

Date: April 23, 2013

Rotary District 5440 Executive Committee

Time: 8:00 am

Location: via Conference Call

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Mike Forney	Member/DG	P	David Scriven	Member/PDG Rep	P	NGC Bobbe Fitzhugh
Morrison Heth	Member/PDG Rep	A	Ken Small	Ex-Officio/DGND	A	PDG Nancy Pettus
Mary McCambridge	Member/PDG	P	Joni Kumor	Ex-Officio/ Treasurer	P	
George McIlvaine	Member/PDG Rep	P	Barbara Redder	Ex-Officio/Trainer	P	
Philip Murphy	Member/Trainer/DGN	P	Mike Tormey	Ex-Officio/DRFC	P	
Julie Phares	Chair/DGE	P	Kellie Tovar	Ex-Officio/Secretary	P	

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 8:01 am by Chairman Julie Phares.	We do have a quorum for today's meeting.		C
1. District Protection Policy Update – New Generations Chair Bobbe Fitzhugh	<p>The District Protection Policy with proposed amendments was distributed to the committee on April 22, 2013 to review.</p> <p>Bobbe Fitzhugh mentioned that she had offered at a fall executive committee meeting to update the District Protection Policy that was adopted in 2008 and revised in August, 2011. Any changes mandated by Rotary International or the Department of State for year-long youth exchange have been updated in this document. She will also attached the CCRYE youth protection policy that was revised and approved by RI in January 2013 for recertification of the District committee.</p> <p>The purpose of the document is to apply the youth protection abuse and harassment procedures that</p>		

	<p>apply at the RI level to all of our New Generations programs including RYLA, YRYLA, Interact and youth exchange as well as any at risk individuals.</p> <p>The District Protection Officer job description is also attached to this policy but should be reviewed for accuracy to what our DPO is actually doing within the District.</p> <p>Three years ago each club in the district that participated in a New Generations program was asked to complete a club compliance contract and clubs are asked to update that document annually based on their participation in a New Generations program. This document also helps identify chairs of specific programs within the clubs.</p> <p>Volunteer screens (background checks) continue to be an annual requirement and the expense is borne by the individual or club. The DPO is to maintain those records. An online background check process was considered going into the next Rotary year, however, after further review the system will stay in place with the paper document being submitted to the DPO.</p> <p>After reviewing the document with the committee, Chairman Phares asked for questions or comments. Hearing none Chairman Phares thanked Bobbe Fitzhugh for her work on this document.</p>		
<p>2. Approval of March 18, 2013 meeting minutes – Chairman Julie Phares</p>	<p>Chairman Phares asked everyone if they received a copy of the meeting minutes prior to the meeting and if they had any revisions to suggest. Chairman Phares called for a motion to approve the minutes as written.</p>	<p>PDG George McIlvaine moved to approve the meeting minutes of March 18, 2013 as written, DG Mike Forney seconded. Motion passed.</p>	<p>C</p>
<p>3. District Financial Report – District Treasurer Joni Kumor</p>	<p>The March 31, 2013 Financial Report was distributed to the committee on April 22, 2013.</p>	<p>District Treasurer Joni Kumor will correct the report and redistribute it later today. Chairman Phares thanked</p>	<p>C</p>

	<p>Chairman Phares thanked DT Kumor for getting this report out.</p> <p>Upon review of the report it was discovered that all line item entries on the budget to actual report had dropped down a line and therefore the report was inaccurate.</p>	<p>her for doing that and asked the committee to direct any specific questions on the report to DT Kumor directly.</p>	
4. District Governor's Report – DG Mike Forney			
a. Club Updates	<p>The clubs overall are doing well. Recently had an issue with the Loveland Thompson Valley club where the PE made an announcement that didn't go well with club so the PE resigned from the club. Current president Patti Stickler and AG Donna Burrill have worked on the issue and there is now a new PE in place.</p> <p>The AGs are working to get reports in for the end of the year. .</p>	No further action necessary.	C
b. Polio and annual fund results	<p>During the recent AG conference call Judy Boggs was asked to join the call regarding Polio. To date \$42,000 in contributions has been made to polio, however, 21 clubs have not yet made a contribution this year. The AGs have the mid-March report and in many cases the money is being held by the club for distribution later.</p> <p>We are currently at \$77 per member with a target of \$100 a member. Foundation giving is well ahead of last year's number at this time and last year ended with about \$88 per member contribution. Five clubs have not made a contribution this year to the foundation.</p>	No further action necessary.	C
c. PDG dinner	<p>The PDG dinner invitation has just been distributed to the PDG council and other guests. The event will be on Thursday evening at the Sheraton which is right across the street from the Steamboat Grand. The cost will be \$55 per</p>	No further action necessary.	C

	person, however, the actual cost of the meal is \$61 pp but the conference budget is subsidizing the event slightly.		
d. Million Dollar dinner	So far 34 couples have been identified who have made a contribution of at least \$10,000 and they have been invited to the dinner. We are in the final two weeks and the goal is to have at least 50 couples at dinner. Individual clubs have raised \$3,500 to help with the dinner after receiving request letters from the committee. Therefore, some of the funds approved at last month's meeting will be used to fund this dinner.	A final update on attendance and financial obligations will be given at the next meeting.	O
e. Presidential Citations	<p>The deadline for DG Forney to submit RI Presidential Citations was April 15, 2013 and he is proud to report that four Rotaract clubs, six Interact clubs and six Rotary clubs qualified for the RI Presidential Citation this year.</p> <p>District awards are being put together now with the help of Awards chair Peter Youngers. Every session of the conference will feature some awards and they will have a good presentation of awards so everyone knows why the award is being given. There is a new award this year called the Future of Rotary Award which will honor the clubs with the highest percentage of membership age 40 years or younger. Diversity speaker Mary Aragon will help present that award on Friday.</p>	No further action necessary.	C
f. Friendship exchange update and funds request for district conference	There has been conversation taking place on the arrival of seven people from India for the friendship exchange. DG Forney had been asking for a budget for this exchange and he did receive that this morning. The bulk cost of the exchange will be borne by the outbound group that went to India, however, the committee will need \$1,600 to help fund this exchange here in our District which will help with the cost of a van rental, fuel, etc. There were no funds budgeted for a Friendship	DG Mike Forney moved to distribute \$1,600 from District excess funds to help cover the expenses associated with the Indian exchange, PDG George McIlvaine seconded. Chairman Phares called for discussion. PDG McCambridge stated that although the funds were not budgeted for either exchanges that the District does have the funds to support the exchanges	C

	Exchange in this year's budget, therefore, this amount will need to come out of excess funds. There will be a second exchange going to Scotland with about 12 people coming to our District in September. Again there were no funds budgeted for this exchange in DGE Phares budget.	and should support them. Hearing no other discussion Chairman Phares called for a vote. Hearing no opposition, the motion passed unanimously. Motion approved.	
g. YE funds request for district conference	<p>This year's district conference committee has the same issue as last year with regard to funding the YE students at district conference. They have received the budgeted \$3,500, however, to host 23 inbound students and 10 outbound students who will be coming to conference this year there is a shortfall of approximately \$3,300. DG Forney mentioned that YE students will not be coming to a district conference for the next 2 years because of date conflicts with the conference and the bus trip.</p> <p>DG Forney did state that all surplus funds earned from registrations at this district conference will be returned to the District so he is not even sure that the extra funds will be needed for the YE students, however, he wants to be sure the cost of the conference is covered and they don't end up in a shortfall.</p>	DG Mike Forney moved for the Executive Committee to set aside \$3,000 additional dollars to cover YE expenses should they be needed, PDG George McIlvaine seconded. Hearing no discussion Chairman Phares called for a vote. Hearing no opposition, the motion passed unanimously. Motion approved.	C
h. District Governor contingency fund expense request	<p>A memo for this expense request was distributed to the committee on April 22, 2013 to review.</p> <p>DG Forney stated that his memo had an error in it, he thought the budgeted amount in the contingency fund was \$6,000 but it is actually \$5,000. The rationale for the request is the accommodation of a \$2,200 shortfall in the DGN budget that had been spent before he took office mid-term. Chairman Phares asked DG Forney to go offline for a few minutes and allow for discussion and he honored that request.</p>	<p>After discussion was held, PDG George McIlvaine recommended that this be discussed at the retreat to develop a specific policy for attendance at International events and how to handle the expenses for those events.</p> <p>PDG George McIlvaine moved to allow DG Forney to use the contingency funds as budgeted, PDG Mary McCambridge seconded. Hearing no discussion Chairman Phares called for a vote. Hearing no opposition, the motion passed unanimously. Motion</p>	C

		approved.	
5. District Governor Elect's Report- DGE Julie Phares			
a. YEC – Investigation on serving alcohol to minors	Chairman Phares stated that since it was put out in written form by CCRYE Chair Julie Yates an allegation of alcohol distribution to YE students and committee members drinking alcohol around YE students, the District is obligated to do an investigation into the matter.	PDG Mary McCambridge moved to ask DPO Ray Leaycraft to lead the investigation into the allegations of alcohol distribution to minors within the YE committee , DG Mike Forney seconded. Hearing no further discussion Chairman Phares called for a vote. Hearing no opposition, the motion passed unanimously. Motion approved.	O
b. New generations youth rally	This fall there will be a New Generations youth rally titled Rally for Change. It will be held at either the YMCA IN Estes Park or at the Lions Camp in Casper. More details to come.		
6. District Trainers Report – DGN/DT Philip Murphy & DT Barb Redder			
a. Review of district assembly	DT Barbara Redder stated that the District Assembly in Laramie went very well. We had a final count of 133 and a survey went out yesterday. Michelle Schaefer was the guest speaker for lunch and she also lead some breakout sessions. Attendance keeps growing so yesterday she reserved another breakout session room for the fall assembly so they can run five sessions to have enough room for everyone. DGE Phares thanked everyone for their work.	No further action necessary.	C
b. RLI/Club Visioning	DT Redder stated there is an RLI #3 session in Ft Collins this Saturday and the club visioning team is going up through WY. DT Phil Murphy followed up with information that the facilitators for club visioning will be in NW WY to do three clubs and the visioning team will finish up the year with a review with noon time Estes Park club to help them get further along in developing a strategic	No further action necessary.	C

	plan. The trainers still plan to offer RLI session #3 on Thursday before conference begins in Steamboat. An RLI #3 was held up in Jackson a few weeks ago. There will be numerous graduates to recognize at district conference.		
7. Continuing Business			
a. District Bylaws and Articles of Incorporation – DG Mike Forney	The recommended language change for the District Bylaws has been accepted by the District Bylaws Committee. The proposed change and the Amendment for the District Articles of Incorporation will be distributed to club presidents as provided by the Bylaws in order to have a vote at district conference.	Kellie Tovar will send Bylaw language recommendation that has been approved by the Bylaws Committee to the Executive Committee as an FYI.	O
b. District Foundation Update – PDG George McIlvaine	PDG McIlvaine stated that the District Foundation received communication from IRS with some additional questions with regard to the application. Their questions have been answered but no further communications have been received by the IRS so the process is still active. PDG McIlvaine indicated an account has been established and donations for the Mt. Kilimanjaro climb by Marcy Predmore have been received from the Estes Park area.	PDG McIlvaine will give an update at the next meeting.	O
c. Zone Institute in Jackson, WY update – DGND Ken Small	DGND Ken Small was not able to be present on this call so DG Forney informed the committee that the Zone Institute in 2014 will be held in Westminster, CO. Although the visit to Jackson, WY went well for Greg and Pam Podd, the timing and pricing of the location did not work well for the Institute budget. DG Forney commended DGND Small for his work on the bid.	No further action necessary.	C
d. Executive Committee Retreat – DGN Phil Murphy	DGN Murphy stated there will be a retreat for the executive committee members again this fall. He is looking at September 21 or October 5. He asked for conflicts with these dates and DG Forney is unavailable on October 5 and PDG McCambridge may be unavailable on September	The executive committee retreat will be September 21, 2013 at VeeBar Ranch and DGN Murphy will make arrangements.	O

	21 but not sure yet. Hearing no other possible conflicts for September 21 st , it was decided to go with that date.		
8. Informational Items			
a. Next Executive Committee meeting date and time - DGE Julie Phares	Chairman Phares feels that although the conference calls have been going well that it is important to have a face to face meeting to end this year and the best place to do that is at district conference. Chairman Phares asked for discussion on a good time to hold the meeting.	Consensus is the meeting will be held on Sunday morning at 7am with a breakfast buffet (to be paid by EC members peronsally) and room arranged for the meeting by DG Mike Forney.	C
b. PDG Council election results for 2013-2014 Executive Committee Representatives	District Secretary Kellie Tovar informed the committee of the election results for the PDG Council representatives to serve on the EC. An email was distributed to the council in March asking for volunteers to serve on the committee. Mary McCambridge was the only PDG willing to serve as of the deadline date and Kellie Tovar contacted PDG George McIlvaine, current PDG council chair. He stated he is willing to continue to serve an additional year as PDG council chair and as a rep to the EC.	No further action necessary.	C
c. Results of vote regarding District Grants considerations tabled from last meeting	<p>On April 11, 2013, the following information received from incoming DRFC Nancy Pettus was distributed to the committee via email:</p> <p>The Grants Committee recommends that no District Grant funds be used for travel to an international site to:</p> <ul style="list-style-type: none"> • support a former Youth Exchange student or scholar to work on a project; • allow a club member to go to the site of a completed project for an inspection of that project; • allow a club member to go to the site of a proposed project to do a needs assessment. 	<p>An email vote was taken prior to this meeting regarding the above recommendations and the committee accepted the recommendations with a 5 to 1 vote (five members supported the recommendations, one member did not support the recommendation and one member did not vote).</p> <p>Incoming DRFC Nancy Pettus has already made the corrections to the Grant Guidelines document effective 7/1/13.</p> <p>No other action necessary.</p>	C

	<p>The Committee felt very strongly that District Grant funds should go for projects and not to fund "an international adventure on the back of a District Grant."</p> <p>The Committee felt that there were other options for such travel, such as:</p> <ul style="list-style-type: none"> • pooling airline miles to help with travel • club funds • donations from club members or others • individual expense • developing a VTT or Global Grant project in which travel would be allowed <p>The recommendation would be to just put this information into a FAQ's that is kept online. I see no reason to put this into a the Grants Guidelines...let's keep it simple.</p> <p>Nancy has asked me to attach the revised Grant Guidelines as Rotary made a couple of changes since those were done. Preliminary Proposals are no longer part of the process for Global Grants so that sentence was deleted in the section following the two types of grants (1 & 2). Also, RI is going to provide the travel insurance so in section 6 below, I added "insurance is included" in 6.d. and removed "insurance" from 6.e.</p>		
Adjournment	Chairman Julie Phares adjourned the meeting at 9:34am.	Next meeting is Sunday, June 2, 2013 at 7:00am at the Saddle Creek restaurant in Steamboat Springs. Breakfast cost will be \$14 per person all inclusive.	