

# DISTRICT 5130 BUDGET & FINANCE COMMITTEE

## Meeting Minutes

*Fairfield Inn, Ukiah, CA*

*February 24, 2018*

*9:00am – 10:00am*

<b>Chairperson:</b>	Erin Dunn called the Meeting to order at 9:00 am.
<b>Present:</b>	DG Bob Rogers, IPDG Wulff Reinhold, DGE Barb Spangler, DGD Kathy Flamson, Treasurer Barbara Barney, Members at Large: Jennifer Strong, Ross Rowley, District Secretary Kim McDonald,
<b>Absent:</b>	
<b>Guests:</b>	Valerie Hulsey, Doug Johnson, Dan Lambert, Ashleigh Diehl
<b>Recorder:</b>	

Topic	Discussion/Analysis	Conclusion/Action	Follow-up: Responsible Person and Date
Agenda Item 1 Welcome & Call to Order <i>Erin Dunn</i>	Welcome and introductions of guests		
Agenda Item 2 Secretary's Report <i>Kim McDonald</i>	1. Approval of the 12-9-17 Meeting Minutes 2. Review of action items, if any	1. Approved, M/S/P unanimously(Spangler/Reinhold) 2. Action Item get Vin numbers and Drivers for trailers.	Kim will do this by next meeting
Agenda Item 3 Treasurer's Report <i>Barbara Barney</i>	1. Budget Review (Financials sent directly to board members by Barbara on 2/21/18). 2. Other items	1.Approved M/S/P unanimously (Spangler/Reinhold)	
Agenda Item 4 Old Business <i>Bob Rogers &amp; Barbara Barney</i>	1. Report on status of the Fire Relief Overhead Account (Income and Expense Line Items in Budget.	Moved from reserves and created new Fire Relief Overhead Account line items, one for Income and one for Expense.	Action Item, Bob see action items next page
Agenda Item 5 New Business <i>Bob Rogers</i>	1. Seed money for the new District Disaster Preparedness Committee pilot program (Sebastopol & Sebastopol Sunrise). 2. Presentation of revised RYLA Budget for Approval/Disapproval.	1.\$1,000 allocated from Contingency Reserves out of Bobs Budget 2. June 2018 Budget – M/S/P (Flamson, Barney) One opposed	

Meeting Adjourned 9:53 AM. M/S/P (Barney/Spangler)

### Consent Calendar:

- Next Meeting  
June 2, 2018      9:00am – 10:00am      Fairfield Inn, Ukiah, CA

## Meeting Agreements and Action Steps

A. The following summarizes the action items identified during the February 24<sup>th</sup>, 2018 meeting.

Who	Action		By When
Kim McDonald	Get vin #s and drivers for trailers		Next Meeting
Bob Rogers	Send e-mail to Board from Barbara Barney about fire relief fund and find update to contributions to the fund		Before next meeting

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## DISTRICT 5130 BOARD OF DIRECTORS

### Meeting Minutes

*Fairfield Inn, Ukiah, CA*

*February 24<sup>th</sup>, 2018*

*10:00 AM to 12:30 PM*

<b>Chairperson:</b>	Bob Rogers called the meeting to order at 9:53 AM
<b>Present:</b>	IPDG Wulff Reinhold, PDG Erin Dunn, DGE Barb Spangler, DGD Kathy Flamson, Treasurer Barbara Barney, Members at Large: Jennifer Strong and Ross Rowley, Secretary Kim McDonald
<b>Absent:</b>	
<b>Guests:</b>	Doug Johnson, Valerie Hulsey, Dan Lambert, Ashleigh Diehl
<b>Recorder:</b>	

	Discussion/Analysis	Conclusion/Action	Follow-up: Responsible Person and Date
Agenda Item 1 Welcome <i>Bob Rogers</i>	Welcome and introductions of guests		
Agenda Item 2 Secretary's Report  <i>Kim McDonald</i>	1. Approval of the minutes of the 12/9/2017 Board Meeting 2. Approval of the minutes of the 12/12/2017 Special Board Meeting  3 Add to Agenda Action Items Review	1.Approved M/S/P unanimously (Wulff/Rowley) 2.Approved M/S/P unanimously (Spangler/Dunn) 3.Approved M/S/P unanimously (Spangler/Wulff)	
Agenda Item 3 Treasurer's Report <i>Barbara Barney</i>	1. Treasurer's Report 2. Other Business	1.Approved M/S/P unanimously (Spangler/Flamson)	

	Discussion/Analysis	Conclusion/Action	Follow-up: Responsible Person and Date
Agenda Item 4 Old Business  <i>Bob Rogers</i> <i>Wulff Reinhold</i>	1. Approval/Disapproval to send to the Resolutions Committee the proposed 6/22/17, 11/22/2017 and the 2/20/18 By-Laws Revisions - <i>Bob</i> 2. Consideration of cloud storage for district archives. Smugmug for pictures/videos (\$48/year unlimited) and expanded dropbox for documents (\$240/year) – <i>Wulff</i>	1.Approved M/S/P unanimously (Flamson/Spangler) 2.Approved M/S/P unanimously (Reinhold/Spangler)  Need IT team for item #2	
Agenda Item 5 New Business  <i>Bob Rogers</i>	1. Corporate Associates Dues Proposal by Santa Rosa East Rotary Corporate Associate Dan Lambert (See attached letter). 2. Formation of District Crisis Management Plan Subcommittee to review District 5190's plan for possible adoption by District 5130 (See Attachment)	1. Not a district matter should be the Clubs Management	2. Form a subcommittee to review the District Crisis Management Plan – Kathy Wulff and Barb
Agenda Item 6 DGN Report (2 <sup>nd</sup> Vice-President)  <i>Kathy Flamson</i>	See Report		
Agenda Item 7 DGE Report (1 <sup>st</sup> Vice-President)  <i>Barb Spangler</i>	See Report		
Agenda Item 8 DG Report (President)  <i>Bob Rogers</i>	See Report		
Agenda Item 9 Director Report PDG Erin Dunn	No Report		

	Discussion/Analysis	Conclusion/Action	Follow-up: Responsible Person and Date
Agenda Item 10 Director Report <i>IPDG Wulff Reinhold</i>	No Report		
Agenda Item 11 Director Report	No Report		
<i>Ross Rowley</i> Agenda Item 12 Director Report	No Report		
<i>Jennifer Strong</i> Agenda Item 13 RYLA	Discussion on RYLA forms: if accident student will be transported to nearest medical facility and also parents of students will sign a waiver and the adults will also sign waiver. The waiver forms are online and we will run it by Norm Owens. Need to look at our accident policy and limits.	Approved M/S/P unanimously Reinhold/Fiamson	
Adjournment 12:40 PM <i>Bob Rogers</i>			

**Consent Calendar:**

- Next Board Meeting  
June 2, 2018  
10:00am – 12:30pm  
Fairfield Inn, Ukiah, CA

**Attachments:**

- 12/9/2017 Board Meeting Minutes
- 12/12/2017 Special Board Meeting Minutes
- By-Laws Proposed Revisions
- Corporate Associates Dues Proposal Letter
- District 5190's Crisis Management Plan
- DG's Board Report

## Meeting Agreements and Action Steps

A. The following summarizes the action items identified during the February 24<sup>th</sup> 2018 meeting.

Who	Action		By When
Wulff	Carried Over: Wulff will organize a sub group of Board members to develop an ongoing Operations Manual to further define and enhance the roles and responsibilities of the Rotary District Officers		Next Board Meeting
Kim	Kim will talk to Carlton about getting vin#s and DL#s for the trailers		Next Board Meeting
Bob	Carried Over: District/ Visioning/ Strategic Planning Session, Bob will build a sub committee		Next Board Meeting
Valerie	Carried Over: Valerie will check and review uploading documents in DACdb		Next Board Meeting
Valerie	Carried Over: Find out if we can create a RYLA club in DACdb/ RYLA strategy		Next Board Meeting
Wulff	Carried Over: RYLA Vetting Committee		Next Board Meeting
Wulff	Action Item : Wulff will set up accounts for Smugmug and Drop Box and will work on IT Team		Nest Board Meeting
Kathy, Wulff, Barb	Form a subcommittee to review the District Crisis Management Plan – Kathy Wulff and Barb		Next Board Meeting
Bob Rogers	Check with Norm Owen on Waiver Forms and Other RYLA Application Forms		Next Board Meeting
Kim (David) McDonald	Review our Accident Policy and Limits		Next Board Meeting

**Special Board Meeting of  
Rotary District 5130  
(Via emails)  
December 12 – 16, 2017**

A special meeting of the Board of Directors was called by DG Bob Rogers per Article IV, Section 6B of the By-Laws of Rotary International District 5130, on December 12, 2017 at 10:49AM via email.

In attendance were DG Bob Rogers, PDG Erin Dunn, IPDG Wulff Reinhold, DGE Barb Spangler, DGN Kathy Flamson, PP Ross Rowley and PP Jennifer Strong.

DG Bob Rogers called the meeting to ask for a motion and discussion of the Board's acceptance of the District 5130 Board of Directors Fire Relief Fund Administration Subcommittee's (D5130 FRF ASC) Policies and Procedures

DGE Barb Spangler moved the above motion as stated, with a second by PDG Erin Dunn.

All board members agreed no discussion was needed and a call for a vote occurred on December 15<sup>th</sup> at 4:57PM

The final votes were by PDG Erin and Ross Rowley on December 16<sup>th</sup> @ 7:22PM, with the motion passing unanimously.

Meeting was adjourned on December 16<sup>th</sup> at 10:37PM

Respectfully submitted by  
Bob Rogers  
Acting Secretary

**DG Report**  
**District 5130 Board Meeting**  
**February 24, 2018**  
**(Revised 2/23/18)**

1. **12/9/17 – District Advisory council Meeting** – Held after the District Board Meeting on the same day and facilitated by PDG Michael Juric. A productive session.
2. **12/9/17 – Petaluma Rotary’s Holiday Party**
3. **12/11/17 – Disaster Preparedness Committee** – Initial Meeting with DG
4. **12/14/17 – Valley of the Moon Rotary’s Holiday Party**
5. **12/16/17 – Annual DGND Selection Committee Meeting**
6. **12/25/17 – Sebastopol Sunrise’s Annual Community Christmas Dinner** – Volunteered as server, along with family.
7. **12/28/17 – Tiburon Sunset Rotary** – Attend meeting to accept \$7,600 check for Fire Relief Fund.
8. **1/3/18 – RI President’s Dinner, San Jose** – Attended and presented on District’s Fire Relief Fund with PP Jennifer Strong
9. **1/4/18 – Fire Survivors Luncheon with RI President Ian** – Emceed and facilitated President Ian’s presentation of replacement PH regalia to Survivors with the help of many District Rotarians who planned and organized this successful luncheon.
10. **1/4/18 – Planting of Century Oak at SRJC by President Ian and SRJC’s President Frank Chong** – Organized and planned with help of many District Rotarians, including Jennifer Strong, Doug Johnson, Kathy Flamson and Barb Spangler
11. **1/6/18 – Ethics Initiative Training** – Attended by about 25 District Rotarians
12. **1/10/18 – Santa Rosa Rotary Meeting** to announce and celebrate DGND Doug Johnson’s coming out party
13. **1/11/18 – Mendocino Rotary Meeting** to conduct 3 Paul Harris Presentations.
14. **1/12 & 1/13/18 – AG Summit** – Attended DGE Barb Spangler’s 2 day AG Training Summit in Ukiah
15. **1/19/18 – Petaluma Sunrise Meeting** to present Major Donor Status to Lili and Greg Freitas
16. **1/20/18 – Attended Middletown’s “Small Town, Big Heart” Fundraiser** held at Twin Pines Casino
17. **1/22/18 – Attended Santa Rosa West’s Meeting** honoring First Responders
18. **1/24/18 – Trip to McClellan Air Base** for District Conference Planning with 9 other committee members.
19. **1/27/18 – Russian River Crab Feed** – Attended and volunteered as Bartender.
20. **1/31/18 – Sebastopol Sunrise Rotary Meeting** – Attended to support Domestic Violence speaker Madeline O’Connell, Director of YWCA.
21. **2/10/18 – Sebastopol Rotary’s Crab Feed** – Attended and served as Head Cook, Head Wine Steward for first seating and Cleanup Guy.
22. **2/14/18 – Sonoma Valley Rotary** – Attended Meeting to accept paperwork for formation of Sonoma Sunrise Rotary Club.



- 2/10/18

- 23. 2/15/18 – Petaluma Sunrise Rotary – Attended to honor and thank Hiroshima Center Rotary Club's Director of Service, Mr. Koichi Matsumura, for their generous \$20,000 contribution to Santa Rosa Sunrise Rotarians who lost their homes in the recent fires.**
- 24. 2/17/18 – Attended Santa Rosa West's Crab Feed honoring First Responders/Heros**
- 25. 2/22/18 – Attended Cloverdale Rotary's Crabfeed SCARC Meeting**
- 26. 2/23/18 – Attended Petaluma Rotary's Crabfeed**
- 27. Progress of District 501©3 for Disaster Relief Fund**
- 28. District Strategic Planning**
- 29. District Website**
- 30. RYLA**

## DGN REPORT – FEBRUARY 24, 2018

1. 12/09/17	Ukiah - DAC Meeting
2. 12/11/17	Met with Saint Helena Members
3. 12/16/17	Nomination Committee for DGD selection
4. 12/18/17	Virtual meeting for Fire Relief meeting for Prez. Ian's visit
5. 12/21/17	18-19 Budget Meeting
6. 12/28/17	Virtual meeting for Fire Relief meeting for Prez. Ian's visit
7. 12/29/17	Meeting with Training Chairman
8. 01/03/18	San Jose – Prez. Dinner
9. 01/04/18	Santa Rosa – Fire Survivor's Luncheon & Tree Planting
10. 01/06/18	Cotati – Ethics Training
11. 01/10/18	Santa Rosa Rotary – DGD Announcement – Doug Johnson
12. 01/12-13/18	Ukiah – AG Summit
13. 01/14/18	Eureka – Youth Exchange semi-annual board meeting
14. 01/20/18	Middletown – Fundraiser
15. 01/23/18	Petaluma – Rotarian JoAnn Pozzi's funeral
16. 01/23/18	18/19 Budget Meeting
17. 01/25/18	Santa Rosa - SCARC
18. 01/26/18	Healdsburg – Youth Exchange Reveal
19. 01/27/18	Richie Limos fundraiser – couldn't attend but sent an auction item.
20. 02/03/18	Santa Rosa - Pre-PETS South
21. 02/10/18	Eureka – Pre-PETS North
22. 02/22/18	Cloverdale – SCARC
	Respectfully submitted – Kathy Flamson

## RYLA 2018 Budget

(Revised 2-24-18)

*Revised-2-24-18*

### Expenses

#### Westminster Contract

Variable	Cost	# of Students	
	\$ 273.00	59	\$ 16,107.00

#### Fixed

1224	\$ 1,224.00
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Bus Contracts	\$ 4,600.00
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Camp Food and Supplies	\$ 850.00
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Travel	\$ 1,500.00
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Camp Speakers	\$ 2,000.00
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Entertainment	\$ 500.00
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Office Expense	\$ 500.00
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Photography	\$ 200.00
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Storage	\$ -
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Camp Shirts	\$ 850.00
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Utilities	\$ 60.00
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Wages	\$ 6,600.00
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<b>Total Expense</b>	<b>\$ 34,991.00</b>
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Income	Variable	Fee	#of Students	
		\$600.00	59	\$ 35,400.00

<b>Total Income</b>	<b>\$ 35,400.00</b>
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<b>Net Income</b>	<b>\$ 409.00</b>
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### Fire Relief Fund Overhead Supporters

Club	Amount	Date
Anonymous	\$ 10.00	1/4/18
Clearlake	\$ 500.00	2/17/18
Ft. Bragg	\$ 361.00	2/22/18
North Napa	\$ 390.00	12/22/17
Petaluma	\$ 750.00	?
Petaluma Sunrise	\$ 500.00	12/13/17
Petaluma Valley	\$ 430.00	1/4/18
Santa Rosa East	\$ 490.00	12/13/17
Santa Rosa Sunrise	\$ 430.00	1/4/18
Sebastopol	\$ 877.00	?
Ukiah	\$ 330.00	?
Various Individuals	\$ 120.00	12/13/17
<b>Total</b>	<b>-\$ 5,188.00</b>	

**Rotary District 5130 Board of Directors Meeting**  
**DGE Report: February 24, 2018**  
**Barb Spangler, DGE, Rotary District 5130**

**District Leadership Development:**

Participated in District Governor 2020-2021 selection process on December 16. Congratulations Doug Johnson!

**District Visits:**

Continue to support clubs and be present at District events.

- Club visits: Sonoma Valley, Napa, Santa Rosa West, Santa Rosa
- Attended Santa Rosa SCARC and Cloverdale SCARC

**PE Newsletters #6 and 7:**

- Sent to all selected PE's and AGs
- Received two inquiries on budget from PEs – no significant issues, no dues increase requested

**District Budget -2018-2019**

- Developed D5130 2018-2019 Budget with Barbara Barney, Kathy Flamson, Ashleigh Diehl and Doug Johnson – thank you!
- Budget sent to all PEs on January 28 for review prior to PETS vote call

**Training:**

**AGs:**

- AG Summit held in Ukiah January 12 and 13
- All but one AG attended (12 of 13)
- All AG positions filled for 2018-2019 (John LemMon replaced Mike Pastryk)
- Revised Area assignments and AG names are loaded into the RI database
- Two Pre-PETS make-up sessions held for PEs who were unable to attend on the 3<sup>rd</sup> or 10<sup>th</sup>

**International Assembly:**

- Participated in International Assembly in San Diego January 14-18
- RI Theme for 2018-2019 is: Be the Inspiration

**PETS Planning:**

- Pre-PETS held at the Redwood Empire Food Bank in Santa Rosa on February 3, and at the Sequoia Center in Eureka on February 10
- All materials presented at Pre-PETs have been distributed to the PEs
- PE Toolkit developed for distribution at PETS
- District 5130 hospitality suite will feature wines from MacLeod Family Vineyards and beer from PDG Wulff
- D5130 theme for 2018-2019 is: Do What Matters

**PETS Registration/Admin:**

- All but one club (Mendocino) have selected presidents for 2018-2019
- 44 club presidents have registered for PETs (Mendocino/Ferndale absent)
- Larry and Marilyn Lira will be D5130s Sergeants-At-Arms for PETS
- D5130 will host Saturday morning general session at PETS and Rotarian of the Month session on Sunday

**DTA:**

- DTA South set for April 7, 2018 at Finley Center in Santa Rosa
- DTA North set for April 21, 2018 at River Lodge in Fortuna
- Registration open for DTA, first invitations sent
- Curriculum and faculty training will be on March 10, 2018

**Events:**

- Registered for District Conference 2018 in Sacramento in May
- Registered for RI International Convention in Toronto in June

**DisCon 2019:**

- 4-District Joint Conference will be held at the Peppermill Resort in Reno May 17-19, 2019
- Kim and David McDonald will co-chair this event for D5130
- Next planning meeting is March 21 in Davis