



Board of Directors Meeting August 2018

MINUTES

August 16, 2018

August 16, 2018
Time: 5:30 pm – 7:00 pm

Location:

Scott Browne's Downstairs Conference Room
Law Office of P. Scott Browne
131 South Auburn Street
Grass Valley, CA 95945

Attendees:

<p><u>Board Members attending:</u></p> <p>Kris Stepanian, President Marcia Salter, President Elect Pat Ward, Secretary Judy Bagley, Director Seth Leishman, Vice President Bob Long, Treasurer Tom Stanley, Director Eric Fredrickson, Director Tim McCall, Executive Secretary (non-voting)</p>	<p><u>Board Members not attending (excused):</u></p> <p>Scott Browne, Immediate Past President</p>
<p><u>Board Members not attending (not excused):</u></p> <p>Jerry Trammel, Director Ken Holbrook, Director Eric Aanestad, Director</p>	<p><u>Other Attendees:</u></p> <p>Doug Newnan, Community Service Co-Chair Carol Lenhard, Membership Chair</p>

I. Call to Order

Meeting called to order at 5:30 pm. Quorum not present. Marcia Salter and Eric Fredrickson attended shortly after and quorum established

II. Approval of the Agenda

A. Changes and Additions

Request for guidance regarding deadline for establishing fine limits (Tim McCall) – added to agenda

Some agenda items addressed out of order due to lack of an initial quorum. All action items were addressed by a quorum of the board.

III. Approval of the Minutes

IV. Board of Directors Meeting Minutes, July 26, 2018 with two attachments: Special board meetings on July 9, 2018 and July 30, 2018

Minutes approved. Leishman-motion, Salter-second, vote-unanimous

V. Club Officer Reports

A. Club President – State of the club/announcements (Kris Stepanian, President)

Brief update on club activities by Club president, Kris Stepanian

B. Treasurer – Financial status (Bob Long/Judy Bagley Treasurer/Executive Treasurer)

1. Monthly Financial Report - June 2018 (Revised) - Action: Review and Accept Report

Report accepted. Fredrickson-motion, Salter-second, vote-unanimous

2. Monthly Financial Report– July 2018 - Action: Review and Accept Report

Report accepted. Leishman-motion, Stanley-second, vote-unanimous

3. Review and approval of club 2018-2019 Budget (Bob Long, Treasurer) - Action: Review and Approve

Budget revised by \$375 due to increased insurance cost

Rye costs revised from \$130 to \$150 month

Revised budget approved. Leishman -motion, Salter, second. Vote unanimous

a. AV Equipment Purchase – Speaker Bags and Hand-held microphone transmitter (Pat Ward, Public Image committee) **Action**: Discuss and Provide Direction

Board approved purchase of storage bags for club speakers at a cost of \$139.00 each plus tax for a purchase limit of \$300.

Purchase of extra wireless microphone at a cost of \$105 plus tax deferred to a later date.

Speakers to be purchased by Pat Ward and reimbursed by the club from an account to be determined by the club treasurer.

Purchase approved. Fredrickson - motion, Long - second. Vote unanimous

4. Resolution of the *Mike Johnson Fund* (Bob Long, Treasurer) **Action:** Discuss and provide direction regarding use and distribution of these funds
 - a. [Board Letter](#) – Background
 - b. [Mike Johnson Fund and Administration Fund Worksheet](#)
 - c. [Mike Johnson Fund Transaction History Worksheet](#)

Background of Johnson Fund explained by Club Treasurer, Bob Long.

Account established outside of club financial system

All medical costs paid and insurance reimbursements received

Account balance of \$24,000

\$7,800 transferred to club Administration account

\$16,000 to be placed in a restricted fund for Youth Services for future projects recognizing Mike Johnson's interest and activities in Rotary Youth Service projects

Bob Long will set-up account and transfer funds

Board approved the Treasurer's recommendations. Bagley - motion, Salter - second. Vote unanimous

5. Proposed [letter to members](#) regarding unpaid accounts receivable and payment options (Bob Long, Treasurer) **Action:** Discuss and provide direction

Board approved sending letter to members regarding club billing payment options. Leishman - motion, Salter - second. Vote unanimous

6. [Added Agenda Item](#). Direction regarding approval of date for final determination of member fine limit declaration. (Tim McCall, Executive Secretary). **Action:** Approve date of August 18th for assigning default fine limits of \$75.00 for club members not yet declaring their fine limit for 2018-2019.

Board approved charging members who did not declare their fine level for 2018-2019 the club minimum annual fine level of \$75.00 by August 18th. Leishman - motion, Long - second. Vote unanimous

C. Secretary - Club Administration (Pat Ward, Secretary)

1. [Board Meeting Administration Process](#) - **Action:** Information
2. [Board Meeting Schedule](#) – Dates, Times and Location - **Action:** Review and Approve
3. [Club Calendar](#) – **Action:** Review and Approve
4. [Club Action Plan and Goals Status](#) - **Action:** Information
5. [Club Officer E-Mail Addresses](#) - **Action:** Information
6. [ClubRunner Access for Other Users](#) – **Action:** Discuss and Provide Direction

All items approved and accepted by board consensus as Consent Items

VI. Old Business

- A. Gold Country Challenge Update (Bob Long) **Action:** Information, Board direction as needed

Bob Long reported discussions are still underway to move the event to the weekend before Father's Day in 2019. Additional details will be reported to the board as they become available.

- B. Update on sponsorship of Sierra College Internship for social media/marketing support for the Gold Country Challenge (Bob Long/Janet Ryan) **Action:** Information, Board direction as needed.

Bob Long reported the process to establish the Internship is in progress. Additional details will be reported to the board as they become available.

- C. Update on participation in Area 4 Youth Services Committee (Marcia Salter/Blake Smith/Diana Hendry) **Action:** Information, Board direction as needed

Marcia Salter reported Gordon Beattie will be taking the lead on this project in coordination with Area 4 club representatives. More details to follow when they are available.

VII. New Business

- A. Facility evaluation and contract negotiations with the new owners of the Holbrooke Hotel and Wild Eye Pub regarding club meeting arrangements. **Action:** Discuss and Provide Direction to the club Facility Coordinator, Anita Daniels

Kris Stepanian reported, in the absence of Anita Daniels, that no further contact has been made with the new ownership of the Holbrooke. Anita will follow-up with them when she returns from vacation in early September. For now, the club will continue to meet at the Wild Eye Pub.

VIII. Avenue of Service and Committee Reports

- A. Membership (Carol Lenhard)

Membership Chair, Carol Lenhard reported 3 new members have been inducted. Jeanne Molineaux and Cristian and Rebeca Sibaja as our first Family Membership.

Michael Johnson's status as an approved nominee is still pending.

- B. Public Image (Fred Claessens)

No report

- C. Foundation (Rod Fivelstad)

1. Update on Foundation Drive Planning
2. Update on Area 4 Foundation Planning
3. Clarification of use of "Points" for PHS Awards/Sustaining Membership
4. Clarification of Polio Plus donations credited towards PHS Awards?

No Report

- D. Community Service (Larry Faller/Doug Newnan)

1. Update on Northstar Museum work projects (Don Daniels)

2. Update on other community service projects in progress/planned

Doug Newnan, Community Service co-chair reported on the upcoming work party at the Northstar Mining Museum on September 15-16 and planned projects at Union Hill School and Lyman Gilmore. Additional details will be provided as they become available.

President Kris Stepanian said plans for the up-coming Heritage Garden project at the Northstar House will be discussed at the next Area 4 club presidents meeting and updates will be provided to the club when available.

E. Youth Service (Blake Smith)

No Report

F. International Service (Wyn Spiller/Lee & Joanne Osnas)

1. Update on Uganda Project
2. Update on Smiles Without Borders project – Hands on opportunities?
3. Cambodia Project Update

Bob Long reported the equipment list for the Uganda project is being revised

G. Vocational Service (Don Daniels)

1. Update on planned projects

No Report

IX. Area 4 Update (Anita Daniels, Area 4 Assistant Governor)

1. Area 4 Youth Services Brochure update

No report

X. Comments and Announcements

No additional comments or announcements

XI. Next Meeting Date: September 20, 2018

XII. Adjournment

Meeting adjourned at 7:15 PM

XIII. Attachments

A. Special Board meeting minutes – August 13, 2018 (see attached)

B. Special Board meeting minutes – August 20, 2018 (see attached)

Pat Ward
Rotary Club of Grass Valley
Club Secretary