

Date: June 7, 2007

Rotary District 5440 Executive Committee

Time: 1:00 pm

Location: Little America Conference Center  
Cheyenne, WY

MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Dave Bostrom	Member/PDG	A	Bill Pettus	Chair/PDG	P	PDG Gordon Johnson
Richard Griffith	Member/Trainer	A	Nancy Pettus	Member/DGE	P	PDG Mike Torney
Morrison L. Heth	Member/Chair	P	Stuart Palmer	Ex-Officio/DGN	P	
George McIlvaine	Member/DG	P	Roger Schreiner	Ex-Officio/Treasurer	P	
John W. Patton	Member/PDG	P	Kellie Tovar	Ex-Officio/Secretary	P	

P=Present A=Absent

AGENDA/TOPIC	DISCUSSION	ACTION PLAN	Open/ Closed
Call to order at 1:10 pm by Bill Pettus, Chair	We do have a quorum for today's meeting. Bill announced that PDG Gordon is present at today's meeting. Bill welcomed him to the committee for the 2007-09 Rotary years.		C
1. Approval of Executive Committee meeting minutes dated March 24, 2007.	Chairman Bill Pettus asked the committee to review their copy of the March 24, 2007 meeting minutes and asked if there were any questions or modifications to be made to the minutes. Mo asked if item numbers 3c, 3d and 3e (the discussion on the New Zealand GSE Team visit) can now be marked closed. The committee agreed. Chairman Bill Pettus asked for a motion to approve the minutes as corrected.	PDG Mo Heth moved to approve the March 24, 2007 minutes as corrected, DGE Nancy Pettus seconded. Motion passed.	C
2. District 5440 Financial Report – District Treasurer Roger Schreiner			
a. Financial Report	Roger distributed financial statements as of and for the 11 months ended May 31, 2007. Roger		

noted that he has not received a Russian committee report.

Cash as of 5/31/07 = \$95,925

Market value of Franklin Funds as of 5/1/07 = \$62,419

Receivable is conference expenses paid by Kellie's credit card which will be reimbursed by the conference treasurer.

Payables are remaining DSG monies approved.

Restricted funds are for the Interact and RYLA Scholarships per Executive Committee action.

Revenue - \$928 paid by RI for Nancy to go to Intl Assembly.

Misc income is \$3,000 reimbursement from Ft Collins for 4-way Test video and \$1,700 net profit after cash restrictions from Sheridan conference and \$500 misc other stuff. Bill asked where Fort Collins was in reimbursing. Roger indicated that \$3,000 has been received total and the original note was \$4,000 so they are getting close to reimbursing the district in full.

Expenses - \$733 for laserjet printer and shredder.

Dist office misc is mostly Kellie's travel and bankcard merchant fees.

Ambassadorial Scholarships – sent an additional person to training this year.

Youth Exchange spent \$4,500 when only \$4,000 was budgeted. George and Roger thought this had been increased at June Executive Committee meeting in Sheridan but no record in minutes.

Mid Winter Assembly – net costs \$213 to cancel because of weather.

Roger noted that there are monies available for DG and DGE expenses. Nancy has just submitted an expense report and George will do so soon.

Roger asked for questions or comments.

John asked on handling of Franklin Funds if George was taking some money out of the account. Roger commented that interest is not being reinvested and that it is being paid out as dividends into the District operating account. The Executive Committee has the authority to take out principal and bring the account balance down to the \$50,000 when funds are needed.

John asked if any of these monies have been needed this Rotary year. Roger indicated that since District dues are collected in August and the district has operating funds in excess of \$90,000 at the beginning of each year so there has been no need to withdraw any monies from the Franklin Fund investment. John asked Nancy to be sure that in the years to come that a precedence isn't set so that the account becomes untouchable. Roger indicated that since he has been treasurer they have budgeted shortfalls each year, however, each year we've had a profit. Mike commented that the idea of setting up a reserve fund of \$50,000 was so that if something catastrophic happened that the

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No conclusion or recommendation as to how to handle the excess Franklin Funds.

	<p>District would have enough funds to cover it. If financial reserves continue to grow, Mike would strongly urge the next district governors to modify their budgets and take any surpluses out of the Franklin Fund investment and roll as much into DSG as possible and get it back out into the district. John agreed. Gordon asked about offsetting the cost of conferences to increase the enrollment with these funds. Roger indicated that \$9,800 in district dues is collected as a District Conference allocation to try to keep registration fees at a reasonable level and that George budgeted an additional \$3,000. Nancy has budget concerns for her conference as it is being held in Cody and registration fees might have to be more to cover the costs. Stuart asked how long the conference allocation fee has been \$3 a member. Consensus was it's been that way for a few years and that it used to be \$1 and during Mike Tormey's year it was raised to \$2 and then during Bill Muldoon's year it was raised to \$3.</p> <p>Discussion was held on the monies being held for Interact and Rotaract from the Sheridan Conference. John asked if it has created a problem with having it in the budget as George's committee hasn't done anything with it and it will carryover to Nancy's year. John indicated that it was intended to support the two programs and perhaps George could use some of the funds for conference.</p> <p>Roger indicated that he has new signature cards for the bank and although the outgoing DG is usually removed from the account, Roger is requesting that George remain a signer on the account for convenience purposes. Nancy indicated that would be fine.</p>	<p>No conclusion or recommendation as to how to handle the Interact and Rotaract monies.</p> <p>DGE Nancy Pettus moved to approve signature cards for the 2007-08 Rotary year to include PDG George McIlvaine, DG Nancy Pettus and District Treasurer Roger Schreiner, Mo Heth seconded. Motion passed.</p>	<p>O</p> <p>C</p>
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	<p>Roger has a few recommendations for next year one of which includes giving him a clearer understanding of how assistant governors are to be reimbursed from the District budget.</p> <p>Another recommendation Roger has made is to split the District Office Misc category into two separate categories, one for Kellie's travel and the other for miscellaneous.</p> <p>Roger asked about keeping track of Kellie's time for the YE committee.</p> <p>George asked about moving line item budgets around to balance the budget so if there are shortfalls in some areas they can be covered.</p> <p>Chairman Bill asked if there were any other questions regarding the financial statement. Hearing none, Chairman Bill asked for a motion to approve the report as presented.</p>	<p>DGE Nancy Pettus will ask the Finance committee to come up with recommendations on how to distribute the AG budget to make it more equitable to the AGs.</p> <p>The Executive Committee agreed with this line item addition.</p> <p>Kellie will keep track of hours and report those on timesheets and Roger can convert those hours into dollars.</p> <p>PDG John Patton moved to authorize George to transfer his budget items around as long as he stays within the budget, DGE Nancy Pettus seconded. Motion passed.</p> <p>DG George McIlvaine moved to accept the financial report as presented, DGE Nancy seconded. Motion passed.</p>	<p>O</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
<p>3. District Governor's Report – George McIlvaine</p>	<p>1 New club – Loveland Mountain View  3 New Interact Clubs  1 New Rotaract Club</p> <p>District will exceed goal of 1 new member per club as we will gain over 70 for the year. DG George commented that adding the new club helped the District achieve this goal.</p> <p>George commented that the GSE Team visit to</p>		<p>C</p> <p>C</p> <p>C</p>

	<p>New Zealand went well and the New Zealand team will be here at the conference this weekend.</p> <p>George commented that he met with all 50 clubs, however, the Loveland Mountain View club didn't know there was to be official visit but it did work out.</p> <p>Adding Ft Morgan and Wray to district is continuing but nothing new to report.</p> <p>Foundation goal is close. George indicated 190 new or additional PHF were added this Rotary year.</p> <p>RYLA is working on harassment policy to meet RI requirements.</p> <p>George complimented clubs for accepting challenge of a dictionary project. He indicated that 25 clubs delivered over 8,000 dictionaries.</p> <p>George sent out a request to clubs to support the Rotary Club in Greenburg, KS for tornado relief. Before his year is done he may request the emergency relief funds be sent there.</p> <p>Personal goals not accomplished  Friendship Exchange  District Newsletter – How best to get people to read it.  Lack of participation by members at District level.  Letter from Dg to each new club member.</p> <p>George distributed a memo regarding a YE meeting he and Nancy had in late April, memo attached. At this point CCYE is under their own</p>		<p>C</p> <p>O</p> <p>C</p> <p>O</p> <p>C</p> <p>C</p> <p>C</p> <p>O</p>
		<p>Consensus was that research needs to be done on how other District YE programs run and how to make ours</p>	

	<p>incorporation and the district should put the Summer YE program under the district incorporation. Stu commented that there is now a Summer YE protection officer, however, George confirmed that they are still under the CCYE incorporation and they need to be brought out from under that once the district incorporates. Nancy has been in touch with RI for a system for orienting summer YE and their response is that summer YE orientation can even be done over the phone because of the scheduling with students coming and going all summer long. Discussion was held on the enormous time commitment this committee takes on in order to sustain the program. Nancy commented that to continue sustaining the program we need to look at the time issue and money issue. Should the program continue running at the capacity it is now or decrease number of participants to alleviate some of the burdens, both scheduling and financial.</p>	<p>comply with RI requirements but not go above and beyond with therapy and thereby creating a burden on the committee.</p> <p>Chairman Bill expressed gratitude to the committee members for their time and efforts on behalf of the District's program.</p>	
<p>4. DGE report – Nancy Pettus</p>			
<p>a. Update on District Assemblies</p>	<p>Assemblies went well; had 148 people and 33 clubs represented and she got good feedback which she will share with Stuart for planning purposes. Separate break-outs requested, however, when you only have 25-30 people its hard to do that.</p>	<p>Nancy conducted five assemblies and she suggested that Stu should downsize to two.</p>	<p>C</p>
<p>b. District Leadership Plan - Update</p>	<p>Nancy incorporated all comments from existing committees and new committees and has a draft of each committee duties and responsibilities. She will be working with them on it throughout the Rotary year..</p>		<p>C</p>
<p>c. District Simplified</p>	<p>Nancy commented that she should receive</p>	<p>No further action required.</p>	<p>C</p>

Grant Application	approximately \$19,000 from RI again this next Rotary year and with the addition of district funds the DSG budget will be at \$25,000 for 2007-08. Bill and Nancy both commented on what a great job John Henley did on this committee.		
5. DGN report – Stuart Palmer	No report heard.		
6. Continuing Business a. District Incorporation	George presented the committee with Articles of Incorporation for District 5440, Inc. He commented that this is a standard set of articles and they have to be sent to RI for approval prior to incorporating. Initial Board is George McIlvaine, Nancy Pettus and John Patton per RI regulations. Registered agent is Scott Maier from Cheyenne and the district office address will be used.  Thank you to Mo, George, John and Mike for getting the District incorporated.	PDG Morrison Heth moved to ratify the adoption of these articles of incorporation, DG George McIlvaine seconded. Motion passed.  Nancy will ask the Bylaws committee to review when necessary.	O
7. Other a. Youth Exchange (Youth Protection Officer Resignation)	The CCYE had received the resignation of Kathy Majerus as the CCYE youth protection officer, however, after the summer YE committee found their own youth protection officer, Kathy reconsidered her resignation and she will continue to work with CCYE.	No further action necessary.	C
b. 2007 Council on Legislation – PDG Bill Pettus	Bill commented that there will be a Rotary International dues increase beginning in 2008-09 at \$1 a member which will generate 1.2 million dollars. The \$1 increases will continue through 2010 until the increase is at a full \$3 per member.  Rotary has kept 100% reserve on hand so they	No further action necessary.	C

could run a full year in the event of a catastrophe and that has now decreased to 80%.

“Volunteer” is now considered a membership category.

Attendance requirement was at 60% and is now at 50% and still be able to retain membership.

RI board recommended that the committee for selecting RI president not be doubled in size from 17 to 34. The Council voted in opposition to the board and the RI president selection committee will double in size.

All items relative to eliminating e-clubs or limiting e-club makeup’s failed.

It was approved that if a member has been removed from a club you can deny them visiting Rotarian status to any of your club meetings.

It was recommended that Matching Grant applications with TRF be reduced to \$2500 from \$5000 and it was approved. Matching grant applications are down 12% and that is the reason this motion passed. The TRF Board of Trustees will address this issue and make a decision.

TRF had eliminated the use of dollars for buildings and the Council recommended to the Board of Trustees that buildings be part of a grant if used for a school.

Focus on population concerns was rejected after lengthy discussion.

<p>c. Swiftpage Email Status – Kellie Tovar</p>	<p>Kellie reported that 20 clubs have sent their email contact list. Kellie indicated that she hasn't had much time to devote to learning the system but will do their training course following the conference and try to be prepared to distribute the first newsletter for Nancy via Swiftpage.</p>	<p>Kellie will continue working with the system and inserting emails.</p>	<p>C</p>
<p>d. Other</p>	<p>Stuart commented that RI PR grant money is still available.  Mo commented that this committee has evolved into a workable group of people and should be maintained as such.</p>	<p>No further action necessary.</p>	<p>C</p>
<p>Adjournment</p>	<p>Chairman Bill Pettus adjourned meeting at 3:00 pm. The next meeting will be held on August 3 at Lynn Hammond's at 10:00 am.</p>		