



## **Board Meeting Agenda**

December, 9 2021

- I. Call to Order**
- II. Approval of minutes from last meeting**
- III. Approval of Treasurer's Report (MHAB meeting update)**
- IV. Request For Money For Rotary Road Signs**
- V. Program Committee (ongoing Microphone issue)**
- VI. Membership Committee Report (Eric)**
  - a. Approval for Cara Teeple**
  - b. New members onboarding?**
- VII. Mayors Cup Beach Festival Committee (Sue)**
- VIII. Holiday Party Wrap up**
- IX. Club Goals**
- X. Annual meeting and election of officers**
- XI. 501c(4) designation question**
- XII. Old Business**
- XIII. New Business**
- XIV. The passcode for Lucinda Storage has been reset. 704082#**
- XV. Adjourn**

# Sunrise Rotary Club of Plattsburgh, NY Inc.

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## Board Meeting – November 11, 2021

### Minutes

Present: Jeff Prescott, Jessica Kline; Jim Snook, Michelle Senecal; Kathy Snow, Sue LeBlanc Durocher, Tom Defayette; Michele Kalil

**Meeting** - President Prescott called the meeting to order and asked if there were any corrections to the October meeting minutes. There being no changes or corrections, the October minutes were approved on a motion by Kathy Snow and seconded by Jessica Kline. All voted in favor.

**Treasurer's Report** – Jessica Kline reported that we are \$170 ahead on the breakfast meeting costs at MHAB.

The gentleman who may design the t-shirt for Mayor's Cup has requested that Sunrise Rotary make a \$500 donation to his organization. Should we see if Amy Guglielmo might be willing to design for us?

**Rotary Signs** - Noon Rotary will be asked if they would be interested in splitting the cost of Rotary signs (\$300 per organization). Jeff Prescott will find out where the signs will be placed and what they would say. All voted in favor.

**Program Committee Report** – Speakers are scheduled through January. Committee will meet in January to discuss speakers for February. We continue to have issues with the microphones at the weekly meetings.

**Membership** – Ann Marie Csorny's membership needs approval. All voted in favor. Colleen Downs is the sponsor for possible new member Kara Tebolt who is a local realtor.

**Mayor's Cup** – A 2021 Mayor's Cup wrap up meeting was held two weeks ago. Items discussed include:

- Adding a kid's run to the 5K.
- Creating a Sponsorship Committee & Prizes Committee.
- Move the informational tent closer to the activities.
- T-shirts – work on getting the design sooner. Add option of online sales which Tom Loreman is willing to do. We need to discuss with Kathy Duley and Connie Fisher.
- Volleyball – have four person teams instead of six person teams.

**Holiday Party** – Our holiday party will be held on Tuesday, November 7 at 5:30 p.m. (instead of our weekly meeting) at LivinGoods restaurant in Peru.

**City of Plattsburgh Holiday Parade** – On December 4, the City of Plattsburgh is holding their holiday parade at 5:30 p.m. - parade theme is super heroes. Sue noted that Sunrise Rotary will have a float in the parade – more details to come.

**Gazebo Project** – CV Tech students continue to work on the gazebo with of third of it shingled. We have received good press with PBS and WCAX.

**Bi-Weekly Meeting Format** – More discussion needs to be held on our meeting format. Jeff will asked Nikki to resurvey members and present it to membership for vote.

**Club Goals** – What are our goals? We need to choose 12 goals of 20 proposed by RI. Jeff will print and bring to the next board meeting.

## Sunrise Rotary Club of Plattsburgh, NY Inc.

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**Committee Members & Chairs** – A request will be sent to members to see who is on what committee.

**International Committee** – Tom Defayette reported that even though we don't have students traveling or here, there is still a lot going on behind the scenes. He did mention that he is looking for new committee members.

**Old Business** – Scholarship Committee was tabled until our next board meeting.

On a motion by Sue LeBlanc-Durocher and seconded by Tom Defayette the meeting was adjourned at 9 a.m.

# Plattsburgh Sunrise Rotary Treasurer's Report

## November 30, 2021

### Assets

Cash on Hand (Change for Raffle/Foodshelf)	\$	100.00
Checking Account - GFNB **	\$	325.77
Checking Account - Community Bank	\$	30,025.46
Savings Account - Community Bank*	\$	27,043.72
Total Checking & Savings	\$	57,494.95
Fixed Assets		
Projector/Screen/Stand	\$	500.00
Total Assets	\$	57,994.95

### Liabilities

50/50 Raffle 11/30/2021	\$	86.50
Paul Harris Fellow Award - Community Member	\$	1,500.00
Total Liabilities	\$	1,586.50

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

# Plattsburgh Sunrise Rotary Treasurer's Report November 30, 2021

## Expenses since October 31, 2021 Report

Greg Durocher (Halloween Candy for NCHF)	\$	116.17
Eric McDowell (Holiday Parade Purchase)	\$	53.99
MHAB 11/2 Mtg	\$	164.97
MHAB 11/9 Mtg	\$	164.97
MHAB 11/16 Mtg	\$	164.97
MHAB 11/23 No Mtg	\$	123.72

Actual Meeting Room Revenue thru 11/30	\$	3,098.00
Actual Meeting Room Charges thru 11/30	\$	3,018.23
Net Profit/(Loss)	\$	79.77

Annual Membership Dues	
Members Billed	32
Members Paid	31
% Collected thru 11-30-2021	97%

# Profit and Loss

## Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2021 to Nov 30, 2021

ACCOUNTS		Jul 01, 2021 to Nov 30, 2021
<b>Income</b>		
Donations, 50/50, Happy \$\$		\$208.00
Interest Income		\$5.67
Mayor's Cup		\$8,333.40
Meeting Room Revenue		\$2,925.00
Member Dues		\$4,197.50
<b>Total Income</b>		<b>\$15,669.57</b>
<b>Total Cost of Goods Sold</b>		<b>\$0.00</b>
<b>Gross Profit</b>		<b>\$15,669.57</b>
As a percentage of Total Income		100.00%
<b>Operating Expenses</b>		
Annual Dues		\$2,511.70
Bank Service Charges		\$25.36
International Service Donations		\$1,000.00
Mayor's Cup Expense		\$1,000.00
Meeting Expenses		\$119.92
Meeting Room Expense		\$2,853.26
Miscellaneous Expenses		\$210.26
Postage		\$146.00

Operating Expenses	
Supplies	\$26.40
Website Expenses	\$640.00
Youth Exchange	\$100.00
<b>Total Operating Expenses</b>	<b>\$8,632.90</b>
<b>Net Profit</b>	<b>\$7,036.67</b>
As a percentage of Total Income	44.91%

# Balance Sheet

## Plattsburgh Sunrise Rotary Club

As of Nov 30, 2021

ACCOUNTS	Nov 30, 2021
<b>Assets</b>	
<b>Cash and Bank</b>	
Community Bank Checking	\$30,025.46
Community Bank Savings	\$27,043.72
Glens Falls National Checking	\$325.77
Petty Cash	\$100.00
<b>Total Cash and Bank</b>	<b>\$57,494.95</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>\$57,494.95</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
50/50 Raffle	\$77.50
Food Shelf Donations	\$179.00
Paul Harris Award Community	\$1,500.00
<b>Total Current Liabilities</b>	<b>\$1,756.50</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$1,756.50</b>



Equity	
Retained Earnings	
Profit for all prior years	\$48,701.78
Profit between Jul 1, 2021 and Nov 30, 2021	\$7,036.67
<b>Total Retained Earnings</b>	<b>\$55,738.45</b>
<b>Total Equity</b>	<b>\$55,738.45</b>

# SUNRISE ROTARY

## Budget 2020-2021

	2021-2022	2021-2022
	Final Budget	Actual YTD
	Jul '21 - Jun 22	Oct '21
<b>Income</b>		
4000 · Member dues	\$5,250	\$4,198
4010 · Mayor's Cup	\$4,000	\$8,333
4024 · Raffle Ticket Sales	\$3,000	\$0
4028 · Community Sale Fundraiser	\$4,000	\$0
4026 · Fundraiser/Donations	\$1,000	\$0
4027 · Meeting Room Revenue	\$0	\$2,925
4036 · Polio Plus Raffle	\$750	\$0
4040 · 50/50 Raffle, Fines	\$1,500	\$208
4100 · Interest income	\$15	\$6
<b>Total Income</b>	<b>\$19,515</b>	<b>\$15,670</b>
<b>Expense</b>		
4050 · Holiday Party/Annual Dinner	\$0	\$0
4060 · Paul Harris Award	\$1,540	\$0
5000 · Charitable donations & projects	\$3,000	\$0
5001A · Soup Kitchen/Foodshelf	\$500	\$0
5002 · Membership Committee	\$500	\$0
5003A · Polio Fundraiser	\$250	\$0
5003B · Foundation Committee	\$100	\$0
5003C · Speaker Foundation Donation	\$350	\$0
5005 · International Service Donations	\$4,000	\$1,000
5006 · Mayor's Cup Expense	\$1,000	\$1,000
5007 · Youth Services	\$50	\$100
5009 · ARC Festival of Trees	\$200	\$0
5010 · Dues	\$4,750	\$2,512
5011 · RYLA	\$250	\$0
5012 · Sponsorships Community Events	\$500	\$0
5013 · Outdoor Art Project	\$1,000	\$0
5014 · Meeting Room Expense	\$500	\$2,853
5015 · Miscellaneous	\$500	\$330
5023 · Bank Service Charges	\$50	\$25
5025 · Conference expense	\$600	\$0
5030 · Supplies	\$250	\$26
5036 · Accounting	\$500	\$0
5040 · Postage	\$150	\$146
5045 · Website	\$750	\$640
<b>Total Expense</b>	<b>\$21,290</b>	<b>\$8,633</b>
<b>Net Income</b>	<b>-\$1,775</b>	<b>\$7,037</b>

# Customized Attendance Report

**Date Range: Oct 01, 2021 To Nov 30, 2021**

Name	Oct 05, 2021	Oct 12, 2021	Oct 19, 2021	Oct 26, 2021	Nov 02, 2021	Nov 09, 2021	Nov 16, 2021	Nov 30, 2021	%	Current Type	Notes
Black, Roger	✓	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
Brown, Jack									100.00 %	Active	Exempted Members Aug 24, 2015
Buck, Nikki	M	✓	✓	✓	M	✓			75.00 %	Active	
Csorny, Ann	—	—	—	—	—	—	—	✓	100.00 %	Active	
Dahlen, Joanne	✓	✓	✓		✓	✓	✓	✓	87.50 %	Active	
Dahlen, Kjell					✓				100.00 %	Active	Exempted Members Aug 24, 2015
DeFayette, Tom	M	✓		✓	✓	✓		✓	75.00 %	Active	
Delaney, Lori			—	—	—	—	—	—	0.00 %	Ex Member	
DeSnyder, Jake	✓						✓		100.00 %	Active	Exempted Members Aug 24, 2015
Downs, Colleen	M	M	✓	✓	✓	✓	✓		87.50 %	Active	
Duley, Kathy				✓	✓		M		100.00 %	Active	Exempted Members Feb 02, 2017
Dumas, MacKenzie			✓	✓		✓		✓	50.00 %	Active	
Eppler, Kathy			✓	✓	✓	✓	✓		62.50 %	Active	

Total: 33 members

Name	Oct 05, 2021	Oct 12, 2021	Oct 19, 2021	Oct 26, 2021	Nov 02, 2021	Nov 09, 2021	Nov 16, 2021	Nov 30, 2021	%	Current Type	Notes
Fisher, Connie	✓	M	✓	✓	M	✓	✓	✓	100.00 %	Active	
Giltz, Randy		✓	✓	✓	✓	✓	✓	✓	87.50 %	Active	
Grindle, Bruce									100.00 %	Active	Exempted Members Aug 24, 2015
Hulbert-Bruce, Allison	M					✓		✓	37.50 %	Active	
Kalil, Michele	M		✓	✓	✓		✓	✓	75.00 %	Active	
Kline, Jessica	✓	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
LaBombard, Tom	✓	✓	✓	✓	✓	✓	✓		100.00 %	Active	Exempted Members May 01, 2016
LeBlanc-Durocher, Susan	M	✓	✓	✓	✓	✓	M	✓	100.00 %	Active	
Loreman, Thom						✓			12.50 %	Active	
Loreman, Thomas									0.00 %	Active	
McDowell, Eric	M	✓	✓		✓	✓	✓	✓	87.50 %	Active	
Perry, Maxine									0.00 %	Active	
Prescott, Jeff	M	✓	✓	✓	✓	✓	✓	✓	100.00 %	Active	
Queguiner, Libby			✓	✓		✓	M	✓	62.50 %	Active	
Robert, Adam	✓	✓	✓	✓	✓		✓	✓	87.50 %	Active	
Senecal, Michelle	M	✓	✓	✓	M	✓	M	✓	100.00 %	Active	

Name	Oct 05, 2021	Oct 12, 2021	Oct 19, 2021	Oct 26, 2021	Nov 02, 2021	Nov 09, 2021	Nov 16, 2021	Nov 30, 2021	%	Current Type	Notes
Snook, James	✓	M	✓		✓	✓		✓	75.00 %	Active	
Snow, Kathy	M	✓	✓	✓	✓	✓	M	✓	100.00 %	Active	
Sterling, Joan	M				✓	✓	✓	✓	62.50 %	Active	
Vega-Castro, Elena	✓	✓		✓	✓		✓	✓	75.00 %	Active	
Total: 33 members											

Note: ✓ indicates that the member attended this meeting.

M indicates that the member has a makeup assigned to this meeting.

[Empty] indicates that the member missed this meeting.

Purple indicates that the member was on Leave of Absence during this meeting.

Blue indicates that the member is Exempted or Excused as of this meeting.

Gray indicates that the member was inactive during this meeting.

## **MEMBERS AND ENGAGEMENT:**

- Club membership 32
- Service participation
- New member sponsorship
- Rotary Action Group participation
- Leadership development participation
- District conference attendance
- Rotary Fellowship participation
- District training participation

## **ROTARY FOUNDATION GIVING**

- Annual Fund contributions
- PolioPlus Fund contributions
- Major gifts
- Bequest Society members
- Benefactors

## **SERVICE**

- Service Projects

## **YOUTH SERVICES**

- Rotaract clubs
- Interact clubs
- Inbound Youth Exchange students
- Outbound Youth Exchange students
- RYLA participation

## **Public Image**

- Strategic plan
- Online presence
- Social activities
- Update website and social media
- Media stories about club projects
- Use of official Rotary promotional materials

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## Annual Meeting

4 messages

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**Roger Black** <scoopnorth@gmail.com>  
To: Jeff Prescott <jeff@valleyvending.com>  
Cc: Tom LaBombard <tomorkate@charter.net>

Sun, Dec 5, 2021 at 11:29 AM

Hello Jeff,

According to our club bylaws, an Annual Meeting needs to be held no later than 31 December each year for the purpose of electing club officers. One month before that meeting, nominations should be made for the election. In the past, our club has used a nominating committee made up of at least three past-presidents to come up with the nominations, although additional nominations may come from the floor.

The Speakers Committee set Dec. 14 as our club's annual meeting but that was not determined by the board and has no authority. The Speakers Committee also set Dec. 21 as club assembly and that too was not authorized by the board so the annual meeting could be set as either of those dates or even Dec. 28, although the Speakers Committee assumed the Dec. 28 meeting would be cancelled because of the New Year's holiday

### Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, board secretary, treasurer, and two members-at-large. The nominations may be presented by a nominating committee, by members from the floor, or both.

### Article 5 Meetings

Section 1 — An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

The officers up for election are:

Treasurer — one year [Michele Kalil]

Club Secretary — one year [Roger Black]

Board Secretary — one year [Michelle Senecal]

Members at Large (1) — two years and one year off the board before returning as a Member at Large. (I believe Tom Defayette ran last year to complete the 2nd year of the two year term of Nikki Buck. If Tom runs for another two year term, he would need to resign after one year because he has served for two years and would have to take at least one year off. It would be better if the club could find another member to replace Tom. Jim Snook and Kathy Snow are serving the first year of their two-year terms)

I am sending a copy of this email to Tom Labombard, who I believe is the chair of the nominating committee.

Roger Black, Secretary  
Sunrise Rotary Club of Plattsburgh

To: Roger Black <scoopnorth@gmail.com>, Jeff Prescott <jeff@valleyvending.com>

The nominating committee is usually the last 3 presidents. I had a longer run of it because we lost several past presidents so I was among the last 3 for longer than usual. I don't believe that is the case anymore. The most recent is Sue LeBlanc Durocher, then before her is Libby Queguiner then Jim Snook, Doug Kashorek being no longer with the club. I suppose Jim being the most removed from his term would be chair because I think that is how I got the designation. ☺

Tom

Sent from [Mail](#) for Windows

[Quoted text hidden]

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**Roger Black** <scoopnorth@gmail.com>

Tue, Dec 7, 2021 at 9:44 AM

To: James Snook <AEJSnook@gmail.com>

Cc: Jeff Prescott <jeff@valleyvending.com>, Sue Leblanc-Durocher <mycupofteacatering@gmail.com>, Libby Queguiner <libby@taylorrentalny.com>

James S.

cc: Jeff, Sue, Libby, Tom L.

Annual meeting and election of officers

Hello Jim,

As you can read in the email messages below, I recently reminded Jeff and copied Tom Labombard that the club has an Annual Meeting required by our bylaws to take place before the end of December at which we should elect officers. Prior to the Annual Meeting a Nominating Committee should meet and nominate a slate of candidates, presenting that slate to the Board for their approval and then announcing that slate to the general membership, two weeks in advance of the Annual Meeting.

Obviously that time line is at odds with the reality of the present date.

Tom Labombard further pointed out that the Nominating Committee is made up of three past presidents traditionally, but not required, to be the three most recent to serve. If we return to that tradition, the Nominating Committee would include yourself, Libby and Sue. And Tom suggests that you would chair the nominating committee.

If Jeff doesn't object, I would ask that you ask Sue and Libby to join you to meet to nominate a slate of officers at everyone's earliest convenience. Please let Jeff and I know asap if you can do that.

Since 2021/2022 president-elect and president-nominee have already been selected, the remaining slate would be as follows:

- 2022/2023 President-nominee
- Treasurer — one year [Michele Kalil]
- Club Secretary — one year [Roger Black]
- Board Secretary — one year [Michelle Senecal]



- Members at Large (1) — two years and one year off the board before returning as a Member at Large. (I believe Tom Defayette ran last year to complete the 2nd year of the two-year term of Nikki Buck. If Tom runs for another two year term, he would need to resign after one year because he has served for two years and would have to take at least one year off. It would be better if the club could find another member to replace Tom - Colleen?). You and Kathy Snow are serving the first year of your two-year terms.

I doubt it is possible for you to meet and select a slate of candidates before the board meeting on December 9th so please aim for before December 25th and present them to the board meeting on January 13. that would make it possible to hold an election on January 25th. We can outline that timeline to our members at the Annual Meeting on December 14 and ask everyone's forgiveness for the late election date and maybe ask if there is anyone interested in running for office.

Oh. And have a happy holiday...

Roger Black, Secretary  
Sunrise Club of Plattsburgh

[Quoted text hidden]

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Roger Black

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**Jeff Prescott** <jeff@valleyvending.com>

Tue, Dec 7, 2021 at 10:06 AM

To: Roger Black <scoopnorth@gmail.com>, James Snook <AEJSnook@gmail.com>

Cc: Sue Leblanc-Durocher <mycupofteacatering@gmail.com>, Libby Queguiner <libby@taylorrentalny.com>

Thanks Roger, what you outlined makes sense to me!

*Jeffrey R. Prescott*

*President*

*Valley Vending Service, Inc*

*(518) 561-0300*

*"You can't always control the situation you find yourself in, but you can control how you react to it"*

[Quoted text hidden]