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| **Meeting summary for Rotary Club Meeting (08/05/2024)**  |

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| **Quick recap**  |
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| The team discussed the use of an internal note-taking system, the attendance and roles within their organization, and the responsibilities associated with the treasurer's report. They also deliberated on the need for a youth services chair, the removal of a former advisor from their bank account, and the financial situation of the Interact club. Lastly, they addressed issues related to the Lobster Fest event, the need for better planning and communication of club programs, and the creation and customization of event tickets.  |
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| **Next steps**  |
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| • Kevin to email Tracy about the status of the Lobster Fest flyer  |
| • Chris to create a generic QR code for Lobster Fest ticket sales  |
| • Brooke to reach out to Tony Crusco at the college about sponsorship  |
| • Brooke to contact Blackstone Management about sponsorship  |
| • Kevin to call Chris Simpson about Old Town Insurance sponsorship  |
| • Kevin to discuss tax deductible portion of ticket price with Larry at Wednesday's meeting  |
| • Kevin to follow up with Gordon about upcoming program speakers  |
| • Albert, Seth, and Kevin to meet on Thursday to review treasurer responsibilities  |
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| **Summary**  |
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| **Internal Note-Taking System and AI**  |
| Chris and Ryan discussed the use of an internal note-taking system for meetings and the potential benefits of AI. Chris voiced concerns about not using the system, while also sharing his experiences with running. They also discussed the best methods for recording and saving meeting minutes, with Chris suggesting the use of Dac.db or creating a file, and Ryan agreeing to these suggestions. The team also agreed to continue using a hack proposed by Chris to convert a picture of the handwritten meeting agenda into a formatted document using AI. Mark and Kevin joined the meeting later.  |
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| **Organization Roles and Members Update**  |
| The team clarified the attendance and roles within their organization, confirming that a quorum requires more than half of the voting members. They reviewed the current board members and their roles, and discussed the need to update their records due to resignations and the absence of some members. The team also deliberated on the status of a member, Katie, who has been on a leave of absence for several years. Kevin decided to reach out to Katie to check her interest in returning, while Chris suggested that if Katie doesn't want to come back, they could remove her from the rolls and she could reapply later. brooke added that Katie had been working on the foundation's investment side.  |
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| **Treasurer's Report and Sponsorship Discussion**  |
| Kevin, Albert’s, Seth, and brooke discussed the treasurer's report and the responsibilities associated with it, including creating invoices and applying payments. Kevin and brooke confirmed that they would guide Albert’s through the process of accessing and using QuickBooks for these tasks. Additionally, the team agreed to sponsor Lucy Mudd for Queen Nicotina, with brooke and Chris proposing the motion and Kevin confirming the decision. Lucy was expected to email Kevin the sponsorship form for completion by Wednesday.  |
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| **New Vocational Services Chair and Interact Club Update**  |
| Chris was announced as the new Vocational Services chair, responsible for organizing the 4 Way Test speech contest in spring. He outlined that Vocational Services focuses on professional development and ethics, while Community Service involves meeting immediate needs. Chris also expressed openness to suggestions for other Vocational Services activities. Meanwhile, Kevin reported that Georgia had resigned from leading the Interact Club, and there was parental interest in taking over. However, Kevin suggested deferring any action on the Interact Club until after the Lobster Fest, as they didn't have a youth services chair and the club was small. Chris emphasized the importance of having a youth services chair and suggested they should try to find someone to take on that role.  |
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| **Removing Advisor and Interact Club Oversight**  |
| Chris, brooke, Cassie, and Kevin discussed the need to remove a former advisor from their bank account and the potential repercussions of not having an advisor. They agreed that Kevin would handle the paperwork to remove the advisor. They also discussed the need for better oversight and engagement with the Interact club, with Kevin suggesting the appointment of a youth services chair. Chris planned to meet with the former advisor to discuss her intentions and to bring the decision back to the board. They also discussed the financial situation of the Interact club, with brooke confirming that there was around $1,500 in their account.  |
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| **Wine Tasting, Golf Outings, and Sponsorships**  |
| kevinmaljak announced that there would be eight tickets for a wine tasting event in September and two golf outings, one for the College of Southern Maryland Foundation and another for Sage Point. Ryan volunteered to fill one of the spots for the August golf outing. kevinmaljak also mentioned that they had a liquor permit for the Lobster Fest and that they were on track with sponsorships, currently at $15,000. The team discussed the possibility of using QR codes for ticket sales, with Chris offering to teach the process to interested members.  |
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| **Event Menu Changes and Sponsorships**  |
| Kevin proposed changes to the event menu, replacing all-you-can-eat options with a limited number of servings to avoid issues experienced in the previous year. The team agreed to add barbecue options and possibly other food items, with Kevin suggesting pulled pork barbecue and Chris proposing Ivy's pepper sauce. The team also discussed potential sponsors, with Kevin suggesting Katie review the Cisco order form for ways to streamline and improve the process. brooke agreed to reach out to ESI and Blackstone Management regarding sponsorships, and Kevin planned to remind Chris Simpson about the liquor sponsorship.  |
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| **Tax Deduction for Ticket Sales Discussion**  |
| The team discussed the tax deduction for ticket sales. They debated whether the tax deductible amount should be $30 per ticket as stated on the previous year's flyer, or whether it should be a higher amount to reflect the increased ticket prices. Chris suggested that the tax deductible portion should decrease as the event costs increase, and proposed a figure of $60 per ticket. However, Kevin suggested consulting with an accountant to determine the correct amount. They agreed to discuss this further in their next meeting.  |
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| **Lobster Fest Event Link and Sales Issues**  |
| Kevin, brooke, and Chris addressed issues related to the Lobster Fest event. They agreed on the need for a new, simple link with a payment option for the event, with Chris demonstrating how to create this link. The team also discussed the service fee, which was confirmed to be 3.5% of the ticket price. Additionally, they addressed problems with creating personalized links for sales reports, with brooke suggesting a solution to create a single link for both adult and child ticket sales. Chris agreed to further investigate this solution to ensure accurate counting of sales.  |
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| **Improving Club Program Planning and Communication**  |
| Kevin and Chris discussed the need for better planning and communication of club programs. They agreed on the importance of having program ideas ready a couple of weeks in advance and sharing this information to avoid last-minute cancellations. They also discussed the upcoming District Conference and other fall activities. In addition, Chris offered to show how to create QR codes after the meeting.  |
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| **Lobster Festival Ticket Customization and Sales**  |
| Chris and Lisa discussed creating and customizing event tickets for the Lobster Festival, including adding an $85 general admission category and children's tickets. Lisa shared her obligations with her new job at Catholic Charities which may limit her role this year. Chris demonstrated generating a QR code linked to the ticket sales and suggested Lisa could assist at the entrance rather than the bake sale table. They aimed to sell 100 tickets this year and attract more people to the festival.  |