

Plattsburgh Sunrise Rotary Board Meeting Agenda

9/10/2024

In attendance;

Call to order;

- Has everyone read the minutes from 8/13/2024 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?

- For those who attended the Sunset gathering, they would like to continue these each month. Thursday evening seems to work well.

New Business

Old Business

Adjournment

Plattsburgh Sunrise Rotary Board Meeting Minutes
8/13/2024

In attendance: B. Neureuther, R. Black, S. LeBlanc-Durocher, T. LaBombard, T. DeFayette, J. Kline, A. Robert, E. McDowell, M. Senecal, J. Snook

Meeting Call and Previous Minutes

- Meeting was called to order by Sue at 7:33pm.
- Approval of minutes from 7/9/2024 board meeting. Motion to approve with a change to total club funds from \$49,000 to \$70,000, inclusive of all funds (including non-liquid funds).
 - Motion: T. DeFayette
 - Second: J. Kline

Unanimously approved.

Presentations/Meetings

- Wanda Carroll gave a presentation on Heart Well Homestead.
- T. DeFayette asked if those requesting small donations are asked to give a brief presentation about their organization. Sue believes this is a good idea.

Treasurer's Report

- Jessica updated the board with Mayor's Cup expenses and revenue: Expenses: \$2,509, Revenue: \$17, 191. Additional invoices from Tom Loreman for supplies are still expected along with an invoice from Tom for the T-shirts.
- Sue requested the board to approve her as the new signee for bank accounts with Plattsburgh Sunrise Rotary and to remove Eric McDowell as a signee.

- Motion: R. Black
- Second: M. Senecal

Board unanimously approved.

- Jessica reported we have collected 50% of dues to date. Roger stated that we may be due for a payment to ClubRunner. Jessica was asked to help reach out to other members who had not paid their dues.
- Jessica was asked if we have money set aside for requests for large donation during the fiscal year. Concerns were raised about the discomfort felt by Jessica, who is currently in the position of approving the expenses and writing the checks. It was discussed that we might set aside a pool of \$5,000 for these large requests in a fiscal year. Request would first be sent to the finance committee for approval, then to the Board for final approval. Motion made that the finance committee reviews large expenses and then sends recommendation to the Board.

- Motion to approve: R. Black
- Second: J. Snook

Board unanimously approved

- Roger reemphasized that small contribution, under \$500, should still be managed by the small contributions committee. Roger suggested formalization of the process through a request form on the website. The board agreed to review and possibly update their policies and procedures.
- Sue reported that we have two new donation requests which will be shared with the Small Contributions committee.
 - 2nd Annual Dachshund Day Sunday 9/29/24 to benefit the Alexis Fund Saranac Veterinary Clinic. Sue will submit to small contributions.
 - 1st Annual Interfaith Food Shelf Golf Tournament 9/13/24. Sue will submit to small contributions
- Joann discussed a possible donation to the JCEO Adirondack Diaper Bank. Sue will submit to small contributions.

Member engagement

- We discussed club members with low engagement and reviewed attendance. Sue reached out to some and suggested ways for them to participate.
 - Roger and Randy are working on ways to connect new members to veteran members. Roger suggested that our mentors need to make expectations clearer. Roger thought we might be able to use ClubRunner for this.
 - Tom DeFayette suggested members should notify us if they are unable to participate or wish to no longer be involved.
 - Sue suggested using \$200 dollars for our Sunset gathering on 8/29/2024 at Busters, using the \$250 budgeted to the 4th of July parade. Roger clarified the event to be a fellowship gathering rather than an official meeting.
 - Motion to move \$250 from the parade budget for the membership budget to cover the cost of appetizers at the Sunset meeting on 8/29/2024 at Busters.
 - Motion: J. Snook
 - Second: B. Neureuther
- Board unanimously approved

Improving Rotary Club Engagement and Communication

- Sue, Tom, and Roger discussed the need to enhance engagement within their Rotary Club. They agreed on the importance of members informing the club about their participation status and clarified expectations for new members. Sue emphasized the need for improved communication and leadership within the organization. Sue also highlighted the need for better access to the club runner system, which many members were unfamiliar with, and proposed addressing this issue in a future meeting. Sue recommended we conduct ClubRunner training at one of our meetings. Roger offered to help schedule a club meeting to educate members on using Club Runner.
- Sue proposed an education session to enhance members' understanding of Rotary, which was agreed to be scheduled by Jim.

R.I. awards

- Sue discussed the RI awards, including the monthly recognition of a club member and the Sylvie Whitlock Leadership Award. Sue requested that members review and circulated the information. Sue further suggested that we can nominate a member to thank them for what they for our club and our community. Sue is looking for a nomination.

New Business

- J. Snook discuss the need for the finance committee to examine line items for our properties and their upkeep. The Develop a three-to-5-year budget plan for these properties was suggested. Some properties include the Gazebo, treehouse, pavilion, & LaPier lane park. Motion to request the finance committee to review and report recommendations to the board.
 - Motion: J. Snook
 - Second: R. BlackUnanimously approved
- T. DeFayette recommend reviewing our understanding of our responsibilities for these properties (MOU with the City).

Adjournment:

- Motion to adjourn at 8:29pm:
 - Motion: M. Senecal
 - Second: T. DeFayetteBoard unanimously approved.

Respectfully submitted,

**Brian Neureuther
Board Secretary**

**Plattsburgh Sunrise Rotary
Treasurer's Report
August 31, 2024**

Assets

Cash on Hand (Change for Raffle/Foodshelf)	\$	100.00
Checking Account - Community Bank	\$	24,838.30
Savings Account - Community Bank*	\$	27,378.07
CBNA CD	\$	5,070.86
CBNA CD	\$	10,141.72
CBNA CD	\$	15,212.58
 Total Checking, Savings & CD's	 \$	 82,741.53
 Total Assets	 \$	 82,741.53

Liabilities

50/50 Raffle 8/31/2024	\$	155.00
Paul Harris Fellow Award - Community Member	\$	1,500.00
Food Shelf Donations	\$	240.00
Plattsburgh City Beach Wheelchair Project	\$	173.22
Accounts Payable (Checks not cleared)	\$	3,692.80
Total Liabilities	\$	5,761.02

*Community Bank includes \$3000 for the Pavilion Project

**Plattsburgh Sunrise Rotary
Treasurer's Report
August 31, 2024**

Expenses since July 31, 2024 Report

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

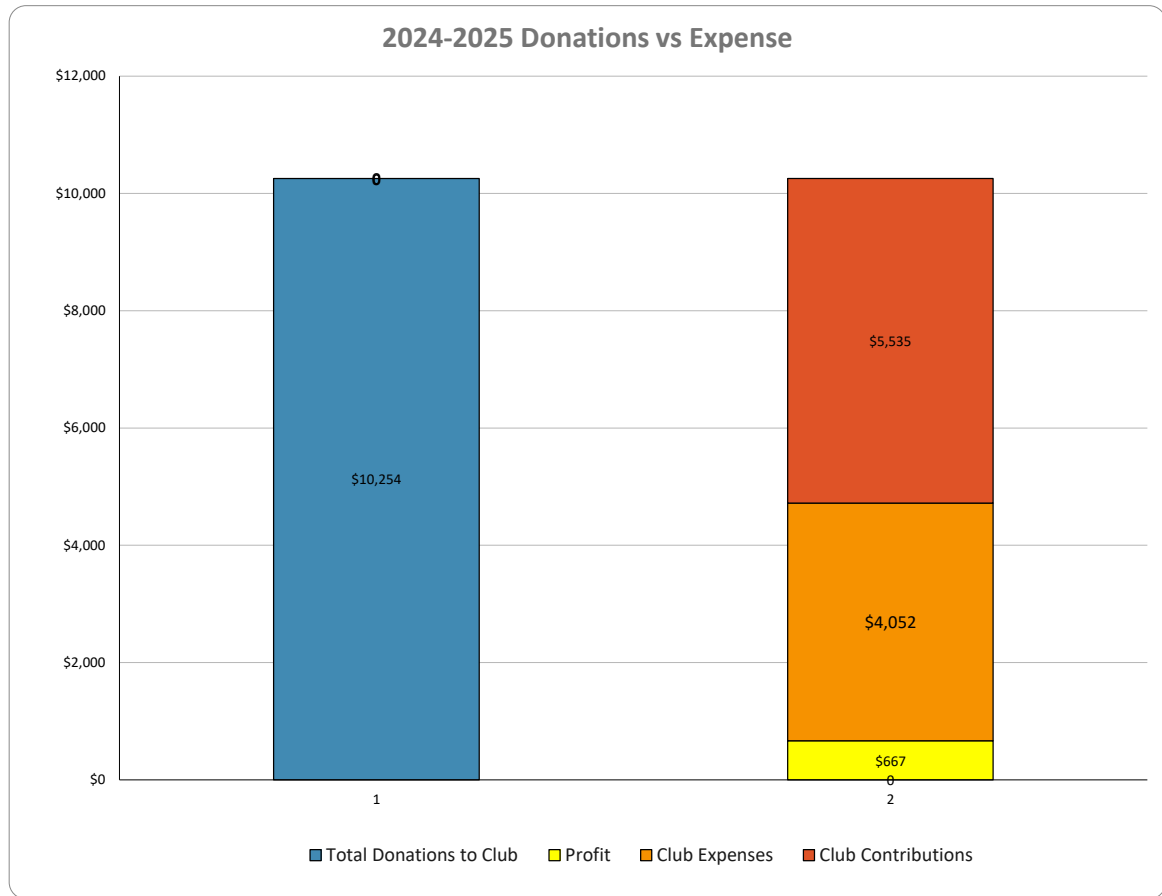
Annual Membership Dues

Members Billed	32
Members Paid	25
% Collected thru 8/31/2024	78%

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 - Aug'24
Income			
4000 · Member dues	\$5,280	\$3,840	\$3,840
4010 · Mayor's Cup	\$20,000	\$21,083	\$6,159
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	\$13
4045 · Annual Dinner/Holiday Party	\$0	\$0	\$0
4100 · Interest income	\$1,200	\$241	\$241
Total Income	\$32,530	\$25,177	\$10,254
Expense			
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	\$0
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	\$4,535
5007 · Youth Services	\$500	\$0	\$0
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	\$180
5040 · Postage	\$250	\$0	\$0
5045 · Website	\$850	\$751	\$751
Total Expense	\$37,940	\$10,365	\$9,587
Net Income	-\$5,410	\$14,812	\$666

Total Donations to Club	\$10,254	
Contingency Fund	\$0	
Profit	\$667	
Club Expenses	\$4,052	
Club Contributions	\$5,535	
	<hr/>	
\$10,254	\$10,254	



Balance Sheet

Plattsburgh Sunrise Rotary Club

As of Aug 31, 2024

ACCOUNTS	Aug 31, 2024
Assets	
Cash and Bank	
CBNA CD (\$10K)	\$10,141.72
CBNA CD (\$15K)	\$15,212.58
CBNA CD (\$5K)	\$5,070.86
Community Bank Checking	\$24,838.30
Community Bank Savings	\$27,378.07
Petty Cash	\$100.00
Total Cash and Bank	\$82,741.53
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$82,741.53
Liabilities	
Current Liabilities	
Accounts Payable	\$3,692.80
50/50 Raffle	\$155.00
Food Shelf Donations	\$240.00
Paul Harris Award Community	\$1,500.00
Plattsburgh City Beach Wheelchair Project	\$173.22

Liabilities	
Total Current Liabilities	\$5,761.02
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$5,761.02
Equity	
Retained Earnings	
Profit for all prior years	\$76,314.07
Profit between Jul 1, 2024 and Aug 31, 2024	\$666.44
Total Retained Earnings	\$76,980.51
Total Equity	\$76,980.51

Profit and Loss

Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2024 to Aug 31, 2024

**Jul 01, 2024
to Aug 31, 2024**

ACCOUNTS

Income	
Donations, 50/50, Happy \$\$	\$13.00
Interest Income	\$241.15
Mayor's Cup	\$6,079.42
Mayor's Cup - T-Shirt Sales	\$80.00
Member Dues	\$3,840.00
Total Income	\$10,253.57

Total Cost of Goods Sold	\$0.00
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Gross Profit	\$10,253.57
As a percentage of Total Income	100.00%

Operating Expenses	
Annual Dues	\$3,096.43
Bank Service Charges	\$24.53
Large Donation Expense	\$1,000.00
Mayor's Cup Expense	\$4,535.25
Storage Expense	\$180.00
Website Expenses	\$750.92
Total Operating Expenses	\$9,587.13

Net Profit

As a percentage of Total Income

\$666.44

6.50%

Mayor's Cup 2024			
Income			
Sponsors	\$17,950		
5K	\$1,255		
Loreman's Tee Shirts	\$719.17		
T Shirts	\$80		
Poker Run	\$775		
Raffle @ City Beach	\$84		
Raffle @ Marina	\$135		
50/50	\$85		
	\$21,083		
Expense			
Doc's on the Water	\$283.00	Pd Ck #1321	
PM Leary, LLC	\$183.50	Pd Ck #1320	
Foster's Tents	\$600.55	Pd Debit Card	50% Deposit
Foster's Tents	\$600.54	Pd Debit Card	
Damaged Goods	\$600.00	Pd Cash	
Joe Ferris Art	\$170.00	Pd Ck #1324	
Loreman's Banner Flags	\$874.70	Pd Ck #1319	
Doc's on the Water	\$299.16	Pd Ck #1322	
Poker Crawl Winner	\$145.00	Pd Ck #1325	
Loreman's Supplies	\$1,556.80	Pd Ck#1327	
	\$5,313		
Net Profit	\$15,770		
Donations			
Taylor Rental	\$209.94	Donation for Post Boosting	
Kjell Dahlen	\$2,500	Trophy Donations	

Membership Committee Report – Aug. 2024

Attendance below 50% July & August 2024 (4 meetings)

- Matthew Chandler - 0%
- Casey Gould - 25%
- Nadine Karam – 0%
- Joan Sterling - 0%

Report on August 21, 2024 Membership Committee meeting:

Quick recap

The team discussed the challenges of coordinating committee assignments and engaging new members. They proposed solutions such as the Clubrunner new member activities feature and a one-sheet guide for new members.

Next steps

- Randy to send out the "Basics of Rotary" digital copy to mentors: Brian, Adam, and Jim Snook (for Michael Pratt).
- Randy to resend the onboarding process document to committee members for review and potential updates.
- Libby to email Sue and Roger about the upcoming meeting schedule for updating Facebook and the website.

Summary

- Committee Assignments
- Randy discussed the challenges of mentors coordinating committee assignments due, in part, to a recuperating mentor. He committed to following up on this issue in mid-September.

New Member Program and Mentors

Roger proposed a new member program with mentors providing basic information to new members, who should join committees and update their profiles on Clubrunner. Randy agreed to distribute Rotary basics.

Improving Committee Management and Engagement

Ann raised concerns about ensuring that members understand their tasks and how their work contributes to the overall process. Both Randy and Ann recognized the need for better communication and encouragement to ensure all members are engaged and contributing to their fullest potential. The team proposed having a meeting with the mentors to outline their expected roles in getting new members involved and creating a one-sheet guide for new members to understand what they should expect from their mentors. Randy agreed to share the current onboarding process with the team for review and potential updates.

Membership Outreach

Randy shared his efforts to reach out to new members, including a personal trainer and the district superintendent of Boces in Plattsburgh. Lastly, Ann suggested Rebecca, a former city employee who might be interested in their discussions, and Libby and Randy offered their help in finding her contact information.

Scheduling Mentor Meeting

Randy, Ann, and Roger discussed their next meeting, deciding to schedule it for the 18th of September. They planned to have a meeting with mentors, potentially including Michael Pratt, on the 17th of September, with the aim of getting more people involved in the mentoring process. Randy agreed to start by sending out invites for the specific mentors.

Calendar

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
			DG - Pembroke DG - Petawawa	DG - North Renfrew		District Council
8	9	10	11	12	13	14
Adventures in the Environment (Cornwall Sunrise)					DG - Old Montreal	Star of North Marathon (Malone)
Garden Party Fundraiser (Ottawa South)	DG - Shawville	DG - Renfrew 7040 Membership Committee/Comité d'adhesion DG - AuSable Valley	DG - Tupper Lake 2025 Theatre Night Update (Susan) (Kingston-Frontenac)	<u>DG - E-club Premier 7040</u>	DG - Montreal Cedars	Polio Day Info Session DG - Montreal
15	16	17	18	19	20	21
	DEI committee/comité	Zone Training				
22	23	24	25	26	27	28
Zone Training	DG - Chesterville	DG - D7040 Passport DG - St Jérôme - Laval Rive Nord				Grant Mgt & Club Qualification - HANDS ON TUTORIAL
29	30	1	2	3	4	5
		DG - Est de Montréal	DG - Smiths Falls	DG - Eganville		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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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- Board Meeting Event

- Committee Meeting

- Fundraiser

- Club Event

- Deadline

- General

- Club Meeting

- District Event

- Official DG Visit

Calendar

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	<div style="border: 1px solid black; padding: 2px;">Zones 28/32 membership meeting</div> <div style="border: 1px solid black; padding: 2px;">Monthly District Governor Meeting</div>	<div style="border: 1px solid black; padding: 2px;">Business Networking: In-person in Wayland (District 7910)</div>	<div style="border: 1px solid black; padding: 2px;">Monthly Zone Leadership Team Meeting</div>			
15	16	17	18	19	20	21
	<div style="border: 1px solid black; padding: 2px;">Action Zone 2024</div>					
	<div style="border: 1px solid black; padding: 2px;">Monthly District Governor-Elect Meeting</div>	<div style="border: 1px solid black; padding: 2px;">Action Zone 2024</div>				
22	23	24	25	26	27	28
<div style="border: 1px solid black; padding: 2px;">Action Zone 2024</div> <div style="border: 1px solid black; padding: 2px;">Action Zone 2024</div>	<div style="border: 1px solid black; padding: 2px;">Monthly District Governor Nominees meeting</div>					
29	30	1	2	3	4	5
6	7	8	9	10	11	12
	<div style="border: 1px solid black; padding: 2px;">Zones 28/32 membership meeting</div>	<div style="border: 1px solid black; padding: 2px;">Business Networking: In-person in Wayland (District 7910)</div>	<div style="border: 1px solid black; padding: 2px;">Monthly Zone Leadership Team Meeting</div>			

- General

- District Event