

Date: December 14, 2012

Rotary District 5440 Executive Committee

Time: 8:30 am

Location: via Conference Call

MEETING MINUTES

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

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 8:36 am by Chairman Julie Phares.	We do have a quorum for today's meeting.		C
1. District Treasurer responsibilities and positions for 2013-2014 year status – DGE Julie Phares	DGE Phares commented that when she started working on committee structures for 2013-2014 year that she was working through the Bylaws and noted the chair of a committee was recommended to be a maximum of 3 years. She viewed the position of District Treasurer as a committee chair and thought we needed to appoint a new District Treasurer since Joni Kumor has held the position for 4 years. DGE Phares then went through the process of talking with people in the District to see if anyone was interested. She did find a person in Northern Colorado who is a past district treasurer, past assistant governor and has a lot of knowledge of Rotary in addition to being a CPA. Julie and this person had a 2 and a half hour interview at which time DGE Phares went back to the Bylaws	This item is open to further discussion.	O

	<p>and she realized the incoming District Governor does not appoint a District Treasurer but that it is an appointment by the Executive Committee.</p> <p>DGE Phares explained that she did talk to several members of the Executive Committee on how to proceed and it was recommended to speak with current District Treasurer Joni Kumor about if she wanted to continue in the position as District Treasurer. After speaking with Joni Kumor DGE Phares was assured that Joni Kumor in fact was willing to stay on as District Treasurer and during their conversation they did discuss specific duties and requirements that need to be met each month. One of those requirements was to have a financial report available by the 10<sup>th</sup> of each month for the Executive Committee to review whether there is a meeting scheduled or not.</p> <p>Discussion was held on the fact that there are no guidelines on how long a District Treasurer should remain in a position. PDG Mo Heth expressed a learning curve that goes along with the position and he doesn't feel there should be a limit on the term. DG Mike Forney expressed a specific procedure for term limits for the position needs to be addressed. Forney also expressed a fiduciary responsibility to perhaps set up a process of the term of the District Treasurer. This will avoid the term limit issues and not allow a District Treasurer to stay in a position for unlimited amount of time.</p>		
<p>2. Finance Committee structure and how they work – DGE Julie Phares</p>	<p>DGE Phares expressed that per the Bylaws the Finance Committee has a huge responsibility to the District in creating a proposed budget. She further noted that the District Governor Elect is to give their recommendations for the coming year to the finance committee, however, the finance committee is to actually put the budget together. DGE Phares expressed the need to have a team putting this together and that is why we have the finance committee.</p>	<p>DG Forney asked DGE Phares to set a date where the Finance Committee will meet with her to prepare the budget. PDG Heth asked about having something ahead of time to review prior to the meeting.</p>	<p>O</p>

	<p>DG Forney noted that this has been discussed in the past and the need is still there to create a standard chart of accounts so that the budget and expenses match up. This has been a charge of the finance committee for the last year but nothing has moved forward.</p> <p>Discussion was held on the responsibilities of the DGE and the Finance Committee with putting together a budget. DGE Phares stated she has been working with her committee chairs for budget expectations and she is prepared to meet with the Finance committee. DG Forney asked about meeting and getting this put into place. He asked about communication with the committees and DGE Phares noted that she has the information she needs from the committee chairs so no need to go back to them again but that it's time to go forward with the preparation of the budget.</p>		
<p>3. PETS – DGE Julie Phares</p>	<p>DGE Phares noted that the PETS financials were distributed to the Executive Committee for last Rotary year. In the past we've received funds back from PETS for excess funds. However, two years ago the PETS committee decided to build a reserve so they would not have to come to the districts each year for funds to begin the process of setting up PETS with hotels, etc. The committee wants to reach a \$12,000 reserve before they start paying any excesses back to the Districts.</p> <p>Discussion was held on the ability to maintain the fee structure of PETS moving forward and that there may have to be either a dues increase or an increase on the PETS assessment. PDG McIlvaine expressed concern about raising the PETS assessment.</p> <p>DGE Phares noted that next year (2014) PETS will be held at a new venue and even though a budget will be prepared that there are always unexpected</p>	<p>The finance committee will have final say on the proposed budget with regard to raising dues and/or PETS assessment.</p>	<p>O</p>

	<p>expenses that will come up during the transition.</p> <p>DGE Phares expressed concern about continually dipping into the District excess funds to balance the district budget and that at some point that has to stop being the fallback and the dues and/or PETS assessment will need to be raised. DG Forney expressed holding off on that decision until next Rotary year when a true picture can be seen for the new PETS venue.</p>		
Adjournment	<p>This meeting was adjourned at 9:15am.</p>		