



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

**Rotary Club of** Kauai

**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>    </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>    </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>    </u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>25</b>	<b><u>250</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** Kihei-Wailea

**Required:**

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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	_____
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	25
11. A member was accepted into the 2022 District Leadership Academy	50	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	_____
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b>325</b>

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

Both regular communications and regular feedback on the priorities of the Club. All meeting minutes and minutes of Board meetings are sent out within a week of the meeting. A club calendar is distributed at each meeting. Members have been surveyed for their interest in service projects and speakers. The meeting speakers represent a wide range of topics that members say they find interesting. We have Rotary on the Road meetings at various venues of interest: the Nisei Veteran's War Memorial; Humpback Whale Sanctuary and Maui Brewing Company.



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

**Rotary Club of** Lahaina Sunrise

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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>    </u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>    </b>	<b><u>300</u></b>

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

We believe that the biggest impact for our member retention is not only the camaraderie in our meetings, socials and service projects but "hands on" events such as making and distributing "dignity bags" to the Salvation Army, Valentines and St. Patty favors to the Senior Center. The most "hands on" event is our annual Christmas Tree fundraiser where all members are asked to participate in taking shifts such as selling trees, using the chainsaw, deliveries and even baking dozens and dozens of banana bread. This 10 day event turns into a 10 day social among the majority of our members who may not have interacted as much during our regular meetings. It's hard work but ultimately we always agree to continue on for the following year !



**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

Rotary Club of Lahaina Sunset

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6. Held regular Board of Directors meetings	25	25
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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	25
11. A member was accepted into the 2022 District Leadership Academy	50	25
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	25
13. At least 1 member registered for the 2023 RI Convention	25	25
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b>275</b>

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

Our annual club visioning activity has helped us work together as a team to define our direction and goals for the next Rotary year. Our club has held a visioning event every spring since 2016. Conducted by a trained facilitator outside of the club, team members gather after a hosted lunch to brainstorm the following topics: Club strengths, Club weaknesses, Opportunities for our community, and Challenges facing our community. Statements are posted on charts as participants share their thoughts. After brainstorming, consolidating, and prioritizing the group selects 4-6 of the ideas to implement. Action Planning teams are established, and the teams then meet to plan. Six weeks after the Visioning, the teams report their plans for implementation at a Club Assembly. The enthusiasm and commitment from our club to put into action these new ideas have set collaborative path for engaging members.



**ROTARY DISTRICT 5000  
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**Rotary Club of** Pearl Harbor

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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>25</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>    </u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>	<b>    </b>	<b><u>250</u></b>

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

Getting people involved in club activities. Immediately putting them into positions where they can deploy their passion. New members are now serving as Secretary and Youth Service Chair.



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

**Rotary Club of Upcountry Maui**

**Required:**

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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>    </b>	<b><u>325</u></b>

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

Our weekly meetings which include 2 monthly hybrid meetings, a monthly service project, and a monthly social have offered our members various times to attend and connect. We also heavily promote the Maui-wide Rotary events, the last of which 50% of our club attended.