

Date: October 19, 2012

Rotary District 5440 Executive Committee

Time: 1:30 pm

Location: Hilton Garden Inn
2229 Grand Ave., Laramie, WY 82072

MEETING MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Mike Forney	Member/DG	P	Julie Phares	Chair/DGE	P	PP Bobbe Fitzhugh
Morrison Heth	Member/PDG Rep	P	David Scriven	Member/PDG Rep	A	AG Ken Small
Mary McCambridge	Member/PDG	A	Joni Kumor	Ex-Officio/ Treasurer	A	
George McIlvaine	Member/PDG Rep	P	Barbara Redder	Ex-Officio/Trainer	A	
Philip Murphy	Member/Trainer/DGN	P	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 1:46 pm by Chairman Julie Phares.	We do have a quorum for today's meeting.		C
1. Approval of Executive Committee meeting minutes dated June 7, 2012.	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.	DG Mike Forney moved to approve the meeting minutes of June 7, 2012 as written, District Trainer Phil Murphy seconded. Motion passed.	C
2. Approval of Executive Committee special meeting minutes dated September 14, 2012	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.	PDG George McIlvaine moved to approve the special meeting minutes of September 14, 2012 as written, DG Mike Forney seconded. Motion passed.	C
3. District Treasurer's Report – Joni Kumor			

<p>a. Financial Report</p>	<p>No financial report is available at this time. Joni Kumor had a death in the family and could not attend this meeting.</p>	<p>It is requested that District Treasurer Joni Kumor distribute financial reports to the committee within the next 2 weeks.</p>	<p>C</p>
<p>4. District Governor's Report – Mike Forney</p>	<p>DG Forney commented that his club visits have gone very well and that to date he has completed 46 out of 53 visits. He informed the committee that Powell RC cancelled his club visit the week prior to the scheduled visit so he did meet with the club's board but a rescheduled date for the club visit has not been agreed upon.</p> <p>DG Forney expressed some concern for the High Plains-Eaton RC. He has been in touch with AG Susan Van Deren and the membership has gone down to 6 members. AG Van Deren has met with the club on several occasions and given ideas on how they to attract new members. DG Forney has his club visit with them on October 25th so he will know more at that time.</p> <p>Rock Springs RC was not able to participate in the PR grant because their local newspaper would not support the initiative. At the June 7, 2013 EC meeting it was voted upon to fund PR for this club and two others up to \$1,500 and try to pursue the local newspapers to run the PR ads. That initiative has been unsuccessful for a second time in Rock Springs. DG Forney informed the EC members that Rock Springs RC is holding an open house to try to attract new members and DG Forney suggested the PR funding dollars for their club could instead be used to help with their scheduled open house.</p> <p>DG Forney has submitted adequate expenses to Rotary International in order to receive the balance of DG allocation. He has been told he does not need to submit any future expense reports, however, he will continue to submit expense reports so that RI will see the true cost of being a DG in a District of this size.</p>		

	<p>DG Forney commented that he is excited about the assembly tomorrow noting great speakers and good breakout sessions.</p> <p>The RI President's luncheon is scheduled for January 4, 2013 at the Hilton in Ft Collins.</p> <p>The million dollar dinner is scheduled for April 19, 2013 at the Hilton Garden Inn, Laramie, WY.</p>		
5. District Governor Elect's Report – Julie Phares			
a. Review of Grant guidelines and recommendations for the 2013-2014 year	This agenda item is tabled until next meeting.		O
b. Youth Exchange-update and request for funds of \$15,000 for the YEC to put into YE reserve funds, required by RI YE	<p>DGE Phares, as EC liaison to the youth exchange committee, met with Julie Yates, chair for YE and Josephine Gilpatrick, treasurer for YE.</p> <p>DGE Phares, along with Julie Yates and Josephine Gilpatrick, have concern about Rotary International youth exchange requirements of having \$30,000 in reserve in the YE budget in the case of an emergency.</p> <p>DGE Phares asked New Generations Chairman Bobbe Fitzhugh to give her perspective on the needs of the committee with regard to the \$30,000 reserve. Discussion was held on the need for having \$30,000 in reserve in the YE budget vs. the need for having additional funding from the District for actual operating costs of the committee.</p> <p>New Generations Chair Bobbe Fitzhugh asked about updating the District Youth Protection policy.</p>	<p>DGE Phares asked that New Generations Chair Bobbe Fitzhugh and YE Chair Julie Yates, along with input from YE Treasurer Josephine Gilpatrick, put together a request for funding from the District and with that request let the District know why the funding is needed and what it will be used for. She asked for this information within the next few weeks as the District Finance Committee is currently working on next year's District budget.</p> <p>DG Forney stated he will talk with DPO Ray Leaycraft about updating the youth protection policy. Bobbe Fitzhugh offered to help with updating if help is needed.</p>	<p>O</p> <p>O</p>
c. Information on Rotary Colorado license plate fundraiser	Signatures for this fundraiser continue to be collected. Once enough signatures are obtained the process will move forward.	No further action necessary by the EC.	C
d. Update on Interact	DGE Phares informed the committee that Marcy	DGE Phares will have Marcy send a	C

Fundraising-Marcy Predmore climbing Mt. Kilimanjaro	Predmore, Interact sponsor for Estes Valley Sunrise, is climbing Mt. Kilimanjaro. Marcy would like to make this into a fundraiser for Interact to help support the Panama project. Discussion was held on how the District could support this project.	PR piece to Mike Forney for approval to be distributed to the clubs. Checks for tax deductible donations for this fundraiser can be made to Rotary District 5440 Foundation to be handled by PDG McIlvaine. No further action necessary by the EC.	
e. PETS-request additional funding and budget questions	This agenda item is tabled until next meeting.		O
6. District Trainers Report – Phil Murphy & Barb Redder			
a. RLI – Fort Collins update	DGN Murphy informed the committee that RLI courses are scheduled in Fort Collins for Nov. 3 rd and in Casper on Nov. 17 th . Tentative date for Riverton is also on the calendar for January 18 th & 19 th , 2013 (Fri/Sat for both courses 1 & 2). Those who attend can take course 3 at District Conference.		
b. Club Visioning	Club Visionings are coming up with Greeley, Estes Park-Longs Peak and Riverton and they are rescheduling Casper-Reveille.		
c. District Assembly	Good turnout for tomorrow's assembly with great speakers and great breakouts. Spring assembly date is April 20, 2013 and fall assembly is October 19, 2013. All will be held at the Hilton Garden Inn, Laramie, WY.		
7. Continuing Business			
a. District 501(c)3 update – PDG George McIlvaine	PDG McIlvaine reported that the forms have been mailed to the IRS and a request has been sent to the IRS to allow PDG McIlvaine to have communication with the IRS for updates on its approval although he has deferred that responsibility to Scott Meier as he has the knowledge to deal with the IRS.		O

<p>b. District Leadership Plan/Manual of Procedure – DG Mike Forney</p>	<p>DG Forney commented that the two documents (DLP/MOP) are now combined into one working document with the help of PDG Nancy Pettus. PDG Heth has reviewed it and DG Forney asked PDG Heth for comments. PDG Heth indicated he feels it is a great tool for the district and clubs but that updating it annually is what will keep it a useful tool.</p>	<p>DG Mike Forney moved to approve the DLP/MOP as written and to be placed on the District's website in offer to our clubs, DT Phil Murphy seconded. Motion passed.</p>	<p>C</p>
<p>c. District Bylaws and Articles of Incorporation – PDG Morrison Heth</p>	<p>The proposed Articles of Incorporation Amendment was distributed to the EC prior to this meeting for review. PDG Heth commented that Wyoming statutes are specific that any amendment to the make-up of a board of a non-profit corporation has to be voted upon by the members of that corporation, in this case being the Rotary clubs of the District. Therefore, an amendment to the Articles of Incorporation cannot be filed with the State of Wyoming until after approval is received of the amendment during a vote at the District's annual meeting at District Conference.</p>	<p>PDG Morrison Heth moved that the District Governor submit the Articles of Incorporation Amendment, with proper notice pursuant to the District Bylaws, to the voting members at the District Conference, PDG George McIlvaine seconded. Motion passed.</p> <p>PDG Heth will draw up the recommended language for the Bylaw Amendment for consideration of the Executive Committee to review prior to the January 4, 2013 meeting. After which the recommended language will be forwarded to the District Bylaws committee for consideration.</p>	<p>O</p>
<p>d. District Reimbursement policy amendment-Morrison Heth</p>	<p>The proposed District Reimbursement Policy and Amendment was distributed to the EC prior to this meeting for review. Discussion was held with regard to the language prepared and concern was noted that it may not be specific enough. Rotary International expense reimbursement policy was reviewed and the committee asked PDG Heth to incorporate RI language into the District Reimbursement Policy.</p>	<p>DG Forney moved to approve the amended reimbursement policy prepared by PDG Heth, which will be modified to be consistent with Rotary International requirements for expense reimbursements and the revised draft will be accessible via these minutes, DT Phil Murphy seconded. Motion passed.</p> <p>PDG Heth moved allow for immediate advancement of eligible funds per the Reimbursement Policy for the current Rotary year. DG Forney seconded. Motion passed.</p>	<p>C</p>

e. District Survey-DGE Julie Phares	This agenda item is tabled for the next meeting.		
f. Request for consideration of a District crime/Bond Insurance Policy – DGE Julie Phares	DGE Phares commented that discussion has taken place on multiple occasions regarding the District purchasing a crime/bond insurance policy to cover \$200,000 of assets of the District. Furthermore, the District Bylaws state that the District will bond the District Treasurer as the expense of the District. At the June 7, 2013 meeting DGE Phares presented a quote through Traveler's Insurance for this type of bond with a \$700 annual premium or a lock-in rate of \$2,100 for a 3-year term.	PDG Heth moved to purchase a crime/bond insurance policy for an annual premium of up to \$700.00, DG Forney seconded. Motion passed. Discussion was held on the commission with regard to this purchase through the insurance company that DGE Phares works for. She stated that she will not be accepting the commission on the purchase of this policy.	C
8. New Business			
a. District and YE flags – DGE Julie Phares	DGE Phares asked the committee if purchasing District and Youth Exchange flags are something they should consider. These flags would be used at PETS and at other District events.	DGE Phares moved to purchase a Youth Exchange flag and a District 5440 flag. DG Forney stated that he wouldn't mind having the cost of this purchase come from the district conference budget, DG Forney seconded. Motion passed.	C
b. District strategic plan – DGN Phil Murphy & PP Billie Addleman	PP Billie Addleman informed the EC that the District Executive Committee completed a visioning exercise in 2010 which was revisited last month at the retreat which Chuck Rutenburg facilitated. PP Addleman & DGN Murphy has taken the results of the new vision and turned it into a strategic plan along with specific goals and action items. In order to keep the follow-up for the goals/action items at a manageable level, the goals have been divided up among the EC committee members with others responsible for specific action items. The idea is to have those responsible for the action items to report back to the EC member	The Executive Committee members are to review the strategic plan and send comments to DGN Murphy by November 5 th . DGN Murphy will set up a conference call for November 26 th at 8:30am for further discussion and approval of the strategic plan.	O

	<p>responsible for the specific goal who would then report back progress to the EC.</p> <p>Discussion was held. PP Addleman distributed a copy of the Strategic plan to each EC member and DGN Murphy will follow-up with those not in attendance at this meeting.</p>		
Adjournment	<p>DG Forney moved to adjourn the meeting, PDG Heth seconded. Meeting was adjourned at 4:20pm.</p>	<p>The next meeting will be on January 4, 2013. Time and location TBD.</p>	