

VICKSBURG ROTARY CLUB BOARD MEETING AGENDA
Tuesday, Oct 17, 2022 11:45 to 1:15 pm
Schoolcraft Township Hall 50 VW Ave East, Vicksburg, MI

Members: Syd Bastos (Pres), Mike Wunderlin (Pres Elect), David Aubry (Pres Nominee), Don Ulsh (Past President), Mark Mitchell (Secretary), Danna Downing (Treasurer), Eric Hansen (Board Member)

1. **Call to Order**
2. **Approval of Agenda**
3. **Consent Agenda Approval Needed**
 - a. Minutes – pg 2-3 att'd
 - b. Treasurer's report – pg 4-8 att'd
 - c. Club Book – Revisions as suggested (will send separately)
4. **Old Business**
 - a. Updates:
 - i. Danna - Finance Module Update
 - ii. Syd - Strive Program Update
 - iii. Syd - Club Goals Update
 - iv. Mark - Repurpose old Showboat trailer Update
 - v. David – Scrap program (close over the winter?)
 - b. Christmas Card Lane Card Proposal (will bring samples to meeting to choose from)
 - c. New member orientation for Kathy F? (Fireside Chat Oct 19)
 - d. Rotary Calendar – New website to address this?
 - e. Training on DACdb for the club – who can carry this forward in Mark's absence?
 - f. Funding priorities? See att'd pg 9 for old application for funding
5. **New Business**
 - a. Mark Mitchell replacement – alternatives? Mark is done Nov 1.
 - b. KCF mtg 10/21 – lots of questions already sent
 - c. Diversity, Equity & Inclusion – where are we now and where do we go? See pg 10-12 att'd
 - d. New and retaining members... are good programs at lunchtime going to be enough? What about Satellite club that meets in evening similar to what we heard from Rob Peterson?
 - e. Citation Goals – see att'd pg 13-15 att'd. Pick 13 of 25 goals to get Rotary Citation (EASY)
 - f. WASH donation for silent auction – Mike W is donating from Natural Health. Other ideas?
6. **Member Comments (10 min)**
7. **Adjournment**

Parking Lot – Items that are not current priority – add to agenda as needed and/or as time permits:

- Improve the continuity plan between Presidents (current, elect and nominee). Get on the training cycle offered by District and RI! – *Admin Committee assignment?*
- Evaluate the health of the club – *Member Committee assignment?*
- Create operational procedures & policies, review governance documents – *Admin Committee and Finance Committee assignments?*
- Authority to act – when can a club member act on his/her own vs the board vs president? *Board or Admin Committee assignment?*
- 501c3 – *pending future action*

DRAFT MINUTES: VICKSBURG ROTARY CLUB BOARD MEETING Tuesday, Sep 20, 2022; 11:45 – 1:15pm;
Schoolcraft Township Hall 50 VW Ave East, Vicksburg, MI

Members Present: Syd Bastos (President), Mike Wunderlin (President Elect), Don Ulsh (Past President), Mark Mitchell (Secretary), Danna Downing (Treasurer)

Members Absent: David Aubry (President Nominee), Eric Hansen (Board Member)

1. Call to Order: 11:52
2. Approval of Agenda: Approved with one addition: New Business: Donation requested for Donald Overbeek memorial. *[We forgot to deal with this]*
3. Consent Agenda Approval Needed: Minutes and treasurer’s report were approved.
 - a. Minutes of August 16, 2022 meeting –
 - b. Treasurer’s report –

Balance Sheet: 9/14/22

Assets (Cash and Bank Accounts)	
Checking – GENERAL	\$18,925
Checking – Community Giving	\$9,945
Checking – STRIVE	\$22,812
Total Checking – KCSB	\$51,681
KCF Endowment – Spendable	\$11,767
Total ASSET ACCOUNTS	\$63,449
LIABILITY ACCOUNTS	\$0
Total LIABILITY	\$0

c. Club Book revisions – Club Book revisions were discussed, but approval tabled until after incorporating Club Committee reports to be given at Friday’s club meeting.

4. Old Business

a. Updates:

- i. Danna - Finance Module Update – DISCUSSED: New Format and Chart of Accounts were discussed. Implementation of new Finance Module in DACdb is being facilitated through the Finance Committee and is in progress. Danna is compiling club transactions conducted since 7/1/2022 and will enter those into the Finance Module when its implementation occurs. Gateway needs to be initiated to allow dues payments through system.
- ii. Syd - Strive Program Update – Students & mentors still not locked in, nor start date. This is typical with application due date & aligning mentors.
- iii. Syd - Club Goals Update – To be updated after Committee Reports received.
- iv. Mark - Repurpose old Showboat trailer Update. No update
- v. David - Truck for Scrap Program – Tabled until after KCF discussion and input.

- b. Christmas Card Lane Card Design – Moved to PR Committee
- c. District Grant program fund application – Moved to Fundraising Committee
- d. Homer Honorary Member status – Moved to Membership Committee

5. New Business

- a. New Rotarian Kathy Forsythe – APPROVED
- b. Approval to spend
 - i. Marketing materials – APPROVED by electronic vote previously
 - ii. Materials for Harvest Fest activities (donuts, cider and sawdust pile) \$400 to be reimbursed by grant: APPROVED
- c. Kiwanis Request for Showboat Ad – APPROVED 1/8 page ad with suggested message of congratulations for their continued Showboat. Referred to PR Committee for finalization. Approx. \$55 expense.
- d. Rotary Calendar – Admin Committee? Board? All committees and the Board will impact calendar - need a singular point of control/maintenance, repository and appropriate distribution based on audiences. What about Finance calendar? Mark will consolidate info into a document and PR committee will discuss how to manage a tech enabled calendar. Perhaps with Charlie's help.
- e. Training on DACdb for the club – Admin Committee? Member Committee? Mark will facilitate before meetings and we'll see how the interest grows.
- f. Investigate website change – Easy & Beautiful (designed by Rotary) OR Club Runner (used by many Rotary and other member Clubs now). Moved to PR Committee. APPROVED budget up to \$300.
- g. KCF – need clarification on what type of endowment we have and what we can and cannot do with it and with donations from the community before we re-open 501c3 topic. Finance Committee will plan and host a discussion with interested club members parties and KCF representative.

6. Member Comments – Mike W raised the question of how else we might support youth in the community and suggested consideration being given to a "Trip to Disney." It raised the broader issue of how we establish our charitable funding priorities in general. Discussion was held, no decision made.

7. Adjournment: 1:47pm

Parking Lot – Items that are not current priority – add to agenda as needed and/or as time permits: These were not discussed.

- o Improve the continuity plan between Presidents (current, elect and nominee). Get on the training cycle offered by District and RI! – Admin Committee assignment?
- o Evaluate the health of the club – Member Committee assignment?
- o Create operational procedures & policies, review governance documents – Admin Committee and Finance Committee assignments?
- o Authority to act – when can a club member act on his/her own vs the board vs president? Board or Admin Committee assignment?
- o 501c3 – pending future action

2022-23 FINANCIAL TRANSACTIONS DACdb

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GENERAL CHECKING

Starting Balance 7/1/22 \$28,234.41

EXPENSES

CHECKING

Date Written	CK #	Amount	Purpose	Date Cleared
6/21/2022	2706	\$ 6,000.00	VCSF Scholarships	7/13/2022
6/22/2022	2708	\$ 4,575.01	Scrap contribution to KCF Endowment	7/1/2022
6/22/2022	2709	\$ 558.97	Club fines contribution to KCF Endowment	7/1/2022
7/4/2022	2713	\$ 154.94	Russell Hampton for Charter Night-Mitchell	7/23/2022
7/8/2022	2714	\$ 69.45	All Phase Electric	7/25/2022
7/8/2022	2715	\$ 111.30	Larry Forsyth Reimbursement- Charter Night	7/22/2022
7/15/2022	2716	\$ 100.43	David Aubry Reimbursement-Charter Night	7/20/2022
7/21/2022	2717	\$ 269.67	Russell Hampton for Charter Night-Walsh	7/21/2022
7/20/2022	2718	\$ 145.00	DACdb Engagement Upgrade	7/20/2022
	2719		VOID	
7/22/2022	2720	\$ 1,662.79	RI Dues July-Dec 2022	8/4/2022
7/22/2022	2721	\$ 970.00	District Dues/Conf/training July-Dec 2022	8/16/2022
8/8/2022	2722	\$ 75.00	Historical Society Placemat	8/15/2022
8/8/2022	2723	\$ 59.57	Dump Fee Reimbursement- Mitchell	8/15/2022
8/8/2022	2724	\$ 99.96	Lakeside-Website	8/19/2022
8/10/2022	2725	\$ 215.00	Scrap Mileage Reimbursement-Lawrence	8/16/2022
8/12/2022	2726	\$ 240.24	Scrap Mileage Reimbursement-Forsyth	8/19/2022
9/20/2022	2727	\$ 475.00	District Raffle Tickets	PENDING
9/20/2022	2728	\$ 51.63	Scrap Mileage Reimbursement-Mitchell	9/26/2022
9/30/2022	2729	\$ 364.17	Harvest Fest Reimbursement-Forsyth	PENDING

DEBITS

7/20/2022	\$ 108.93	Guest Meals MSP
8/16/2022	\$ 39.99	Office Max Flip Chart
9/12/2022	\$ 37.49	Guest Meals MSP
9/12/2022	\$ 395.00	Bart's Banners
9/19/2022	\$ 29.12	Guest Meals MSP
9/26/2022	\$ 16.65	Guest Meals MSP

INCOME

DEPOSITS

7/5/2022	\$ 1,133.25
7/7/2022	\$ 163.00
7/12/2022	\$ 1,216.73
7/18/2022	\$ 728.75
8/1/2022	\$ 1,258.78
8/10/2022	\$ 526.90
8/15/2022	\$ 761.30
8/22/2022	\$ 356.60
9/10/2022	\$ 564.50
9/17/2022	\$ 680.80

8/31/22 63,449

GENERAL 20,278.00

COMMUNITY GIVING 9,945.00

STRIVE 21,012.00

SPENDABLE 11,767.00

9/30/22 63,000

4/15

2022-23 FINANCIAL TRANSACTIONS DACdb

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9/22/2022	\$	475.00
9/26/2022	\$	162.20

INTEREST

7/29//2022	\$	0.51
8/31/2022	\$	0.66
9/30/2022	\$	0.80

END BALANCE 9/30/2022 \$ 20,278.05

COMMUNITY GIVING Starting Balance \$10,444.30

EXPENSES

CHECKING

Date Written	CK #	Amount	Purpose	Date Cleared
7/15/2022	2385	\$ 500.00	To KCF 2022 Mercer Munn-Schimps	8/8/2022

INCOME

DEPOSITS 0

INTEREST

7/29/2022	\$	0.25
8/31/2022	\$	0.35
9/30/2022	\$	0.35

END BALANCE

4

STRIVE CHECKING

Starting Balance 7/1/22 \$23,311.71

EXPENSES

CHECKING

Date Written	CK #	Amount	Purpose	Date Cleared
8/12/2022	2629	\$ 500.00	Nathan Torres/KVCC Tuition	8/17/2022
8/24/2022	2630	\$ 1,800.00	Torrie Barga	9/2/2022

INCOME

DEPOSITS

NO INTEREST EARNED

END BALANCE 9/30/22 \$21,011.71

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ROTARY CLUB CONTRIBUTIONS AND FUNDRAISING

9/30/2022

Quarter	Endowment FINES/SCRAP AS OF Q4 2021	Annual Fund/ 50:50	Polio Plus/Member Donations	ANNUAL
Q1 2019	345.75	112	92.05	549.8
Q2 2019	1322.76	222	171.8	1716.56
Q3 2020	249.29	275.01	167	691.3
Q4 2020	505	13	829.2	1347.2
	2422.8	622.01	1260.05	4304.86
Q1 2020	940	110	143	1193
Q2 2020	472	52	1123	1647
Q3 2021	434	230	285.75	949.75
Q4 2021	1794.79	92	191.38	2078.17
	3640.79	484	1743.13	5867.92
Q1 2021	5043.51	193	448.95	5685.46
Q2 2021	4629.19	313.25	215.6	5158.04
Q3 2022	2243.18	240.5	202	2685.68
Q4 2022	4575.01	224.25	143.75	4943.01
	16490.89	971	1010.3	18472.19
Q1 2022	4433.01	270	137.8	4840.81
Q2 2022				
Q3 2023				
Q4 2023				

Q1 2022-2023 Endowment Breakdown	
Meeting Fines	189.25
Individual Donations	0
Scrap Metal	4243.76
TOTAL	4433.01

NOTE Per suggestion of David Aubry & Warren Lawrence, 10 % of all scrap monies will be transferred to CHARITABLE GIVING each quarter. 5% reserved for expenses.

VICKSBURG ROTARY CLUB

Funds Request Form

Date:

Name and Address of Organization or Individual Requesting Funds:

Amount of Request:

Purpose:

Amount of Funds Requested From Other Sources:

Total Funds Needed: (all sources)

How Will This Benefit Our Community:

Date:

Request Approved:

Request Denied:

Other Action:

our commitment to diversity, equity, and inclusion



At Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.

We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.

In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.



DIVERSITY, EQUITY, AND INCLUSION CODE OF CONDUCT

Rotary core values: fellowship, integrity, diversity, service, and leadership

This code of conduct reflects our core values and explains the responsibility that comes with being a Rotarian and Rotaractor, which includes members from nearly every country in the world, speaking over 100 different languages. We are committed to upholding and evolving this code as our organization grows.

Like our core values, we expect Rotarians and Rotaractors to exemplify this code of conduct as they interact with one another, Rotary program participants, Alumni, project partners, and members of the community. Specifically, the code of conduct applies at all club, district, zone, and Rotary International meetings, trainings, events, and anywhere else a member represents Rotary and on My Rotary and social media.

Expectations

All club members and other participants including Rotary program participants, Alumni, project partners, and representatives of Rotary are expected to comply with this code of conduct, be considerate and contribute to a collaborative, positive, and healthy environment in which all are respected and valued.

USE RESPECTFUL LANGUAGE

- When you first meet someone, introduce yourself and explain how you would like to be addressed, including your preferred pronouns (he/him/his, she/her/hers, they/them/theirs). Call others by their preferred name, rather than using a nickname that is easier to pronounce.
- When addressing larger groups, utilize gender neutral words to avoid gender assumption.
- Use active listening to deepen your understanding of others.
- Be conscious of language use and adapt depending on region. Some wording is acceptable in some cultures but unacceptable in others.
- Avoid slang or idioms that do not translate across cultures or be deliberate in explaining them to share our diverse cultures and languages.
- Speak plainly and avoid acronyms and jargon that not everyone may understand.
- If you are curious about someone's cultural background, faith, sexual orientation, gender, or another characteristic, ask if they are open to sharing more about themselves. Refrain from asking if the topic is not relevant to your conversation.
- Foster an atmosphere of intergenerational dialogue and avoid describing anyone by their age.

BE SUPPORTIVE

- Be an ally and advocate for others and be ready to intervene when you see a need.
- If you see or hear something inappropriate, address the behavior in a way to offer support to those affected.
- As a member of Rotary, uphold the Code of Conduct, build this culture within your club experience, and address any issues as they arise.

FOSTER A WELCOMING AND INCLUSIVE ENVIRONMENT

- Ensure every member and participant can fully engage in any meeting, event, or activity that you organize in person or online by offering an accessible venue, simultaneous interpretation, closed captioning and/or transcripts, and other resources as needed.
- Review any club or program traditions and stop or change activities that may be offensive or alienating to a specific group.
- Create a welcoming environment and include all in conversations, projects, and events.
- As much as possible, pay attention to nonverbal communication such as eye contact, facial expressions, tone of voice, personal space, gestures, and posture, and how it impacts your ability to engage with and relate to others.
- Know the important dates of various religions and schedule events and activities in a way that is inclusive and considerate of people who observe them.
- Be aware of people's dietary and health restrictions.
- Open opportunities for everyone to hold leadership roles in your club and district or engage with your community partners.

CELEBRATE DIVERSITY

- Increase your club's awareness, understanding, and acceptance of people with disabilities.
- Celebrate a variety of cultural events and religious observances, rather than continually conducting service projects or hosting events associated with a single culture or religion.
- Acknowledge and celebrate significant dates relevant to diversity.
- Avoid stereotyping and mocking any specific group.
- Acknowledge and celebrate different genders.

Code of Conduct Questions and Concerns

For questions or concerns regarding the code of conduct or behavior that goes against the code of conduct, email DEI.Inquiries@rotary.org.

Adult Harassment Issues

Per the Rotary Code of Policies, Rotary currently maintains the following to report issues of harassment involving Rotarians or Rotaractors at meetings, events, or activities:

Rotary is committed to maintaining an environment that is free of any form of harassment, broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic¹ (age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

If you are notified of any allegation of harassment involving an adult, or you feel you have been harassed, follow these steps:

1. If anyone's safety is in doubt, contact local law enforcement.
2. Notify a club officer (club president or secretary), district leader (district governor or district governor-elect), or zone leader (RI director).
3. Report the incident to Rotary International's Club and District Support team by contacting [cgs@rotary.org](mailto:cds@rotary.org).
4. Any allegation of harassment or abuse that involves young people must be reported to Rotary International at youthprotection@rotary.org within 72 hours.

¹ Characteristics listed here are from the Rotary Code of Policies, Harassment-free Environment at Meetings, Events, or Activities. As the Rotary Code of Policies is updated, this Code of Conduct section will be updated.

CITATION GOALS AND INSTRUCTIONS



The Rotary Citation is an award that recognizes the hard work clubs do throughout the year. Taking action toward achieving the citation goals helps clubs engage their members, stay relevant in their communities, and run more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs work to achieve these goals, they also contribute to the overall health and culture of Rotary for generations to come.

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

To achieve the citation:

- Go to Rotary Club Central
- Review the 25 available goals
- Select at least 13 goals (or more than 50% of the available goals)
- Achieve those goals
- Report achievement in Rotary Club Central by 30 June.

Once you are in Rotary Club Central, navigate to the **Goal Center**, select the **year**, and click on the **All tab** to see the goals.

Goal	Goal Detail
Club membership	How many total members does your club want by the end of the Rotary year?
Service participation	How many members will participate in club service activities during the Rotary year?
New member sponsorship	How many members will sponsor a new club member during the Rotary year?
Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?
Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?
District conference attendance	How many members will attend your district conference?
Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?

CITATION GOALS AND INSTRUCTIONS



Goal	Goal Detail
District training participation	How many of your club's committee chairs will attend the district training assembly?
Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?
PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?
Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?
Bequest Society members	How many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?
Benefactors	How many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?
Service projects	How many service projects will your club complete during the Rotary year?
Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?
Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?
Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host virtually during the Rotary year?
Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor virtually during the Rotary year?
RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year either in person or virtual?
Strategic plan	Does your club have an up-to-date strategic plan?
Online presence	Does your club's online presence accurately reflect its current activities?
Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?
Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?
Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?

CITATION GOALS AND INSTRUCTIONS



Goal	Goal Detail
Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?