



## Board Meeting Minutes for February 13, 2019

The board meeting of the Schenectady Rotary Club was held at 8:00 am, Wednesday, February 13, 2019, at the First Reformed Church.

### Board Members Present:

Christopher Henry, Deborah O'Connor, Kim Rainey, Lisa Jackson, Wayne Brule, Brian Merriam, Sandy Dardanelli, Fred Denefrio

### Board Members Excused:

Amy Brule, Bonnie Keller, Margaret Holoday, Mac Sudduth, Deneen Palmateer, Vladia Boniewski, Bill Levering, Del Pierce, Mark Juda

### Guest:

Rosarion Edmond

**Call to Order:** Chris Henry called the meeting to order at 8:01 AM.

**Minutes:** Minutes of January 2019 were approved as revised.

**Treasurer's Report:** The treasurer's report was given by Deb O'Connor

- NBT Checking \$9,436.09
- NBT Money Market \$33,027.42
- NBT Haiti Savings \$1,508.08

Deb O'Connor in possession of \$195 donated to Salvation Army in memory of Joe Lovell. One last appeal to membership will be made at the club meeting on February 14, 2019 and then funds will be sent to Salvation Army.

Financial Reports approved as submitted.

**Secretary's Report:** Lisa Jackson reported the following for January 2019.

Average attendance for Prior Month:	63.6%
New Members:	0

Terminated Members: 1 [Becky Daniels, time commitments]  
Total Membership: 71

For the January – July 2019 Billing period, four members still have outstanding dues totaling \$380.00. The secretary will send letters stating that membership will be terminated effective February 28, 2019 unless payment is received.

Discussion followed regarding attendance policies. Rotary International no longer has a firm attendance policy. Members should be reminded that membership is an annual commitment and semi-annual billing is a courtesy to match the RI billing cycle.

Procedure clarification made for unpaid invoices; enter an offsetting entry for bad debt to keep clear records of member payment history. Do not delete unpaid member dues invoices. Board approved the procedure.

#### **President's Report:**

Curtis Eatman resigned as Assistant Treasurer in December 2018. Lisa Jackson agreed to accept nomination as Assistant Treasurer; however, she cannot be both Secretary and Assistant Treasurer. Bonnie Keller agreed to fill the Secretary position with the caveat that the club should be canvased for other volunteers when the slate is formed for 2019-2020 in Fall 2019.

Bonnie's acceptance of the Secretary position leaves an open Director position on the board of directors.

The Finance committee made a motion to appoint Lisa Jackson as Assistant Treasurer and Bonnie Keller as Club Secretary. **Approved**

#### **Past President's Report:**

N/A

#### **Committee Reports**

##### **Membership:**

No report provided. There is a prospective member in the membership queue from Rotary International.

##### **Fund Development:**

Kim Rainey provided the following report on the Karaoke/Talent Competition fundraiser scheduled for April 4, 2019 at the Schenectady Armory.

**DJ and MC** - DJ Sari Sparks – fellow Rotarian Sari Medick – usual price is \$175 per hour, we are getting a “Rotary Discount” of \$75 per hour. Cost is \$300 as opposed to \$525. This is the same cost as in years past

**Commemorative Booklet**- Printing cost is \$250 200 for printing and \$50 per hour for typesetting (last year it took half hour)

**Total Expenses: \$550** (nothing paid out yet)

**Revenue** (nothing received yet)

So far 1 sponsorship sold for \$500 – Jim Hurley

**Total Revenue: \$500**

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We will be having the event at the Schenectady Armory Center on Thursday, April 4<sup>th</sup>. The event will begin with a Happy Hour from 4:30 – 5:30 with the main event running from 5:30 – 8:30 pm.

The Armory is waiving the room fee and table/chair rental fees. We will have a decorating fee that is **tbd**

There will be half price happy hour drink specials in the Veteran’s Lounge at the Armory. We are currently working with JT Pollard to have a ‘special’ beer that evening.

Food will be catered in. At this writing nothing has been decided. Waiting on menus and pricing.

Mark Juda has taken on the task of selling sponsorships.

We are partnering with the Kiwanis club on this is an effort to increase attendance. Originally, we had wanted them to do their Battle of the Bartenders at our event. The Armory is no longer allowing these types of events. Amy indicated that she would be unable to take care of the Silent Auction this year. In the past she (and the committee) put a lot of work into it. On average we raised \$1000. I met with the Kiwanis and worked out a deal with them. They will gather auction items and do a “Basket Raffle” as well as run a coat check. We have nothing to do with planning this portion and whatever they raise they keep. In turn they will be promoting our event and helping to sell tickets. They will receive a \$5 premium on tickets sold. There will be a special code that their people will put in at checkout on Eventbrite. We need then to help us fill seats, which is what we really need to do. We need to branch out past our Rotary Club.

Carmel and Mark have graciously agreed to do their long running profitable lunch as a Silent Auction Item. We will also have a Wine Pull. These are easy no work involved on our part to raise money.

As I stated in the meeting yesterday we need to rethink and rebrand the event not as Schenectady Rotary's Karaoke Event but as Schenectady Karaoke Presents... This is important so that people outside of Rotary know that it is not a Rotary only event.

**Promotion:** Hopefully by this Board Meeting, the graphic will be done and the Facebook event page up and running. There are many moving parts to this...the graphic, the Eventbrite page, the Fundabilities page. The Fundabilites page is for anyone who can't make the event but wants to give financial support. We want people to prepay so that we have a fairly accurate count for food. Once someone pays, they are more likely to attend. If they don't attend – we have lost nothing. Of course, we will still accept walk-ins. We cannot assume that people will just show up. There will still be paper tickets available.

One point that we are making extremely clear this year is the reason we are having the fundraiser... to help further the good deeds we do at Rotary. Just to be clear so that people do not think it is going to some operating fund.

**Judges and Prizes:** We are in the process of firming up the Judge's and the Categories. This year we will be doing various different categories and using certificates instead of plaques. Working out the cash prize details still.

Club members to be reminded that there are opportunities for sponsorship and to provide wine for the wine pull. Email to be sent to all members.

#### **Club Administration:**

#### **Nominations Committee:**

Committee sign-up forms were distributed and members chose committees. The selections are effective immediately. Committee sign-ups should occur again in June in preparation for the next Rotary year.

#### **Finance Committee**

The committee met February 6, 2019 to review mid-year finances in light of transfer of Treasurers. The committee discussed statement formatting. The reports should compare this year to last year (change and % change), this year compared to budget, and provide bank balances which are reconciled to bank statements. All accounts were reconciled back to 2016.

The committee will discuss reporting for Haiti donations/finances and opening a new bank account for Matogou water project.

### **Service Projects:**

Wayne Brule updated the board on the Vale Park service project. He received a positive response by City and Vale Park committee (Carmel and Leesa Perazzo). Wayne will confirm with DOT that the club will not be continuing with I-890 cleanup due to the 4 times annual commitment. Vale Park cleanup to begin in May 2019.

The Board supports the initiative.

### **Rotary International:**

Brian Merriam reports:

- The International Committee met February 12, 2019.
  - Rosarion Edmund thanks us for our service
  - New Facebook page is up and running
  - Informational flyer now has the Rotary International grant number on it
  - Courtney Moore has resigned as chairperson (Brian Merriam stepping up in the interim)
  - Team returns to Haiti in early March 2019 – will bring 10 water filters: Brian Merriam, Miriam Cajuste (Rotterdam Sunrise), Jake Karp (Rotterdam Sunrise)
    - Check cleared but filters have not arrived yet (Deb to follow up with Sawyer Products)
  - The International Committee makes a motion to return to Haiti to deliver the 10 water filtration systems in Carrefour, Haiti in early 2019 at a total cost of approximately \$4,000.00. The Committee will be responsible for fundraising for this additional expense so as to have no effect on the club's overall budget. **Approved**
    - Discussion: only \$1,700 in checking account. Courtney Moore paid for stands and buckets out of pocket (no reimbursement).
    - District approved \$1,000 grant – three final reports submitted [1 each from Schenectady, Scotia, and Rotterdam Sunrise]
    - Scotia to provide \$1,000 from their district grant
    - Rotterdam Sunrise already provided \$2,000 in November 2018 from their grant.
  - All donations received to date are related to the Haiti Filter project. Fundraising has not yet begun for the Matogou project.
  - Only \$1,000 received and dedicated for Matogou - December 13, 2018 deposited in Haiti Account – to be transferred to Matogou Checking Account upon opening.
    - Deb to work with Secretary to open new account today.
  - Brian feels the club is done with Filter project after the filters are delivered in early 2019.
  - Matogou donations will be eligible for Paul Harris recognition.
  - The Matogou team has been invited to present at PETS training in March in Syracuse.
  - Design is complete for the project.
1. Need to updated website and solicit donations.

**Unfinished Business:**

New Member orientations – Chris tasked Deneen with setting up a date. Go ahead with District training. Lisa Jackson will send a list of new members to the District Trainer for a “Welcome to Rotary” training.

**New Business:**

N/A

**Adjournment:** There being no further business, the meeting was adjourned by President Chris Henry at 9:15 AM.

Submitted by Lisa Jackson, Secretary