

Date: June 7, 2012

Rotary District 5440 Executive Committee

Time: 11:00 am

Location: Insurance Associates of Estes Park  
363 E. Elkhorn Ave., Estes Park, CO 80517

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Bryan Cooke	Member/PDG	P	David Scriven	Chair/PDG Rep	P	PP Bobbe Fitzhugh
Mike Forney	Member/DGE	P	Julie Phares	Ex-Officio/DGN	P	PDG Morrison Heth
Mary McCambridge	Member/DG	P	Joni Kumor	Ex-Officio/ Treasurer	P	Julie Yates
George McIlvaine	Member/PDG Rep	A	Barbara Redder	Ex-Officio/Trainer	P	
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 11:10am by Chairman David Scriven.	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee meeting minutes dated March 30, 2012.	Scriven asked everyone if they received a copy of the meeting minutes prior to the meeting and if they had any revisions to suggest. Scriven called for a motion to approve the minutes as written.	DG Mary McCambridge moved to approve the meeting minutes of March 30, 2012 as written, DGE Mike Forney seconded. Motion passed.	C
2. District Treasurer's Report – Joni Kumor			
a. Financial Report	<a href="#">May 31, 2012 Preliminary Financial Report.</a>  Kumor noted that she has marked this report as a preliminary draft because the bank statement has not yet been received to reconcile the account.		

	<p>Kumor reviewed the balance Sheet, P&amp;L Statement as well as the budget comparison to actual worksheet with the committee members.</p> <p>Kumor noted the largest pre-paid expense so far for next year is the Clubrunner fee. She also noted the accounts payable amount is the amount owed to DG McCambridge for expenses at the end of May.</p> <p>Kumor asked for clarification on the emergency disaster challenge grants and if the funds are truly supposed to be matching dollar for dollar of funds received and District emergency funds. The answer to that question is yes whatever was received will be matched by District emergency funds for the disasters in Turkey, Thailand and the Philippines.</p> <p>Admin travel is showing over-budget but there are items to be moved around in line item budgets so we are not actually over-budget in the admin travel.</p> <p>DGE Forney asked about clarification on actual vs. budget on the conference allocation. Kumor noted a slight misallocation on line items which will be corrected.</p> <p>DG McCambridge mentioned she has gone over her allocation by about \$1,600 because of the unexpected last minute trip to Washington D.C. for the Champion of Change ceremony.</p> <p>PDG Peterson asked about the restricted funds for Interact of \$27,095.30 and where it came from and if it is the correct amount. Kumor will research where the funds came from to make up the \$27,095.30 and notify the committee.</p> <p>Discussion was held on the District Conference surplus funds from various conferences and where those are held in the line items on the budget.</p>	<p>DGE Mike Forney moved to cover Mary's over-budget expenses from the contingency fund, PDG Bryan Cooke seconded. Motion passed.</p> <p>Chairman Scriven asked that the Finance Committee look at how long a fund should be restricted and report</p>	
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	<p>Kumor noted that they are held in the restricted funds area on the balance sheet. DG McCambridge expressed perhaps there should be a finite time to use restricted funds so the District is not carrying these balances for years.</p>	<p>back to the Executive Committee.</p> <p>PDG Charlie Peterson moved to accept the financial report as presented, PDG Bryan Cooke seconded. Motion passed.</p>	
3. District Governor's Report – Mary McCambridge	<p>McCambridge commented that membership this Rotary year has been pretty good and that the membership committee is in tune to the clubs and prospective members list is hot at RI. There are some clubs that need help but club visioning is going well. The RI Presidential Citation was rigorous this year and only 2 clubs applied for the award and both were denied. McCambridge noted that as of today we are under 8% of last year's contributions to the Rotary Foundation. She noted that the Foundation and Future Vision has been challenging this year and that education is greatly needed.</p> <p>McCambridge commented on New Generations and hopes that EC can give more guidance to the New Generations program. She feels the Rotaract clubs need a liaison from each Rotary club who will communicate between the Rotaract clubs and the District. Chairman Scriven commented that they need an Executive Committee of their own too and it just hasn't happened to get enough of them together to form it. Communication is a great need.</p> <p>DGE Forney noted that he has sent a request to meet with the Rotaract clubs while out on his DG visit to the club and hopes by doing this to connect with the Rotaract clubs and help them by gathering information to form a Rotaract club directory.</p> <p>Diane Knight is going to chair the Alumni Committee and will work within the RYLA network to start building a database of student information.</p>		
a. Update on Youth Exchange	DG McCambridge turned this agenda item over to		

<p>leadership</p>	<p>PP Bobbe Fitzhugh to talk about as New Generations Chair.</p> <p>Fitzhugh informed the EC members that the official name is Cowboy Country Rotary Youth Exchange and they have reincorporated in State of Colorado.</p> <p>There has been a transition in chairman and Julie Yates has taken over. There was concern about her not being a Rotarian but she has since joined the Fort Collins After Work RC. Fitzhugh stated that there are 35 kids at conference this year which includes 24 in bounders and 11 out bounders. She stated that how that came about was when DG McCambridge and DGE Forney attended the outbound orientation they invited the kids to come to conference and they wanted to be here. The in bounders will leave Estes Park on Sunday for their bus trip.</p> <p>CCRYE Committee has been reorganized so the entire load of work is not on the chair.</p> <p>Fitzhugh talked a little about the Youth exchange certification and Department of State regulations. She indicated she has sent out the recertification information to YE long term club chairs. A level of the DOS regulations applies to the Interact and RYLA as well although not as much as YE. Background checks every year is required for anyone who has contact with YE students.</p> <p>Fitzhugh stated RI is lumping summer YE into a category with all other YE requirements and wanted the long term YE chair to sign the certification documents. She indicated that is hard to do when it is a separate committee acting on their own with their own chairman. Fitzhugh expressed that the New Generations chair should sign RI's certification documents to cover all the youth committees within the District.</p> <p>Bobbe distributed a <a href="#">program overview for New</a></p>		
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	<p><a href="#">Generations</a> for the committee to review.</p> <p>Chairman Scriven stated he doesn't want to take overregulation to programs that are not YE. Fitzhugh agreed and does have information separated as to what does apply to all youth programs and what applies only to the YE program. Fitzhugh did note that the District youth protection policy needs updated and hasn't been updated since 2008. (Kellie Tovar found it was updated in August 2011. <a href="#">Click here to view the District Protection Policy.</a>)</p>		
4. District Governor Elect's Report – Mike Forney			
a. Wrap-up of PR Grant	<p>DGE Forney updated the committee on the PR Grant newspaper advertisements. The campaign placed 55 ads in Northern Colorado, Wyoming, Scottsbluff Nebraska and Driggs, Idaho. The total cost was \$20,400 of which we will receive \$15,000 from RI for the PR Grant we were awarded for 2011-2012. He noted that clubs such as Scottsbluff/Gering donated more money and had an 8 page insert in their local paper. He also commented on the great job that the Fort Collins and Teton Valley clubs did on their featured stories. Forney indicated 3 papers didn't participate in the project-Gillette, Rock Springs and Afton. Afton wanted but couldn't find a way to size the advertisement properly. Discussion was held on the need to help the Gillette and Rock Springs clubs produce advertisements in their locations.</p> <p>DG McCambridge asked about applying for the grant for next year. Forney indicated the application deadline had been in the fall and this year RI bumped up the deadline to March unbeknownst to him and so we lost out for 2012-2013. In Julie's year we need to focus on getting in a PR grant application on time.</p>	<p>DGE Mike Forney moved to approve the expenditure of up to \$1,500 from the DG contingency reserve account to provide similar ads with the Gillette, Afton and Rock Springs papers, PDG Charlie Peterson seconded. Motion passed.</p>	C
b. Committee chair appointments	<p>DGE Forney briefly reviewed his committee chair appointments and needs. He indicated he will</p>		

	continue working on the committee structure.		
c. District go to Peace Forum	DGE Forney informed the committee of the Peace Forums that will take place in Hawaii January 25-27, 2013, Berlin Nov 30-Dec 2 and Hiroshima May 17-18.	DGE Mike Forney moved to allocate a \$1,000 scholarship from reserve funds to send someone to one of the Peace Forums. PDG Charlie Peterson seconded. Motion passed.  Forney indicated he will advertise the grant through the newsletter and website for anyone interested to submit applications with the understanding that they have to report back to the District. Motion passed.	C
5. District Trainers Report – Philip Murphy & Barb Redder			
a. 2012 RLI Graduates	<p>District Trainer Phil Murphy informed the committee that 25 people will graduate from RLI this Rotary year.</p> <p>Some more clubs have gone through club visioning in the last month and PDG Peterson has been in constant contact with clubs in western WY trying to facilitate visioning in their area. Billie Addleman is following up with clubs who have gone through visioning already and would like help from the committee either revisiting the issue or working on a strategic plan.</p> <p>The 2012-2013 district assemblies are already set for dates and the programs need to be put together. Feedback from survey indicated offering the duplicate sessions at the last assembly was a good thing so he and Barb would focus on that same structure for fall.</p>		
6. Continuing Business			
a. District 501(c)3 update – PDG George McIlvaine	Nothing new to report as PDG McIlvaine was not present at this meeting.	Dave will follow-up with Scott Meier as well as check with him as to the structure of membership of the Foundation board.	O

b. Adoption of Financial Management Plan	<p>PDG Mike Forney had Kellie Tovar distribute the Financial Management plan for consideration prior to this meeting. Chairman Scriven indicated that we cannot consider adopting a financial management plan without the chair of that committee present to discuss it.</p>	This item is tabled until next meeting.	O
c. District Audit Committee update – PDG George McIlvaine	<p>Mary reviewed the <a href="#">Audit Committee Report</a> with the EC. This report will be voted upon at Saturday's District 5440 business meeting by the voting delegates.</p> <p>Discussion was held regarding reimbursement procedures and DGE Forney indicated the information has been compiled and he will have it ready to review at the next meeting. .</p>		C
d. District 5440/5450 Boundary Change	<p>DG McCambridge and DGE Forney signed the agreement May 19, 2012. The border change will become effective July 1 2012 with RI. <a href="#">Agreement for Change of Border of Rotary International Districts 5440 and 5450.</a></p>		C
e. District Bylaw & MOP – DGE Mike Forney	<p>DGE Forney had Kellie Tovar distribute a <a href="#">memo from him</a> along with the revised Manual of Procedure and District Leadership Plan. The revisions place the current sitting District Governor as chair of the Executive Committee. However, then Article 3.4 of the District Bylaws are inaccurate and a Bylaw change can't be done until next district conference in May. Discussion was held on adopting the MOP and Leadership Plan and adding an asterisk on the documents that will note this conflict with the Bylaws.</p> <p>Discussion was held and concern was expressed as to the committee adopting a working document that is not in compliance with our sitting Bylaws. DGE Forney expressed concern about losing a very comprehensive document which will help committees know what their roles and responsibilities are within the District.</p>	<p>DGE Mike Forney moved to approve the adoption of the Manual of Procedure and District Leadership Plan with revisions made so these documents are in line with our current Bylaw structure which includes the Executive Committee voting on the chairman position, District Trainer Philip Murphy seconded. PDG Charlie Peterson opposed the motion. Motion passed.</p>	O

f. District Survey – DGE Mike Forney & DGN Julie Phares	DGN Phares has been working on preparing a survey. PDG Bryan Cooke recommended contacting Kathy Zavela-Tyson from the Greeley After Hours RC to assist in designing the survey.	Chairman Scriven asked that we add this to the EC retreat agenda.	O
g. Insurance Quote for fidelity bond/crime bond – DGN Julie Phares	<p>DGN Phares stated that at the last meeting a crime bond was discussed to protect assets of the District and she sent a quote via email. She also discussed it with Billie Addleman and he recommended it for the District. The premium for a 3-year term is \$2,100. District Treasurer Joni Kumor asked about bonding vs. insurance policy. DG McCambridge asked and DGN Phares clarified that this would only protect District assets.</p> <p>DG McCambridge asked about RI offering a crime bond and DGN Phares stated that she has talked with them and they don't offer it but they can sell it through their broker.</p> <p>District Treasurer Joni Kumor asked about getting bids from other carriers prior to making a decision.</p>	DG McCambridge will check again with RI about a crime policy while DGN Phares will talk with Dave Bostrom about requesting quotes from other carriers.	O
h. Panama – Rotaract/Interact Project	Chairman Scriven reviewed the Interact/Rotaract Panama project scheduled for June 23 <sup>rd</sup> . He indicated the Casper Rotary Foundation is helping with transportation costs and he requested the District help with supply costs for this project.	DGE Mike Forney moved to allocate \$2,000 from the Interact restricted funds for the project for this year with the encouragement that we get started earlier next year to get the clubs involved, PDG Charlie Peterson. Motion passed.	C
i. Date for EC Retreat	Tentative dates are September 14-15, 2012 for the EC retreat.	Chairman Scriven will confirm	
7. New Business			



a. Expectations of New Generations Chair – PP Bobbe Fitzhugh	See agenda item 3a above.		C
b. CCRYE Bylaws – Julie Yates	<p>Julie Yates handed out updated versions of the CCRYE Bylaws with revisions made as previously requested by the Executive Committee. DGE Forney questioned the timing for a notice of a special meeting of 2 days and recommended the notice be 5 days. Yates confirmed that the Board of Directors and Officers of the committee need to be members of Rotary and that has been noted in the Bylaws. She asked and received clarification that volunteers can serve on the committee but will not be board members or officers.</p> <p>PDG Peterson asked about having District 5440 included in the name and Yates confirmed Cowboy Country Rotary Youth Exchange is their incorporated name but that they place District 5440 on all their logos, letterhead and/or forms and documents. She confirmed with RI that the incorporated papers do not have to have the district number on it.</p> <p>DGN Phares stated one concern is lack of communication with YE and she suggested that the DGE be on the Board of Directors with YE so there is someone from the Executive Committee who can report back to EC members as to the status of the YE committee. Yates confirmed the DG has always been an ex-officio member of the committee but did like the idea of placing the DG or designate as an ad-hoc board member so their meetings don't depend on them being there. There will be an annual board meeting in August and they have committee meetings every time they get together for an event.</p>	<p>DG Mary McCambridge moved to approve the Cowboy Country Rotary Youth Exchange Bylaws with changes made to the Bylaws as noted in this discussion, PDG Bryan Cooke seconded. Motion passed</p>	C

c. 2012-2015 DRFC Selection – DG Mary McCambridge	Discussion as held on the 2013-2016 DRFC appointment.		C
d. Funding for District Representatives to Rotary Zone 27 Leadership Institute – PDG Bryan Cooke	PDG Cooke distributed the <a href="#">Rotary Zone 27 District Leadership Institute information</a> to the committee members. The institute will be held July 27-28, 2012 in Denver at the Embassy Suites at DIA. PDG Cooke offered to allocate money from the 2011 district conference profits in order to offer \$175 scholarships to committee chairs and leaders within the district to attend this training.	DGE Forney will compile a list of members to offer this scholarship to and will ask them if they want to attend.	O
Adjournment	The meeting was adjourned at 3:00pm.		