

Plattsburgh Sunrise Rotary Board Meeting Agenda

10/8/2024

**In attendance;**

**Call to order;**

- Has everyone read the minutes from 0/10/2024 board meeting?

**Treasurer's report;**

- Where are we with dues collected?

**Member engagement**

- What members are at 50% attendance or lower?
- Who have we not heard from in a while?
- How is the on-boarding process going for new members and mentors?
- Report on the Sunset gathering.

**New Business**

**Old Business**

**Adjournment**

**Plattsburgh Sunrise Rotary  
Treasurer's Report  
September 30, 2024**

**Assets**

Cash on Hand (Change for Raffle/Foodshelf)	\$	100.00
Checking Account - Community Bank	\$	21,566.75
Savings Account - Community Bank*	\$	27,391.08
CBNA CD	\$	5,089.02
CBNA CD	\$	10,178.05
CBNA CD	\$	15,267.07
Total Checking, Savings & CD's	\$	79,591.97
<b>Total Assets</b>	<b>\$</b>	<b>79,591.97</b>

**Liabilities**

50/50 Raffle 9/30/2024	\$	155.00
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
Accounts Payable (Checks not cleared)	\$	274.73
<b>Total Liabilities</b>	<b>\$</b>	<b>2,512.95</b>

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

**Plattsburgh Sunrise Rotary  
Treasurer's Report  
September 30, 2024**

**Expenses since July 31, 2024 Report**

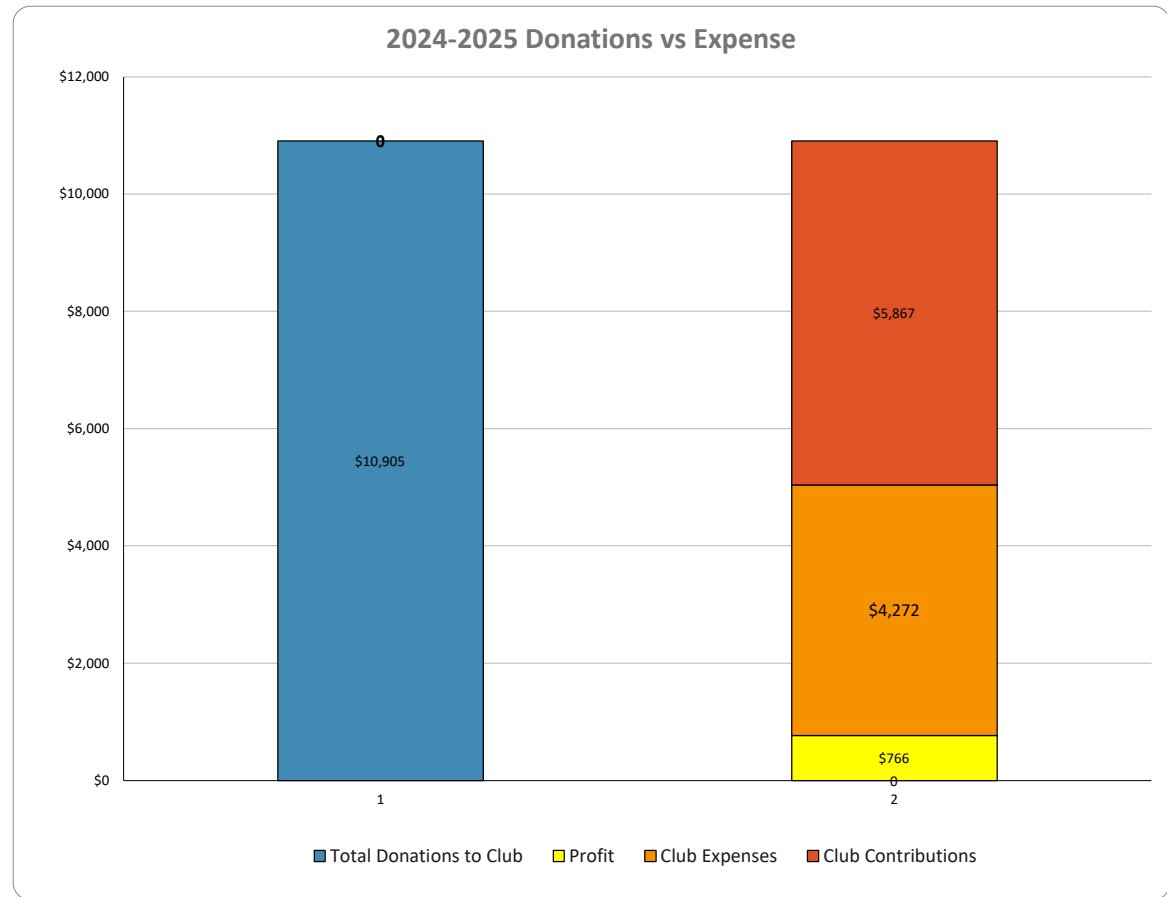
<b>Plattsburgh Little League (Donation)</b>	<b>\$</b>	<b>1,000.00</b>
<b>Rotary International (Semi-Annual Dues)</b>	<b>\$</b>	<b>1,960.43</b>
<b>Easy Self Storage</b>	<b>\$</b>	<b>90.00</b>
<b>Zoom (Annual Subscription)</b>	<b>\$</b>	<b>127.92</b>
<b>ClubRunner (Annual Subscription)</b>	<b>\$</b>	<b>623.00</b>
<b>Loreman's (Hats, Rest Staff, Banner, Road Signs)</b>	<b>\$</b>	<b>1,556.80</b>
<b>Rotary District 7040 (Annual Dues)</b>	<b>\$</b>	<b>1,136.00</b>

<b>Annual Membership Dues</b>	
<b>Members Billed</b>	<b>32</b>
<b>Members Paid</b>	<b>25</b>
<b>% Collected thru 8/31/2024</b>	<b>78%</b>

**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 - Sep'24
<b>Income</b>			
4000 · Member dues	\$5,280	\$3,840	\$4,320
4010 · Mayor's Cup	\$20,000	\$21,083	\$6,187
4024 · Super Bowl Squares	\$1,500	\$0	\$0
4028 · Community Sale Fundraiser	\$3,500	\$0	\$0
4026 · Fundraiser/Donations	\$750	\$0	\$0
4040 · 50/50 Raffle, Fines	\$300	\$13	\$35
4045 · Annual Dinner/Holiday Party	\$0	\$0	\$0
4100 · Interest income	\$1,200	\$241	\$363
<b>Total Income</b>	<b>\$32,530</b>	<b>\$25,177</b>	<b>\$10,905</b>
<b>Expense</b>			
4050 · Holiday Party/Annual Dinner	\$500	\$0	\$0
4060 · Paul Harris Award	\$1,540	\$0	\$0
4800 · Large Charitable Donations	\$5,000	\$1,000	\$1,000
5000 · Charitable donations & projects	\$4,000	\$0	\$0
4037 · Community Support (Parades)	\$750	\$0	\$0
5001A · Soup Kitchen/Foodshelf	\$500	\$0	\$0
5002 · Membership Committee	\$250	\$0	\$18
5003A · Polio Fundraiser	\$100	\$0	\$0
5003B · Environmental Committee	\$550	\$0	\$0
5003C · Foundation Committee	\$150	\$0	\$0
5005 · International Service Donations	\$5,000	\$0	\$0
5006 · Mayor's Cup Expense	\$9,800	\$5,313	\$4,867
5007 · Youth Services	\$500	\$0	\$0
5009 · Roteract - SUNY Plattsburgh	\$500	\$500	\$111
5010 · Dues	\$4,825	\$3,096	\$3,096
5011 · RYLA	\$250	\$0	\$0
5012 · Meeting Expense	\$500	\$0	\$0
5015 · Miscellaneous	\$500	\$0	\$0
5023 · Bank Service Charges	\$75	\$25	\$25
5025 · Conference expense	\$600	\$0	\$0
5030 · Supplies	\$250	\$0	\$0
5031 · Storage Expense	\$1,200	\$180	\$270
5040 · Postage	\$250	\$0	\$0
5045 · Website	\$850	\$751	\$751
<b>Total Expense</b>	<b>\$38,440</b>	<b>\$10,865</b>	<b>\$10,140</b>
<b>Net Income</b>	<b>-\$5,910</b>	<b>\$14,312</b>	<b>\$765</b>

Total Donations to Club	\$10,905	
Contingency Fund	\$0	
Profit	\$766	
Club Expenses	\$4,272	
Club Contributions	\$5,867	
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\$10,905	\$10,905	



# Balance Sheet

## Plattsburgh Sunrise Rotary Club

As of Sep 30, 2024

ACCOUNTS	Sep 30, 2024
<b>Assets</b>	
<b>Cash and Bank</b>	
CBNA CD (\$10K)	\$10,178.05
CBNA CD (\$15K)	\$15,267.07
CBNA CD (\$5K)	\$5,089.02
Community Bank Checking	\$21,566.75
Community Bank Savings	\$27,391.08
Petty Cash	\$100.00
<b>Total Cash and Bank</b>	<b>\$79,591.97</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>\$79,591.97</b>

<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$274.73
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>\$2,512.95</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$2,512.95</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all prior years	\$76,314.07
Profit between Jul 1, 2024 and Sep 30, 2024	\$764.95
<b>Total Retained Earnings</b>	<b>\$77,079.02</b>
<b>Total Equity</b>	<b>\$77,079.02</b>

# Profit and Loss

## Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2024 to Sep 30, 2024

**Jul 01, 2024  
to Sep 30, 2024**

### ACCOUNTS

<b>Income</b>	
Donations, 50/50, Happy \$\$	\$35.00
Interest Income	\$363.14
Mayor's Cup	\$6,106.58
Mayor's Cup - T-Shirt Sales	\$80.00
Member Dues	\$4,320.00
<b>Total Income</b>	<b>\$10,904.72</b>

<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
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<b>Gross Profit</b>	<b>\$10,904.72</b>
As a percentage of Total Income	100.00%

<b>Operating Expenses</b>	
Annual Dues	\$3,096.43
Bank Service Charges	\$25.28
Large Donation Expense	\$1,000.00
Mayor's Cup Expense	\$4,867.41
Membership Committee	\$18.25
Roteract - SUNY Plattsburgh	\$111.48
Storage Expense	\$270.00
Website Expenses	\$750.92

**Operating Expenses****Total Operating Expenses****\$10,139.77****Net Profit**

As a percentage of Total Income

**\$764.95****7.01%**

# Membership Committee Report – Oct. 2024

Attendance below 50% August & Sept. 2024 (3 meetings)

- Matthew Chandler - 0%
- Nadine Karam – 0%
- Thom Loreman – 33%
- Adam Robert – 33%
- Joan Sterling - 0%

## Report on Sept. 18, 2024 Membership Committee meeting:

### Quick recap

Ann, Randy, and Roger discussed the need to update and promote their mentorship program within their organization. They agreed on the importance of having a dedicated individual to lead the mentor process and the need for a point person to manage the Membership Committee's tasks more effectively. The team also considered the idea of having a mentors group

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### Next steps

- Randy to call Sue and schedule a meeting to discuss the mentorship program and website updates.
- Randy to contact Colleen Lemza about potentially leading the mentor group.
- Membership Committee to prepare for a discussion about mentorship at an upcoming club meeting (potentially October 16th).

### Summary

#### Mentorship Program Update and Promotion Discussion

Ann, Randy, and Roger discussed the need to update and promote the mentorship program within their organization. They agreed on the importance of having a meeting to discuss the work done so far and to possibly reevaluate the mentorship program. Roger suggested that they need to get a group of mentors together who commit to being mentors, rather than relying on an open call. They also discussed the idea of promoting the program at a club assembly or a regular meeting. The next steps include scheduling a meeting and possibly revisiting the mentorship program.

## **Mentor Process Leadership and Committee Management**

Ann, Randy, and Roger discussed the need for a dedicated individual to lead the mentor process, emphasizing the importance of proactive participation. They agreed that not everyone is willing to participate and that a committed person, like Colleen Lemza, could make a significant difference. The team also discussed the need for a point person to manage the Membership Committee's tasks more effectively and consider recruiting mentors for the group. They noted the positive trend in attendance at their recent meeting.

Meeting at the Pavilion at Wilcox Dock and Healthy lung trail Jake DeSnyder, Joanne and Kjell Dhalen, Connie Fisher, Thom Labombard Sue Leblanc Durocher, Mike Pratt Jim Snook and Colleen Downs.

Meeting to discuss Our clubs past investments into structures on city/town property. While the club does not "OWN" any structures we have ownership in several Properties in supporting them as needed. The Healthy Lung trail is in severe disrepair. we recommend the city remove the signs and remove stations that are no longer viable. Our Name "Plattsburgh AM Rotary" is on the sign and we feel due to the condition of the trail it should be removed. Sue will be discussing with the city what the plan (future) of the site may be.

List of properties we have supported over time. It is believed we will want to continue to support the properties. A budget line item in support of these properties is needed.

We ask the board to allow an ad hoc committee to focus on how the club would like to move forward with caring for these properties:

- Pavilion at Wilcox Doc
- Healthy Lung Trail
- Plattsburgh City Beach Wheelchairs and Mat
- Gazebo
- Flower beds near Gazebo
- Max More Tree House (Flower Beds)
- Lapier Lane (out House)
- SRT

### **Meeting summary for Rotary Club Finance Committee**

Discussion on Projects Maintenance (09/11/2024)

Attendees: Jessica Kline, Joanne Dahlen, Roger Black and Jim Snook.

### **Quick recap**

The team discussed the club's responsibilities and properties, with a focus on defining their required responsibilities and properties before embarking on new projects. They also discussed the need for a strategic approach to their involvement in various projects, the importance of documenting their past achievements and contributions, and the need to move forward with future plans. The team agreed to create a list of properties and their next steps, request the board to form an ad hoc committee to handle the formation of a plan, and present their findings to the board for approval.

### **Next steps**

- James and Roger to collaborate and create a document summarizing the properties and next steps.
- James to meet with Sue to schedule a club meeting to discuss the properties.

- James and Joanne to prepare a presentation for the club meeting about each property.
- Roger to update the list of properties, removing the Champlain Monument flower beds.
- Joanne to continue gathering background information and press links for the properties.
- Roger to ask the board to create an ad hoc committee for further property discussions.

## **Summary**

### **Clarifying Club Responsibilities and Properties**

The meeting revolved around the discussion of the club's responsibilities around the maintenance of properties associated with the club. Roger initiated the conversation by expressing that there wasn't a defined target date or final date for the Finance Committee's final report to the Board. James and Joanne then discussed the need to define which properties are and aren't the club's responsibility. Joanne emphasized the importance of understanding the club's elective interests and required responsibilities, using the Max Moore Treehouse and the Healthy Lung project as examples. The team agreed on the need to clarify the club's responsibilities before embarking on new projects, such as Connie's landscaping proposal at the Champlain Monument. The conversation ended with the understanding that the club needs to define its required responsibilities and properties.

### **City Responsibilities and Budget Planning Discussion**

James and Joanne discussed their plans to meet with the city to understand the city's responsibilities and budget for various locations, including the gazebo and the Saranac River trail. They expressed concern about the city's lack of planning and maintenance for these areas, and the potential for a new mayor to have different interests. Joanne emphasized the importance of getting all plans and budgets in writing, even if they are internal documents, to avoid future misunderstandings and ensure the preservation of their physical presence and history.

### **Discussing Club Involvement in Projects and Prioritization**

Joanne expressed concerns about the club's involvement in various projects, emphasizing that they should not be obligated to maintain them indefinitely. James agreed, suggesting that the club should discuss and decide on their involvement in each project. Roger brought up a potential opportunity to promote the available areas in Plattsburgh, but the team agreed that the club should weigh in on the matter. The team also discussed the need for a better understanding of the background and history of each project before making decisions. James suggested that the club should rank their preferences for the various sites, and Joanne agreed, noting that this would be particularly helpful for newer members who lack knowledge about the projects.

### **Understanding Club Involvement and Strategic Approach**

Joanne discussed the importance of understanding the club's involvement in various projects, emphasizing the need for clarity on their responsibilities and obligations. She highlighted the need for a strategic approach to their involvement, using the example of Lapier Lane in the Town of Plattsburgh where the club provided funds and support but does not have ongoing responsibility. James proposed a

meeting with the city to understand their plans for the properties and to discuss the club's role in maintaining them. The team agreed to prioritize the club's preferences and then discuss with the city before making any decisions.

### **Discussing Property Maintenance Budgets and Documentation**

James proposed the idea of dedicating a budget for potential maintenance work on properties such as the gazebo and the flowers at the Champlain monument. Roger suggested estimating budgets for each individual property and not connecting the flowers at the Champlain monument with the gazebo. Jessica mentioned that they had spent a little over a thousand dollars on the roof of the gazebo and that most maintenance work was done by club members. Roger emphasized the importance of documenting all research and reports in Clubrunner for future reference. James and Jessica agreed to consider the proposal and gather more information about the maintenance work done on these properties.

### **Future Plans, Documenting Achievements, and Elections**

The team discussed the need to move forward with future plans and avoid repeating past research efforts. They agreed on the importance of documenting their past achievements and contributions, but also emphasized the need to avoid publicizing these past efforts as part of their future maintenance responsibilities. The team also discussed the timing of upcoming mayoral election and how it might impact their plans. James proposed to discuss with Sue about scheduling a conversation with the club, possibly in October. The team also considered reaching out to the city for future plans, with a focus on finding the best person to discuss these plans with.

### **City Property Management and Future Plans**

The team discussed the management and future plans for various city properties, including Wilcox Dock, Healthy Heart Trail, the Treehouse, Lapier Lane, and the the Gazabo, Until the club makes a decision about replanting flowers at the Champlain monument, that project should not be considered. They agreed to create a list of properties and their next steps, with the Champlain Monument flower beds to be removed from the list. The team also decided to ask the board to form an ad hoc committee to plan for the future maintenance of these properties. They planned to present their findings to the board and seek approval for the committee's formation. Roger and James were tasked with creating a formal document outlining the properties and their next steps.

# Calendar

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 DG - Est de Montréal	2 DG - Smiths Falls	3 DG - Eganville	4	5 Rotary Leadership Institute - Part 2
6	7	8	9	10	11	12
Reconnect Week						
Zone Membership Webinars		DG - Montreal-Lakeshore		Four-Club Dodge Pond Benefit Dinner	Activities for Foundation Month	
DG - Arnprior		7040 Membership Committee/Comité d'adhesion		St. Lawrence County Four-Club Dodge Pond Dinner, 2024 (Potsdam)		
13	14	15	16	17	18	19
Reconnect Week		DG - Kemptville	DG - 1000 Islands/Brockville	Spaghetti Diner (Malone)	Foundation/Intern Service Quarterly Mtg #2	
			DG - Gananoque			
			District Foundation Team meeting			
20	21	22	23	24	25	26
DG - Cornwall		DG - Hawkesbury				
Oct of DEI committee/comité						
27	28	29	30	31	1	2
DG - Ottawa Metro			DG - Cornwall Sunrise			
3	4	5	6	7	8	9
DG - Ottawa Rotaract	Zone Membership Webinars	DG - Ottawa-Stittsville	DG - Orleans	DG - Barrhaven	What is the Foundation Endowment?	
	DG - Ottawa		DG - Ottawa South			

- Board Meeting Event

- Committee Meeting

- Fundraiser

- Club Event

- Deadline

- General

- Club Meeting

- District Event

- Official DG Visit

# Calendar

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7 Zones 28/32 membership meeting	8 Business Networking: In-person in Wayland (District 7910)	9 Monthly Zone Leadership Team Meeting	10	11	12
13	14 Monthly District Governor Meeting	15	16	17	18	19
20	21 Monthly District Governor-Elect Meeting	22	23	24 Focus on Polio	25	26
27	28 Monthly District Governor Nominees meeting	29	30	31	1	2
3	4 Zones 28/32 membership meeting	5	6	7	8	9

- General

- District Event