

Date: September 30, 2016

Rotary District 5440 Executive Committee

Time: 2:00 pm

Location: Little America – Casper Room

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Phyllis Abt	District Trainer	P	Mike Tormey	PDG Rep (2015-2017)	P	
Bryan Cooke	PDG Rep (2016-2018)	A	Chuck Rutenberg	Ex-Officio/DGN	A	
Bill Emslie	DGE	P	Joni Kumor	Ex-Officio/ Treasurer	P	
Barbara Redder	DG	P	Jim Epstein	Ex-Officio/DRFC	P	
David Scriven	PDG Rep (2016-2017)	P	Kellie Tovar	Ex-Officio/Secretary	P	
Ken Small	Chair/PDG	P				

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 2:08 pm by Chairman Ken Small	We do have a quorum for today's meeting.		
1. May 22, 2016 Meeting Minutes – Chairman Small	The May 22, 2016 meeting minutes were distributed prior to this meeting. Chairman Small called for questions, hearing none he asked for a motion to approve these minutes as written.	PDG Mike Tormey moved to accept the May 22, 2016 meeting minutes as written, DGE Bill Emslie seconded. Small called for discussion and hearing none he called for the vote. The motion was approved unanimously.	C
2. District Financial Report	The June 30, 2016 & August 31, 2016 financial reports were distributed prior to this meeting. Treasurer Kumor stated she's trying to create a budget to actual that agrees to the format of the original budget and that will be available with the next report. Three clubs still owe district dues and Joni will follow-up with them.	PDG Mike Tormey moved to accept the financial reports as presented, DGE Bill Emslie seconded. Small called for discussion and hearing none he called for the vote. The motion was approved unanimously. PDG Dave Scriven moved to reimburse Ken Small in the amount of \$6,487 from excess funds, DG Barb Redder	C C

	<p>Kumor asked to focus on June 30, 2016 statements. The district ended the year \$20,000+ and that is in large part to PDG Small's district conference. The conference did not use any YE conference allocation and in addition they fund raised \$18,000 so in essence the budget had a surplus this year. Kumor recognized that each conference has been select a special project to donate some funds raised by the conference and Small acknowledged that the silent auction did raise money for a water project. That money is set aside from the surplus and is being held in the District 5440 Foundation account. Kumor asked to discuss the shortfall in the DG line item in the budget and Small stated he would leave the room for this discussion.</p> <p>Kumor noted the cost of traveling throughout the district for a Governor has gone up in the cost of gas and hotels but yet the budget has remained at \$25,000 for the last 7 years although in some years there as a \$5,000 DG contingency line item in the budget. Kumor stated that Small had removed the DG Contingency \$5,000 line item in the budget because he wanted a break-even budget and did not want to pull money from the excess funds. Treasurer Kumor asked the committee to give consideration to covering the additional \$6,487 in which Small expensed and reimburse him. Discussion was held.</p>	<p>seconded. Redder called for questions and hearing none she called for the vote. The motion was approved unanimously.</p>	
<p>3. District Governor Report – DG Barbara Redder</p>	<p>DG Redder started her report talking about the Zone Institute. We have several attending the Emerging Leaders seminar along with a few Rotaractors attending the</p>	<p>No further action necessary.</p>	<p>C</p>

	<p>Young Professionals Summit. Our district chairs are attending as well, Jim Epstein for Foundation, Nancy Hobbs for membership, Phyllis Abt as trainer and Michael Wailes for PR. The district does have some money in the budget to help these folks with registration. In addition our current DG string and immediate PDG Small are also attending.</p> <p>We have five clubs who have changed their presidents due to various reasons of job relocations, sickness or other issues that have come up.</p>		
4. District Governor Elect Report- DGE Bill Emslie	<p>DGN Rutenberg has confirmed with DGE Emslie that PP Bill West will be the nominating committee replacing Ron Randle. Other committee work is happening and DGE Emslie will have his committees in place by PETS.</p> <p>Conference contracts have been signed and planning continues.</p> <p>DGN Rutenberg will be working with the finance committee to prepare the 2017-18 budget in time for distribution 30 days prior to PETS.</p>	No further action necessary.	C
5. District Governor Nominee Report – DGN Chuck Rutenberg	<p>Chuck could not be present at this meeting. No report.</p>		C
6. District Trainer Report – Phyllis Abt	<p>Update on this assembly – 128 pre-registrants. She thanked Ron Randle for coordinating the engineering piece. DGE Emslie is doing a tribute to engineers & Josh Fuller from Jackson, who is not a Rotarian, is the featured noon speaker. Currently he is paying his own way to attend this event.</p>	<p>DG Barb Redder moved comp the hotel room for Josh Fuller out of the assembly income, DGE Bill Emslie seconded. Small called for questions and hearing none he called for the vote. The motion was approved unanimously.</p>	C

	<p>Discussion was held.</p> <p>PETS is scheduled for February 24-26, 2017, The spring assembly is scheduled for April 29, 2017 and that same evening will be the District Foundation Celebration dinner. Both the assembly and the dinner will be held at Little America in Cheyenne. Keynote speaker for the dinner is RIPP Ron Burton.</p>		
7. Continuing Business			
a. NONE			
8. New Business			
a. District Grant Reports from clubs – DRFC Jim Epstein	<p>DRFC Epstein informed the committee that we have several clubs who have not filled out district grant reports. He would like a policy in place on how to handle these situations. Discussion was held.</p> <p>The district has \$14,322 for Centennial Grants but have the potential to have \$17,000 in requests that were preliminarily approved. Of course not all preliminary reports actually get submitted as a grant request but if they do all come in the district money will have a shortfall. Discussion was held.</p> <p>Further discussion was held on whether to keep continue these types of grants. Consensus was to continue them and keep the name of Centennial Grants so not to confuse everyone.</p> <p>Discussion was held on the resignation of Mary O'Neal as the Scholarship Chair. DRFC Epstein is looking for recommendations on who to take on this</p>	<p>PDG Small suggested that DG Redder and DRFC Epstein decide the policy and send out an email vote to the Executive Committee on the policy. DRFC Epstein will write up a recommendation.</p> <p>DT Phyllis Abt moved to amend the budget to take \$2,000 from excess funds into the grants budget if necessary to complete the Centennial Grant project requests. DG Redder seconded. Small called for questions and hearing none he called for the vote. The motion was approved unanimously.</p> <p>PDG Tormey stated he could speak with Mary O'Neal and ask her for suggestions.</p>	C

	<p>position.</p> <p>The polio committee met and RI has always requested a portion of DDF go to the EPN campaign. So they have decided to have a challenge instead of just a straight donation. Any club that contributes \$26.50 per capita to the EPN campaign will receive a district match of \$500.</p>		
<p>b. Recommended Bylaw Changes – DG Barbara Redder</p>	<p>DG Redder informed the committee that RI is changing how they are going to fund the DG starting in DGE Emslie’s year and we are part of the pilot program. What this means is 100% of the allocation will come to the district and it will be managed by the District. That means that we have to be sure that the allocation amount from RI is substantiated with their “covered expenses” and then anything that RI allocation does not cover would be attributed to the District’s expenses. Next year’s treasurer needs to be aware of the “covered expenses” of RI so he or she can be sure we are dispersing the allocation correctly in case of an audit.</p> <p>With this in mind DG Redder is recommending that the immediate PDG be on the finance committee as chair because they are most up to date on all of the covered expenses by RI. Discussion was held and it is recommended that the Bylaws committee look at the change in this structure and make a recommendation to the Executive Committee.</p>	<p>PDG Mike Tormey moved to table the subject until we hear back from the Bylaws Committee, DT Phyllis Abt seconded. Small called for questions and hearing none he called for the vote. The motion was approved unanimously.</p>	<p>C</p>
<p>c. Financial Report Information from John Hewko – Chairman Ken Small</p>	<p>PDG Small wanted to bring to the attention of the committee a new requirement by RI that DG expenses must be provided to the members of the District to review and</p>	<p>No further action necessary.</p>	<p>C</p>

	approve at a District meeting. Our district only holds one meeting a year at the conference. RI is wanting this approval earlier in the year. This is for informational purposes only.		
d. Satellite Groups – DG Barbara Redder	<p>DG Redder stated we have a variety of clubs who have created satellite groups. We do not have any satellite clubs – we have satellite groups. Satellite groups are part of a club and how they structure it is the decision of the club and there should be a written understanding between the two groups.</p> <p>Satellite clubs are started to actually begin a new club and must have 8 members to start.</p>	No further action necessary.	C
9. Informational Items			
a. Foundation Reports from DRFC Jim Epstein	These reports were distributed to the Executive Committee for review.	No further action necessary.	C
b. CCRYE Financial Reports	These reports were distributed to the Executive Committee for review.	No further action necessary.	C
Discussion items	None		
Adjournment	The next meeting will be December 2, 2016 at 2:00pm. PDG Scriven moved to adjourn this meeting, PDG Tormey seconded. The meeting adjourned 3:57 pm.	A PDG Council meeting will be held on December 2, 2016 from 11am – 1 pm and lunch will be provided. The Executive Committee meeting will be held starting at 2pm. Both meetings will be held at the Laramie County Public Library, Windflower Room, 2200 Pioneer Ave., Cheyenne, WY.	