



**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Ewa Beach

**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
		25
2. Meetings are interesting, inviting, organized and fun	25	25
		25
3. The Club Service Committee met regularly	25	25
		25
4. Club Website and/or social media are up-to-date and is Rotary Brand compliant	25	25
		25
5. Held at least 3 socials (in-person or virtual)	25	25
		25
6. Held regular Board of Directors meetings	25	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
		25
8. At least 3 Club Assemblies to address relevant topics were/will be held this year	25	25
		25
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	25
		25
10. Display the Rotary International Theme Banner at all meetings	25	25
		50
11. A member was accepted into the 2022 District Leadership Academy	50	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
		0
13. At least 1 member registered for the 2023 RI Convention	25	0
		350
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b>350</b>

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

We are a young club that experienced lows in membership recruitment and retention over our first 3 to 4 years. It was part of our growing pains. We are now growing. New members and prospective members have expressed keen interest in our projects. Our new members are contributing ideas and taking leadership roles.

I think the biggest impact was conducting a member survey at the beginning of the year to see what is working and what can be done to improve member experiences. We also conducted a brainstorming session at the beginning of the year to determine the service projects and fundraisers the members wanted to engage in.



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

**Rotary Club of** Hickam Pearl Harbor

**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>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>50</u>
13. At least 1 member registered for the 2023 RI Convention	25	<u>0</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b><u>300</u></b>

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

Rotary HPH experienced a significant increase in member engagement and retention through the introduction of a new meeting venue at Big City Diner in Pearlridge. By providing a dedicated meeting space with televisions for presentations and a large floor plan, the club can create an inviting environment that promotes socializing and relationship building. One of the most significant impacts of the new venue is the increase in in-person member attendance. The availability of a dedicated meeting space has made it easier for members to attend meetings and has created a sense of consistency that was previously lacking. The new venue has also helped to re-engage former members who had previously left the club due to various reasons. By providing a fresh environment and a renewed sense of community, the club has been successful in bringing back members who had previously drifted away in addition to creating a space where members can connect outside of the formal meeting structure.





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

**Rotary Club of Kapolei**

**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>		<u><b>325</b></u>

What made the biggest impact in engaging and retaining members? (1000 characters or less)  
 the biggest impact has been made by keeping the meetings interesting with speakers that in some way touch our community or our lives, and by keeping everyone involved. with such a small club, nearly everyone is on a committee or has an assignment that keeps them active. I love how a speaker can resonate with individuals in the club and by connecting, we both grow. The speakers often bring projects with them, or come to us because of a project. Examples are Food Sustainability and Food Gardens, with which we will partner with our Interact kids, Malama learning center, Food Systems and Public Health Hawaii, and ourselves to increase awareness of food sustainability. And also the Child and Family Services' Domestic Violence Shelter, in which we've done a recent site visit and we do a monthly dinner for the families staying there. Interesting speakers and meaningful projects to engage and retain members.

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

**Rotary Club of Mililani Sunrise**

**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.

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

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

Holding our meetings via Zoom and monthly in-person meetings have proven to be successful resulting in 85% attendance record. Members enjoy our Inspiration and 3-Minute Smile messages and are kept informed of our community projects via meetings, emails and newsletters. Members look forward to projects and share family information, celebrations, trip reports, and other events with Happy Dollar donations, which average \$200 monthly. Members are encouraged to attend workshops/seminars to deepen their knowledge about Rotary, and to enhance future leadership positions. Members are proud of the club's achievements including being awarded Small Club of the Year (2021-2022), and awarding scholarships to students residing in Mililani or attending Mililani High School. Keeping members Informed, Involved, and Inspired (our three I's) are keys to our retention.





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

**Rotary Club of** Pahoa Sunset

**Required:**

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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	_____
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	_____
13. At least 1 member registered for the 2023 RI Convention	25	<u>25</u>
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<u><u>275</u></u>

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

We had really dynamic and engaging community service projects that were of interest to the club and kept the members engaged and retained. We also participated and collaborated with other clubs so the members felt part of a bigger movement and positive community impact.



**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** West Pearl Harbor

**Required:**

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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	0
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	0
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	0
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>275</b>

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

One of the most important things were not only to make sure all club members were informed about club meetings and events but also feel like they contributed to an area where they felt comfortable. Most times it is only the members attending the meetings who are up-to-date but we have to remember that COVID-19 changed a lot of things and we dont know what every member is going through. For example, some lost their businesses so they might not be in a place to contribute financially at this time, some fear getting sick so they dont attend in-person meetings, and some feel frustrated navigating Zoom so they dont join those meetings. We follow up with outreach by email, phone and in-person to ask how they can help while reminding them about their strengths in the club and how they are needed (different tasks in projects or meetings, financial contribution, planing, networking, etc.)



**ROTARY DISTRICT 5000**

**CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD**

**Rotary Club of** Windward Oahu Sunrise

**Required:**

- 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
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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	25
11. A member was accepted into the 2022 District Leadership Academy	50	0
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	0
13. At least 1 member registered for the 2023 RI Convention	25	0
<b>TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)</b>		<b>250</b>

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

Our club regained its identity by meeting in person again and encouraging participation in our planning process from everyone; not just club officers. Our club had attrition after COVID, but we persistently scheduled meetings in person. At the first meeting of this Rotary year, we had a new member that offered a family home that was available for ~6 months on Tuesday mornings. This home became our club's sanctuary to reconnect with our club members. I forgot how much we used to laugh together and really enjoyed each other's company. We keep a virtual meeting option when we meet to accommodate everyone's schedules, and we attracted new members and brought back previous members that reengaged with Rotary. We also had great success in collecting Happy Dollar donations for HRYF, Polio Plus, and the Genki Ball Project. This positive energy overflowed into the planning for club events and sparked interest for new service projects from newer members. I am hopeful these will become