

Plattsburgh Sunrise Rotary Board Meeting Agenda

3/11/2025 7:30am ZOOM

In attendance;

Call to order; Sue

Secretary report; Brian

Treasurer's report; Jessica

- Review 2025-2026 budget @ 3/18 meeting
- Budget for M.C. 2025

Member engagement;

- Alicia Blanchard has been approved by the membership committee; Libby Queguiner has offered to be Alicia's mentor
- With the new mentor program being used by Colleen Downs, what might we need to do to make this a sustainable process?
And how will we move forward with;
- Presentation of a new member folder, pin, sharing committee information, expectations of being a new member
- District conference; Casey Gould, Wanda Carroll Hady, and a few other members are interested in attending. Let's help them with this process.

Old Business

- Tagless sale- Joan Sterling has confirmed the date of 5/3/2025; Any idea on how we can help this process?
- M.C. sponsorship donations; It has been recommended that we choose an organization or cause that funds will go to. There may be some who want to know exactly where the funds are going. We could even break up among 2-3 organizations

New Business

- New board leadership update 2025-2026
- Would the board consider adding a few more hosts to our ZOOM link for better communication?
- Ideas on how to include downtown businesses for M C?
- Would we be able to attend the N. C. Chamber Business Expo as a club to share info about M C?
- Manufacturing day is normally in October, is there an event our club can host to share awareness on this important part of our community? Joanne Daylen has shared some thoughts previously that we may want to try.
- Michigan Fest (Noon Rotary's event) 8/2/2025. Would we want to participate?
Cornhole???

Adjournment

Plattsburgh Sunrise Rotary Board Meeting Minutes
02/14/2025 7:30am via ZOOM

In attendance: R. Black, B. Neureuther, S. LeBlanc-Durocher, T. DeFayette, J. Kline, M. Pratt, M. Senecal, & J. Snook.

Call to order: 7:35am by S. LeBlanc-Durocher arrives: 7:40am

Approval of minutes from 01-14-2024

Motion to approve: J. Snook
Second: J. Kline
Motion carries unanimously

Treasurer's report: J. Kline

- Report is in board packet, board had no questions

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

Member engagement: S. LeBlanc-Durocher

Finance committee updates:

- Support the Alice program of the United Way the Adirondacks. \$1200 for 5 years

Motion from Finance Committee: Approve \$1,200 for 5 years
Second: T. DeFayette
Motion carries unanimously

- J. Kline reports the Club has put aside \$5,000 for large donations. These funds are available to use, but we do not have to be used every year.

Corn Hole for Mayor's Cup

Per Dr. Hayden Frechette

- I would expect about 50 teams (100 people) \$25-\$30/person entry fee. We could run 2 brackets in one day. Minimum of 10 boards, if upfront costs are too much then order boards as sponsorship money is collected. Alternatively, you can ask Josh if he would run your first event. This would give you an idea of how much money it would generate before investing into your own boards for next year or say another event during the fair or winter etc.
- Approximately \$250-\$275 per board, with sponsorship opportunities available. We would be looking at about \$4,400 in total (16 boards) for the full tournament.
- J. Snook suggests we start small by committee to ¼ to ½ of the ask

Motion by B. Neureuther to approve up to \$4,400
Second: J. Snook

Motion Carries Unanimously

Membership Committee:

Approved Ian for membership

Ryan Joyce
Motion J. Kline
Second: J. Snook

Alicia Blanchard is in the process of submitting their application

- Meet with the NC Chamber of Commerce to continue our relationship with them. R. Black suggest we speak with Randy Giltz to arrange a meeting.

New Business: S. LeBlanc-Durocher

- Tagless sale is scheduled for 05/03/2025. Joan Sterling will coordinate this event.
 - Donating tee-shirts for the tagless sale??
- District conference April 25, 26, 27. Casey Gould is interested in attending. The club has allocated \$600 to cover members costs.
 - J. Snook recommends we get the works out, especially to new members.
- M.C. sponsorship donations: Sponsorship letters have already gone out.
 -
- Sue suggests we advertise the firms that have received funding from our Mayor's Cup monies raised.
- It has been recommended that we choose an organization or cause that funds will go to. There may be some who want to know exactly where the funds are going. We could even break up among 2-3 organizations.
- J. Snook suggests will might to join Ted Kay center as mentors. He suggests a meeting with them in order to see how the club may connect with them.
 - J. Snook would like to speak with Ted. T. DeFayette offers to help J. Snook and meet with them.
 - Board supports this.
- Sue would like to have the membership committee speak with the club to discuss membership, mentoring, and other items related to increasing membership.
- J. Kline needs to put together the Budget for Mayor's Cup, J. Kline has sent a request for information.
- J. Snook suggest meeting with the NC Chamber to support Mayor's Cup.
- Next board meeting March 11.

Old Business

- None

Adjournment

Motion to adjourn: R. Black @ 8:20am

Second: A. Robert
Motion carries unanimously

Respectfully Submitted,

Brian Neureuther
Board Secretary

Plattsburgh Sunrise Rotary

Treasurer's Report

February 28, 2025

Assets

Cash on Hand (Change for Raffle/Foodshelf)	\$	100.00
Checking Account - Community Bank	\$	16,827.95
Savings Account - Community Bank*	\$	27,439.59
CBNA CD	\$	5,178.44
CBNA CD	\$	10,356.87
CBNA CD	\$	15,535.31
Total Checking, Savings & CD's	\$	75,438.16

Total Assets \$ 75,438.16

Liabilities

50/50 Raffle 2/28/2025	\$	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
February 28, 2025**

Expenses since January 31, 2025 Report

Easy Self Storage	\$	90.00
Ck#1339 United Way of the Adirondacks	\$	1,200.00
Superbowl Squares Prize Money	\$	575.00

Annual Membership Dues

Members Billed	32
Members Paid	31
% Collected thru 2/28/2025	97%

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 - Feb'25
Income			
4000 · Member dues	\$5,280	\$4,880	\$4,880
4010 · Mayor's Cup	\$20,000	\$21,083	\$6,787
4020 · Gingerbread Fundraiser	\$0	\$168	\$168
4022 · Vintage Pop Up Sale Fundraiser	\$0	\$1,204	\$1,204
4024 · Super Bowl Squares	\$1,500	\$1,570	\$1,570
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	\$53	\$53
4045 · Annual Dinner/Holiday Party	\$0	\$0	\$0
4100 · Interest income	\$1,200	\$948	\$948
Total Income	\$32,530	\$29,997	\$15,700
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	\$1,929	\$1,929
4037 · Community Support (Parades)	\$750	\$0	\$0
5001A · Soup Kitchen/Foodshelf	\$500	\$0	\$0
5002 · Membership Committee	\$250	\$37	\$37
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	\$5,335	\$4,890
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	\$720	\$720
5040 · Postage	\$250	\$200	\$200
5045 · Website	\$850	\$751	\$751
Total Expense	\$38,440	\$19,760	\$19,314
Net Income	-\$5,910	\$10,237	-\$3,614

Balance Sheet

Plattsburgh Sunrise Rotary Club

As of Feb 28, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Feb 28, 2025
Assets	
Cash and Bank	
CBNA CD (\$10K)	\$10,356.87
CBNA CD (\$15K)	\$15,535.31
CBNA CD (\$5K)	\$5,178.44
Community Bank Checking	\$16,827.95
Community Bank Savings	\$27,439.59
Petty Cash	\$100.00
Total Cash and Bank	\$75,438.16
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$75,438.16

Liabilities	
Current Liabilities	
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

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

Equity	
Retained Earnings	
Profit for all prior years	\$76,314.07
Profit between Jul 1, 2024 and Feb 28, 2025	-\$3,614.13
Total Retained Earnings	\$72,699.94
Total Equity	\$72,699.94

Profit and Loss

Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2024 to Feb 28, 2025

Report Type: Accrual (Paid & Unpaid)

**Jul 01, 2024
to Feb 28, 2025**

ACCOUNTS

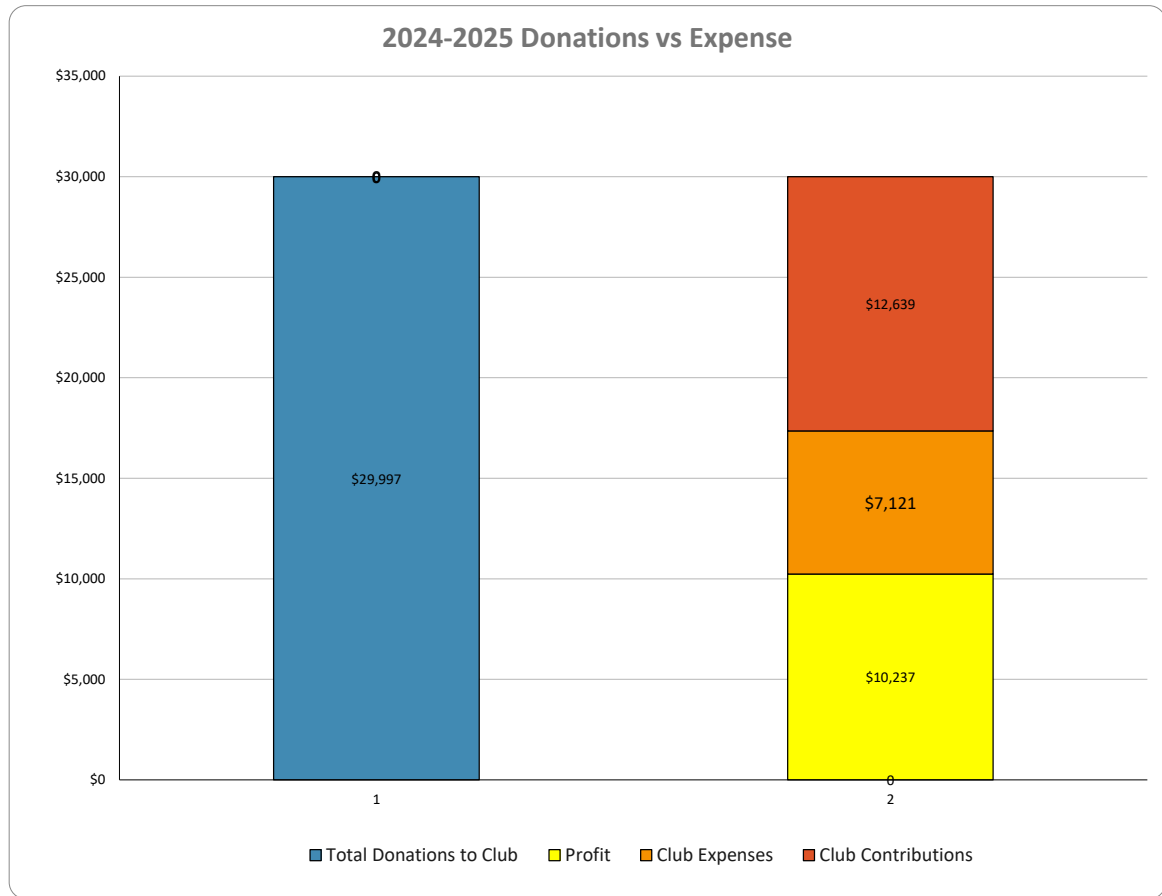
Income	
Cache Elegant Donations	\$70.50
Donations, 50/50, Happy \$\$	\$53.00
Gingerbread Fundraiser	\$168.08
Interest Income	\$948.13
Mayor's Cup	\$6,706.58
Mayor's Cup - T-Shirt Sales	\$80.00
Member Dues	\$4,880.00
Polio Fundraiser	\$20.00
Super Bowl Squares	\$1,570.00
Vintage Pop Up Sale	\$1,204.00
Total Income	\$15,700.29

Total Cost of Goods Sold	\$0.00
---------------------------------	---------------

Gross Profit	\$15,700.29
As a percentage of Total Income	100.00%

Operating Expenses	
Annual Dues	\$4,827.18
Bank Service Charges	\$102.17
Charitable Donations & Projects	\$1,929.38
Holiday Event	\$108.00
International Service Donations	\$2,500.00
Large Donation Expense	\$2,200.00
Mayor's Cup Expense	\$4,889.59
Meeting Expenses	\$335.34
Membership Committee	\$36.50
Miscellaneous Expenses	\$40.86
Postage	\$200.00
Rotary Foundation Polio Donation	\$563.00
Roteract - SUNY Plattsburgh	\$111.48
Storage Expense	\$720.00
Website Expenses	\$750.92
Total Operating Expenses	\$19,314.42
Net Profit	-\$3,614.13
As a percentage of Total Income	-23.02%

Total Donations to Club	\$29,997	
Contingency Fund	\$0	
Profit	\$10,237	
Club Expenses	\$7,121	
Club Contributions	\$12,639	
	<u>\$29,997</u>	<u>\$29,997</u>



Membership Committee Report – March 2025

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

- Allison Hulbert-Bruce — 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

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
	Club on-line meeting (Ottawa)		Guest Speaker: Nathalie Cartier - ZOOM (Westmount) KYC PUB NIGHT - All Rotary Clubs Invited (Kingston-Frontenac)			
2	3	4	5	6	7	8
	Zone Membership Webinars Zone 28-32 New Member Orientation					"Strength in Stillness": Meghan Jenkins Exhibition (Kingston-Frontenac)
9	10	11	12	13	14	15
World Rotaract Week / Semaine mondiale du Rotaract						
	Club in-person meeting (Ottawa)	District Membership meeting	Guest Speaker: Eric Olsen - ZOOM (Westmount) K-F Pub Night (Chuck's Roadhouse) (Kingston-Frontenac) Board of Directors Meeting (Ottawa)		 ROS Proudly Sponsors Retrosionics Live!  (Ottawa South)	
16	17	18	19	20	21	22
World Rotaract Week / Semaine mondiale du Rotaract			Student Refugee Programs (Westmount)		YEX Orientation 2	Beck Tessier Memorial Scholarship Gala (Potsdam)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
YEX Orientation 2	Finance Committee meeting Club on-line meeting (Ottawa)		Anna Gainey, Member of Parliament - Westmount-NDG (Westmount)			
30	31	1	2	3	4	5

- Board Meeting Event

- Committee Meeting

- Fundraiser

- Club Event

- Deadline

- General

- Club Meeting

- District Event

- Official DG Visit

Calendar

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24 Monthly District Governor Nominees meeting	25	26	27	28	1
2	3 Zones 28/32 membership meeting	4	5	6	7	8
9	10 Regular Club Meeting/Recplex@am - DG Visit (District 7010) Monthly District Governor Meeting	11	12 Monthly Zone Leadership Team Meeting	13	14	15
16	17 Monthly District Governor-Elect Meeting	18	19	20	21	22
23	24 Monthly District Governor Nominees meeting	25	26 March 2025 Action Plan Sharing meeting	27	28	29
30	31	1	2	3	4	5

- General

- District Event