**Minutes**

1. **Call to Order –**

The meeting was called to order at 12:15 pm.

Present: Jim Folkening, Joe Osypczuk, Nathan Triplett, Sung Lee, Todd Selin, Kristin Shelley, Daria Buzun, John Saltzgaber, Ody Norkin, Laura Hosey, Cathy Zell

1. **Approval of May 2017 Board Meeting Minutes**

Copies of these minutes have been emailed to members of the board.

*Motion by Ody Norkin, seconded by Jim Folkening that we accept the May 2017 Board Minutes as presented. Further, the matters voted upon via email during May and June 2017 should be included as an attachment to the June 15, 2017 minutes of this meeting. – Following discussion, the motion was voted upon and approved.*

The April minutes will be discussed and voted upon at the July meeting.

1. **Treasurer’s Report – John Presented in Amy Jarrad-Wibert’s absence**
   1. Club Financial Reports were distributed and discussed.

*Motion by Laura Hosey, seconded by Kristin Shelley that we accept the Treasurer’s financial report for May 2017 as presented. Following discussion, the motion was voted upon and approved.*

* 1. Work continues on the 2017-18 Club Budget, but is not likely to be finished before the start of the new Rotary year on July 1. Receipts from the pancakes breakfast fundraiser and member dues are still being collected.

*Motion by Jim Folkening, seconded by Daria Buzun to delay discussion and approval of the 2017-2018 budget to the July 20 board meeting. Following discussion, the motion was voted upon and approved.*

# Assistant Treasurer Position

# Jim Folkening has suggested that the board create the position of Assistant Treasurer. The individual(s) serving in this position would work directly with the Treasurer, to: collect luncheon fees at our club meetings; complete weekly attendance/fee collection records; record weekly attendance; and submit monthly attendance reports to Rotary District 6360. In addition, the Assistant Treasurer may substitute for the Treasurer at weekly club meetings and board meetings, if the Treasurer is not otherwise available. Individuals serving in this position may be appointed by the Treasurer with the concurrence of the Board of Directors.

*Motion by Jim Folkening, seconded by Nathan Triplett that we approve the position of Assistant Treasurer and the appointment of Melanie Squires and Keith Thomas as Assistant Club Treasurers. Following discussion, the motion was voted upon and approved.*

Concern was expressed about the time lag between installing new members and the receipt of their first dues billing. In the past, there has been a time lag of two quarters.

*Motion by Jim Folkening, seconded by Ody Norkin that we invoice new members within ten days of their installation as a member. Following discussion, the motion was voted upon and approved.*

1. **President’s Report – John Saltzgaber**

Karyn Goven has tendered her resignation as a member of the club. Her program in the Okemos Schools is ending June 30. Karyn has served as an Assistant Treasurer.

*Motion by Todd Selin supported by Kristin Shelley to accept Karyn Goven’s resignation, with regret, effective June 30. Approval of the motion is contingent upon her dues being paid and up-to-date. Following discussion, the motion was voted upon and approved.*

Club meetings have been averaging 32 people in the summer. We are setting our summer seating for 40 with a luncheon guarantee of 36. The lunch guarantee has been set at 45 (September – May) even though we haven’t hit that number often.

1. **President Elect’s Report – Ody Norkin**

# There are two remaining speakers in June. Our last meeting of the Rotary year – June 26 -- is changing of the guard and Rotary District Governor Teresa Brandell will be on hand to assist with the ceremonies.

# Ody would like to have a board retreat in July 12, 13, or 14 for approximately 90 minutes. Please contact him about your availability for these dates.

# Copies of a proposed 2017-18 club meeting calendar has been distributed to the board via email.

*Motion by Ody Norkin, seconded by Kristin Shelley to adopt the 2017-18 club meeting calendar as presented and distribute it to the membership. Following discussion, the motion was voted upon and approved.*

A listing of the Club’s 2017 Officers and Board Members has been distributed to the board via email.

1. **Secretary’s Report – Cathy Zell**

Speakers are being scheduled for July. There will be no club meeting on July 3. Cathy noted that “Spead The Word” meeting about Rotary is being planned for August 21 with the goal of using this meeting as an opportunity to introduce prospective members to our club. Cathy will be coordinating plans for this meeting with Nathan Triplett and the Membership Committee.

Cathy is also looking at ways to involve our club members in identifying speakers and programs for our weekly club meetings. If you have a program or speaker suggestion and/or are willing to help with planning, please contact her.

1. **Committee Reports**
   1. **Community Service/Vocational Committee – Kristin Shelley**

Monday, November 6, 2017 has been proposed as the date for the Veteran's Monument Dedication at the Hannah Community Center. Tim McCaffrey has suggested that the Club meet on that day at the Hannah Center for our club luncheon meeting and use the dedication ceremony as our program for that day. This is what we did for the Medal of Honor Monument Dedication and it seemed to work out very well.

*Motion by Kristin Shelley, supported by Todd Selin to hold our November 6, 2017 club meeting at East Lansing’s Hannah Community Center in conjunction with the dedication of the Veteran’s Monument Dedication being planned for that date. Following discussion, the motion was voted upon and approved.*

*Motion by Kristin Shelley, supported by Sung Lee to award a $1,000 grant to the Boy Scouts for their outreach program – all in the city of Lansing. Following discussion, the motion was voted upon and approved. Nathan Triplett abstained from voting.*

*Motion byKristin Shelley, supported by Sung Lee to donate $300 from the Community Service/Vocational Committee to the City of East Lansing for the Veterans Monument planned for the Hannah Center. Following discussion, the motion was voted upon and approved.*

* 1. **The Rotary Foundation – Katie Donovan**

Our club goals for 2016-17 are: Foundation Annual Giving: $5,000 (5/15/17 = $4,390; 88%) and Polio Plus: $2,650 (5/15/17 = $610; 23%). Contributions to the Annual Fund find their way back to our club via matching grants from Rotary District 6360 for club projects. Recent District grants have supported the construction of the Medal of Honor Memorial and the Patriarche Park Playground. Members contributed $200 toward our club’s Annual Giving Goal at Monday’s club meeting.

Members will be encouraged via email and announcements at the remaining meetings in June to make a donation to the Rotary International Foundation. Nathan Triplett graciously offered to match all contributions using his Paul Harris Fellow points.

* 1. **International Committee – Sung Lee**

Sung Lee announced that the Spartan Street Medicine (SSM) project will launch their clinic on June 16, 2017 at 9:00 am. Our club and the MSU Rotoract Club are sponsors for this initiative.

* 1. **Membership Committee – Nathan Triplett**

The Membership Committee has made several recommendations aimed at improving club billing processes and how we handle resignations, including:  
1) The Club Treasurer provide the Membership Committee with a list of all Club members in arrears each quarter. The Committee will tactfully follow up with each of these members by phone.  
  
2) The Board ~~make~~ promote ACH payment the standard for all Club members and encourage the use of other dues payment options – credit card, check, cash, bill pay -- if a member does not use ACH payments.  
  
3) Provide a form on the club website (new - members only section) that provides an electronic membership resignation form. Upon submission, the web resignation notification should be linked to automatically email copies to the Club: President, Treasurer, Membership Chair and Administrative Secretary.  
  
4) The Committee, after discussing several recent issues surrounding the termination of memberships, wants to encourage renewed diligence around our process for obtaining written letters of resignation and processing them in a timely fashion.

* 1. **Visioning/Goalkeeping Committee – Jim Folkening**

A list of club policies and procedures has been compiled. The next step is to conduct a review of the club’s by-laws to; 1) make sure that our club policies and procedures align with the by-laws, 2) incorporate any amendments to the by-laws that have been adopted by the membership and 3) make recommendations about any by-laws amendments that may be needed.

*Motion by Ody Norkin, supported by Daria Buzun to authorize the club president appoint a chair (Jim Folkening) and committee members who shall be charged with the responsibility of: 1) reviewing the club by-laws and policies and procedures and 2) bringing their recommendations to the board no later than the September 2017 meeting. Following discussion, the motion was voted upon and approved.*

* 1. **Youth Initiatives Committee – Daria Buzun & Laura Hosey**

Daria Buzun announced that the Rotary District 6360 Grants Committee will meet on June 19 to consider a joint MSU Rotoract/E. Lansing Rotary $1,500 matching grant proposal for Spartan Street Medicine as well as a $7,500 matching grant proposal for the Weekend Survival Kits submitted by the East Lansing, Haslett-Okemos and Williamston Rotary Clubs.

* 1. **East Lansing Rotary Foundation – Joe Osypczuk**

Joe Osypczuk announced that Haven House has approached the foundation seeking help to replace shelving for toys. Joe indicated that he and other foundation board members will be visiting Haven House to learn more about this request.

$3,800 in ads and sponsorship fees from the “Pancakes” event will be donated to the club. The foundation has sent thank you letters to all of the donors acknowledging their support.

1. **Announcements**

June 21 – Mini Golf Event @ 6:00 pm @ Hawk Hollow Golf Course

June 26 – Changing of the Guard w/ Rotary District 6360 Governor Elect Teresa Brandell

John Saltzgaber expressed his appreciation and thanks to the members of the board for their service during the past year.

1. **Adjournment –**

There being no further business, the meeting was adjourned by Club President John Saltzgaber at 1:37 pm.

**Board Business Conducted via Email**

The Board's email votes on the following matters were recorded as of June 2, 2017 at 12:00 noon:

1) A recommendation to grant a leave of absence to Curtis Neal was approved unanimously. Members voting by email included: K. Shelley, J. Folkening, K. Donovan, O. Norkin, N. Triplett, T. Selin, A. Jarrad-Wibert, L. Hosey, C. Zell, S. Lee, J. Saltzgaber

2) A recommendation to pay Kathleen Snyder $50.00 for the design of a club banner and reimburse John Saltzgaber for an Allegra Printing bill totaling $72.88 (Rotary Flyer for "Pancakes") was approved unanimously. Members voting by email included: N. Triplett, K. Donovan, K. Shelley, J. Saltzgaber, L. Hosey, T. Selin, O. Norkin, S. Lee, A Jarrad-Wibert, C. Zell

3) The email seeking board input about nominations for our club's 2016-17 Rotarian of the Year actually resulted in board members casting votes for their preference. Board members overwhelmingly expressed their support for honoring Nancy Marr and Josh Clayton in recognition of their efforts to revitalize our Pancakes in the Park breakfast fundraiser. Members voting by email included: K. Shelley, J. Folkening, K. Donovan, O. Norkin, N. Triplett, A. Jarrad-Wibert, T. Selin, L. Hosey, C. Zell, J. Saltzgaber

Respectfully Submitted,

Cathy Zell, Secretary/President Elect Nominee

Rotary Club of East Lansing