

DISTRICT 5970 BOARD OF DIRECTORS MEETING
DECEMBER 6, 2019
ZOOM FORMAT
8:00 A.M.

The December 6, 2019 Board of Directors meeting was called to order by Chair Ralph Smith at 8:00 a.m. via Zoom format. Roll was called and the following were present: Board Chair Ralph Smith, PDG Neil Fell, DG Michelle Bell, DGE Lowell Stoolman, DGN Jeff Hassman, Foundation Chair and DGN-D Don Meyer, and District Treasurer Eric Levenhagen. Also present were District Executive Secretary Suellen Kolbet, Public Image Chair Jennifer Monteith, Rotary Youth Exchange Chair John Schultz, and District Trainer David Drewelow.

Moved by Hassman, seconded by Fell; That the Consent Agenda be approved. All ayes. Motion carried. The items on the Consent Agenda were as follows:

- Minutes of the 8-24-19 Board of Directors meeting
- RYLA Board minutes of 8-23-19
- Membership Committee minutes of 8-27 and 11-18, 2019
- Foundation Committee minutes of 9-9 and 11-4, 2019
- Public Image Team minutes of 9-17-19
- Rotaract/Interact minutes of 9-19-19
- DG Line minutes of 11-19-19
- ADG meeting minutes of 11-25-19
- Google Analytics for August, September, October, November, 2019

The Board reviewed the following reports:

- Leadership Reports
- DRFCC Report
- 2019-2020 DDF Budget Report
- DES Activity Report
- YRYLA Report
- Committee Reports (Membership, Public Image, Youth Exchange)

Michelle Bell reported that her club visits are going well and she has been attending many non-traditional meetings. She has been getting some odd requests, and they have been handled appropriately. She will be holding a District Conference planning committee meeting on December 16. She has representatives from all over the District on the Committee. It will be held on April 23 and 24, 2020 at the Marriott in Cedar Rapids. The RI Representative that will attend is from Athens, Greece.

Jeff Hassman reported that he has been in contact with his counterpart in District 6000 in discussion about having a joint 5970/6000 District Conference, probably in Iowa City. He will continue working on this if there are no objections from the Board.

Don Meyer reported that Charles City returned the grant they received for their Haiti project in the amount of \$4,600. They offered it to Cedar Rapids Daybreak, but they had already funded

their project and had another project that they only needed \$1,500 for. There is still a balance in the fund and the Board discussed awarding it to some youth programs.

John Schultz reported that they will have Youth Exchange interviews this weekend, a good committee has stepped forward to help. Funding was discussed, 40% of money is due in January, 2020 and the rest will come in June, 2020. There are eight candidates so the funds received will be \$21,600. Dubuque Rotary is going to host a student and will have an outbound student next year.

Moved by Meyer, seconded by Fell; That all reports be approved. All ayes. Motion carried.

Eric Levenhagen presented the Financial Reports. Zone expenses were way under budget. Moved by Fell, seconded by Meyer; That Financial Reports as of November 30, 2019 be approved. All ayes. Motion carried.

The Board discussed the check writing policy. Currently all checks are signed by the District Executive Secretary and the District Treasurer. It was proposed that checks written for \$500 and under, with the exception of checks to District Executive Secretary, only require the signature of the District Executive Secretary. All checks written will still be reviewed by the District Treasurer. Moved by Bell, seconded by Meyer; To change the check writing policy to allow one signature on checks \$500 or less, with the exception of checks written to the District Executive Secretary, with the understanding that our fidelity bond liability would be increased to \$500. All ayes. Motion carried.

Levenhagen reported that because of changes in the regulatory environment, Dennis Renner can no longer be a signatory on the District bank accounts. He will still serve on the Finance Committee but won't be able to sign checks. Levenhagen will now sign the checks for the District Governor Allowance. Moved by Hassman, seconded by Levenhagen; To remove Dennis Renner as a signatory at Clear Lake Bank and Trust and the Board Chair will be the third signatory. All ayes. Motion carried.

Lowell Stoolman reported on NCPETS. Rooms are blocked and can be booked through the NCPETS website. Committees are convening. Some District specific issues need to be decided. A NCPETS Board representative needs to be appointed next year to replace Jill Olsen. Michelle Bell was asked to consider the position. Ralph Smith asked for 15 minutes during the day to speak to President-elects about the Youth Protection Policy and the certification process.

The discussed the benefit of having Assistant District Governor training at NCPETS or hold it at a different time and location. Hassman questioned whether we get enough value for the large cost to pay for them to attend NCPETS. It was suggested that training is done at the District Conference. Hassman, Stoolman, and Bell will meet to make a decision on ADG training.

Bell reported that YRYLA will be held at Waldorf University in Forest City in 2020. The Waldorf Rotaract Club will serve as counselors. They will be creating a budget and determine how many attendees are needed to make it viable. Bell will be working with the Kutters to "process map" what is done for RYLA and this will benefit YRYLA as well.

The Iowa Global Grant has not yet been approved. If approved, they will use Donor Advised Funds for part of the project. Clubs that are participating have been sending money to the District. If the grant is not approved, their money will be returned to them.

Hassman reported on the Rotary Friendship Exchange. He is working with a District in Southern Australia that would like to have an exchange with us. They would come to our District this fall and a group from 5970 would go to Australia in March of 2021. Each club would need to host 10-12 people for approximately three days, and would stay in member's homes. Let Hassman know if your club is interested in hosting. Smith expressed the need for a comprehensive letter of understanding so both groups know what is expected of them. Smith volunteered to serve on the Committee for this and Hassman thought Jim Coloff was interested as well.

Since Zone expenses in Kansas City came in so far under budget, attendees of the Zone in Houston in 2020 were encouraged to purchase plane tickets early. They are lower priced right now.

District Trainer David Drewelow reported that One Rotary Summits went very well. Next year the program will have a new name but it will be the same concept. He is working on training for NCPETS.

The following updates/review of the Manual of Policies and Procedures were discussed:

- The section requiring a Rotarian CPA for the Finance Review is in conflict with the bylaws. The bylaws will be changed to reflect that.
- Membership Development and Retention Committee should read "terms are effective at the beginning of the District Governor's term".
- Youth Protection Officer appointment should be for a three-year term.
- Reference to certifying Clubs in Youth Protection should say "ensure Clubs are following the Policy"
- Youth Protection Committee – a three to five member committee is not practical. Change the language to "strive" to have a three to five member committee. It could be the Youth Protection Officer, the District Governor, the District Governor Elect, and one other person, particularly a professional.
- Rotary Alumni Committee – Should this be done away with? Leave it in, activation of the Committee will be at the District Governor's discretion.
- Rotary Youth Exchange – Document certification of volunteers under the Rotary Youth Exchange policy with the District Executive Secretary. Kolbet will speak with Tracy Gettamy or John Schultz.
- District Governor's Council – Is this done? It was left in the policy.
- District Conference Committee – Is this realistic or should this just be a local committee? It would help to have a District Committee so they wouldn't have to reinvent the wheel every year. Hassman's goal is to have a multi-district conference, then a District Committee will be needed. It was left in the policy.
- Changing of the Guard Committee – Experience is that it is done locally. For Bell's induction, the committee was Bell, DES Kolbet, and one other member.
- The reference to the outgoing DG pin was a red stone, it was changed to a diamond.
- District Nominating Committee – Need to select a candidate pursuant to RI rules and regulations. District 5970 selects someone a year prior to when it is required. If we

continue to do this, the DGE needs to be on the selection committee. This will added to the policy to make sure it is consistent with the bylaws.

- The section on Strategic Planning was left as is.
- Conflict of Interest – there is no definition. What is a disqualifying conflict of interest needs to be inserted in the policy. Any conflict must be disclosed to the Board of Directors for their discussion. Smith will draft appropriate language for the policy.
- President Elect Training – The District Governor can make an exception if necessary.
- Youth Protection Policy – Remove reference to affidavits, we don't use them. Records should be maintained by the District Executive Secretary.
- Expense reimbursement – reference to ombudsman should be changed to District Board of Directors.

After changes are made a draft will be sent to all Board members with changes highlighted. Either the final draft will be presented for approval at the February Board meeting or Bell will call a special meeting to approve the policy.

Update bylaws:

It was proposed that Section "205(e) Maintain a contingency fund for emergency situations in an amount equal to the annual budget" be amended. Moved by Bell, seconded by Stoolman; To change the amount of contingency fund to \$75,000. After discussion on a more flexible plan, Bell and Stoolman withdrew their motion. Moved by Fell, seconded by Hassman: To amend Section 2.05(e) to read "Maintain a contingency fund for emergency situations in an amount no less than 75% of the previous year's budget". All ayes. Motion carried. As per the bylaws, this change will be sent to Club Presidents for an online vote. If approved, the bylaw will be effective March 1, 2020.

Moved by Hassman, seconded by Bell; To approved an amendment to the Youth Protection Policy to recognize the acceptability of Youth Exchange Certification in lieu of our regular vetting procedure. All ayes. Motion carried. Kolbet will verify with Tracy Gettemy if someone is vetted though Rotary Youth Exchange.

The amounts of RYLA and YRYLA prepaid registrations was discussed.

The meeting adjourned at 11:03 a.m.

The next Board meeting will be held on February 13, 2020 at 8:00 a.m. via Zoom.