

Date: November 17, 2006

Rotary District 5440 Executive Committee

Time: 9:30 am

Location: Roger Schreiner's Office
Cheyenne, WY

MINUTES

Members	Role/Position	Present	Members	Role/Position	Present	Others Present
Dave Bostrom	Member/PDG	A	Bill Pettus	Member/PDG	P	
Richard Griffith	Member/Trainer	P	Nancy Pettus	Member/DGE	P	
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 9:35 am by Morrison Heth, Interim-Chair	We do have a quorum for today's meeting.		C
1. Selection of Chairman.	The executive committee is to elect a chairman at the beginning of each Rotary year.	DG George McIlvaine moved to elect PDG Bill Pettus as chairman of the executive committee for the remainder of the 2006-07 Rotary year, seconded by Dick Griffith. Motion passed.	C
Approval of Executive Committee meeting minutes dated September 8, 2006.	Chairman Bill Pettus asked the committee to review their copy of the September 8, 2006 meeting minutes and asked if there were any questions or modifications to be made to the minutes. Hearing none, Chairman Bill Pettus asked for a motion to approve the minutes as written.	PDG Mo Heth moved to approve the September 8, 2006 minutes as written, DGE Nancy Pettus seconded. Motion passed.	C
2. District 5440 Financial Report – District Treasurer Roger Schreiner	District Treasurer Roger Schreiner gave the committee the June 30, 2006 financial report. He indicated that some adjustments need to be made before the tax return can be completed. The	DG George McIlvaine moved to accept the June 30, 2006 financial statements and that they be forwarded to the Audit Committee for review and approval,	C

b. Financial Report

report looks like there is a loss of \$16,000 but if you add back in the \$10,000 sent to New Orleans and \$2,000 to Wright WY plus \$4,785 of DG expenses paid to Bill Muldoon this Rotary year instead of during his Rotary year, and then subtract the \$1,000 shortage from RI we are at a break-even point. Roger commented that RI lets you claim certain travel and newsletter cost but not the directory costs and newsletter postage, etc. so it makes it difficult to know what to claim on the RI allocation. Roger commented that the June 30, 2006 report is ready to be given to the District Audit Committee.

Roger also presented the October 31, 2006 financial statement (see attached report). Balances in the account as of this date are as follows:

- Operating Account \$10,319.93
- Savings Account \$144,084.07
- Franklin Fund \$58,428.90

Accounts receivable includes the \$3,300 for John Patton's DG allocation and also a receivable for two club dues. At this time all club dues have been received.

The Russian committee MMKT balance is not current because he has not received financial information from that committee.

Accts payable shows \$6,100 to finish up John's expenses for last Rotary year and \$8,000 to be allocated to Interact and RYLA from the surplus funds returned to the District from the Sheridan conference.

Club dues have been collected in the total amount of \$68,670 based on 3270 Rotarians and \$9,810

DGE Nancy Pettus seconded. Motion passed.

was also received for the \$3 conference allocation fee for 3270 Rotarians.

Roger noted that the 2007 conference committee will receive \$12,810, which shows the \$3,000 excess allocated to the committee in this budget.

Roger also noted that the District has received \$18,232 for the District Simplified Grant allocation from RI as well as the initial \$9,983 for George's allocation. Roger received a \$2,000 payment from the Fort Collins Rotary Club for partial reimbursement of the monies loaned to the club three years ago for the production of the 4-Way Test program onto DVDs. Another \$4,000 will be reimbursed in the future.

Expenses are self explanatory from the report. Directory cost about \$178 more than budgeted so we're over budget there and there wasn't anything budgeted for SPORG so that shows an over budget as well. At the June 1, 2006 executive committee meeting, the committee approved a expenditure for the Russian RYLA in the amount of \$4,500 so that is on this Rotary year's expense report as well.

Mo Heth questioned if any major donations are anticipated at this time and George McIlvaine indicated that there is nothing that he is aware of that the donation allocation will be spent on.

Roger asked for a resolution authorizing George McIlvaine, Nancy Pettus and Roger Schreiner to be signers on various accounts for the District.

PDG Mo Heth moved that there be a resolution authorizing George McIlvaine, Nancy Pettus and Roger Schreiner to be signers on bank accounts at First National Bank of Wyoming, Dick Griffith seconded. Motion approved.

C

	<p>PDG John Patton asked the committee to consider investing the additional \$50,000 of surplus funds that is not in great demand at this time. Roger indicated that if we spend all the money that has been budgeted that we would end up with a \$28,000 shortfall so we would have to go into that \$50,000 surplus. PDG Mo Heth questioned putting money into the Franklin Funds for short term and Roger indicated he would check into it.</p> <p>Roger asked for clarification on the September 8, 2006 meeting minutes, item 2 d, Sheridan Conference. At that meeting the executive committee voted on how those surplus funds would be allocated, however, when Roger received the money he also received a letter from the Sheridan conference committee (see attached), which asked for a different allocation from what was passed in minutes. Roger asked for clarification on how the funds were to be distributed. Discussion was held on the issue and PDG John Patton and the executive committee understand that the word scholarship means general funding for Interact and RYLA not specific scholarships to kids to attend. PDG John Patton commented that he had talked with the Sheridan committee and they know that they cannot dictate where the funds are distributed.</p>	<p>PDG John Patton moved that there be a resolution authorizing George McIlvaine, Nancy Pettus and Roger Schreiner to be signers on bank accounts at American National Bank, PDG Mo Heth seconded. Motion approved.</p> <p>Prior to next meeting Roger will check into the length of time funds must be held in the Franklin Funds to see if it is feasible to invest some of the District's surplus funds for short term. Roger will also contact John Guyette to get information on changing the signers on the Franklin Funds account so he can present that resolution at the next meeting.</p> <p>PDG John Patton moved that the prior commitment for use of these funds as noted in the September 8, 2006 meeting minutes is what the executive committee approved and therefore will be honored and that the word scholarship means general program funding, Dick Griffith seconded. Motion passed.</p>	<p>C</p> <p>O</p> <p>C</p>
--	---	--	----------------------------

<p>3. District Governor's Report – George McIlvaine</p>	<p>a. RI President Bill Boyd visit to District</p>	<p>George McIlvaine informed the committee that RI President Bill Boyd is coming to Denver for the Foundation Dinner on January 19, 2007. At the same time he will be available for an all club luncheon at The Ranch in Loveland on Friday, January 18th. The Ranch will have room for 500 people and catering cost of facilities will be approximately \$25 per person. George has a task force in charge of the planning and most of those members are Greeley area club members.</p> <p>George noted that Mr. Boyd will have a private visitation of the Poudre Learning Center in Greeley and then go to events center about 30-45 minutes prior to luncheon so that people in attendance can personally meet him. George is awaiting the final RI approval so invitations can be mailed and tickets can be sold to the event. George commented that there is not a budget item for this event, however, there will be some upfront costs like ticket printing that need to be covered.</p>	<p>PDG John Patton moved to allow George the use of the contingency funds to cover any upfront costs and to appoint a treasurer from Greeley to handle the event, seconded by Dick Griffith. Motion Passed.</p>	<p>C</p>
<p>b. Additions to District website</p>	<p>DG George McIlvaine commented that conversations were held with Kellie Tovar prior to this meeting for expansion of the website.</p>	<p>Kellie will work with George, Nancy and other District committee chairman to get the website more interactive.</p>	<p>O</p>	
<p>c. Youth Program at the District Conference</p>	<p>DG George McIlvaine and Mary were approached on visits at the clubs to look at a mini-conference for the kids of the district to include YE, RYLA, Interact, Rotaract. George has Saturday afternoon open and will have a speaker for the mini-conference at a different facility than where the conference will be held. George is hoping to make it a breakeven deal by having clubs pay for the kids in attendance.</p>	<p>George will be appointing a chairman for this mini-conference in the near future.</p>	<p>O</p>	

<p>d. Report on US/Mexico Friendship Conference</p>	<p>This Mexico Friendship Conference was scheduled for Nov 5th and George had reservations, paid registration fee, airline reservations and went to Phoenix, however, no one else showed up so he got on a flight home immediately. George has tried communicating with the registrar of the Friendship Conference without any response.</p>	<p>C</p>
<p>e. District Conference</p>	<p>George McIlvaine commented that the 2007 conference is progressing. The conference will start at noon on Friday June 8th, however, for people who come in on Thursday night there will be home hospitality. The speakers are lined up and the RI President's Representative has been requested. RI bumped up the International Convention by 2 weeks when they made the move from New Orleans to Salt Lake City so that may keep attendance at our conference down, however, clubs were encouraging when he made his visits that they would support the District conference as well.</p> <p>George asked for a resolution to open a checking account for the conference.</p> <p>George will be contacting Dave Bostrom to inquire on an event cancellation policy.</p>	<p>O</p> <p>C</p> <p>DGE Nancy Pettus moved that there be a resolution authorizing Carol Rookstool as conference chairman and Earl King as conference treasurer to be signers on a bank account at American National Bank, PDG Mo Heth seconded. Motion approved.</p>
<p>f. Other</p>	<p>George commented that he wants to contact the By-laws committee to amend the reference to the Manual of Procedure in the bylaws as well as having the DGN as a voting member of the executive committee. PDG John Patton</p>	<p>O</p> <p>George McIlvaine will await the District's incorporation prior to moving forward on bylaw changes.</p>

	recommended waiting on the District Incorporation prior to asking for these changes so that all recommendations can be done at the same time.		
4. DGE report – Nancy Pettus			
a. District Leadership Plan	<p>Nancy has received some limited feedback to the plan from the executive committee and she has made some minor adjustments. Nancy will be sending specific committee pieces to the committees so she can get input from active committees and make the plan more effective. Nancy has already done this with RYLA and she got back good comments that she can implement into the plan.</p>	<p>At the next meeting she will give everyone a new revised copy of the document.</p>	O
b. 2007-08 Budget	<p>Nancy gave the committee a proposed budget to review for 2007-08 (see attached). Overall it's similar to George's, however, there are some differences. The committee line item budgets are clustered like the District Leadership Plan. Nancy discussed the Youth Exchange budget and she has put \$6,000 into their budget. Nancy talked with the committee and they indicated that \$3,000 should cover the background checks for the 2007-08 year. John questioned whether the committee spent the full \$8,000 that they received last year on background checks and Nancy said she did not know. Nancy has also budgeted an additional \$3,000 for administrative expenses in helping the committee with their overwhelming load of paperwork.</p> <p>The 2007-08 District Simplified Grant amount from RI will be \$19,919 and she wants to bring that up to \$25,000 and the difference would come from the District's surplus funds to increase that amount.</p>		O

	<p>Discussion was held on increasing the budget for Kellie Tovar's pay. Kellie will have additional time to devote to the website, YE administrative duties and helping other committees as needed. Nancy indicated that there will be a need to use more of the surplus dollars to allow Kellie to work more.</p> <p>Discussion was held on the idea of increasing the dues a \$1 each year for the next 3 years with the final year increase being \$3/member. No increase to district dues has been done since the conference allocation fee. Nancy indicated that her budget will also tap into the surplus funds and she would like to continue using the surplus funds before increasing dues.</p>	<p>Dick Griffith moved to have DG George McIlvaine contact the Finance Committee to approve an increase in the current year's budget to allow Kellie to increase her hours. The amount of funds needed to be added to the budget from the surplus District funds would be \$10,000 to cover the additional pay and payroll taxes, seconded by PDG Mo Heth. Motion passed.</p>	C
c. District Four-Way Test Committee	<p>Discussion was held on the need for a District committee and it was determined that the Fort Collins club can handle the program on their own and anyone interested in the program can contact them.</p>	<p>Any reference to a District 4-Way Test Committee in the District Directory will be removed.</p>	C
5. DGN report – Stuart Palmer			
a. 2008-09 Conference	<p>DGN Stuart Palmer has talked with Snow King Resort about timing for the conference but no dates have been set.</p>		O
6. Continuing Business			
a. District Incorporation	<p>Mo has left a phone message for John Maier without response.</p>	<p>He will contact him again.</p>	O
b. Cultural Ambassadorial Scholarship		<p>George and Nancy are working on budgeting for this type of scholarship.</p>	O
Adjournment	<p>Chairman Bill Pettus adjourned meeting at 12:00pm. The next meeting will be held on Friday, January 12th at 12:00 pm. Location to be</p>		C

--	--	--	--	--

determined.