

ROTARY CLUB OF EDMONDS

Approved Minutes of the Board of Directors Meeting
October 6, 2010

Board Present: Vern Chase, Libby Freese, Don Henderson, Sophie Hamilton, Carol Kinney, Brian Larman, Pam LeMay, Lamin Manneh, Matt Smith and Jim Welsh

Board Absent: Kirk Greiner, Jim Hodges, and Pat Thorpe

Guests: Elizabeth Crouch, Pauline Gubbels, Betty Larman, and Sharalyn Ramm

The meeting was called to order at 7:35am by President Don who noted that a quorum was present. Guests were welcomed.

Secretary's Report: The September 1, 2010 Board Minutes were approved as amended.

President's Report: Action Items from September were reviewed. Pam distributed the 2010-11 Directors/Committees list and asked for corrections/additions. Don asked her to email to the Directors; when complete Pam will send to Kirk for posting on ClubRunner. Pam will post on Club's DaCdb site.

Action Items

Pam will email Directors/Committee list. Directors will respond with additions. Kirk will post on ClubRunner. Pam will post on DaCdb.

Carry-over: Don will implement procedures for notification of all meetings to all members. Pam will post meetings on ClubRunner.

Treasurer's Report: Libby distributed the September 2010 Profit and Loss Budget vs Actual statement. She reminded the Board that all payments/reimbursements require a signed requisition form. She has the forms at every club meeting.

Vice-President's Report: Attached—see Addendum One

Sergeant-at-Arms Report: None due to Jim Hodges' absence

Past President Report: Carol submitted a request that the Bylaws be amended to include Board approval for expenditure of \$1500 or more from discretionary funds as outlined in the budget. M/S/P after considerable discussion. Jim reviewed the process used by the Service Projects Committee(s): requester fills out the new project proposal form; the proposal is reviewed by SP Committee; information is presented to the Board for input and dialog; SP Committee makes its determination; information about approved projects is given to the club members usually through a presentation at a club meeting.

As part of the discussion, it was agreed that the club reinstitute quarterly Club Assemblies (club business meetings). Sophie was asked to include them in her planning.

Action Item
Sophie will include a Club Assembly each quarter.

Directors' Reports:

Membership – Brian's September report is Addendum Two. He asked for Board approval for Janice Freeman's request to extend her Leave of Absence through December 31st; two potential new members, Kristi Ratliff and Harve Harrison; and Bill Keppler's resignation---M/S/P.

Brian's summary of the recent Fireside on Membership is Addendum Three. He commented that some items discussed may fall in the jurisdiction of other committees so asked all Directors to review and assume those as appropriate.

Action Item
Carry-over: Lamin will look into the creation of an "Angel Fund."

Service Projects – Jim reviewed the packet of material for the Old Milltown Gazebo Project that had been previously distributed to Board members. Following the process that he has followed in the past and per current policy, he requested input from the Board. After considerable discussion including varying degrees of dissent and support, he announced that his recommendation was that the project move forward. This will include an immediate application for an accompanying District Simplified Grant for \$3500.

Action Items
Jim will complete a District Simplified Grant for the Old Milltown Gazebo Project.

Public Relations – Vern asked the Board to review the emails that he sent about the potential purchase of a park bench. Due to time limitations, no further committee report was made.

RI Foundation – No report due to Pat's absence.

Administration – Due to time limitations, no report was made.

Fund Raising – Due to time limitations, no report was made.

Old Business: None

New Business: None

The meeting adjourned at 9:20am.

Next board meeting will be on Wednesday, November 3rd at 7:30am in the Port of Edmonds Commissioners' Room. **All directors should send reports to the Board no later than October 27th.**

Respectfully submitted, Pam LeMay

Addendum One to October 6, Board Meeting--VP Report/Kirk Greiner

I have submitted recommendations regarding several items which came up at the Fireside:

1. Home hosting. I shared my recommended procedures with Doug who was tasked with coming up with a proposal and with Don.
2. I researched placement of names and email addresses of community leaders in the email utility of the web site so we can distribute more information to them. Non-members of the club can be added to the "Friends" category. The web site will not allow different categories of non-members in the address section of the web email utility.
3. I addressed the utilization of the web site calendar. To use it as proposed; having all meetings, events and speakers on it, is simple. All event sponsors have to do is put the information on it and anyone can easily print it. Instructions were distributed to Board members.

I undertook the job of updating the Club Bylaws. Pam and Brian have submitted recommended changes. I am awaiting input from others. It would be appreciated if all board members would review the bylaws which were circulated and which are also in the Annex to the web site and make recommended changes for the draft rather than waiting and submitting them when the draft is completed and being considered. To make new recommendations after the draft is published will only delay them further.

Jim did an excellent job of preparing a detailed project explanation regarding the Garden Club's request for funds. While I support this project, I feel the level of funding is excessive. The application addresses a funding level of \$3500 from the Club. Briefly noted at the bottom of page 6 of Jim's packet is that it is proposed that the Club request its Foundation contribute another \$1000. This would make Rotary's contribution \$4500 for 2010-2011 fiscal year.

I was asked to set up the committee section of ClubRunner. It has never been used. Additionally, Pam proposed we switch our web site provider to the one used by the district. Before I spend time setting up the Committee section of ClubRunner, I need to know whether or not we are switching to the district's web provider. I have no recommendations pending information on the costs of the new site and information on how the web site works.

Item of interest: I have prepared letters for Pauline, the President of our Foundation, to sign going out to three cruise lines seeking cruise tickets for two. It is anticipated that

these tickets be raffled off between May and August and that the selection and awarding of the winner take place at the Taste of Edmonds on 14 August 2011.

Addendum Two to October 6, Board Meeting--Fireside Report/Brian Larman

The Fireside, held September 29th, had "Membership" as its theme. Twelve members and one spouse, who contributed some great ideas, participated. We focused on the two main responsibilities of our committee, retention and recruiting. I could find no policy about whether minutes are required for a fireside and did not take careful notes. There probably should be one. However, with Pam's help, we captured the highlights and they are reported below:

- o The "split meeting time" idea was deemed to be most likely not workable for several reasons so that has been dropped from further consideration.
- o The idea of a "Membership Contest" to focus more attention on recruiting new members was met with only lukewarm enthusiasm but the committee has an action item to develop the idea further to see if it can be made attractive.
- o We discussed the idea that more attention should be paid to ensuring that all members are serving on a committee and that the chair provide committee minutes when they meet and report on their activities and plans at selected club meetings. Don indicated that he would coordinate with Sophie to set up the reporting. Once these things are formally defined for this year, Pam and Brian plan to use that information to develop a procedure to help committees understand their meeting and reporting responsibilities.
- o Brian & Pam will develop a "Guest/Visitor Information Packet" to have available to provide at meetings and for members who could use such a thing when proposing a new member.
- o The idea of distributing the Rotarian magazine to various businesses, office waiting rooms, condo lobbies, etc. was briefly discussed. A call will go out to all members to retain their copy and when they are finished reading them, to bring them in so that we can recycle them in this manner. We will add a sticker to these issues with Edmonds Rotary contact information before distributing them.
- o We discussed the idea of a "membership forum" in which an evening meeting would be held featuring perhaps wine & cheese or dessert & coffee and to which members could bring prospective new members. The format of the meeting would be mostly social but also to club officers and members provide information about club, what it does, how it operates, etc. Doug offered work on this idea to flesh it out for possible implementation.
- o We noted that some committees may need some and some members do not serve on committees. Committee Chairs should be reminded that one of their responsibilities is to ensure that they have adequate membership and to aggressively recruit new members to their committee as necessary. Sponsor/Mentors will also be reminded that

one of their duties is to ensure that their new member become actively engaged in club activities, including membership on a committee.

- o The idea of more “field trips” was discussed and Vern will get together with Jim Welsh to flesh out this idea.
- o There was quite a bit of discussion regarding a club calendar and how a list is less easy to use than one formatted in matrix form like a typical calendar. Kirk offered to look into finding ways to develop a calendar of events that can be displayed at meetings and perhaps on the web site showing at least a month or two at a time with all relevant events and weekly meeting duties (i.e., Greeter, Invocator) indicated on a single page formatted like a calendar. Members will be urged to contribute to and use the calendar to ensure that activities that they plan to schedule do not conflict with other events.
- o We all felt that it is time for more “reclassification” talks in which older members take 5 minutes to present something interesting about themselves. Pam & Brian will develop a “shopping list” of suggested topics to guide these. Pam will also develop a list of which members will be called upon and approximately when. We envision these to be conducted approximately one per month. It was recommended that this be on the first Tuesday of each month.
- o Meenakshi is working on obtaining mailing lists to help us with recruiting. One thought is to focus more attention on retirees and those who had been Rotarians in the past to encourage them to rejoin.
- o There was some discussion about whether a Rotary rules would allow a regular meeting being reassigned as a social event so that events such as Firesides, Home Hospitality events, and Holiday Party could be considered a Home Meeting rather than a make-up. This would give more importance to these types of functions, mean only one Rotary commitment per week, and save the club money if the conference center were not used that week.

Addendum Three to October 6, Board Meeting—Membership Committee Status Report for September 2010/Brian Larman

- o MEMBERSHIP COMMITTEE ACTIVITIES
 - The first Home Hospitality (HH) event scheduled for early October was canceled primarily because of low sign-ups. We believe that this was due to a couple of factors: We did not make it clear what the relationship between HH and Firesides is to be (something that is still not completely clear nor communicated to the general membership) and a fairly short notice to the membership. Doug Purcell has agreed to join us and to collaborate with the Club Administration Committee to develop a more detailed definition of what HH is and its relationship with Firesides. We will then reschedule a HH at a more convenient

time with the hope of gaining more interest by the general membership.

- We are still looking at the idea of “sandwich boards” but this has not been brought to fruition as of the end of September.
- The Membership Committee met on September 22 and had a productive meeting. We were requested to review and comment on a couple Articles and Sections of the club’s By-Laws and our comments were sent to Kirk. The minutes of the meeting, describing the other items discussed and the resulting action items were transmitted to the board via email.

○ MEMBERSHIP CATEGORY CHANGES

- In an effort to ease the attendance requirements for members who meet the “rule of 85” (the member’s age plus years of Rotary membership equals at least 85), and to improve the % attendance numbers that we are required to report to the District and RI, members who qualified were asked if they would consider changing to that status. Since it benefits both the member and the club’s attendance numbers, all agreed to the change. Those members are: Warren Bradbury, Vern Chase, Kirk Greiner, Tom Hawley, Jim Hodges, Bill Moran and Carl Swenson. We now have 16 members in this “Active Exempt” category.

○ STATUS OF MEMBERS ON LOA

- Georegene Jones is on LOA until end of this calendar year.
- Janice Freeman requested that her term be extended from 30 September to the end of the calendar year even though her husband is getting better and she plans to begin attending at least some meetings sometime in October. Membership Committee recommends board approval of this request.

○ MEMBER TERMINATIONS

- Bill Keppler submitted an email request to resign since his work assignment appears to be a long one and he will not be able to participate. Membership recommends that this be accepted.

○ ROTARY CARES ACTIVITIES

Pam sent a Get Well card to Lwanga, who has been ill recently. She also sent a Thank You card to Doug Purcell for hosting the Fireside.

○ ORIENTATION ACTIVITIES

We have two prospective new members for whom an orientation will be needed in the near future. Since Carl has been ill for some time, Doug Purcell has agreed to take on this task in early October.

○ SPONSOR ACTIVITIES

Michael Kealy will sponsor Kristi Ratliff, who was introduced to our club by Michael Denton of the Day Breakers club.

Tom Hawley introduced Harve Harrison as a prospective new member.

Ollie Shultz is sponsoring Mary Catherine Woodward. She has had to put her joining on "Hold" due to a family illness but has indicated that she intends to return as soon as she can. Ollie has tried to contact her a few times this month with no success.

○ MEMBERS' IDEAS FOR CANDIDATE NEW MEMBERS

- NAME None SPONSOR _____

○ CANDIDATE MEMBER STATUS: RED BADGE → BLUE BADGE
PROGRESS

- NAME Paul Anderson MENTOR Brian Larman
- STEPS REMAINING TO BLUE BADGE STATUS Paul has completed the requirements
- NAME Mary Catherine Woodward MENTOR Ollie Shultz
- STEPS REMAINING TO BLUE BADGE STATUS All – on hold