

## ROTARY CLUB OF EDMONDS

Approved Minutes of the Board of Directors Meeting  
July 7, 2010

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

Board Absent: Kirk Greiner and Jim Welsh

Guests: Paul Anderson and Pam Halsan

The meeting was called to order at 7:30am by President Don who noted that a quorum was present. Guests were welcomed.

President's Report: Don addressed the Board regarding change items that he would like to institute including:

1. Directors should sent their report electronically to all Board members at least 7days prior to the Board meeting;
2. Sophie, Pam H. and Bill Toskey will be working together as members of the Program Committee;
3. Bill T, Doug, Chris, Matt and Don will be brainstorming another non-weather dependent fund raising activity;
4. Jim W. (and others) will try to develop an ongoing, fun service project that will be appealing especially to new members (to aid in their retention);
5. Long-range goals will be discussed at every Board meeting; and
6. Financials will be reported to the Board reflecting YTD as contrasted to budget.

**M/S/P Libby Feese as Treasurer until we know more about Bill Keppler's return.**

### Action Item

**Don will remind all Directors about their monthly reports being transmitted electronically to Board members.**

Secretary's Report: The June 2, 2010 Board Minutes were approved. Pam also reviewed the current distribution practice for draft and approved Board minutes. It was agreed that the practice will be continued.

Treasurer's Report: Libby distributed the July 2009 through June 2010 Profit and Loss statement. Don indicated that it was no longer necessary to show the various balances in the minutes.

**M/S/P Elizabeth (Libby) Freese and Don Henderson are authorized as approved signatories for the Rotary Club of Edmonds' accounts at Shoreline Bank.**

**Action Items**

**Libby will meet with Joel.**

Vice-President's Report: No report

Sergeant at Arms: The Board authorized Jim H. to "make the job his own."

Past President: No report

**Action Item**

**Carry-over: Don will give Pam L. a copy of the current signed contract with the Edmonds Conference Center.**

Directors' Reports:

**Membership** – Letters of resignation have been received from Kathy Dahlstrom and Joel Phillips which were accepted by the Board with regrets. Don reported that Bill Keppler has asked for a Leave of Absence (LOA) through the end of September due to a new work assignment out of state. Two requests have been made to become members: Paul Anderson and Mary Cathryne Woodward. Brian will be following up with Frank Yamamoto, Janice Freeman (LOA up June 30<sup>th</sup>) and Georgene Jones (LOA up August 31<sup>st</sup>). Pam L. presented the information regarding RI and the District's attendance policy as discussed at the recent June District Assembly. She shared an implementation recommendation developed by Don, Bill K. and Brian who also shared his committee's "Criteria for Meeting Make-ups." (Note: both documents are attached as Addendums A and B to these draft minutes.) Pam L. will share with club members through a variety of venues. Don also asked all committees send minutes to him and Pam L. Brian said that his committee has been working on a member survey. Carol said that she would email him the 2009-10 survey.

**M/S/P:**

- **Kathy will be offered Honorary Member status since she has met the previously accepted criteria for that category.**
- **Honorary Membership will continue for Staser Holcomb, Joan Longstaff, and Darlene Stern.**
- **LOA granted to Bill Keppler.**
- **Membership approved for Paul Anderson and Mary Cathryne Woodward.**
- **The attendance and make-up criteria as presented will be our club's standards.**

**Action Items**

**Brian will contact Janice and Georgene. Vern will contact Frank. Pam L. will distribute the attendance and make-up standards to all club members. Don will ask all committees to prepare minutes of their meetings and to send electronically to him and Pam L. Carol will email Brian last year's member survey. Carl will meet with Paul and Mary Cathryne for Orientation.**

**Carry-over: Brian will prepare/distribute a membership survey.**

**Service Projects** – No report

Sophie announced that the barbeque at Trinity Place will be August 24<sup>th</sup> at 6pm which will replace our noon meeting. She will contact Edmonds Conference Center and caterer to cancel. It was also reported that Trinity Place children will receive gift cards instead of specific school supplies.

**Action Items**

**Sophie will cancel the August 24<sup>th</sup> noon meeting with the center and caterers. She will coordinate the BBQ arrangements at Trinity Place. Jim obtain gift cards for school-aged children at TP.**

**Public Relations** – No report

**RI Foundation** – Pat reported that club members have donated \$5952 in cash and stock donations; the club spent \$400 and 4597 points to match donations with \$6353 in total actual money given for a per capita exceeded Carol's goal of an average of \$100 per member. Since most of the points have used, she requested that \$6000 be put in the 2010-11 budget for matching.

**Administration** – Sophie reported Fireside dates: September 16<sup>th</sup>, January 13<sup>th</sup>, March 17<sup>th</sup> and June 11<sup>th</sup> with locations TBD.

**Fund Raising** – Matt reported that Kathy and Larry will serve in the same capacities for the 2011 Waterfront Festival. Matt will lead a brainstorming meeting for potential events that are non-weather reliant. Texas Hold 'Em was an idea presented; Doug is researching state policies re this or a potential casino-type event.

**Action Item**

**Carry-over: Libby will follow-up with the Board's request to clarify the responsibilities of the Explorer Scouts and the off-duty police officers at the next Waterfront Festival meeting.**

Old Business: None

**Action Item**

**Carry-over: Bill Toskey will complete a project proposal form for the Trinity Place garage doors.**

New Business: Don will bring sign-up sheets for 2010-11 committees and will send his budget for electronic approval.

**Action Items**

**Don will prepare sign-up sheets for committees and bring to club meeting. He will also send the Board the 2010-11 budget.**

The meeting adjourned at 9:10am.

Next board meeting will be on Wednesday, August 4<sup>th</sup> at 7:30am in the Port of Edmonds Commissioners' Room. **All directors should send reports to the Board no later than July 28<sup>th</sup>.**

Respectfully submitted, Pam LeMay

Addendum A—Attendance Standards  
Approved by the Board on July 7, 2010

- 1. Attendance will be recorded in two six-month blocks (July-December and January-June). During these periods active members are required to attend 50% of the meetings. To meet this attendance requirement, members must attend 25% (of the required 50%) at our Edmonds Rotary Tuesday meetings (considered our "home" meeting) and the other 25% (of the required 50%) can be met through authorized make-ups.*

Example A:

During the six month period each month, an active member will attend 1 (one) home—Edmonds Rotary—meeting and one authorized make-up with no additional meeting attendances required.

Example B:

During the six-month period, an active member will attend 6 (six) home—Edmonds Rotary—meetings and 6 (six) authorized make-ups with no additional meeting attendances required.

- 2. Authorized make-ups will be recorded and applied only within 2 (two) weeks before and 2 (two) weeks after the missed meeting to be counted as a make-up.*

Example A:

The authorized make-up for a missed July 20<sup>th</sup> meeting would need to occur between July 6<sup>th</sup> and August 3<sup>rd</sup>. It is anticipated that the Club Secretary will work closely with members to apply the most reasonable timeline providing members the opportunity to make-up a missed meeting.

However, the previous “banking” system which carried make-ups for potentially months will be discontinued.

3. *The Membership Committee will draft a document outlining the criteria for authorized make-ups and/or a sample listing of authorized make-ups. (See Addendum B)*

The following process will be used to inform our members of our club’s commitment to be in compliance with RI and District policy:

- a. The Board will approve or offer amendments to the attendance recommendations (#1 and #2 above) at the July 7<sup>th</sup> Board meeting.
- b. At the July 7<sup>th</sup> Board meeting, the Board will approve or offer amendments to the Membership Committee’s recommendations of authorized make-ups (#3 above).
- c. The Club Secretary will include this process in the Draft Board minutes which will be distributed electronically to all members; the process will be verbally described at the next available club meeting prior to the end of July; and the process will be described in writing in the July WAVE. Members will have the opportunity to ask questions and, hopefully, see this as a positive step that RI and the District have taken to assist members to remain in an active status.
- d. This process will be described in the orientation provided (primarily by Carl) to potential members.
- e. The Club Secretary will continue the current policy of electronically contacting members who have missed a meeting. This will include a notation that a make-up has been applied in lieu of the missed meeting or the reminder to do an authorized make-up. If the 50% required attendance has been met, the member will be encouraged to continue coming to regular club meetings.
- f. The WAVE will continue to include information about other local club meetings, instructions about how to do an electronic make-up or upcoming committee meetings whenever possible.
- g. The Club Secretary will continue to provide the Membership Chair with monthly attendance reports, especially prior to the Board meetings.
- h. The Board will determine appropriate action for those members who have not met the 6 (six) month attendance policy. This may include personal contact by the Board President, Membership Chair, or member’s sponsor to determine a way to assist the member continue in active status. A Leave of Absence (LOA) may be offered as appropriate to permit the member to remain in the club. This option does require that the member be in current and ongoing paid status of RI dues and quarterly club invoices. Any meeting missed by a member who is in the LOA status will count “against” the club in the monthly District reports. Therefore, LOA members will be encouraged to attend any meetings possible.

Addendum B—Make-up Criteria  
Approved by the Board on July 7, 2010

The following are criteria to be used to determine what activities may be used as a make-up for a missed regular meeting. Any of the following activities will count for one missed meeting:

Required by RI/District:

1. Attendance at a regular meeting of another local, district or international meeting
2. Attendance at a Club Board Meeting
3. Attendance at a District Assembly
4. Attendance at a District Conference

The following additional items are sanctioned by the Edmonds Rotary Club:

1. Attendance at an International conference—one make-up per day of attendance
2. Volunteering at least 2-3 hours of work on a major club project (e.g., Trinity Place work party)
3. Participating on 1 shift (4 hours) of duty per make-up at the Waterfront Festival
4. Attending a Fireside Meeting
5. Participating at least 1.5 - 2 hours (including travel time) outside of normal meeting time on a club committee
6. Participating in an electronic meeting for at least 1.5 - 2 hours.