**Rotary Club of Manassas**

**Board of Directors Meeting**

**Minutes**

**Manassas Baptist Church**

**December 21, 2022**

**Attendance**

Officers:

President Kenny Loveless

President-Elect Cheryl Macias

Vice President David Lamb

Immediate Past President John Heltzel

Treasurer David Lamb

Board Members:

Willis Jones

Xiao Yin Byrom

Sally Lay

Other Members in Attendance:

Lisa Stewart

**Summary of Meeting**

**The agenda did not include reports from the President, President-Elect, Vice President, Sergeant-At-Arms or Committee Chairs.**

**It was determined that a quorum was present, and the meeting was called to order at 10:40 a.m.**

**Secretary’s Report and Review of Previous Minutes**

The minutes were discussed. Ed Pratt offered revisions to the minutes of the October 19th and November 30th minutes. He then made the motion to accept the November 16th minutes; the motion was seconded by Willis Jones; all ayes and motion passed.

**Treasurer’s Report**

David Lamb reported that as of today there is $27,852 in the account. We received $1,800 from the District for the PEP grant. There was a $541 donation to Georgetown South from the Happy News collection. We donated $300 to the Manassas Chorale for the Christmas performance.   
Other income is derived from the $10,000 gift from Mike Penders. With respect to the A/R Summary, we are doing well. Overall, we are trending in the green. Kenny Loveless asked if we need to look at the meals budget at this time. Xiao-Yin Byrom noted that we are going to have to increase the price of meals because food prices are rising. Kenny stated that this issue will be placed on the January agenda. In response to a question from Willis Jones as to whether the financial program will be converted from QuickBooks, David stated that the conversion will take place in January. He wants to clean the system before moving to the DACdb finance module. Willis also asked when we would work on the invoice payments from Rob Cavaleri and John Skaggs. Kenny reported that he and Bill White would work with Rob. In further discussion off John Skaggs, Sally Lay asked about medical leaves of absence and Xiao-Yin stated that members must request the leave for it to be considered and approved. Robyn Williams made the motion to accept the Treasurer’s Report; the motion was seconded by Xiao-Yin Byrom; all ayes and motion passed.

**Old Business**

Cheryl Macias presented the proposed Slate of Officers for 2023-2024. Xiao-Yin Byrom made the motion to accept the slate; the motion was seconded by Robyn Williams; all ayes and motion passed.

Kenny Loveless will meet with John Heltzel to discuss the induction and remaining member classification talks for the Assembly in January.

**New Business**

Kenny Loveless opened discussion on the proposed Policy and Procedure Manual (PPM) updates with respect to organization sponsorships and organization sponsorships financials. Willis Jones asked if we should limit check-signing authority on the financials piece; Lisa Stewart suggested if another organization seeks affiliation, we can make a designation. Xiao-Yin Byrom made the motion to approve inclusion of these documents in the PPM; the motion was seconded by Sally Lay; all ayes and motion passed.

Kenny Loveless called for a motion for adjournment; Xiao-Yin Byrom made the motion; Robyn William seconded; all ayes and the motion passed. The meeting was adjourned at 11:40 a.m.