



**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Ala Moana

**Required:**

- 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
- Rotary International and Districts Dues were paid on-time;
- Filed the applicable IRS tax form by November 15, 2022;
- Goals and Projects up-to-date in Rotary Club Central;
- Board of Directors approved documented budget for 2022-2023 by July 1, 2022;
- Updated/reviewed Club By-Laws within the past 3 years to reflect current operations.

**Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention:** (type in points)

1. President/representative registered by January 1 for the 2023 District Conference	25	25
2. Meetings are interesting, inviting, organized and fun	25	25
3. The Club Service Committee met regularly	25	25
4. Club Website and/or social media are up-to-date and is Rotary Brand compliant	25	25
5. Held at least 3 socials (in-person or virtual)	25	25
6. Held regular Board of Directors meetings	25	25
7. Held a brainstorming session or used a survey to ask members what's important to them in their club experience	25	25
8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	25
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	25
10. Display the Rotary International Theme Banner at all meetings	25	_____
11. A member was accepted into the 2022 District Leadership Academy	50	_____
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	50
13. At least 1 member registered for the 2023 RI Convention	25	25
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b>300</b>

**What made the biggest impact in engaging and retaining members? (1000 characters or less)**

The biggest impact in engaging and retaining members was having in-person meetings. We lost several members during COVID especially those that were not versed with technology. We had members engaged by having social events such as BBQ, pau hanas, star gazing and getting involved with community projects.



**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Downtown Honolulu

**Required:**

- 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
- Rotary International and Districts Dues were paid on-time;
- Filed the applicable IRS tax form by November 15, 2022;
- Goals and Projects up-to-date in Rotary Club Central;
- Board of Directors approved documented budget for 2022-2023 by July 1, 2022;
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2. Meetings are interesting, inviting, organized and fun	25	<u>25</u>
3. The Club Service Committee met regularly	25	<u>25</u>
4. Club Website and/or social media are up-to-date and is Rotary Brand compliant	25	<u>25</u>
5. Held at least 3 socials (in-person or virtual)	25	<u>25</u>
6. Held regular Board of Directors meetings	25	<u>25</u>
7. Held a brainstorming session or used a survey to ask members what's important to them in their club experience	25	<u>25</u>
8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	<u>25</u>
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	<u>25</u>
11. A member was accepted into the 2022 District Leadership Academy	50	<u>    </u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b><u>325</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

Recognizing and appreciating the diversity of the club, we made an effort to offer a variety of options for members to serve, meet and socialize. We began holding Pau Hana gatherings every other month to provide an informal venue for current and prospective members to socialize and develop closer relationships. We also recognized that members preferred a variety of meeting formats and set up a regular rotation of meeting venues: Zoom only, Pacific Club breakfasts and hybrid meetings at Ke'elikolani Middle School facilities. Our club president also expanded his weekly meeting emails to include photos and information on past and future club activities, updates on our Rotaract and Interact clubs and noteworthy news about individual members.



**ROTARY DISTRICT 5000  
 CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** East Honolulu

**Required:**

- 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
- Rotary International and Districts Dues were paid on-time;
- Filed the applicable IRS tax form by November 15, 2022;
- Goals and Projects up-to-date in Rotary Club Central;
- Board of Directors approved documented budget for 2022-2023 by July 1, 2022;
- Updated/reviewed Club By-Laws within the past 3 years to reflect current operations.

**Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention: (type in points)**

1. President/representative registered by January 1 for the 2023 District Conference	25	<u>25</u>
2. Meetings are interesting, inviting, organized and fun	25	<u>25</u>
3. The Club Service Committee met regularly	25	<u>25</u>
4. Club Website and/or social media are up-to-date and is Rotary Brand compliant	25	<u>25</u>
5. Held at least 3 socials (in-person or virtual)	25	<u>25</u>
6. Held regular Board of Directors meetings	25	<u>25</u>
7. Held a brainstorming session or used a survey to ask members what's important to them in their club experience	25	<u>25</u>
8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	<u>25</u>
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	_____
11. A member was accepted into the 2022 District Leadership Academy	50	_____
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	_____
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<u><b>275</b></u>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

The biggest impact in engaging and retaining members in our club has to be our Socials. Our socials give us a chance to spend time with one another talking story and having fun. Our most engaging socials are when we attend a club members home. The relaxed atmosphere creates a safe space for members to interact iwth one another and has helped members to feel the "comfort and care" RI President Jennifer Jones mentions in the July edition of the RI magazine article which featured our current club president.



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of  
Honolulu**

**Required:**

- x 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
- x Rotary International and Districts Dues were paid on-time;
- x Filed the applicable IRS tax form by November 15, 2022;
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11. A member was accepted into the 2022 District Leadership Academy	50	___
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	50__
13. At least 1 member registered for the 2023 RI Convention	25	25
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b><u>325</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)  
Establishing a "home" for our weekly meetings and arranging for zoom capability at each meeting.



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of Hilo**

**Required:**

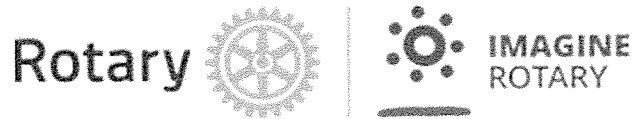
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9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	<u>25</u>
11. A member was accepted into the 2022 District Leadership Academy	50	<u>50</u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>    </u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>250</b>	<b><u>325</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

Our plan to engage and retain members is to make members feel valued and appreciated and to make their meeting experience fun and worth their time. Our meetings are intentionally planned to highlight as many members as possible and always with a lot of pics of members. Birthday & Anniversary shout outs, Rotarian Spotlight, Guess the Baby Rotarian, Red Badge completions, Paul Harris presentations, recognizing meeting volunteers - reporter, photographer, greeters are a regular part of meetings. Getting different people up to speak for inspirational quotes, announcements, etc. are other ways we get members engaged. This results in meetings that are fast paced with lots of moving parts, fun, and full. We also offer a variety of events and projects for our members to participate. Our Social Squad (social drinking w donations collected) and Mini Mixers are regular social events. Mini Mixers are small group activities. We've had Hawaiian wreath making, pickle ball, lunches, and Walk and Talks.



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Honolulu Sunrise

**Required:**

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9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	<u>25</u>
11. A member was accepted into the 2022 District Leadership Academy	50	<u>    </u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>275</b>	<b><u>275</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)





**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Honolulu Sunset

**Required:**

- ☑ 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
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8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	<u>25</u>
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	<u>25</u>
11. A member was accepted into the 2022 District Leadership Academy	50	<u>    </u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b><u>325</u></b>

**What made the biggest impact in engaging and retaining members? (1000 characters or less)**

RCCHS maintains an active club administrative team. Members step into roles as needed to engage our venue administration ensuring quality meals and venue appearance. Our programs chair engages members to ensure that programs are interesting, varied and meets the interests of our members. We had several socials from trivia night at WYC to an evening at Assagio's Restaurant and dinners at members' homes. Participation in these events is open to members and guests. Our members are comfortable and regularly bring family and children. We believe that this atmosphere enhances our retention. Website is updated periodically and is brand compliant. We maintain an active social media presence. Zoom/hybrid meetings were held at the beginning of the year but was discontinued due to decrease interest and more in-person participation increased. This is available when members are traveling and request this venue (zoom) to be able to be engaged.



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Kakaako Eco

**Required:**

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7. Held a brainstorming session or used a survey to ask members what's important to them in their club experience	25	<u>25</u>
8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	<u>25</u>
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	<u>0</u>
11. A member was accepted into the 2022 District Leadership Academy	50	<u>0</u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>0</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>0</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<u><u>225</u></u>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

Our president, Jenny Do, engages members by periodically checking in on all of them personally by text or phone call to ask how things are going and if they can give us feedback. We also send out surveys twice per year where our members can give us feedback anonymously. And each year we have a meeting with all club members to ask them what events they would like to have and have people lead the events so members take on responsibility. We also use Slack where our members can chat with each other socially or discuss rotary matters. We generally have people writing on the Slack platform daily communicating with others on any subject.





**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of KONA**

**Required:**

- 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
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12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>    </b>	<b><u>325</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

- 1) Meeting - Free flowing, engaging and interactive. We set aside the first 15 minutes for informal conversation and fellowship. The last 20 minutes is dedicated to our speaker. Other than that, we follow no formal script. Announcements (of any kind), happy dollars, celebrations (of any kind) are randomly introduced.
- 2) Speakers - Speakers need to be engaging and interesting. Having been born and raised on the Big Island, I have recruited local speakers with incredible stories. It's worked!
- 3) Socials - Fortunately, our socials have been at some incredible venues. Each social is interactive and include activities. No cost to the member and we have a lot of fun! Occasionally, we will do a "vocational" social. Think Ola Brew! Very interesting and our members had a blast.



**ROTARY DISTRICT 5000  
 CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Metropolitan Honolulu

**Required:**

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12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>275</b>	<b><u>275</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

Great Speakers, in-person meetings twice a month, many Service Project opportunities.



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

Rotary Club of WAIKIKI

**Required:**

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10. Display the Rotary International Theme Banner at all meetings	25 <u>25</u>
11. A member was accepted into the 2022 District Leadership Academy	50 <u>50</u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50 <u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25 <u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>375</b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

In-person/hybrid meetings, interesting speakers and offering members a wide variety of projects proved a winning combination. Having usually more than one project a month gave members choices where to donate their time, talent or treasure: some liked weeding the Rotary garden, others preferred sawing and painting or preparing lunch for seniors. Projects for children generated the largest participation: our school supply drive; collecting toys for tots; running the rummage sale for Waikiki Elementary. Occasional theme meetings proved a big hit: Halloween we came in costumes and gave prizes; Thanksgiving we thanked a secret member; Valentine's, we dressed in pink with a heart transplant recipient as our speaker; and for St. Patrick's, we dressed in green, sang Irish songs with real pipers and toasted with green beer. Even for our zoom only meetings we strive for speakers with videos or who are from out of state or country. We live our motto: The Friendly Club.



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of West Honolulu**

**Required:**

- ☑ 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
- ☑ Rotary International and Districts Dues were paid on-time;
- ☑ Filed the applicable IRS tax form by November 15, 2022;
- ☑ Goals and Projects up-to-date in Rotary Club Central;
- ☑ Board of Directors approved documented budget for 2022-2023 by July 1, 2022;
- ☑ Updated/reviewed Club By-Laws within the past 3 years to reflect current operations.

**Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention: (type in points)**

1. President/representative registered by January 1 for the 2023 District Conference	25	<u>25</u>
2. Meetings are interesting, inviting, organized and fun	25	<u>25</u>
3. The Club Service Committee met regularly	25	<u>25</u>
4. Club Website and/or social media are up-to-date and is Rotary Brand compliant	25	<u>25</u>
5. Held at least 3 socials (in-person or virtual)	25	<u>25</u>
6. Held regular Board of Directors meetings	25	<u>25</u>
7. Held a brainstorming session or used a survey to ask members what's important to them in their club experience	25	<u>25</u>
8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	<u>25</u>
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	<u>25</u>
10. Display the Rotary International Theme Banner at all meetings	25	<u>25</u>
11. A member was accepted into the 2022 District Leadership Academy	50	<u>    </u>
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022	50	<u>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b><u>325</u></b>

What made the biggest impact in engaging and retaining members? (1000 characters or less)

The biggest impact in engaging members is the strong fellowship amongst the core members to bind us together. We have this bond of like-minded individuals that honor the relationships and do good in our community. We enjoy the in-person socials and working on projects. We'd in-person meeting once a month from Sept to March, and twice in Feb. Last Dec, during Polio month, Guest speaker: Leigh Wai Doo, topic: The Polio Life of Leigh Wai Doo-Adapting. DG Randy and members from 2 others Rotary club's attended. And on 03/31 guest speaker: Director General, Mr. Lin from Taipei Economic cultural office in Honolulu, we had 30 + members attending, DG Randy & 5 rotarians from 3 others Rotary club's attended the event.