

Date: October 6 2017

Rotary District 5440 Executive Committee

Time: 2:00 pm

Location: Little America Hotel – Wind River Room

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Barbara Redder	Chair/PDG	P	Karen Trusler	District Trainer	P	
Bryan Cooke	PDG Rep (2016-2018)	P				
Bill Emslie	DG	P	Jim Epstein	Ex-Officio/DRFC	P	
Mo Heth	PDG Rep (2017-2019)	P	Teresa Mueller	Ex-Officio/ Treasurer	P	
Phil Murphy	PDG Rep (2017-2018)	A	Kellie Tovar	Ex-Officio/Secretary	P	
Chuck Rutenberg	DGE	P	Chris Woodruff	Ex-Officio/DGN	P	

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 2:04 PM by Chair Barbara Redder	We do have a quorum for today's meeting.		
1. Approval of the June 4, 2017 meeting minutes – Chair Barbara Redder	The June 4, 2017 meeting minutes were distributed prior to this meeting.	PDG Bryan Cooke moved to approve the June 4, 2017 meeting minutes as written, DGE Bill Emslie seconded. Discussion was called and hearing none the motion was approved unanimously.	C
2. Approval of the July 1, 2017 meeting minutes – Chair Barbara Redder	The July 1, 2017 meeting minutes were distributed prior to this meeting.	DGE Chuck Rutenberg moved to approve the July 17, 2017 meeting minutes as written, PDG Bryan Cooke seconded. Discussion was called and hearing none the motion was approved unanimously.	C

<p>3. Approval of the September 8, 2017 meeting minutes – Chair Barbara Redder</p>	<p>The September 8, 2017 meeting minutes were distributed prior to this meeting.</p>	<p>DGE Chuck Rutenberg moved to approve the September 8, 2017 meeting minutes as written, DG Bill Emslie seconded. Discussion was called and hearing none the motion was approved unanimously.</p>	<p>C</p>
<p>4. District Financial Report</p>	<p>Teresa Mueller presented the District Financial Report which was also distributed prior to this meeting. She indicated she did not receive quick books until September so July and August still needs to be recorded so she is presenting this report with the actual data that she does have. The tax return has not been completed yet so she does not have final numbers for June.</p> <p>Teresa asked for clarification on noted items 1 through 5 on the balance sheet. Clarification is as follows: Items 1 & 2. Charitable Contributions Payable & Donations received by others. Chair Redder confirmed this money was collected for natural disasters that happened in 2012 but a recipient/address was never received by the District Treasurer at the time in which to send the funds so they've continued to be held. Item 3. Light Up Rotary Celebration was a dinner held in PDG Phil Murphy's year and Barb can reach out to him and see how those funds were to be used. Item 4. Rotaract RLI Scholarships are exactly that and it went in June, 2017. When RLI is offered this Rotary year we need to use these funds to offer scholarships to Rotaractors to attend the RLI training. Item 5. Designated Funds Summer YE. DG Emslie clarified these funds were received when</p>	<p>Item 5: DG Bill Emslie moved to hold these funds in a Designated youth funds category to help pay for youth costs in attending the district conference including Rotaract Interact, YE, Summer YE, RYLA and Young RYLA if needed, PDG Bryan Cooke seconded. Discussion was called and hearing none the motion was approved unanimously.</p> <p>Items 1 & 2: Discussion was held on ways to use these funds and suggestions made were a TRF donation, PDG Cooke suggested Polio. DG Bill agreed some to annual fund, some to Polio. PDG Heth asked about using the funds for current disaster relief efforts. Chair Redder recommended sending it to the TRF donor advised fund for current disasters. DGE Chuck Rutenberg moved to send these funds to the Gulf Coast Disaster Relief fund, PDG Morrison Heth seconded. Chair Redder</p>	<p>C</p> <p>C</p>

	<p>the Summer YE committee was collecting an application fee and their expenses were minimal so the funds were not used entirely. Therefore, it was designated for use for youth in our District. Teresa clarified that if she is directed to do so she would take it from a restricted Summer YE category and move it to unrestricted funds.</p> <p>Discussion was held on all items above.</p> <p>Club dues invoices were mailed out on August 30th by previous District Treasurer Joni Kumor. A reminder was sent out through Kellie this week for clubs who had not paid their invoice and that resulted in a few more being sent in immediately. As of today, we have 10 clubs that still owe their dues. Will follow up as necessary.</p> <p>Teresa is not receiving statements for the ANB Money Market Fund nor the Franklin Fund.</p> <p>Teresa reviewed her format of reports and everyone liked the formats. Suggestions were to still break out assembly registrations, conference registrations, club visioning and RLI so we know what income is being received and expenses to each line item. Be sure to show the sub committees of a main committee. Example: The Rotary Foundation has sub committees in the budget which are Polio, Scholarships, Grants, Annual Fund so these should be shown separately on financial reports.</p> <p>PDG Heth asked about workers compensation and Teresa stated needs permission to get quotes for new directors and officers liability insurance and workman's comp insurance as the rates are extremely high.</p>	<p>called for further discussion and hearing none the motion was approved unanimously.</p> <p>Item 3. Wait on Light up Rotary celebration funds to see where those funds were to be distributed.</p> <p>Item 4. As described in discussion these are to be used for Rotaract RLI scholarships this Rotary year.</p> <p>It was recommended that Teresa contact John Hintzman, our Colorado insurance representative for the district. His contact phone</p>	<p>O</p> <p>C</p> <p>O</p>
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	Discussion was held on how best to account for income and expense on tax returns.	is 970-556-8368. Also reach out to others and get the best deal. Bring recommendations back to the Executive Committee for action and when they come up for renewal make the change.	
5. District Governor Report – DG Bill Emslie	<p>Membership – We get a monthly report through the zone and our district is up 16 for the year with a total membership of 3003. This report is going out to the clubs monthly.</p> <p>The new satellite club in Wellington will transition into a Rotary Club when they have enough members. They meet on Monday nights at 6pm at either the fire station or brewery. Fort Collins After Work is the sponsor of this club and is also sponsoring a District Satellite E-Club and it will be chaired by PDG Julie Phares. Chair Redder asked if they are all new members and Bill clarified they are both and that they are wanting to recruit new members of Rotary to this club as well. Jim Epstein asked if they are counted as members of the district and Bill clarified that they are counted as Fort Collins After work members. There is no online meeting but they have an option to blog and type responses to others blogs. See blog here. They set their own schedule of when to meet face to face and also when to hold a project as a club. Our Satellite E-Club would probably meet quarterly face to face. DGN Chris Woodruff asked if they set up their own bylaws. Bill clarified they can have an operating manual and if they become an independent club they have to have bylaws, officers, etc. They have a chair, chair-elect and secretary as outlined in the 2016 COL guidelines.</p> <p>The District Membership Summit was held in</p>		C

	<p>Casper on September 9, 2017. We had just under 20 people attend and Kelly Atkinson taught the session. They introduced the club membership plan at this event. We also have a District Membership Plan ready to go.</p> <p>Foundation – Jim Epstein presented the October committee report. Discussion as held on how to get basic goals entered for clubs for this year. Jim reviewed the extension of the Centennial grant application deadline, Scholarships coming from clubs, Paul Harris Society challenge that will be presented to the assembly attendees this weekend.</p> <p>Bill commented that at the April 7, 2018 assembly there will be a focus on peace building and it will be led by Past RI Director Phil Silvers and District 5440 Rotarian Bill Timpson. There will also be the Foundation dinner that evening.</p> <p>Bill passed out the People of Action citation and stated four have been received so far. Chris asked if people are understanding the concept and Bill said he has been discussing it at ever club visit and he thinks they are understanding. He has been encouraging clubs to publish their members Rotary stories to their community. He also hopes to publish a booklet at the end of the year with all the stories in it.</p> <p>Part of the DG Citation is to have 10% of club members complete the POA citation. Also when they receive a district or global grant to provide an article to the POA newsletter.</p> <p>He and Tracey have completed 48 visits including one Rotaract club. They have an interact club visit set up and when they are done they will have completed about 60 visits which</p>		
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	<p>includes a few satellites.</p> <p>There have been 11 wild polio cases reported this year so far. At the club visits he is passing around a piggy bank asking for Polio contributions. So far \$5,875.87 cash has been given and that doesn't include the checks. Chuck asked if he will be reporting this back to the clubs and Bill confirmed yes. Teresa gave him a spreadsheet showing how much was donated in a person's individual name by check. PDG Cooke shared that there will be a World Polio Day BBQ in Greeley on October 21st and they will be inviting all the Greeley clubs.</p> <p>Hurricane relief – In summary the Crisis Management Team met and made recommendations. Bill took those recommendations to the Executive Committee in September and the vote was to donate \$15,000 from district excess funds to the Gulf Coast Disaster Relief Donor Advised Fund at TRF and to also support a global grant project with \$10,000 DDF which would be a recovery effort project which must be defined and then advertised. Since that meeting there continues to be more disasters. TRF has established more than one donor advised fund so clubs and individuals can pick which disasters to support. Discussion was held on how to have funds matched within our District with other partners (possibly Loveland Foundation & the Bohemian Foundation) before sending the funds on to the Gulf Coast Disaster Relief fund.</p> <p>Jim Epstein shared that Global Grants Co-Chair Joe Schon is working with some districts in Texas and Florida in order to define a long term recovery project that will be put on matchinggrants.org when it is ready.</p>	<p>PDG Heth will talk with the Loveland Rotary Foundation about a match of district funds and report back to the committee ASAP.</p>	<p>○</p>
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	<p>Bill stated the District conference is on track with finalizing a few things before registration officially opens. PDG Cooke said he visited the hotel and wondered where everything would be held. Bill shared that the conference itself is in the Estes Park Convention Center and that all sessions will be plenary sessions. The conference hotel has ballrooms A, B & C which will be used for the receptions, ice cream social, PHS society reception, etc.</p> <p>District 5440 Foundation – he is working with PDG David Scriven who is the chair of the Foundation to get it active again.</p> <p>Because of Hurricane Harvey, the Zone Institute was cancelled and there will not be an Emerging Leaders seminar this year. We had budgeted \$3,000 in scholarship monies to send people to this session in Houston and we did have some people who were going but obviously could not. Bill suggested the following uses for those scholarship monies.</p> <ol style="list-style-type: none"> 1. Incentive for a first timers at district conference (members not guests) give a break of \$50 off of registration fee using this scholarship fund. 2. Send someone to one of the Peace Building conferences established around the world by RI. He would like to send Bill Timpson by offering a \$1,000 scholarship for him to attend. With the peace building workshop in April this would be a benefit for our district to have him attend one of RIs sessions. Bill Timpson is the chair of our District Peace and Conflict Resolution subcommittee. <p>Discussion was held on both suggestions.</p>	<p>DG Bill Emslie moved to use the Emerging Leaders scholarship fund to offer up to 30 first timer scholarships to District conference which would be \$50 off of registration fee, for a total support from these scholarship funds of \$1,500 to first timer scholarships and \$1,500 to send Bill Timpson to one of the peace building seminars of his choosing as long as it is prior to the Spring District Assembly, PDG Morrison Heth seconded. Jim Epstein asked if this would be a reimbursed expense by Bill Timpson once he submits receipts to District treasurer Teresa Mueller and that was confirmed how that would be handled. Chairman Redder called for further discussion and hearing none called for</p>	<p>C</p>
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	<p>The crisis management team did go into effect this year as an ad-hoc committee and it has been a very useful committee. DG Emslie recommends that it be outlined in the District Leadership Plan. DG Emslie is happy to modify the leadership plan accordingly.</p> <p>Bylaw change – DG Emslie stated that there is a 3-legged stool with RI, Public Image, Membership and Foundation. He would like to have the chairs of the PI and Membership committees to be ex-officio members of the Executive Committee just like our District Rotary Foundation Chair is for communication and accountability. This would require a bylaw change to Article 3.3A and he is happy to do the modifications on it.</p>	<p>the vote. Motion passed unanimously.</p> <p>PDG Morrison Heth moved to add the District Crisis Management Team, which reports to the District Governor, to the District Leadership plan, District Trainer Karen Trusler seconded. Chairman Redder called or discussion and hearing none called for the vote. Motion passed unanimously.</p> <p>Chair Redder asked DG Emslie to draw up Bylaw changes and he send out for review to the Bylaws committee and then back to the Executive Committee.</p>	<p>O</p> <p>O</p>
<p>6. District Governor Elect Report- DGE Chuck Rutenberg</p>	<p>He has created a tentative club visit schedule and is not starting his visits until the 3rd week of July.</p> <p>He continues to work on his District Conference with having committee members not only in Scottsbluff but also in Fort Collins. He met with Mike and Anne Griffith, District Co-Chairs from 2014 to get their input and some guidance. He is working on putting a District Conference chair in Ft Collins into place and the Scottsbluff/Gering co-chairs are PP Rwanda Pierce and PP Zac Karpf.</p>		<p>C</p>

	DGE Rutenberg has 5 AGs to replace his year and he has all in place except the Gillette area but he does have some names to consider.		
7. District Governor Nominee Report – DGN Chris Woodruff	<p>DGN Woodruff has begun working on the 2018-19 budget and will be sending it to the Finance Committee for review prior to sending it on to the Executive Committee.</p> <p>He and Karoline are not able to attend the Chicago training in December so they are attending the Zone 26 training in Reno, NV. We are moving into that Zone with the rezoning model outlined by RI. The dates of training are November 5-9, 2017.</p> <p>They have selected May 28-30, 2020 as their conference weekend. This is the weekend after Memorial Day. His Co-Chairs are Brian and Kim Larson. Theme is Rotary Unexpected.</p>		C
8. District Trainer – Karen Trusler	<p>Fall assembly is tomorrow. We've had a few room changes but nothing we can't deal with. We also don't have a technology chair here to help (Scott Daily) but we will also manage.</p> <p>Karen commented that what is the issue when we have 3,003 members in the district and we have 75 registered to attend tomorrow and 25 of those are helping in some manner. She's asking four key questions in a paper form and we'll see what responses we get. Discussion on the value of offering the first timers package was held. Are we getting repeats by offering that discount? It is something that needs to be looked at.</p> <p>Club visioning needs facilitators and club visioning chair Jan Grack will make an</p>	No further action necessary.	C

	<p>announcement about that tomorrow. RLI requests are out but she has not heard back. DG Emslie stated he talked with John Stewart while he was at the Loveland club visit (John is president this year) and he will work with Marie and do sessions in the spring but not this fall.</p>		
9. Continuing Business			
a. Franklin Funds – Details on new fund – DGN Chuck Rutenberg	<p>Chair Redder stated the finance committee had a conference call and voted to move forward with the recommendations presented. Chuck reviewed the recommendations with the Executive Committee members.</p> <p>Discussion was held on the ANB Money Market account and if it needs to be moved into something making some more money. DGE Rutenberg will ask Matt to make another account recommendation for the remaining excess funds that would be more liquid so perhaps a Share C account. The Franklin Funds is not in a qualified account so the account has to be closed and move the funds over to American Funds.</p>	<p>DG Bill Emslie moved approval of DGE Chuck Rutenberg's recommendation to move the Franklin Funds to the American Funds as per the allocation provided, PDG Bryan Cooke seconded. DGE Rutenberg stated that there are 40 different funds to shuffle around in and that Matt will make recommendations on a quarterly basis. He will also be proactive to reach out if they see changes that would need to be made. Quarterly statements would go to District Treasurer Teresa Mueller at the District Treasurer's mailing address. The upfront cost is about 4.5%. DT Mueller stated we have some money in the money market so if we move \$12,000 out of money market which is at \$64,000 and make the fund over \$100,000 would the upfront costs be less. DGE Rutenberg looked up the information and the upfront fee would be 3.5% so it would save 1%. DG Bill Emslie</p>	O

		<p>amended the motion to increase the total investment to \$105,000, moving \$15,000 out of money market to combine with the \$88,000 Franklin Funds balance to open the American Funds account, PDG Bryan Cooke seconded. Chairman Redder called for further discussion and hearing none called for the vote. Motion passed unanimously.</p> <p>DGE Chuck Rutenberg moved to put the District Administrative person, Chair of the Finance committee, and Treasurer as signers on the account, PDG Bryan Cooke seconded. Chairman Redder called for discussion and hearing none called for the vote. Motion passed unanimously.</p> <p>DGE Chuck Rutenberg moved to for PDG Barbara Redder to close the ANB money market account, PDG Morrison Heth seconded. Chairman Redder called for and hearing none called for the vote. Motion passed.</p>	
10. New Business	No new business. Chairman Redder asked if there is cause for a face-to-face meeting in December. It was decided a teleconference will be schedule for December 1, 2017 at 8:30am.		C

	DG Emslie stated the audit committee is chaired by Ken Small and is just waiting on the books to be completed.		
11. Informational Items	PDG Cooke invited everyone to the November 8 th meeting of his club where Grant Wilkins will be speaking. Grant has written a book, Two Drops and will be speaking on Polio. He is a Past RI Director who survived polio and his wife spent 20 years in an iron lung. The meeting will be at the new Double Tree Hotel in downtown Greeley at 12:00 noon. He is working with club president Mike Bond to get information to Kellie for the newsletter.		C
Discussion items	None		C
Adjournment	DG Bill Emslie moved to adjourn the meeting, PDG Morrison Heth seconded. Meeting adjourned at 5:17 pm.		