

**Port Townsend Rotary Club
Board of Directors Meeting Minutes
Monday, January 14, 2019
Bishop Hotel**

Meeting Called to Order at 5:15 pm by President David Engle.

Present: David Engle, Sheldon Spencer, Sandy Eherenman, Amy Howard
Gwen Howard, Carla Caldwell, Jim Maupin, Carol Wise, Sarah Hadlock, Lee Hoffman
Absent: Nathanael O'Hara, Michael Cavett
Guests: Rick Kirkwood, Siobhan Canty

Approval of Minutes

A motion was made seconded and carried to approve the December 17, 2018 minutes with the following correction: Under New Business - Membership Committee Chair, it should read that Sheldon Spencer is the Membership Officer.

Treasurer's Report – The Directors reviewed the Charitable Fund Statement which has a current balance of \$64,030.00. The General Fund Statement reported a current balance of \$19,850.00.

A motion was made, seconded and carried to accept the Treasurer's Report.

The following changes were made to the Internal Control Policy for Check Signing. Under check signers the "one other board member" will be removed.

A motion was made, seconded and carried to approve the Internal Control Policy.

The following are the check signers for the 2019-2020 Rotary year:

Current President	Carla Caldwell
Current Secretary	Sandy Eherenman
Current Treasurer	Nathanael O'Hara
Past President	David Engle
President Elect	Lee Hoffman

A form is needed for the two members who are going to deposit the funds that are collected at each weekly meeting.

President's Report – President Engle shared an email from District Governor Craig Gillis regarding earning district points by members signing up for Rotary Direct. This will provide a flexible and easy way for the Club to manage Foundation contributions made by registered Rotary Direct members.

OLD BUSINESS:

Port Townsend Rotary Foundation Presentation

Siobhan Canty, Executive Director with the Jefferson Community Foundation, discussed the options for the Rotary Club to establish an endowment fund through JCF. This would give

members the opportunity to plan legacy gifting to support the clubs charitable causes. This would be a donor advised fund with grant giving on an annual cycle. JCF fees are 1.75% and the minimum to setup the endowment is \$10,000. The directors agreed to move forward with establishing the endowment and Siobhan Canty will be invite to a Rotary meeting to discuss endowments through JCF.

Youth Exchange/Youth Awareness Training

Lee Hoffman reported that he will discuss the Youth Awareness Training at the January 29, 2019, Rotary meeting. He reported that the entire membership is encouraged to take the training.

Auction Update

Auction Chair Carol Wise reported that the next committee meeting is Thursday, January 24, 2019, at 4:30 pm. In February and March the committee will meet every Thursday until the auction on March 30, 2019. Auction items and additional sponsors are needed.

Nominating Committee

Sheldon Spencer reported that he has a potential slate of candidates for the future President-elect position and the annual meeting will be held in February, 2019.

District Conference/PETS Training 2019

President-Elect Carla Caldwell will be attending the PETS training in 2019. Lee Hoffman and Carla Caldwell indicated that they would be attending the District Conference May 9-11, 2019, in Victoria, B.C.

Hearts of Service

Carla Caldwell contacted the Rotary Sunrise Club and the East Jefferson Club to inform them that our club liked the Hearts of Service Program but thought the commitment level to sponsor the program could be used for other club events. The Sunrise Club agreed and she is waiting to hear back from the East Jefferson Club.

Membership Update

Membership Officer Sheldon Spencer reported that Craig Frick will be inducted into the club on January 22, 2019. Sheldon will present a membership moment at the club meeting tomorrow.

District Grant Update

Carla Caldwell reported that the club has the opportunity to assist Camp Beausite with a district grant. The grant will be used for providing a metal outdoor covered shelter. The club members would be responsible for assembling the shelter. The cost is approximately \$5,500.

A motion was made, seconded and carried to use the district grant for an outdoor covered shelter for Camp Beausite.

Sarah Hadlock will take the online grant training.

The meeting was adjourned at 6:33 pm.

Next Board meeting is Monday, February 18, 2019, at 5:15 pm at the Bishop Hotel.

	Snack/Plates/Napkin	Beverage Schedule
2/18/2019	Carol Wise	Lee Hoffman
3/18/2019	Sheldon Spencer	Sheldon Spencer
4/15/2019	Michael Cavett	Carla Caldwell
5/20/2019	Carla Caldwell	Amy Howard
6/17/2019	Sarah Hadlock	Nathanael O'Hara

Minutes submitted by Sandy Eherenman

**Port Townsend Rotary Club
Board of Directors Meeting Minutes
Monday, February 18, 2019
Bishop Hotel**

Meeting Called to Order at 5:22 pm by President David Engle.

Present: David Engle, Sheldon Spencer, Sandy Eherenman, Amy Howard, Gwen Howard, Carla Caldwell, Jim Maupin, Carol Wise, Sarah Hadlock, Lee Hoffman, Michael Cavett

Absent: Nathanael O'Hara

Approval of Minutes

A motion was made seconded and carried to approve the January 14, 2019, meeting minutes.

Treasurer's Report – President Engle reviewed the Charitable Fund Statement, which has a current balance of \$68,826.00. The General Fund Statement reported a current balance of \$17,395.00. Carol Wise clarified an amendment in the Charitable Fund. It originally stated that the coupon books net income was \$2,470.00. There was an additional deposit of \$360.29 and an incorrect expense which makes the new income total to \$2,830.29.

A motion was made, seconded and carried to accept the Treasurer's Report with the amendment to the Charitable Fund.

OLD BUSINESS:

Auction Update

Auction Chair Carol Wise reported that auction registration and ticket purchase is available online. The website now included a page about The Benji Project, this year's Fund-A-Cause. Additional auction items are needed. The committee will be meeting every Thursday at 4:30 pm.

Youth Exchange/Youth Awareness Training

Lee Hoffman reported that the next host family is ready and was vetted by Reto. The Youth Awareness Training can be done on the 5020 website. There is a link on the Club's webpage to the training.

Hearts of Service

Carla Caldwell reported that Susan Miller and Jim Erickson will serve on the Hearts of Service Committee. Camy Brown with the East Jefferson Rotary Club will Chair the Committee. Nomination applications are due April 1, 2019.

Boiler Room – Amy Howard presented a check to President Engle for \$20,750, the proceeds from the 2018 Fund-A-Cause. She reported that the building has sold and the Boiler Room is paying debts and will eventually resolve. The remainder of funds will go to the Jefferson Community Foundation and will be used for a future youth-driven program. She informed the board that a warming center has recently open and they are in need of volunteers.

District Conference

Discussion took place on who would be attending the 5020 District Conference in Victoria, B.C., May 9-11, 2019. David reported there are funds in the budget to assist with conference registration. The Conference promotion video will be played at the Tuesday meeting.

PETS Training 2019

President-Elect Carla Caldwell will be attending the PETS training February 22-24, 2019, in Seattle.

New Business

Camp Beausite Outing Eating Area Proposal

Carla Caldwell reported that the District timeline for requesting and receiving grants funds has changed. Due to this change, the club cannot request a District Grant for an outdoor eating shelter for Camp Beausite. The cost for the shelter is approximately \$5,500.

A motion was made, seconded and carried to use \$5,500 from the 2019 Community Grants funds to purchase the shelter.

This will leave a balance of \$22,000 for Community Grants. The grant information is available online and grant applications are due March 22, 2019. The committee will award grants in May and the board will approve the grants in June.

RYLA Reporting

David reported the RYLA training is March 7-10, 2019, and the Club is sponsoring Grace Wentzel from Port Townsend High School.

Announcements

Gwen Howard reported that there are two International Friendship Exchange opportunities for Russia and Turkey. She reported Catharine Robinson is interested in participating. The Club agreed that if Catharine does attend one of the exchanges the Club would be willing to host participants from other countries in 2020.

Amy Howard reported that the Neil Potthoff Scholarship application is available online. She informed the board that the postponed social activity will be rescheduled.

The meeting was adjourned at 6:12 pm.

Next Board meeting is Monday, March 18, 2019, at 5:15 pm at the Bishop Hotel.

	Snack/Plates/Napkin	Beverage Schedule
3/18/2019	Sheldon Spencer	Sheldon Spencer
4/15/2019	Michael Cavett	Carla Caldwell
5/20/2019	Carla Caldwell	Amy Howard
6/17/2019	Sarah Hadlock	Nathanael O'Hara

Minutes submitted by Sandy Eherenman