

Plattsburgh Sunrise Rotary Board Meeting Minutes
3/11/2025 7:30am via ZOOM

In attendance: R. Black, C. Downs, B. Neureuther, S. LeBlanc-Durocher, A. Robert, T. DeFayette, J. Snook, & M. Pratt.

Call to order: 7:34am by S. LeBlanc-Durocher

Approval of minutes from 2-11-2025

Motion to approve: R. Black
Second: T. DeFayette
Motion carries unanimously

Treasurer's report: S. LeBlanc-Durocher

- Report is in board packet

Motion to approve: J. Snook
Second: R. Black
Motion carries unanimously

- S. LeBlanc-Durocher stated we will discuss the budget at our next Rotary meeting.

Member engagement: S. LeBlanc-Durocher

- Alicia Blanchard was approved by the membership committee. Libby Queguiner has offered to be Alicia's mentor.
 - Motion to approve new member: A. Robert
 - Second: R. Black
 - Motion carries unanimously
- R. Black reported that the membership committee will review new members and assign mentors.
- C. Downs reported that the new mentor program is working well and has been a great experience. She recommended a mentor have several meetings with the new member at varying locations to get them know personally as well as to familiarize them with Rotary.
- S. LeBlanc-Durocher recommended the board review the new member process. Suggestions included developing a new member presentation folder, pins, sharing committee information, sharing expectations of being a new member, and red to blue badging.
 - R. Black reported that ClubRunner has new member support that allows the club to monitor new members and their progress. He suggested the membership committee review this process.
- S. LeBlanc-Durocher reported that Casey Gould, Wanda Carroll-Haby, and a few other members are interested in attending the District Conference. If members need financial support, then the \$600 will be split evenly among those members.

Old Business

- Tagless sale
 - Joan Sterling has confirmed the date of May 3, 2025.
- Mayor's Cup
 - S. LeBlanc-Durocher reports it has been recommended that we choose an organization or cause that sponsorship donation funds will support. There may be some donors who want to know where the funds are going. The funds can also be shared between 2-3 organizations.

New Business: S. LeBlanc-Durocher

- New board leadership update for 2025-2026
 - S. LeBlanc-Durocher thanked J. Snook for his efforts on helping to create the slate of officers
 - J. Snook reported to the nominating committees recommended slate of officers:
 - President: W. Carroll-Haby
 - President Elect: C. Downs
 - Treasurer: J. Kline
 - Club Secretary: R. Black
 - Board secretary: B. Neureuther
 - Members at large:
 - M. Platt
 - T. DeFayette
 - A. Robert
 - J. Snook asked that A. Robert replace him as the third member at large. A. Robert agreed.
 - Motion to move slate of officers to the next Rotary meeting.
Motion to approve: A. Robert
Second: R. Black
Motion carries unanimously
 - J. Snook and the nominating committee recommended this slate be brought to the next Rotary Meeting for consideration. Nominations from the floor will be allowed.
 - S. LeBlanc-Durocher reported that A. Robert is also interested in serving on the board.
 - S. LeBlanc-Durocher reminded us that the new elected President will need Pells training (1st Saturday of April).
- Zoom
 - C. Downs explained the three types of Zoom licenses. She recommends the Pro account 5 licenses at a cost of \$800 per year.
 - S. LeBlanc-Durocher ask C. Downs to share this information at a future club meeting. S. LeBlanc-Durocher also would like J. Kline to be brought into the discussion.
- Downtown businesses and Mayor's Cup
 - How can we better incorporate downtown business into Mayor's Club. S. LeBlanc-Durocher encouraged board members to provide ideas and feedback.
- Attending the N. C. Chamber Business Expo
 - The cost is \$550 for a booth. S. LeBlanc-Durocher recommend we do not have a booth, but that individual members can attend.
- Manufacturing day is normally in October
 - S. LeBlanc-Durocher asked if there is an event our club can host to share awareness on this important part of our community. S. LeBlanc-Durocher encouraged board members to provide ideas and feedback.
- Michigan Fest (Noon Rotary's event) 8/2/2025.
 - S. LeBlanc-Durocher asked if we would we want to participate. Maybe sponsor a cornhole event.

- Club Engagement
 - C. Downs reported on an idea from Ian, a Bourbon tasting with Girl Scout cookies. This is an event he has done in the past at his home.
 - S. LeBlanc-Durocher recommended we bring this for discussion at a future Rotary meeting

Adjournment

Motion to adjourn: B. Neureuther @ 8:22am

Second: A. Robert

Motion carries unanimously

Respectfully Submitted,

Brian Neureuther

Board Secretary

Plattsburgh Sunrise Rotary

Treasurer's Report

March 31, 2025

Assets

Cash on Hand (Change for Raffle/Foodshelf)	\$	100.00
Checking Account - Community Bank	\$	20,618.80
Savings Account - Community Bank*	\$	27,448.91
CBNA CD	\$	5,196.39
CBNA CD	\$	10,392.77
CBNA CD	\$	15,589.16
Total Checking, Savings & CD's	\$	79,346.03
Total Assets	\$	79,346.03

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
Total Liabilities	\$	2,738.22

*Community Bank includes \$3000 for the Pavilion Project

**Plattsburgh Sunrise Rotary
Treasurer's Report
March 31, 2025**

Expenses since February 28, 2025 Report

Easy Self Storage	\$	90.00
Ck#1340 Autism Alliance	\$	300.00
Ck#1341 PHS After Prom	\$	250.00
Ck#1342 Russell Hampton - Badge	\$	18.25
NYS Sales Tax - Mayors Cup 2024	\$	96.90

Annual Membership Dues	
Members Billed	34
Members Paid	32
% Collected thru 3/31/2025	94%

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 - Mar'25
Income			
4000 · Member dues	\$5,280	\$4,920	\$4,920
4010 · Mayor's Cup	\$20,000	\$21,083	\$11,787
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	\$71	\$71
4040 · 50/50 Raffle, Fines	\$300	\$54	\$54
4045 · Annual Dinner/Holiday Party	\$0	\$0	\$0
4100 · Interest income	\$1,200	\$1,065	\$1,065
Total Income	\$32,530	\$30,160	\$20,863
Expense			
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	\$2,479	\$2,479
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	\$2,500	\$2,500
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	\$810	\$810
5040 · Postage	\$250	\$200	\$200
5045 · Website	\$850	\$751	\$751
Total Expense	\$38,440	\$20,515	\$20,070
Net Income	-\$5,910	\$9,645	\$794

Profit and Loss

Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2024 to Mar 31, 2025

Report Type: Accrual (Paid & Unpaid)

**Jul 01, 2024
to Mar 31, 2025**

ACCOUNTS	
Income	
Cache Elegant Donations	\$70.50
Donations, 50/50, Happy \$\$	\$54.00
Gingerbread Fundraiser	\$168.08
Interest Income	\$1,065.15
Mayor's Cup	\$11,706.58
Mayor's Cup - T-Shirt Sales	\$80.00
Member Dues	\$4,920.00
Polio Fundraiser	\$20.00
Super Bowl Squares	\$1,575.00
Vintage Pop Up Sale	\$1,204.00
Total Income	\$20,863.31
Total Cost of Goods Sold	\$0.00
Gross Profit	\$20,863.31
As a percentage of Total Income	100.00%

Operating Expenses	
Annual Dues	\$4,827.18
Bank Service Charges	\$102.17
Charitable Donations & Projects	\$2,479.38
Holiday Event	\$108.00
International Service Donations	\$2,500.00
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	\$810.00
Website Expenses	\$750.92
Total Operating Expenses	\$20,069.57
Net Profit	\$793.74
As a percentage of Total Income	3.80%

Balance Sheet

Plattsburgh Sunrise Rotary Club

As of Mar 31, 2025

Report Type: Accrual (Paid & Unpaid)

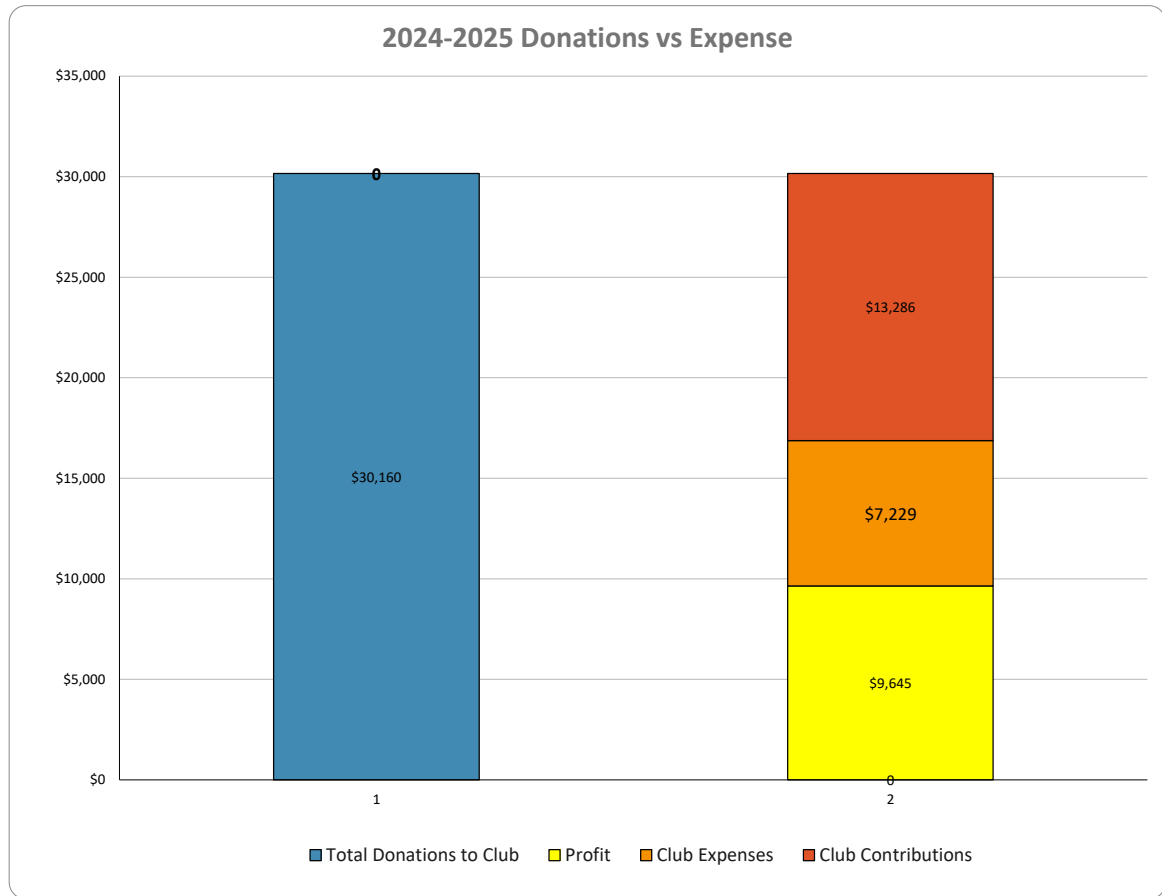
ACCOUNTS	Mar 31, 2025
Assets	
Cash and Bank	
CBNA CD (\$10K)	\$10,392.77
CBNA CD (\$15K)	\$15,589.16
CBNA CD (\$5K)	\$5,196.39
Community Bank Checking	\$20,618.80
Community Bank Savings	\$27,448.91
Petty Cash	\$100.00
Total Cash and Bank	\$79,346.03
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$79,346.03

Liabilities	
Current Liabilities	
50/50 Raffle	\$155.00
Food Shelf Donations	\$240.00
Member Dues Prepayment	\$170.00
Paul Harris Award Community	\$1,500.00
Plattsburgh City Beach Wheelchair Project	\$173.22

Liabilities	
Total Current Liabilities	\$2,238.22
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$2,238.22

Equity	
Retained Earnings	
Profit for all prior years	\$76,314.07
Profit between Jul 1, 2024 and Mar 31, 2025	\$793.74
Total Retained Earnings	\$77,107.81
Total Equity	\$77,107.81

Total Donations to Club	\$30,160	
Contingency Fund	\$0	
Profit	\$9,645	
Club Expenses	\$7,229	
Club Contributions	\$13,286	
	<hr/>	
	\$30,160	\$30,160



Membership Committee Report – April 2025

Attendance below 50% January & February 2025 (5 meetings)

- Allison Hulbert-Bruce — 0%
- Colleen Lemza — 0%
- Thom Loreman – 0%
- Libby Queguiner – 20%
- Joan Sterling - 20%

Meeting summary for Rotary Weekly Meeting (02/26/2025)

Quick recap

The team discussed the importance of easily accessible information for new committee members. They also discussed the busy schedules of the team members, the importance of committees in their club, and the need for a more structured and organized approach to club administration. Lastly, they discussed the organization and management of documents and processes within their organization, the need for better organization and structure within their membership committee, and the potential integration of Cornhole into Mayor's Cup.

Next steps

- Randy to review and assess the membership forms in Club Runner for potential updates.
- Randy to reach out to Eric regarding the potential new member he brought to a meeting.
- Randy to check with Colleen about any specific budget needs for the membership committee.
- Randy to send out an invite for the next membership committee meeting on April 2nd.
- Membership Committee to discuss and finalize the new member onboarding process at the next meeting.
- Roger to update the membership documents in the Club Runner committee archive.
- Membership Committee to review and potentially revise the Red Badge to Blue Badge requirements.
- Randy to follow up with Colleen about the mentorship program and potential assistants for her.

Summary

Randy, Roger, and Libby discuss technical issues with their new headsets and Zoom. They note that Jeff will join in about 5 minutes, while Colleen is absent due to a meeting with the governor's office. The group realizes they forgot to invite Eric, who has recently returned from leave. Roger mentions that there are forms available in Club Runner, both in the main archive and in committee-specific archives. Randy expresses the importance of having easily accessible information for new committee members. The group discusses where to store membership documents, with Roger offering to show the current committee archive setup.

Exploring New Committees and Schedules

The team discussed their busy schedules, with Libby mentioning her new assistant and the upcoming busy season. Randy shared that he missed a Cardinal event due to other commitments, but was happy to hear about its good turnout. He also mentioned a work event they are sponsoring in October to celebrate their 95th anniversary. Roger then shared a document he found under the committees section, which Randy and Libby were unfamiliar with. The team agreed to explore this new area further.

Committees and Mentorship Discussion

Roger and Randy discussed the importance of committees in their club, with Roger expressing his reluctance to use the committee section in Clubrunner due to the club's lack of emphasis on them. They agreed to include relevant documents in the committee archive for future reference, despite the risk of duplication. Randy suggested uploading these documents for easy access by all members. They also discussed the mentorship process, with Randy mentioning that Colleen was meeting with Ian to further develop it. Randy also mentioned that Colleen was scheduled to join their next meeting to discuss her thoughts on the Governor's Commissioner's visit.

Ian's Membership Status and Process

Roger expressed confusion about the status of Ian's membership, highlighting that he is not fully a member until he completes certain requirements. The team agreed that Ian should complete these requirements, which include attending a board meeting and possibly another club meeting. They also discussed the need to revisit and possibly update the membership process, which had been paused during the Covid-19 pandemic. The team decided to table the discussion about updating forms until the next meeting, with the understanding that some forms may be outdated.

Improving Club Administration and Engagement

The team discussed the need for a more committee participation in member engagement. They agreed to work on a plan to present to the club, with a particular emphasis on welcoming new members. The idea of using videos from the Rotary International website to educate new members was also discussed, but it was decided that this would be Colleen's choice. The team also touched on the topic of physical stock, with Randy suggesting that they could offer printed materials to new members, but ultimately decided to review this idea further.

Membership Committee Activities and Budget

Randy, Roger, Libby, and Jeff discussed the membership committee's activities and potential new members. They agreed to promote a new member, Alicia, to the board and to reach out to Eric about a potential new member he had brought to a meeting. They also discussed the budget for the membership committee, deciding to check with Colleen for specific ideas before requesting more funds. The committee also considered hosting a social event to attract new members. The next meeting was scheduled for the second of April.

Managing New Member Processes

After the meeting, Randy, Roger, and Libby discussed the organization and management of documents and processes within their organization. They focused on the use of Clubrunner and Air Table for tracking and managing new member processes. Libby explained her past struggles with tracking new members' progress and how she used Air Table to simplify the process. Roger demonstrated how Club Runner could be used to manage new member programs, including adding new members and tracking their progress. The team agreed that they needed to refresh their understanding of the process and make necessary edits to improve their system.

Membership Committee Organization and Structure

Randy, Roger, and Libby discussed the need for better organization and structure within their membership committee. They agreed that Colleen should be in charge of this task, but also acknowledged the need for an assistant for her. They decided to postpone further discussion until after the next meeting to decide on specific steps. They also discussed the potential integration of Cornhole into Mayor's Cup, a topic that was previously discussed at a board meeting. Randy expressed his intention to organize the Membership Committee and reach out to Colleen for further discussion. Libby offered her assistance to Randy.

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

Calendar

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
					President Elect Learning Seminar - PELS	
6	7	8	9	10	11	12
President Elect Learning Seminar - PELS	Zone Membership Webinars	District Membership meeting	K-F Pub Night & SLC Tour (Kingston-Frontenac) DG - Rotaract Ile De Montréal			
13	14	15	16	17	18	19
	Club in-person meeting (Ottawa)	Scholarship Applications DUE	Board of Directors Meeting (Ottawa)			
20	21	22	23	24	25	26
					YEX at District Conference 2025 District 7040 Conference	
27	28	29	30	1	2	3
YEX at District Conference Sunday at the Pub for Ukraine (Westmount)	Club on-line meeting (Ottawa)	JPIC Dinner & Meeting (Seaway West) (Kingston-Frontenac)				Scholarship Interviews
4	5	6	7	8	9	10
			New Member Orientation (Zone 28 & 32) (Kingston-Frontenac)			YEX Orientation 3 D7040 Rotary Foundation Walk District Foundation Team meeting

- Board Meeting Event
- Club Event
- Club Meeting
- Committee Meeting
- Deadline
- District Event
- Fundraiser
- General
- Official DG Visit

Calendar

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7 Zones 28/32 membership meeting	8 Business Networking Breakfast (In-person) (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	25	26
27	28 Monthly District Governor Nominees meeting	29	30 Quarterly AG Forum	1	2	3
4	5	6 Membership Orientation	7	8 9 10 Zone 32 Leadership Team Retreat 2025		

- General

- District Event