

**Port Townsend Rotary Club  
Board of Directors Meeting Minutes  
Monday, July 25, 2019  
Bishop Hotel**

Meeting Called to Order at 5:15 pm by President Carla Caldwell.

**Present:** Carla Caldwell, Sandy Eherenman, John Polm, Gwen Howard, Carol Wise, Lee Hoffman, Kit Malone

**Absent:** Michael Cavett, Nathanael O'Hara, Jim Maupin, David Engle

**Guest:** Shelly Leavens

President Carla Caldwell distributed a board meeting beverage and snack sign-up sheet.

**Approval of Minutes**

A motion was made seconded and carried to approve the June 24, 2019, meeting minutes.

**Treasurer's Report**

Carla reported that she will be meeting with Nathanael on August 8<sup>th</sup> to wrap-up the 2018-2019 budget and start compiling the 2019-2020 budget. A draft of the 2019-2020 budget will be presented at the August Board meeting and approved at the September board meeting.

**Reports:**

**Membership Report**

A motion was made seconded and carried to approve Trent Diamanti as a new Rotary member. His name will be presented to the membership at the next two meetings and he will receive his new member packet at the July 29, 2019 meeting.

**Youth Exchange Update**

Lee Hoffman informed the board that all the paperwork has been summited for the inbound exchange student from Columbia. He should be arriving in September, 2019. The first host family is confirmed and he is working on securing additional host families.

Carla Caldwell reported that members need to take the Youth Awareness Training so the Club is in compliance with the District requirements. At the August 27, 2019, weekly meeting the members attending will take the online training together. David Engle will contact the school district regarding the use of tablets to use for the training.

**Committee/President's Goals**

Carla Caldwell reviewed the 2019-2020 Committee Goals with the board.

**Membership**

- Encourage members to invite guests
- Form small group who will reach out to members who are not attending meeting

### International

- Research potential Clahala, Mexico Trip
- Explore potential for global grant with Region 8 Rotaries

### Public Image

- Have a presence at public events
- Promotion of Club activities
- Radio Station, Newspapers
- Content Provision
- Collaboration with other Clubs
- Attend/present at Chamber lunches
- Improve social media outreach

### Youth Exchange

- Identify additional host families
- Club members who wish to be with exchange student – ensure background checks
- Clarify and work with president to meet requirements for Club compliance of District 5020 guidelines

### Auction

- Create a more detailed budget breakdown, share with board for budgeting
- Outline event procedures so they don't have to be reestablished every year
- Create job descriptions for committee roles
- Incorporate 90<sup>th</sup> anniversary into the event

### **NWMC or Yacht Club for meetings starting in September 2019**

Discussion took place on the Club continuing to have the weekly meetings at the Northwest Maritime Center or changing the venue to the Yacht Club.

A motion was made, seconded and carried to continue meeting at the Northwest Maritime Center and meet at the Yacht Club when the NWMC is not available.

It was suggested to display the Rotary sandwich board in front of the NWMC at each weekly meeting.

### **Other Business**

#### Sunshine Committee

The board agreed that there should be a Sunshine Committee Chair. Carol Wise will bring this up in the Community Service Committee.

#### Board member to replace Amy Howard

Carla encouraged the directors to email her names of any potential board members to fill Amy Howard's vacancy.

#### Suggestions for meeting presentations

Various ideas were discussed for future meeting presentations.

### 90<sup>th</sup> Anniversary Celebration Ideas

The board would like to recognize the 90<sup>th</sup> anniversary of the Club. It was suggested to have an event at the Winery and invite former past Presidents and members to participate in the event. Suggested committee members for the celebration include Rick Shaneyfelt, David Goldsmith, Eric Frederickson and Curt Danielson.

### Square Credit Card Reader

A motion was made, seconded and carried to obtain a square credit card reader for Club events.

The meeting was adjourned at 6:23 pm.

Next Board meeting is Monday, August 19, 2019, at 5:15 pm at the Bishop Hotel. John Polm with provide beverages and Carol Wise will provide snacks, plates and napkins.

The following is a list of the 2019 -20 Board meetings. They are the 3<sup>rd</sup> Monday of each month unless otherwise indicated.

August 19  
September 16  
October 21  
November 18  
December 16  
January 20  
February 17  
March 16  
April 20  
May 18  
June 15

Minutes submitted by Sandy Eherenman