary expenses in the district budget.	C
b. District Conference	DG McCambridge noted that the AGs are going out to the clubs to present the promotional DVD for district conference as well as selling tickets for the watercolor "Springtime in the Rockies". DG		C

	<p>McCambridge commented that conference chair Lynn Matson is doing a fabulous job and the on-line registration is almost live. DG McCambridge also noted that the artist of the watercolor, Dick Schilling, was featured in the Rotarian magazine and that this picture will be a sought after item.</p>		
c. YE Update	<p>DG McCambridge informed the Executive Committee that she has received a written resignation from Kris Hammond, chair of the YE committee, effective June 30, 2012. DG McCambridge has accepted the resignation with regrets.</p> <p>DG McCambridge noted there is a list of clubs that are not qualified to host YE students at this time and New Generations chair, Bobbe Fitzhugh, is working on getting clubs into compliance.</p> <p>DG McCambridge stated that she regularly receives financial statements from the YE committee and that she will forward those on to the executive committee members. She'd like the executive committee to review these statements periodically.</p> <p>Discussion was held on the need to appoint a new YE chair for 2012-2013. DG McCambridge suggested that the executive committee spend time on YE matters at least semi-annually. It was also suggested that any committee in the district who holds meetings should send their meeting minutes to the district for review in order to maintain continuity within the district.</p>	<p>DGE Mike Forney moved that DG McCambridge and DGE Forney will, in the next 30 days, have a face to face meeting with Bobbe Fitzhugh as the New Generations Chair with regards to the leadership of the YE committee. This meeting will also be to discuss the appointment of a new chair to the YE committee and any other matters to give the YE committee support, PDG Charlie Peterson seconded. Motion passed.</p>	O
d. Multi-club/Multi-district collaboration on District/Global projects	<p>DG McCambridge met with Alan Ashbaugh, Mike Forney and Phil Murphy about a multi-club/multi-district water project . This will give an opportunity to clubs who are not participating in an international project to get on board with a project with not much money invested. Dave Stewart and representative at CSU are the contacts. This will be an optional project for clubs to participate and it</p>		O

	<p>will be a multi-year project.</p> <p>DG McCambridge commented that RI President Kaylan Banerjee is hopeful of ending polio this year and his illusion is what will be next after polio is literacy and water.</p>		
e. Action items from last meeting			
i. Emergency donations to Turkey, Thailand, Cambodia, Philippines	<p>DG McCambridge commented that she did more due diligence on the issue surrounding disaster areas in Turkey, Thailand, Cambodia and the Philippines. She presented a Forbes magazine article on Thailand and Alistair MacDonald was passionate on helping Thailand for flooding. Cambodia is receiving relief efforts but there is a club on the border of both Thailand and Cambodia that District emergency funds could be allocated through to help in that area.</p> <p>\$1,000 was approved for emergency donations to Turkey at the last meeting. One emergency relief fundraising could be done for all four countries.</p>	<p>DG Mary McCambridge moved to issue a challenge grant to the clubs/Rotarians in the district to support emergency relief efforts of \$1,000 to Turkey, \$1,000 to Thailand/Cambodia and \$1,000 to the Philippines. The donations of clubs and/or Rotarians in the district will be matched with district emergency donation money up to \$1,000 for each of these countries by this challenge grant, DGE Mike Forney seconded.</p> <p>All donations should be sent to Casper Rotary Foundation to be distributed by DT Joni Kumor as instructed by DG McCambridge.</p>	O
f. DDF/Reserve funds for literacy projects	<p>DG McCambridge commented that at the last meeting a motion was passed to use excess funds to cover the district literacy project. However, she feels there will be unused DDF and she'd like to fund this project with DDF before withdrawing money from excess funds for this project.</p> <p>To date \$8,600 has been raised which will be matched and sent back to each club respectively.</p>	<p>If additional funds are needed to complete the literacy project she will let the executive committee know but at this time no excess funds will be used.</p>	C
5. District Governor Elect's Report – Mike Forney			
a. 2012-2013 AGs	<p>DGE Forney reported that 4 new AGs have been appointed, Chris Woodruff, Ardin Wright, Lloyd Michael, Chip King.</p>		C
b. 2012-2013 Budget/Finance	<p>DGE Forney commented that with great</p>	<p>Finance Chairman Charlie Peterson</p>	C

Committee	<p>assistance from the finance committee who took the original budget and improved it, he is pleased to present it to the executive committee for review.</p> <p>This year's budget is using a headcount of 3200 for revenue. The effect is that income as well as district conference allocation and PETS assessment will drop from last year's budget. The finance committee recommended to add the PR grant stipend as a line item for income and expense since we've been successful 4 yrs in a row in obtaining the grant. Therefore, for 2012-13 the budget will reflect \$15,000 in income and \$20,000 in expenses for the PR grant.</p> <p>Last year's district training revenue actual was \$10,500 and expenses were \$8,500 so he left the figure at \$10,500 to help with trainer expenses.</p> <p>DGE Forney wanted to put in net income from District Conference but he was reminded that the DG can expense that amount outside of the budget.</p> <p>DGE Forney noted that there is some transfer of money from the excess funds. He wants to verify the \$3,000 income for Summer YE.</p> <p>Travel and expenses has gone up by one AG so he increased that budget slightly. Emergency donations come out of excess funds so he questioned why we put it in the operating budget. District Trainer supplies and travel should be \$3,300.</p> <p>DGE Forney noted that if a conference is making \$18,000 profit then we can do a better job at pricing the conference. Discussion was held on this issue and determined that most profits made from a conference come from sponsorships.</p>	<p>recommended that this budget be approved with a few clarifications with a change on District Trainer and YE. Julie seconded. Motion passed.</p>	
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c. Foundation Dinner	Foundation dinner committee is tired and is barely at 300 headcount this year. Discussion was held on the possibility of the committee not offering this dinner next year. If that happens then there would not be a hosting of the RI President for lunch in January but the executive committee did recommend DGE Forney appoint a committee just in case.		C
6. District Trainers Report – Philip Murphy & Barb Redder			
a. RLI Report for Casper Session	<p>RLI was held in Casper and there were 16 participants (8 in each class). Results were generally positive and the evaluations are perhaps a little dated so DT Redder will work on updating those evaluation forms. The team did train two new facilitators who both live in Casper. DT Redder thanked Julie Phares, George McIlvaine and Mike Forney for helping with the course.</p> <p>Next dates for RLI are January 28th course #1 & #3 for Scottsbluff, February 11th for courses 1-3 in Fort Collins and April 21st for courses 1-3 in Casper.</p> <p>PP Dick Lubinski of the Loveland RC is going to take over RLI for Phil Murphy.</p>		C
b. Club Visioning	DGND Phil Murphy, PDG Charlie Peterson and PP Billie Addleman got together and talked about club visioning. They outlined some goals to get done and another push to get into the clubs for follow-up is going to made this spring.		C
7. Continuing Business			
a. Realignment of border between D5440 & D5450 – PDG Charlie Peterson	Nothing new to report on realignment with D5450.	No action necessary until D5450 contacts PDG Charlie Peterson.	C
b. District 501(c)3 update – PDG George McIlvaine	PDG George McIlvaine reported that we do have a tax ID number, documents have been submitted to IRS to get official designation.		O

c. Adoption of Financial Management Plan – PDG Mike Tormey	<p>DRFC Tormey stated that a little over a year and a half ago the financial management plan was created but the vision of that plan and practicality of how things are being run is not working and the existing document needs to be reworked and brought back to this committee for adoption prior to July 1 of this year.</p> <p>Mike passed out a list of benefactors in the District and he also distributed the SHARE report for the next 3 years.</p>	DRFC Mike Tormey and Grants Chair Chuck Rutenberg will work on the financial management plan to present at the next meeting.	O
d. Nominating Committee meeting and decisions – PDG George McIlvaine	The committee met and PP Phil Murphy was elected as the 2014-15 District Governor.		C
e. District Audit Committee – PDG George McIlvaine	PDG George McIlvaine stated that he and District Treasurer Kumor have been trying to get the records into his hands so he can call the audit committee to a meeting.		O
f. District Bylaw Revisions – DG Mary McCambridge	Bylaws were forwarded to Lynne Baker, Chair of the Bylaws committee and other than a few punctuation and grammatical errors she noted that everything else seems to be in order. Discussion was held.	The District Bylaw Revisions agenda item is tabled for this meeting. DG McCambridge will send out PDG Baker's recommendations to everyone for review.	O
g. District Grants – AG Chuck Rutenberg, District Grants Chair	<p>District Grants Chair Chuck Rutenberg would like the executive committee to reconsider offering just one District grant that can be \$1-\$5,000.</p> <p>The reasoning of offering two different grants was so that a club could ask for both a Simplified Grant and a Governor's Grant but in all reality we don't have enough money in the grant budget to fund one \$2,000 to each club in our district. Therefore offering two grants doesn't accomplish anything. All grants would be prepay and only one grant per club would be considered initially. Then after a specified date if all the funds have not been spent, it can be released to the clubs that they can apply for an additional grant if they would like.</p>	PDG Charlie Peterson moved to modify our grants process to one eligible grant which will be called a District Grant. It will be prefunded and applications won't be accepted if a club is delinquent with a report. This change in our grant application process is effective immediately, DG Mary McCambridge seconded. Motion passed.	C

	<p>Discussion was held.</p> <p>The spending plan held up our block grant from being distributed by RI up until a few weeks ago. Therefore, Chuck Rutenberg stated that they will advise RI that the spending plans should be an overview of categories not specific projects and that the final reports can be specific.</p> <p>DGE Forney stated that he wants a session on District Grants processing at the Assembly.</p>		
7. New Business			
a. Casper Reveille – DG Mary McCambridge	DG McCambridge stated that she will be going to Casper for the Casper Reveille charter dinner in a few weeks. She asked about the district supporting this new club in some manner.	PDG George McIlvaine moved to expense up to \$500 to purchase the Casper-Reveille Rotary Club a club banner, DGE Mike Forney seconded. Motion passed.	C
b. VTT-PDG George McIlvaine	PDG McIlvaine stated that John Millin, a Rotarian from Cheyenne, is doing eye surgeries in Nigeria. There is a doctor who wants to do optometry training here so that he can go back to Nigeria to train doctors to do cataract surgery. PDG McIlvaine stated that this could be set-up as a VTT.	DG McCambridge will talk with VTT chair Ron Hammel about a possible VTT with this project.	O
c. Ignite Program –DGE Mike Forney	Aggressive membership and retention program which includes GETs training. This information was received from PDG Stuart Palmer. DGE Forney has sent it to membership committee for consideration.		C
Adjournment	Meeting adjourned at 4:10pm.	Next meeting will be March 30, 2012 at Hilton Garden Inn, Laramie, WY.	