

Plattsburgh Sunrise Rotary Board Meeting Agenda

8/13/2024

In attendance;

Call to order;

- Has everyone read the minutes from the 7/9/2024 board meeting
- Wanda Carroll Presentation; Heart Well Homestead Support

Treasurer's report;

- Review Jessica's updates of Mayor's Cup expenses and funds collected
- New signer for accounts. Requesting the board to approve Sue as the new signer for bank accounts with Plattsburgh Sunrise Rotary.
- Where are we with dues collected?
- Would the board like to make a decision on making a donation to a local organization which falls under the R.I. monthly theme. If yes, what amount makes sense?
- 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
1st Annual Interfaith Food Shelf Golf Tournament 9/13/24

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 current members?
- What can we offer members to stay engaged?
- Sunset meetings may be an opportunity for an activity with fellowship. Please share some fun activities you may want to participate in.
- August is Membership & New Club Development; Would the board allow us to purchase some appetizers for the Sunset gathering at Busters on 8/29?

R.I. awards

- Each month R.I. encourages clubs to recognize members in the club with outstanding avenues of service. This might be a nice way to share support to fellow Rotarians

New Business

Old Business

Adjournment

Plattsburgh Sunrise Rotary Board Meeting Minutes – July 9, 2024

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

Meeting Call and Previous Minutes

Meeting was called to order by Sue at 7:03pm.

Approval of minutes from 6/11/2024 board meeting

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

Unanimously approved

Treasurer's Report;

Jessica confirmed we have close to \$49,000 in liquid funds, including three CDs set to mature in April of 2025. Jessica further confirmed we do receive interest on the money in our savings accounts. Sue proposed reinvesting funds in CDs and donating \$20 monthly to local nonprofits aligned with monthly themes like maternal/child health, membership, fellowship, and polio awareness, with voluntary donations collected. It was suggested that a basket might be put out for membership donations. Jessica suggested pre-selecting organizations based on themes, which was agreed upon. The board will discuss potential theme months with the full membership. The Finance Committee will discuss if we should invest in additional CD's.

Payment schedules for dues were discussed, with Jessica noting the specifics for Rotary International and the chamber. Dues are \$160. Jessica asked for the board to provide thoughts on how we can collect all dues by Aug. 1st.

The board further discussed the annual dinner attendance, with more people registering than actually attending, and suggested measures to prevent no-shows. Those who reserved for the changeover dinner but did not attend are asked to coordinate with Jessica on reimbursement.

Sue sought feedback from Jessica about any difficulties she might be facing as treasurer, but no major issues were raised.

Member engagement

Sue emphasized the importance of member engagement, referencing a report shared by Roger that indicated some members might not be finding the club beneficial due to low attendance. Roger clarified the attendance recordings for the 80% who pay their dues, emphasizing that those below 50% were the main concern. Sue confirmed that she wanted to discuss members below 50%, and seven members were identified and discussed as having attendance issues.

Sue, Tom, and Michelle emphasized the importance of individuals' commitment to the club. The board also considered inviting a new member, Dr. Davey from United Way, to join before the end of August.

The board discussed the need for a structured onboarding process for new members to ensure they feel welcomed and informed. Sue suggested creating simple stationery with the club's logo for thank you cards. Additionally, Sue proposed reconnecting with past members through member talks to enhance the sense of community within the club in addition to engaging members by inviting them to social events outside of our meetings (possibly inviting members from the community and the Noon club, with the cost to be shared). Sue also brought up the idea of recognizing members who excel in their service avenue, with Jessica agreeing to look into the requirements for this award. Finally, Roger proposed the idea of a mentorship group for the mentors to better understand their roles and responsibilities as well as the need for more information to be given to new members. These ideas were generally positively received by the board.

Mayor's Cup

Sue proposed moving the Mayor's Cup follow-up meeting to July 18th at 5 o'clock to avoid adding extra meetings. However, Tom was unable to attend due to work commitments, and Sue decided to send out the details as they were.

Future Meetings

We have a Sunset meeting scheduled for 7/30. Sue asked if we would consider spending some funds on food, perhaps \$100, and inviting the Noon club and others in the community. This was generally positively received. The location is to be determined.

August is Membership & New Club Development. Sue asked that ideas for planning be sent to her.

R.I. awards

Each month R.I. encourages clubs to recognize members in the club with outstanding records of service. This might be a nice way to share support to fellow Rotarians. We can submit a member for this recognition. Please send suggestions to Sue.

Other Business

We need to get big stuff out of the storage to get into our storage unit on route 3 and plan to do so July 10th. Roger and Eric volunteered to help with the move.

Michelle will move the CVPH Music Festival event from August 18th to August 1st to avoid scheduling conflicts with the Rotary International Convention.

Sue will organize a casual meeting on July 18th at 5 o'clock to discuss member engagement strategies and plan for the upcoming sunset meeting.

Sue suggests a Mayor's Cup debrief on July 18th at 5pm for those who can make it, meeting in person and at a local restaurant.

Sue asking for new business from the board members, but no additional topics were raised.

Adjournment

- Motion to adjourn: Jessica
- Second: Roger

Motion carried unanimously and meeting adjourned at 8:19am.

Respectfully submitted,
Brian Neureuther

Plattsburgh Sunrise Rotary

Treasurer's Report

July 31, 2024

Assets

| | | |
|--|-----------|------------------|
| Cash on Hand (Change for Raffle/Foodshelf) | \$ | 100.00 |
| Checking Account - Community Bank | \$ | 22,073.39 |
| Savings Account - Community Bank* | \$ | 27,364.16 |
| CBNA CD | \$ | 5,052.76 |
| CBNA CD | \$ | 10,105.52 |
| CBNA CD | \$ | 15,158.28 |
| Total Checking, Savings & CD's | \$ | 79,854.11 |
| Total Assets | \$ | 79,854.11 |

Liabilities

| | | |
|---|-----------|-----------------|
| 50/50 Raffle 7/31/2024 | \$ | 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) | \$ | 1,000.00 |
| Total Liabilities | \$ | 3,068.22 |

*Community Bank includes \$3000 for the Pavilion Project

Plattsburgh Sunrise Rotary

Treasurer's Report

July 31, 2024

Expenses since June 30, 2024 Report

| | | |
|--|----|----------|
| Doc's on the Water (Mayor's Cup Unsold Food) | \$ | 299.16 |
| Easy Self Storage | \$ | 90.00 |
| Pride Haley (Poker Run Winner) | \$ | 145.00 |
| Cash Startup Bank for Mayor's Cup | \$ | 250.00 |
| PM Leary (Restrooms @ Mayor's Cup) | \$ | 183.50 |
| Loreman's (New flag banners - 6 ea) | \$ | 874.70 |
| Foster's Tents (Tent & Stage) | \$ | 1,201.09 |
| Joe Ferris | \$ | 170.00 |

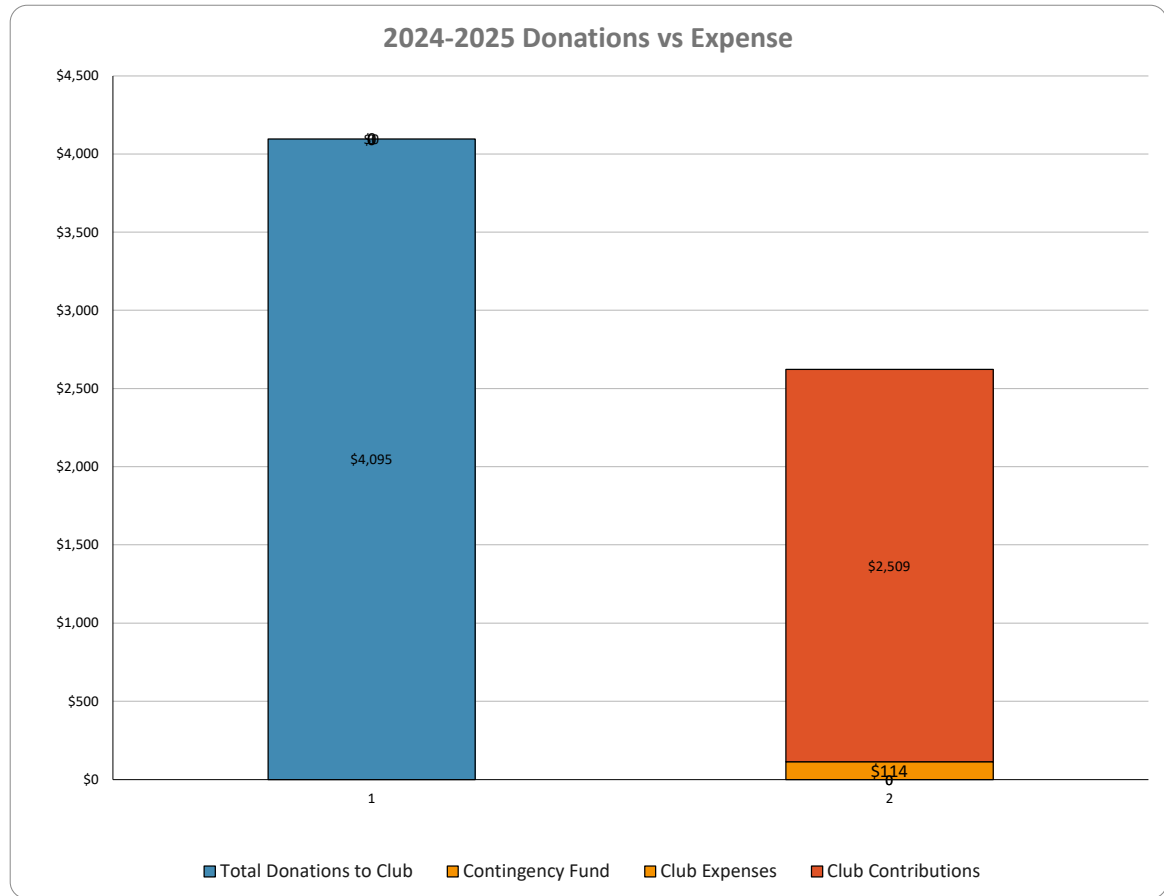
Annual Membership Dues

| | |
|----------------------------|-----|
| Members Billed | 32 |
| Members Paid | 11 |
| % Collected thru 7/31/2024 | 34% |

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 - Jun'25 |
| Income | | | |
| 4000 · Member dues | \$5,280 | \$1,680 | \$1,680 |
| 4010 · Mayor's Cup | \$20,000 | \$17,191 | \$2,290 |
| 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 | \$6 | \$6 |
| 4045 · Annual Dinner/Holiday Party | \$0 | \$0 | \$0 |
| 4100 · Interest income | \$1,200 | \$119 | \$119 |
| Total Income | \$32,530 | \$18,996 | \$4,095 |
| Expense | | | |
| 4050 · Holiday Party/Annual Dinner | \$500 | \$0 | \$0 |
| 4060 · Paul Harris Award | \$1,540 | \$0 | \$0 |
| 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 | \$2,509 | \$2,509 |
| 5007 · Youth Services | \$500 | \$0 | \$0 |
| 5010 · Dues | \$4,825 | \$0 | \$0 |
| 5011 · RYLA | \$250 | \$0 | \$0 |
| 5012 · Meeting Expense | \$500 | \$0 | \$0 |
| 5015 · Miscellaneous | \$500 | \$0 | \$0 |
| 5023 · Bank Service Charges | \$75 | \$24 | \$24 |
| 5025 · Conference expense | \$600 | \$0 | \$0 |
| 5030 · Supplies | \$250 | \$0 | \$0 |
| 5031 · Storage Expense | \$1,200 | \$90 | \$90 |
| 5040 · Postage | \$250 | \$0 | \$0 |
| 5045 · Website | \$850 | \$0 | \$0 |
| Total Expense | \$32,940 | \$2,623 | \$2,623 |
| Net Income | -\$410 | \$16,373 | \$1,472 |

| | | |
|-------------------------|----------------|----------------|
| Total Donations to Club | \$4,095 | |
| Contingency Fund | \$0 | |
| Club Expenses | | \$114 |
| Club Contributions | | <u>\$2,509</u> |
| | <u>\$4,095</u> | <u>\$2,623</u> |



Balance Sheet

Plattsburgh Sunrise Rotary Club

As of Jul 31, 2024

ACCOUNTS

Jul 31, 2024

| Assets | |
|-----------------------------------|--------------------|
| Cash and Bank | |
| CBNA CD (\$10K) | \$10,105.52 |
| CBNA CD (\$15K) | \$15,158.28 |
| CBNA CD (\$5K) | \$5,052.76 |
| Community Bank Checking | \$22,073.39 |
| Community Bank Savings | \$27,364.16 |
| Petty Cash | \$100.00 |
| Total Cash and Bank | \$79,854.11 |
| Other Current Assets | |
| Total Other Current Assets | \$0.00 |
| Long-term Assets | |
| Total Long-term Assets | \$0.00 |
| Total Assets | \$79,854.11 |

| Liabilities | |
|---|-------------------|
| Current Liabilities | |
| 50/50 Raffle | \$155.00 |
| Food Shelf Donations | \$240.00 |
| Paul Harris Award Community | \$1,500.00 |
| Plattsburgh City Beach Wheelchair Project | \$173.22 |
| Total Current Liabilities | \$2,068.22 |

| | |
|------------------------------------|-------------------|
| Liabilities | |
| Long-term Liabilities | |
| Total Long-term Liabilities | \$0.00 |
| Total Liabilities | \$2,068.22 |

| | |
|---|--------------------|
| Equity | |
| Retained Earnings | |
| Profit for all prior years | \$76,314.07 |
| Profit between Jul 1, 2024 and Jul 31, 2024 | \$1,471.82 |
| Total Retained Earnings | \$77,785.89 |
| Total Equity | \$77,785.89 |

Profit and Loss

Plattsburgh Sunrise Rotary Club

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

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

ACCOUNTS

| Income | |
|------------------------------|-------------------|
| Donations, 50/50, Happy \$\$ | \$6.00 |
| Interest Income | \$118.64 |
| Mayor's Cup | \$2,210.25 |
| Mayor's Cup - T-Shirt Sales | \$80.00 |
| Member Dues | \$1,680.00 |
| Total Income | \$4,094.89 |

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

| | |
|---------------------------------|-------------------|
| Gross Profit | \$4,094.89 |
| As a percentage of Total Income | 100.00% |

| Operating Expenses | |
|---------------------------------|-------------------|
| Bank Service Charges | \$23.78 |
| Mayor's Cup Expense | \$2,509.29 |
| Storage Expense | \$90.00 |
| Total Operating Expenses | \$2,623.07 |

Net Profit

As a percentage of Total Income

\$1,471.82

35.94%

Attendance Committee Report – August 2024

Attendance below 50% June & July 2024 (5 meetings, does not include July makeups)

- Wanda Carroll - 0%
- Matthew Chandler - 0%
- Casey Gould - 0%
- Nadine Karam – 25%
- Eric McDowell - 25%
- Joan Sterling - 0%

Report on July 24, 2024 Membership Committee meeting:

Quick recap

Randy and the Roger discussed various issues related to club organization, including attendance concerns, the need for better communication, and the potential for new members. They also planned on improving engagement with the community. Lastly, they addressed the importance of a mentor process for new members, the creation of a new member kit, and the organization's approach towards meeting invitations.

New Member Kit and Organization Discussion

Randy and Roger discussed the creation of a new member kit to better explain the basics of Rotary. Sue had previously suggested this idea, and Randy agreed, mentioning he had previously discussed the idea of creating an electronic version. Roger suggested that once a mentor is assigned to a new member, the mentor should go through the package with the new member. Randy emphasized the importance of organization and discipline in their process and the value of maintaining a permanent record of information. Roger agreed and highlighted the usefulness of the ClubRunner as a tool for keeping track of information.

Next steps

- Randy to reach out to Adam regarding Casey Gould's mentorship.
- Randy to follow up with JT Fit (Stefan Galieta) about potential Rotary membership.
- Roger to examine using ClubRunner for tracking new member onboarding and mentorship.
- Membership Committee to organize a membership discussion meeting in the future (not during summer).
- August meeting scheduled: 8/21/24, Noon.

Finance Committee Report — August 8, 2024

The Finance Committee recommends creating a discretionary fund for unanticipated requests for donations that exceed the dollar amount handled by the Small Contributions Committee for community or international donations of an amount up to but not to exceed \$5,000 per Rotary year.

The process for approval to use these funds is as follows:

- The Sunrise Rotary Club president reaches out with the request to the full membership of the board, via email if necessary.
- If the board reaches a quorum of votes in favor of the donation, the request is forwarded to the Finance Committee for their consideration of the fiscal viability of the request.
- If the Financial Committee reaches a quorum of votes in favor of the donation, that decision is returned to the president and the request is considered approved.

The Finance Committee also recommended that the cost for signage at the Guy Cedar Park Pollinator Garden Project not be raised in a separate fundraiser but instead come out of the main funds of the Sunrise Rotary Club.

Calendar

August 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|--|---|--|---|---|
| 28 | 29 | 30 DG - Saranac Lake | 31 DG - Potsdam | 1 | 2 | 3 |
| 4 | 5 DG - Canton DG - Ogdensburg | 6 DG - Massena DG - Clayton | 7 DG - Watertown | 8 DG - Watertown Sunrise | 9 | 10 |
| 11 | 12 | 13 7040 Membership Committee/Comité d'adhesion | 14 Why Rotarians Care About Biodiversity (Elsabé Falkson) (Kingston-Frontenac) | 15 DG - Lake Placid DG - Lake Placid | 16 RC of Chateaugay (NY) Annual Lobster Dinner | 17 Rotary Leadership Institute - Part 1 |
| 18 | 19 DG - Kingston Waterfront DEI committee/comité | 20 DG - Cataraqui Kingston DG - Napanee Learning and Development - Rotary's Action Plan | 21 DG - Kingston-Frontenac K-F Meeting with DG Teresa Whitmore (Kingston-Frontenac) | 22 DG - Kingston | 23 | 24 Foundation/Intern Service Quarterly Mtg #1 National Capital Pride Run/Walk |
| 25 La Fierté dans la Capitale/Capital Pride PARADE | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 DG - Pembroke DG - Petawawa | 5 DG - North Renfrew | 6 | 7 District Council |

- Committee Meeting

- Fundraiser

- Club Event

- Deadline

- General

- District Event

- Official DG Visit

Calendar

August 2024

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

- General

- District Event

Connect In Calgary

Embark on an exhilarating journey of connection and inspiration at the 2025 Rotary International Convention in Calgary! Engage in riveting discussions, learn from distinguished speakers, and explore enlightening breakout sessions against the backdrop of Calgary's picturesque beauty nestled amid the Canadian Rockies.

Fueled by friendship and a spirit of collaboration, exchange best practices, ignite innovative projects, and form lifelong connections with fellow changemakers from around the world.

Take part in this transformative, one-of-a-kind event and experience the Magic All Around at the 2025 Rotary International Convention in Calgary, Canada 21-25 June 2025.