### **Board Meeting – February 2, 2017**

### **Minutes**

Present: Joanne D, Doug K., Jessica S., Roger B., Allison H.

### **Meeting:**

President Dahlen called the meeting to order at 7:44 a.m.

### **Secretary's Minutes:**

• A motion to accept the Dec. minutes was made by Allison Hulbert-Bruce, seconded by Jessica Sears and approved by the board.

### **Treasurers Report:**

• A motion to accept the Treasurer's report was made by Roger Black, seconded by Allison Hulbert-Bruce and approved by the board.

### **Attendance:**

- Roger Black mentioned that Kathy Duley has requested to be classified as attendance exempt based on the Rule of 85.
- Roger Black suggested and the board discussed examining the attendance data to determine if other members whose meeting participation has fallen below 50% may also qualify for attendance exemption under the Rule of 85. Those who do will be sent an email to see if they would like to be added to the Rule of 85 exemption list.
- A motion to accept the Attendance report was made by Jessica Sears, seconded by Doug Kashorek and approved by the board.

### Membership:

 Roger Black will send the membership application of Eric McDowell and Jeff Prescott to all board members. Board members will be asked to communicate with Joanne Dahlen whether or not that are inclined to accept the proposed members and any questions or discussion points they feel should be raised.

### **Old Business:**

 At the club assembly on Jan. 31. 2017, a motion to accept the Constitution and By-laws as approved by the board on January 5, 2017 was made by Kevin Kehoe, seconded by Tom LaBombard and approved by membership on a voice vote.

### Sunrise Rotary Club of Plattsburgh, NY Inc.

#### **New Business:**

- Joanne Dahlen distributed a proposed committee structure for the Rotary Club of Plattsburgh
  Sunrise. It consisted of five standing committees (Administration, Membership, Public Relations,
  Service Projects and Rotary Foundation) with three sub-committees under Administration (Small
  Contributions, Speakers, and Fellowship) and five subcommittees under Service Projects
  (International Service, Youth Programs, Radio Days/Fundraising, Mayor's Cup, Winter Carnival
  and Literacy Challenge).
- After significant discussion and agreement by the entire board, it was decided to revise Joanne's committee structure to the following:
  - o Administration (Roger Black, Chair)
    - Small Contributions (Mark Hamilton, Chair)
  - Membership (Jim Snook, Temporary Chair)
    - Fellowship (Libby Quéguiner, Chair)
  - Public Relations (Libby Quéguiner, Chair)
    - Speakers (Joanne Dahlen, Chair)
  - o Service Projects (Joanne Dahlen, Chair)
    - International Service (Kathy Eppler, Chair)
    - Rotary Radio Days/Fundraising (Laurie Marvin, Chair)
    - Mayor's Cup (Rich Jarrette, Joanne Dahlen, Kjell Dahlen, Co-Chairs)
    - Winter Carnival (Allison Hulbert-Bruce, Joan Sterling, Co-Chairs)
    - Literacy Challenge (James Snook, Chair)
  - o Rotary Foundation (Tom LaBombard, Chair)
  - Youth Programs (Kerry Taylor RYLA, Doug Kashorek Youth Exchange, Kathy Duley, Co-Chairs)
- The board decided the next step in the committee reorganization will be to set an Administration Committee meeting with all committee chairs to introduce the new committee structure and to familiarize chairs with the ClubRunner Committee Management module.

### **Board Discussion:**

- Meeting Location The results of the member survey on moving the club meeting day/location to Wednesdays at the Butcher Block Adirondack Room were 22 Yes and 14 No.
  - There were several interesting comments included with the survey which the board reviewed. A few suggested changing the day to Wednesday might preclude them from making the meetings.
  - The board decided to ask the remaining members who hadn't yet responded to do so in a second reminder.
  - o It was also suggested that a follow-up survey explore how club members might feel about not offering a hot or cold breakfast but rather a minimal continental breakfast.
- Meeting Cancellation Policy The Board discussed setting a meeting cancellation policy when bad weather is a factor. Joanne felt that whenever possible, an email should be sent to all members the evening before the meeting notifying them of a cancellation. Roger Black suggested

## Sunrise Rotary Club of Plattsburgh, NY Inc.

that the meeting be automatically cancelled whenever Plattsburgh High School cancels classes because of weather. Doug noted that PHS doesn't have a reliable system for notifying residents when they cancel classes. Allison suggested that Beekmantown Central School would be a better trigger for cancelling meetings due to weather because the BCS website carries all cancellation messages.

# Plattsburgh Sunrise Rotary Treasurer's Report February 27, 2017

Assets	
Cash on Hand	\$ -
Checking Account - GFNB **	\$ 37,214.46
Savings Account - Community Bank*	\$ 26,800.54
Total Checking & Savings	\$ 64,015.00
Fixed Assets	
Projector/Screen/Stand	\$ 500.00
Total Assets	\$ 64,515.00
Liabilities	
50/50 Raffle 2/27/17	\$ 84.00
Foodshelf	\$ 504.00
Polio Plus Raffle	\$ -
Paul Harris Fellow Award - Community Member	\$ 1,000.00
Total Liabilities	\$ 1,588.00

<sup>\*</sup>Community Bank includes \$3000 for the Pavilion Project

# Plattsburgh Sunrise Rotary Treasurer's Report February 27, 2017

## **Expenses since January 31, 2017 Report**

Plattsburgh Half Marathon	\$ 500.00
United Way of Adirondack Region	\$ 500.00
Rotary Foundation (Polio Plus)	\$ 1,000.00
Jennetix (Website Domain Registration)	\$ 59.25
Butcher Block (Caroline's Meal Holiday Dinner)	\$ 34.79
Philadelphia Insurance (Board Coverage)	\$ 396.00

**Annual Membership Dues** 

Members Billed	48
Members Paid	46
% Collected thru 2-27-2017	96%

## SUNRISE ROTARY Budget 2016-2017

Income	Jul '16 - Jun 17	Jul '16 - Feb '1	
Income			
4000 · Member dues	\$6,000	\$5,805.00	
4010 · Mayor's Cup	\$11,339	\$24,055.06	
4020 · Radio Days	\$8,000	\$0.00	
4038 · Honey Sales	\$4,400	\$0.00	
4038 · Winter Carnival	\$0	\$0.00	
4040 · 50/50 Raffle, Fines	\$2,000	\$995.05	
4100 · Interest income	\$50	\$26.93	
Total Income	\$31,789	\$30,882.04	
Expense			
4050 · Holiday Party	\$600	\$175.50	
4060 · Paul Harris Award	\$1,500	\$211.68	
5000 · Charitable donations & projects	\$5,000	\$2,800.00	
5002 · Membership Committee	\$750	\$0.00	
5003 · Polio Plus	\$0	\$356.77	
5004 · Literacy Challenge	\$600	\$0.00	
5005 · International Service Donations	\$9,000	\$4,182.00	
5006 · Winter Carnival	\$670	\$154.84	
5007 · Youth Exchange	\$3,500	\$2,138.47	
5009 · ARC Festival of Trees	\$200	\$145.68	
5010 · Dues	\$6,000	\$4,354.72	
5011 · RYLA	\$800	\$0.00	
5012 · Sponsorships Community Events	\$0	\$500.00	
5015 · Miscellaneous	\$1,000	\$1,755.00	
5016 · Contingency	\$1,600	\$0.00	
5025 · Conference expense	\$550	\$0.00	
5030 · Supplies	\$500	\$65.27	
5035 · Insurance	\$396	\$396.00	
5040 · Postage	\$100	\$86.00	
5045 · Website	\$750	\$694.65	
Total Expense	\$32,916	\$18,016.58	
Income	-\$1,127	\$12,865.46	

<sup>\*</sup>Please note Fall into Pink & Polio Plus activities will be funded through their own fundraising

<sup>\*\*</sup>Operation Warm will not be funded by the club at this time

7:32 PM 02/27/17 Cash Basis

## SUNRISE ROTARY Balance Sheet

As of February 27, 2017

	Feb 27, 17
ASSETS Current Assets Checking/Savings	
1000 · Checking 1020 · Savings	37,610.46 26,800.54
Total Checking/Savings	64,411.00
Total Current Assets	64,411.00
TOTAL ASSETS	64,411.00
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
2007 · Paul Harris Award - Community 2010 · 50/50 Raffle 2015 · Food Shelf	1,000.00 84.00 504.00
<b>Total Other Current Liabilities</b>	1,588.00
Total Current Liabilities	1,588.00
Total Liabilities	1,588.00
Equity 32000 · Unrestricted Net Assets Net Income	49,561.54 13,261.46
Total Equity	62,823.00
TOTAL LIABILITIES & EQUITY	64,411.00

7:39 PM 02/27/17 **Cash Basis** 

## **SUNRISE ROTARY** Profit & Loss Prev Year Comparison July 1, 2016 through February 27, 2017

	Jul 1, '16 - Feb 27, 17	Jul 1, '15 - Feb 27, 16
Income		
4000 · Member dues 4010 · Mayor's Cup	5,805.00	6,152.50
4015 · Mayor's Cup 2015 Income	0.00	23,593.50
4016 · Mayor's Cup 2015 Expense	0.00	-6,144.37
4017 · Mayor's Cup 2016 Income	27,340.00	0.00
4018 · 2016 Mayor's Cup Expense	-3,284.94	-4,685.10
Total 4010 · Mayor's Cup	24,055.06	12,764.03
4038 · Honey Sales	0.00	2,316.00
4039 · Winter Carnival Income	0.00	1,750.00
4040 · 50/50 Raffle, Fines	995.05	1,151.00
4100 · Interest income	26.93	31.49
Total Income	30,882.04	24,165.02
Expense		
4050 · Holiday Party	0.00	1 225 00
4055 · Holiday Party Revenue	0.00	-1,325.00
4057 · Holiday Party Expense	175.50	157.95
Total 4050 · Holiday Party	175.50	-1,167.05
4060 · Paul Harris Dinner	211.68	81.00
5000 · Charitable donations & projects	2,800.00	2,441.00
5003 · Polio Plus	356.77	0.00
5004 · Literacy Volunteers of America	0.00	600.00
5005 International Service Donations	4,182.00	2,785.17
5006 · Winter Carnival	154.84	2,179.51
5007 · Youth Exchange Program	2,138.47	2,060.09
5009 · ARC Christmas Tree Project	145.68	153.32
5010 · Dues	4,354.72	5,053.85
5012 · Sponsorship - Community Events 5015 · Miscellaneous	500.00 1,755.00	0.00 0.00
5015 · Miscellaneous 5025 · Conference expense	0.00	250.00
5030 · Supplies	65.27	23.19
5035 · Insurance	396.00	396.00
5040 · Postage	86.00	0.00
5045 · Website	694.65	579.40
Total Expense	18,016.58	15,435.48
et Income	12,865.46	8,729.54



Rotary Club of Plattsburgh Sunrise

## **Customized Attendance Report**

Date Range: Feb 01, 2017 To Feb 28, 2017

Name	Feb 07, 2017	Feb 14, 2017	Feb 21, 2017	Feb 28, 2017	%	Current Type	Notes
Alterie, Yvonne	~	✓	<b>~</b>		75.00 %	Active	
Arnone, Joel	M	~	<b>~</b>		75.00 %	Active	
Black, Roger	~	~	<b>~</b>	<b>~</b>	100.00 %	Active	
Brown, Jack					100.00 %	Active	Exempted Members Aug 24, 2015
Dahlen, Joanne	<b>,</b>	~	<b>~</b>	<b>~</b>	100.00 %	Active	
Dahlen, Kjell	•	M	<b>~</b>	<b>~</b>	100.00 %	Active	Exempted Members Aug 24, 2015
DeFayette, Tom	M	~	<b>~</b>	<b>~</b>	100.00 %	Active	
Desnyder, Jake					100.00 %	Active	Exempted Members Aug 24, 2015
Duley, Kathy	/			<b>~</b>	100.00 %	Active	Active - All, Exempted Members Feb 02, 2017
Duley, Victoria Zinser	<b>~</b>		M		50.00 %	Active	
Eppler, Kathy	<b>~</b>	~	M	<b>✓</b>	100.00 %	Active	
Fisher, Connie			<b>~</b>	<b>~</b>	50.00 %	Active	
Frederick, Melissa	3				0.00 %	Active	
Garsow, Patrick					0.00 %	Active	
Giltz, Randall G.	<b>,</b>	~		<b>~</b>	75.00 %	Active	
Glasgow, Thomas E.	•	~	<b>~</b>	<b>,</b>	100.00 %	Active	Exempted Members Aug 24, 2015
Gosrich, Thomas					0.00 %	Active	
Grindle, Bruce		~	<b>~</b>	<b>,</b>	100.00 %	Active	Exempted Members Aug 24, 2015
Hamilton, Mark	<b>,</b>	~		<b>~</b>	75.00 %	Active	
Hammond, Priscilla		~		<b>~</b>	50.00 %	Active	
Hulbert-Bruce, Allison	<b>,</b>	M	~	<b>~</b>	100.00 %	Active	
Jarrette, Rich			_		25.00 %	Active	
Kashorek, Doug	_	<b>/</b>	<b>✓</b>	_	100.00 %	Active	



Rotary Club of Plattsburgh Sunrise

## **Membership Attendance**

Current Year: Jul 01, 2016 - Feb 28, 2017

Name	Notes	Meetings Attended	Meetings Missed	Makeups	Banked Makeups	YTD Attendance
Alterie, Yvonne		23	9	0	3	71.88 %
Arnone, Joel		6	4	1	0	70.00 %
Black, Roger		28	4	4	15	100.00 %
Brown, Jack	Exempted Members Aug 24, 2015	24	8	2	5	100.00 %
Dahlen, Joanne		27	5	3	17	93.75 %
Dahlen, Kjell	Exempted Members Aug 24, 2015	15	17	8	1	100.00 %
DeFayette, Tom		22	10	3	4	78.13 %
Desnyder, Jake	Exempted Members Aug 24, 2015	16	16	0	0	100.00 %
Duley, Kathy	Exempted Members Feb 02, 2017	16	16	3	1	63.33 %
<u>Duley, Victoria Zinser</u>		16	16	5	2	65.63 %
Eppler, Kathy		24	8	2	1	81.25 %
Fisher, Connie		23	9	1	2	75.00 %
Frederick, Melissa		0	32	0	0	0.00 %
Garsow, Patrick		0	32	0	0	0.00 %
Giltz, Randall G.		27	5	0	4	84.38 %
Glasgow, Thomas E.	Exempted Members Aug 24, 2015	29	3	1	1	100.00 %
Gosrich, Thomas		11	21	0	0	34.38 %
Grindle, Bruce	Exempted Members Aug 24, 2015	11	21	1	2	100.00 %
Hamilton, Mark		18	14	1	1	59.38 %
Hammond, Priscilla		26	6	2	1	87.50 %
Hulbert-Bruce, Allison		23	9	5	10	87.50 %
Jarrette, Rich		16	16	3	5	59.38 %
Kashorek, Doug		27	5	1	11	87.50 %

Name	Notes	Meetings Attended	Meetings Missed	Makeups	Banked Makeups	YTD Attendance
Kehn, Edward		3	29	0	0	9.38 %
Kehoe, Kevin		11	21	1	0	37.50 %
Kelly, Gerard E.	Exempted Members Aug 24, 2015	28	4	1	1	100.00 %
Kennedy, James		13	19	0	0	40.63 %
King, Rebecca		14	18	1	0	46.88 %
<u>LaBombard, Tom</u>	Exempted Members May 01, 2016	22	10	3	0	100.00 %
LeBlanc-Durocher, Susan		25	7	6	4	96.88 %
Lesser, Cheryl		12	20	1	0	59.09 %
Loreman, Thom		7	25	0	1	21.88 %
Marino, Ron	Exempted Members Aug 24, 2015	10	22	2	2	100.00 %
Marvin, Laurie L		22	10	4	5	81.25 %
O'Connell, Shirley		5	27	0	0	15.63 %
Perry, Maxine		17	15	7	1	75.00 %
Quéguiner, Libby		17	15	7	4	75.00 %
Raino, Paul	Exempted Members Aug 24, 2015	14	18	4	1	100.00 %
Recore, Gail		1	31	0	0	3.13 %
Russell, Pat	Exempted Members Aug 24, 2015	14	18	1	1	100.00 %
Sears, Jessica		18	14	4	3	68.75 %
Senecal, Michelle		20	12	1	3	65.63 %
Snook, James		25	7	5	4	93.75 %
Sterling, Joan		10	22	1	2	34.38 %
Tardelli, Karen		4	28	6	1	31.25 %
Taylor, Kerry P		12	20	4	1	50.00 %
Volkman, Karen E.		17	15	1	0	56.25 %
Whitbeck, PJ		18	14	2	2	62.50 %
Woodward, Fred	Exempted Members Aug 24, 2015	1	31	0	0	100.00 %
Total: 49 members				64.86 %		

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Report Date: Feb 28, 2017

Feb 2017 Membership Report

No meeting held.

Through Email The committee agreed 2/2/17 to present for approval as new members Jeff Prescott and Eric McDowell .

We have had several inquires and introductions during the month for prospective new members.

Membership actives this month included a SKI day opportunity as well as Night Bowling.

Respectively submitted J. Snook VP/Chair

Name	Feb 07, 2017	Feb 14, 2017	Feb 21, 2017	Feb 28, 2017	%	<b>Current Type</b>	Notes
Kehn, Edward					0.00 %	Active	
Kehoe, Kevin				/	25.00 %	Active	
Kelly, Gerard E.	/	/	/	/	100.00 %	Active	Exempted Members Aug 24, 2015
Kennedy, James	/				25.00 %	Active	
King, Rebecca	/	/	/		75.00 %	Active	
LaBombard, Tom	М	/	/		100.00 %	Active	Exempted Members May 01, 2016
LeBlanc-Durocher, Susan	М	/	М	/	100.00 %	Active	
Lesser, Cheryl					100.00 %	Active	Leave of Absence Nov 30, 2016 - May 30, 2017
Loreman, Thom				/	25.00 %	Active	
Marino, Ron		/			100.00 %	Active	Exempted Members Aug 24, 2015
Marvin, Laurie L	/	M	М	/	100.00 %	Active	
O'Connell, Shirley					0.00 %	Active	
Perry, Maxine	/		/		50.00 %	Active	
Quéguiner, Libby		/	/		50.00 %	Active	
Raino, Paul					100.00 %	Active	Exempted Members Aug 24, 2015
Recore, Gail					0.00 %	Active	
Russell, Pat	М	<b>/</b>	/	/	100.00 %	Active	Exempted Members Aug 24, 2015
Sears, Jessica	/	<b>/</b>			50.00 %	Active	
Senecal, Michelle	М	~	/	/	100.00 %	Active	
Snook, James	/	/	М	/	100.00 %	Active	
Sterling, Joan	/	М	/	/	100.00 %	Active	
Tardelli, Karen	/			/	50.00 %	Active	
Taylor, Kerry P	/		/		50.00 %	Active	
Volkman, Karen E.	/	/			50.00 %	Active	
Whitbeck, PJ				_	25.00 %	Active	
Woodward, Fred					100.00 %	Active	Exempted Members Aug 24, 2015

Name	Feb 07, 2017	Feb 14, 2017	Feb 21, 2017	Feb 28, 201	7 %	<b>Current Type</b>	Notes
Total: 49 members							

✓ indicates that the member attended this meeting. Note:

M indicates that the member has a makeup assigned to this meeting.

[Empty] indicates that the member missed this meeting.

Purple indicates that the member was on Leave of Absence during this meeting.

Blue indicates that the member is Exempted or Excused as of this meeting.

Gray indicates that the member was inactive during this meeting.

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Report Date: Feb 28, 2017

### **Sunrise Rotary Club- Strategic Plan 2017/18**

### **MISSION:**

The mission of the Plattsburgh Sunrise Rotary Club is to make a positive impact in the lives of our members, and within our communities, by providing opportunities for service and leadership at the local and international levels. We achieve this through a committed, diverse and knowledgeable membership made stronger through project work, fellowship and fun.

### **VISION:**

The Plattsburgh Sunrise Rotary Club, with committed, motivated members and strong community partners, is the area's preeminent community service club.

### **VALUES:**

Service

**Fellowship** 

Diversity

Integrity

Leadership

### **STRATEGIC PRIORITIES:**

- 1. Define club governance and committee structure
- 2. Develop and maintain membership
- 3. Focus on local and international service
- 4. Promote member participation
- 5. Promote community partnerships

## **Goal 1.** Define club governance and committee structure

Objective A. Revise club bylaws and create club constitution		
	Responsible Party	Timeframe
Strategy 1A1. Draft documents	Board of Directors	January 2017
Strategy 1A2. Documents approved by Board and club membership	Club Membership	January 2017
Objective B. Refine committee organizational structure		
	Responsible Party	Timeframe
Strategy 1B1. Create committee organizational chart	Board of Directors	February 2017
Strategy 1B2. Communicate the structure to the club (ie- through Club Runner)	Administrative Committee Chair	March 2017

## Goal 2. Develop and maintain membership

Objective A. Improve on-boarding of new members		
	Responsible Party	Timeframe
Strategy 2A1. Define requirements/expectations of members	Membership Committee/ Board of Directors	April 2017
Strategy 2A2. Define club messaging (elevator pitch)	Membership Committee	May 2017
Strategy 2A3. Set up a mentor program	Membership Committee	October 2017
Objective B. Develop a marketing piece		
	Responsible Party	Timeframe
Strategy 2B1. Develop one page "sell" of the Club	Board of Directors	June 2017 September 2017 February 2018
Objective C. Improve membership retention		
	Responsible Party	Timeframe
Strategy 2C1. Engage members with committees	Administrative Chair,	June 2017
	Fellowship Chair,	January 2018
	Membership Chair	
Strategy 2C2. Offer fellowship opportunities	Fellowship Chair	Ongoing

### Goal 3. Focus on local and international service

Objective A. Determine a local club project for club support		
	Responsible Party	Timeframe
Strategy 3A1. Investigate/research opportunities	Board of Directors	June 2017
Strategy 3A2. Club discussion and approval	President	June 2017
Objective B. Discuss protocols for local and international giving		
	Responsible Party	Timeframe
Strategy 3B1. Discuss protocols with small contribution and international service committees	Board of Directors	March 2017
Objective C. Continue to improve transparency on club giving		
	Responsible Party	Timeframe
Strategy 3C1. Report regularly on donations to club at meetings and electronically	President	Club Assemblies
Objective D. Consider a club fundraising plan		
	Responsible Party	Timeframe
Strategy 3D1. Committee formed to consider new fundraising endeavors	Fundraising Committee	May 2017

## Goal 4. Promote membership participation

Objective A. Improve communication of ongoing activities		
	Responsible Party	Timeframe
Strategy 4A1. Committees scheduled to report on activities regularly	Committee Chairs	Club Assemblies
Strategy 4A2. Establish a calendar of activities	Fellowship Chair	June 2017
Objective B. Improve committee planning for the year		
	Responsible Party	Timeframe
Strategy 4B1. Officers meet with committees and discuss needs for year and	Committee Chairs/	At least once
report back to club	President	during year

## **Goal 5. Promote Community Partnerships**

Objective A. Continue to investigate partner opportunities in the community.		
	Responsible Party	Timeframe
Strategy 5A1. Invite speakers to the club as opportunities present	Speaker Chair/Small Contributions Chair	Ongoing
Strategy 5A2. Invite partners to share activities in order to expand events and make bigger community impacts	Club Membership	Ongoing

2/22/17