

# Plattsburgh Sunrise Rotary Board Meeting Agenda

5/20/2025 7:30am ZOOM

District updates;

Bonnie Black will share information about-

- What our club dues cover
- What corporate membership looks like
- How the Council on Legislation affects our by-laws In attendance;

Call to order; Sue

**Secretary report;**

**Treasurer's report;**

- 2025-2026 Budget approval
- Since Jessica will not be available for this meeting, Eric M. has offered to step in

**Member engagement;**

**Old Business**

- Mayor's Cup update; Colleen & Wanda

- Help needed in sponsorship outreach

- Michigan Fest (Noon Rotary's event) 8/2/2025. Would we want to participate?

Cornhole???

- Ted K project; Jim

- Garret Monette; Community garden

- Samuel d. park

**New Business**

-We need to update meeting information on Club runner

-The 6 road signs that enter Plattsburgh, do not have our current meeting info on them

**Adjournment**

**Plattsburgh Sunrise Rotary Board Meeting Minutes**  
**4/03/2025 7:30am via ZOOM**

**In attendance:** R. Black, C. Downs, S. Leblanc-Durocher, B. Neureuther, J. Kline, A. Robert, T. DeFayette, J. Snook.

**Call to order:** 7:34am by C. Downs

**Approval of minutes from 3-11-2025**

- T. DeFayette asked C. Downs to submit a budget request for the Zoom Pro license

**Motion to approve: T. DeFayette**

**Second: R. Black**

**Motion carries unanimously**

**Treasurer's report:** S. LeBlanc-Durocher

- J. Kline is need of any budget requests for 2025-2026 fiscal year
  - T. DeFayette mentioned the Ted Kay Center initiate as one item to include in the 20225-2026 fiscal year. S. LeBlanc-Durocher recommended we put aside a maximum of \$500. C. Downs suggests we allocate more than \$500. R. Black recommends this be discussed at the finance committee or with the club.
  - J. Kline suggests they are other areas in the budget where the money could be found (Youth, Supplies, & Miscellaneous). S. suggests we increase the youth service budget to \$1,000 as well, to help support the Ted Kay Center, if necessary).
  - C. Downs asks if we should have money allocated to large donations. S. LeBlanc-Durocher mentions we currently have a \$5,000 line item for large donations and that the Ted Kay allocation should be separately form this.
  - S. LeBlanc-Durocher further suggests we put aside money for snacks and beverages once a month when we have a speaker (C. Downs raised concerns we are not eating what is provided and that it may not be a good use of our funds; S. LeBlanc-Durocher suggested we get just drinks, R. Black recommended we let the club know when we plan to have food at the meetings).
  - S. LeBlanc-Durocher discussed environmental items to think about with respect to fund allocation
    - Pollinator garden
    - Gazebo at Champlain park
    - LaPier Lane port-o-potties

**Motion to approve Treasurer's report: A. Robert**

**Second: R. Black**

**Motion carries unanimously**

**Member engagement:** S. LeBlanc-Durocher

- C. Downs reports the membership committee has done a good job at putting to get material for new members and a mentorship program.
- S. LeBlanc-Durocher reported that the membership committee reported Alicia completed the Blue Badge requirements. The membership committee continues to work on the detail of Blue to Red badging. S. LeBlanc-Durocher will ask the membership committee to share the new material.
- Corporate membership was discussed. Questions regarding the structure of corporate sponsorships should be decided (i.e., dues, number of members, and attendance requirements). R. Black will speak with the noon club to see how they incorporate corporate membership) and will bring to the next meeting. R. Black will discuss at the next membership meeting. C. Downs ill also review Rotary International information on

Corporate Memberships.

- C. Lemza may be requesting a leave of absence.

### **Old Business**

- Tagless sale
  - To be held date of May 3, 2025.
  - C. Downs asked that we get an update from J. Sterling. S. LeBlanc-Durocher asked C. Downs to reach out to J. Sterling to update us at an upcoming meeting.
- Mayor's Cup
  - S. LeBlanc-Durocher reported that the Mayor took members through a walk-through of our Downtown area in order to get their input for how better incorporate the downtown area into the Mayor's Cup festivities.
  - S. LeBlanc-Durocher reported Tomorrow is the press conference at CV-TEC for the t-shirts
  - Help out with the noon club event? August 2.
  - J. Dahlen is working to provide in-kind advertisement and marketing of the Mayor's Cup. The estimated amount of the in-kind donation is around \$6,000. T. DeFayette mentioned the importance of using local advertising companies within our community.

**New Business:** S. LeBlanc-Durocher

- Next meeting will be 4/8/2025. Wanda will speak about her PELS experience and Alicia will do her new member talk.

### **Adjournment**

**Motion to adjourn: R. Black @ 8:23am**

**Second: A. Robert**

**Motion carries unanimously**

*Respectfully Submitted,*

*Brian Neureuther*

*Board Secretary*

# Plattsburgh Sunrise Rotary

## Treasurer's Report

April 30, 2025

### Assets

Cash on Hand (Change for Raffle/Foodshelf)	\$	100.00
Checking Account - Community Bank	\$	23,684.30
Savings Account - Community Bank*	\$	27,457.93
CBNA CD	\$	5,215.00
CBNA CD	\$	10,430.00
CBNA CD	\$	15,645.00
Total Checking, Savings & CD's	\$	82,532.23
<b>Total Assets</b>	<b>\$</b>	<b>82,532.23</b>

### Liabilities

50/50 Raffle 3/31/2025	\$	155.00
Accounts Payable	\$	500.00
Paul Harris Fellow Award - Community Member	\$	1,500.00
Food Shelf Donations	\$	240.00
Plattsburgh City Beach Wheelchair Project	\$	173.22
Member Dues Prepayment	\$	170.00
<b>Total Liabilities</b>	<b>\$</b>	<b>2,738.22</b>

\*Community Bank includes \$3000 for the Pavilion Project

# Plattsburgh Sunrise Rotary

## Treasurer's Report

April 30, 2025

### Expenses since March 31, 2025 Report

Easy Self Storage	\$	90.00
Ck#1343 North Country Mission of Hope	\$	1,000.00
Ck#1344 BCSD Class of 2030	\$	500.00
Wheels for Humanity - Int'l Svc Donation	\$	1,000.00

### Annual Membership Dues

Members Billed	34
Members Paid	34
% Collected thru 3/31/2025	100%

SUNRISE ROTARY  
Budget vs Actual  
2024-2025

	2024-2025	2024-2025	2024-2025
	Final Budget	Mayor's Cup	Actual YTD
	Jul'24 - Jun'25	Jul'24 - Jun'25	Jul'24 - Apr'25
<b>Income</b>			
4000 · Member dues	\$5,280	\$5,040	\$5,040
4010 · Mayor's Cup	\$20,000	\$21,083	\$16,787
4020 · Gingerbread Fundraiser	\$0	\$168	\$168
4022 · Vintage Pop Up Sale Fundraiser	\$0	\$1,204	\$1,204
4024 · Super Bowl Squares	\$1,500	\$1,575	\$1,575
4028 · Community Sale Fundraiser	\$3,500	\$0	\$0
4026 · Fundraiser/Donations	\$750	\$0	\$0
4036 · Polio Fundraiser	\$0	\$20	\$20
4026 · Donations	\$0	\$90	\$90
4040 · 50/50 Raffle, Fines	\$300	\$70	\$70
4045 · Annual Dinner/Holiday Party	\$0	\$0	\$0
4100 · Interest income	\$1,200	\$1,186	\$1,186
<b>Total Income</b>	<b>\$32,530</b>	<b>\$30,436</b>	<b>\$26,140</b>
<b>Expense</b>			
4050 · Holiday Party/Annual Dinner	\$500	\$108	\$108
4060 · Paul Harris Award	\$1,540	\$0	\$0
4800 · Large Charitable Donations	\$5,000	\$2,200	\$2,200
5000 · Charitable donations & projects	\$4,000	\$2,979	\$2,979
4037 · Community Support (Parades)	\$750	\$0	\$0
5001A · Soup Kitchen/Foodshelf	\$500	\$0	\$0
5002 · Membership Committee	\$250	\$55	\$55
5003A · Polio Donation	\$100	\$563	\$563
5003B · Environmental Committee	\$550	\$0	\$0
5003C · Foundation Committee	\$150	\$0	\$0
5005 · International Service Donations	\$5,000	\$4,500	\$4,500
5006 · Mayor's Cup Expense	\$9,800	\$5,432	\$4,986
5007 · Youth Services	\$500	\$0	\$0
5009 · Roteract - SUNY Plattsburgh	\$500	\$111	\$111
5010 · Dues	\$4,825	\$4,827	\$4,827
5011 · RYLA	\$250	\$0	\$0
5012 · Meeting Expense	\$500	\$335	\$335
5015 · Miscellaneous	\$500	\$41	\$41
5023 · Bank Service Charges	\$75	\$102	\$102
5025 · Conference expense	\$600	\$0	\$0
5030 · Supplies	\$250	\$0	\$0
5031 · Storage Expense	\$1,200	\$900	\$900
5040 · Postage	\$250	\$200	\$200
5045 · Website	\$850	\$751	\$751
<b>Total Expense</b>	<b>\$38,440</b>	<b>\$23,105</b>	<b>\$22,660</b>
<b>Net Income</b>	<b>-\$5,910</b>	<b>\$7,331</b>	<b>\$3,480</b>

# Balance Sheet

## Plattsburgh Sunrise Rotary Club

As of Apr 30, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Apr 30, 2025
<b>Assets</b>	
<b>Cash and Bank</b>	
CBNA CD (\$10K)	\$10,430.00
CBNA CD (\$15K)	\$15,645.00
CBNA CD (\$5K)	\$5,215.00
Community Bank Checking	\$23,684.30
Community Bank Savings	\$27,457.93
Petty Cash	\$100.00
<b>Total Cash and Bank</b>	<b>\$82,532.23</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Long-term Assets</b>	
<b>Total Long-term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$82,532.23</b>

<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$500.00
50/50 Raffle	\$155.00
Food Shelf Donations	\$240.00
Member Dues Prepayment	\$170.00
Paul Harris Award Community	\$1,500.00

<b>Liabilities</b>	
Plattsburgh City Beach Wheelchair Project	\$173.22
<b>Total Current Liabilities</b>	<b>\$2,738.22</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$2,738.22</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all prior years	\$76,314.07
Profit between Jul 1, 2024 and Apr 30, 2025	\$3,479.94
<b>Total Retained Earnings</b>	<b>\$79,794.01</b>
<b>Total Equity</b>	<b>\$79,794.01</b>

# Profit and Loss

## Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2024 to Apr 30, 2025

Report Type: Accrual (Paid & Unpaid)

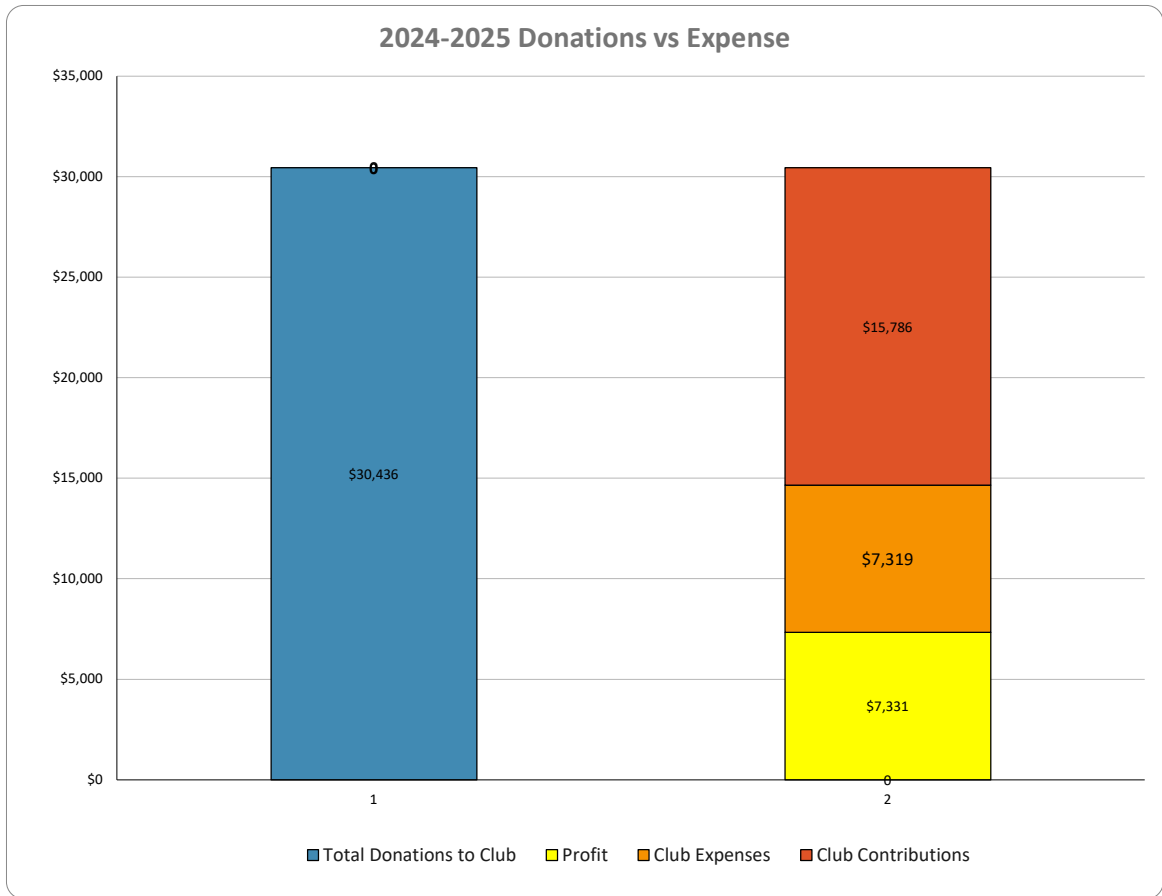
**Jul 01, 2024  
to Apr 30, 2025**

### ACCOUNTS

<b>Income</b>	
Cache Elegant Donations	\$90.00
Donations, 50/50, Happy \$\$	\$70.00
Gingerbread Fundraiser	\$168.08
Interest Income	\$1,185.85
Mayor's Cup	\$16,706.58
Mayor's Cup - T-Shirt Sales	\$80.00
Member Dues	\$5,040.00
Polio Fundraiser	\$20.00
Super Bowl Squares	\$1,575.00
Vintage Pop Up Sale	\$1,204.00
<b>Total Income</b>	<b>\$26,139.51</b>
<b>Total Cost of Goods Sold</b>	
	<b>\$0.00</b>
<b>Gross Profit</b>	<b>\$26,139.51</b>
As a percentage of Total Income	100.00%

<b>Operating Expenses</b>	
Annual Dues	\$4,827.18
Bank Service Charges	\$102.17
Charitable Donations & Projects	\$2,979.38
Holiday Event	\$108.00
International Service Donations	\$4,500.00
Large Donation Expense	\$2,200.00
Mayor's Cup Expense	\$4,986.49
Meeting Expenses	\$335.34
Membership Committee	\$54.75
Miscellaneous Expenses	\$40.86
Postage	\$200.00
Rotary Foundation Polio Donation	\$563.00
Roteract - SUNY Plattsburgh	\$111.48
Storage Expense	\$900.00
Website Expenses	\$750.92
<b>Total Operating Expenses</b>	<b>\$22,659.57</b>
<b>Net Profit</b>	<b>\$3,479.94</b>
As a percentage of Total Income	13.31%

Total Donations to Club	\$30,436	
Contingency Fund	\$0	
Profit	\$7,331	
Club Expenses	\$7,319	
Club Contributions	\$15,786	
	<hr/>	
	\$30,436	\$30,436



**SUNRISE ROTARY  
Draft Budget  
2025-2026**

**Administrative**  
**Fundraising/Donations**

	2025-2026	2024-2025	2024-2025
	Draft Budget	Final Budget	Actual YTD
	Jul '25 - Jun '26	Jul '24 - Jun '25	Jul'24- Mar'25
<b>Income</b>			
4000 · Member dues	\$6,125	\$5,280	\$4,920
4040 · 50/50 Raffle, Fines	\$300	\$300	\$54
4100 · Interest income	\$50	\$1,200	\$1,065
4010 · Mayor's Cup	\$22,750	\$20,000	\$21,083
4028 · Community Sale Fundraiser	\$3,500	\$3,500	\$0
4026 · Super Bowl Squares	\$0	\$1,500	\$1,575
4026 · Fundraiser/Donations	\$750	\$750	\$1,463
<b>Total Income</b>	<b>\$33,475</b>	<b>\$32,530</b>	<b>\$30,160</b>
<b>Expense</b>			
4050 · Holiday Party/Annual Dinner	\$500	\$500	\$108
5002 · Membership Committee	\$500	\$250	\$55
5003B - Foundation Committee	\$150	\$150	\$0
5010 · Dues	\$5,485	\$4,825	\$4,827
5014 · Meeting Expense	\$500	\$500	\$335
5015 · Miscellaneous	\$500	\$500	\$41
5023 · Bank Service Charges	\$200	\$75	\$102
5025 · Conference expense	\$600	\$600	\$0
5030 · Supplies	\$250	\$250	\$0
5031 · Storage Expense	\$1,200	\$1,200	\$810
5032 · Marketing Expense	\$1,000	\$0	\$0
5040 · Postage	\$250	\$250	\$200
5045 · Website	\$850	\$850	\$751
5000 · Charitable donations & projects	\$4,000	\$4,000	\$3,479
5000A · Alice Project - United Way	\$1,200	\$0	\$1,200
5004A · Lapierre Lane Restroom	\$500	\$0	\$0
5000B · Community Support (Parades, Trunk o	\$750	\$750	\$0
4060 · Paul Harris Award	\$1,540	\$1,540	\$0
5001A · Soup Kitchen/Foodshelf	\$500	\$500	\$0
5003A · Polio Donation	\$0	\$100	\$563
5004 · Rotary Project Expense	\$1,000	\$0	\$0
5005 · Environmental Committee	\$1,250	\$550	\$0
5002 · International Service Donations	\$6,500	\$5,000	\$2,500
5006 · Mayor's Cup Expense	\$4,405	\$9,800	\$5,335
5007 · Youth Services	\$1,000	\$500	\$0
5009 · Roteract	\$500	\$500	\$111
5011 · RYLA	\$250	\$250	\$0
<b>Total Expense</b>	<b>\$35,380</b>	<b>\$33,440</b>	<b>\$20,417</b>
<b>Net Income</b>	<b>-\$1,905</b>	<b>-\$910</b>	<b>\$9,743</b>

**\*Mayor's Cup Actual Income/Expense is the 2024-2025 Net Total - not Fiscal Year Total**

# Engagement Update – May 2025

## Attendance below 50% March & April 2025 (6 meetings)

- Allison Hulbert-Bruce — 0%
- Colleen Lemza (on leave) — 0%
- Thom Loreman – 0%
- Joan Sterling - 17%

### • **Meeting summary for Membership Comm. Meeting (04/23/2025)**

#### **Quick recap**

The Rotary club team discussed improving their document management, mentorship program, and new member onboarding process. They focused on simplifying the orientation process, updating the Red Badge document, and creating a more welcoming environment for new members. The team also considered changes to the induction ceremony and explored the possibility of corporate membership, agreeing to continue refining their procedures and templates.

#### **Next steps**

- Ann to update the Powerpoint and email templates with the 7 new member tasks discussed
- Ann to create a grid/matrix of committees with descriptions for new members
- Roger to send Ann the committee list report from Club Runner
- Libby and Colleen to coordinate on scheduling the induction ceremony for Alicia and Ian
- Randy to check if badges were ordered for Ian
- Ann to update procedures on how/when to order badges for new members
- Randy to mention upcoming membership process updates at next Tuesday's meeting
- Randy to email Sue about moving forward with individual memberships for the Key Bank people
- Membership Committee to prepare to present updated onboarding process to full club at a future meeting
- Colleen to think about potential additional Mentor Committee members for next meeting

### **Summary**

#### **Rotary Club Document Management Meeting**

Randy, Roger, Colleen, and Ann discussed the organization and management of their Rotary club's documents and committees. They focused on the mentorship and orientation process, with Colleen expressing satisfaction with the current system. The team agreed to continue refining their processes and to work on the mentorship program.

### **New Member Onboarding and Engagement**

The team discussed the Red Badge document, focusing on its potential impact on new members and the club's engagement. They agreed that the document should be part of the new member onboarding process and should include recommendations rather than punitive measures. The team also discussed the importance of members engaging with the club and attending other Rotary meetings. They considered the idea of a checklist for mentors and new members, and the need for members to join committees. The team agreed to review the committee matrix and to encourage new members to choose at least one committee to join.

### **Onboarding Process Updates and Redesign**

The team discussed updates to the onboarding process for new members. They agreed to recommending tasks such as attending a board meeting, familiarizing oneself with Club Runner, and exploring digital badges. The team also considered changing the name of the "Red Badge to Blue Badge" process to something more meaningful. Ann suggested updating the Powerpoint presentation with the new tasks and integrating them into the email templates. Randy agreed to execute the changes and update the relevant documents.

### **Simplifying New Member Orientation Process**

The team discussed the new member orientation process, aiming to simplify it and reduce the time new members spend in the red badge stage. They agreed to make recommendations rather than strict requirements, and to keep the process on Clubrunner for better tracking. The team also discussed the need to inform the membership about their recommendations. They plan to review the documents and bring them back to the committee for approval before presenting them to the club.

### **New Member Mentorship and Committee Updates**

Randy discussed the need for a mentorship lead to ensure new members feel welcome and engaged. He mentioned a conversation with Ian, who suggested a one-pager for new members on the Mayor's Cup Festival and a draft document that could be developed further. Ann proposed a grid to introduce new members to the various committees, including their chairs and descriptions. Roger suggested using Clubrunner's report feature to generate a list of committees and their descriptions. The team agreed to update the committee list and work on a new member packet.

### **Improving New Member Onboarding Process**

Randy, Colleen, and Ann discussed the need for better documentation and mentorship for new members in the club. Randy suggested that the club should provide more information to new members about the club's processes and structure. Colleen agreed to think about potential mentors for new members. Ann suggested creating a script for the new member introduction ceremony, which would include the mentor introducing the new member to the club. The team agreed to work on these tasks over the next few weeks.

### **Induction Process for New Members**

Randy, Ann, Colleen, and Roger discussed the induction process for new members. They agreed to make the process softer and less formal than before. The induction, or "pinning," would occur earlier in the process, after the new member has completed the onboarding steps. They also discussed the role of the mentor in the induction ceremony, with Ann suggesting that the mentor should lead the ceremony due to their familiarity with the new member. The group also considered the possibility of eliminating the "red to blue" terminology and the pinning ceremony, as these elements have become less significant over time.

### **Welcoming New Members and Corporate Membership**

In the meeting, the team discussed the process of welcoming new members to the club, including the role of mentors and the presentation of badges. They also discussed the potential for corporate membership and the need for further discussion at the board level. The team agreed to update their procedures and templates, and to bring up the topic of corporate membership with the board. They also planned to meet again in four weeks to continue their discussions.

*AI-generated content may be inaccurate or misleading. Always check for accuracy.*

# Calendar

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 YEX at District Conference Sunday at the Pub for Ukraine (Westmount)	28	29 JPIC Dinner & Meeting (Seaway West) (Kingston-Frontenac)	30 Social/Service Evening (Orleans)	1	2	3 Scholarship Interviews Mental Health Forum for Parents (West Ottawa)
4	5	6	7 Member Orientation (Zone 28 & 32) (Kingston-Frontenac)	8	9	10 YEX Orientation 3 D7040 Rotary Foundation Walk (Cornwall Sunrise) D7040 Rotary Foundation Walk +2 more
11	12 Club in-person meeting (Ottawa)	13 District Membership meeting	14 Guest Speaker: Eric Olsen - ZOOM (Westmount) Board of Directors Meeting (Ottawa) Let's Hear from our Young Leaders! (Orleans)	15 DG - Montreal West & NDG	16	17 Potsdam Rotary Scholarship Golf Tournament 2025 (Potsdam) VOLUNTEERS NEEDED! - Kids Against Hunger (Kingston-Frontenac)
18	19	20 L & D Opportunity: Preventing falls in the home	21	22 *NEW DATE* Gan Club International Night (Kingston-Frontenac)	23	24
25 Finance Committee meeting	26	27	28	29	30	31 YEX Farewell Weekend

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
	Adventure In Citizenship - Talent Show (Ottawa)					Foundation/Intern Service Quarterly Mtg #4
1	2	3	4	5	6	7
YEX Farewell Weekend						District Council
						St. Lawrence County Dairy Festival Parade

- Board Meeting Event

- Committee Meeting

- Fundraiser

- Club Event

- Deadline

- General

- Club Meeting

- District Event

- Official DG Visit

# Calendar

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 Monthly District Governor Nominees meeting	29	30 Quarterly AG Forum	1	2	3
4	5	6	7 Membership Orientation	8-10 Zone 32 Leadership Team Retreat 2025		
11	12 Monthly District Governor Meeting	13 Business Networking Breakfast (In-person) (District 7910)	14 Monthly Zone Leadership Team Meeting	15	16	17
18	19 Monthly District Governor-Elect Meeting	20	21 United for Good - A Beyond Borders Celebration	22	23	24
25	26 Monthly District Governor Nominees meeting	27	28	29	30	31
1	2 Zones 28/32 membership meeting	3	4	5 DEI Quarterly Meeting	6	7

- General

- District Event