**Board Meeting – July 7, 2016**

**Minutes**

**Present:** Joanne D, Jim S., Kerry T., Jessica S., Roger B., Jack B., Libby H.,

**Meeting:**

President Joanne called the meeting to order at 7:32 am

**Discussion**:

* President Joanne Dahlen noted that at the regular Tuesday meeting she thanked the board’s departing members and welcomed the new members to the board.
* President Joanne D. said she is looking into moving the monthly board meeting to The Development Corporation’s board room so we could present ClubRunner (CR) reports and other data on the big screen. The president also said she wanted to upload meeting documents to CR.
* Jim Snook suggested that e-vote communications should indicate who has responded and how they voted so everyone involved is aware of the outcome.
* Jim S. also made the board aware of the club’s Google mail address (rotaryclub1982@gmail.com) and that it too could be used to distribute club documents.

**Secretary’s Minutes:**

* Approval of the minutes was motioned by Jim Snook
* Seconded by Kerry Taylor
* Board approved

**Treasurers Report and Discussion:**

* Club treasurer Jessica Sears requested information about a movie projector, screen and stand that are listed as club assets. Discussion among board members revealed that the equipment had been lent to the city for “movie nights” some years ago and their present whereabouts were unclear. It was suggested the club do a regular inventory of equipment and supplies at this time each year. Equipment and supplies are stored in a closet at the American Legion and in the basement of the Glens Falls Bank. Joanne D. and Jim S. said they would inventory the equipment and supplies in the near future.
* Approval of the Treasurer’s report was motioned by Jim Snook
* Seconded by Jack Brown
* Board approved

**Attendance Report and Discussion:**

* Jack Brown submitted the club attendance June reports
* Roger Black said he used the attendance sheet from the club’s most recent meeting as an exercise for entering the weekly attendance data into CR. Although the purpose of the attendance percentage number reported by CR was unclear, the overall process was fairly simple and should be continued. Roger B. said he would continue to us the weekly attendance sheet to input the attendance data and return the sheet to Jack B. in a manner yet to be determined.
* Approval of the June attendance report was motioned by Jim Snook
* Seconded by Jessica Sears
* Board approved

**Membership Discussion:**

* Melissa Frederick’ membership will be recorded as starting July 1
* Jim S. will reach out to Patrick Garsow one more time and unless he begins attending meetings, his club membership will be terminated.
* Approval motioned by Jim Snook
* Seconded by Jessica Sears
* Board approved

**Old Business:**

* **District Conference** — Kathy Eppler, Tom Defayette, Victoria Duley and possibly Kjell Dahlen are working on a presentation for the District Conference, Oct. 28 - 29. In addition, Roger Black, Paul Raino and Joanne Dahlen plan on attending.
* **Review of 2016 – 17 Budget** — Joanne D. will pass over to Finance Committee chair Mark Hamilton the approved 2016 – 17 budget for him to create a presentation during a club assembly. It was suggested that a clarification of the budget line items include splitting the Honey Project from International Service donations.
* **Strand Event** — The Sunrise Club, in partnership with the Noon club. will co-sponsor the Strand Center for the Arts Jumpin’ in July event July 27. A $375 expenditure for the sponsorship was approved in June in an e-vote.

**New Business:**

* **December Business After Hours** — The club has been asked by the North Country Chamber of Commerce to co-sponsor the December 15 Business After Hours through a donation of $250. Joanne D. said she would communicate to the Chamber that our donation would remain at the $250 amount regardless of whether other sponsors were not forthcoming or if the caterer’s portion was not covered through additional donations. The board agreed that club members should be urged to attend the event.
	+ Approval of a $250 expenditure to sponsor the event was motioned by Jim Snook
	+ The motion was seconded by Kerry Taylor and unanimously approved by the board
* **Attendance Reporting Requirements** — There was some discussion about the need to clarify the requirements pertaining to club member participation. Jim S., Joanne D. and Roger B. will research the club’s documentation relating to attendance requirements (Joanne D.); how other clubs handle attendance requirements (Jim S.); and RI’s recent policy changes (Roger B.). Once this information has been collected and reported, a clearer club policy should be formulated.
* **Strategic Plan** — Joanne D. said that she asked Victoria Duley to review the club’s current strategic plan and report back her recommendations for updating and improving the plan.
* **Committee Structure** — Joanne D. said she is examining the club’s committee structure and exploring whether it can or should be realigned to more closely follow the club’s Avenues of Service. The president’s vision for a different committee structure would include board members becoming more involved in the committee responsibilities. An important aspect of the examination will include whether such a realignment is compatible with committee structure requirements as set out in the club’s by-laws.
* **Member Dues** — Jessica Sears made a motion that club member annual dues remain at $135 with the option of paying $67.50 by July 31 and $67.50 by Dec. 31.
	+ The motion was seconded by Jim S, and passed unanimousely by the board.
* **Parade of Lights** — With the possibility of storms including lightening during this evening’s scheduled Parade of Lights, the board agreed that Joanne D. make the call by 7:30 whether to cancel the event and, if so, announce the cancellation during the Stowaways performance.