

**ROTARY CLUB OF SWARTHMORE
EXECUTIVE BOARD MEETING**

August 17, 2021

		Attended	Excused
President	Kathryn Jones, MD	X	
President-Elect / Fund Raising	Heather Saunders	X	
President Nominee			
IPP – Past President / Sergeant-of-Arms	Bill Hale	X	
Club Executive Secretary	Brian Casey	X	
Treasurer	Theresa O'Malley	X	
Secretary	Brian Craig	X	
Rotary Foundation Chair	Barbara Whitaker-Shimko		X
Membership Chair	Carr Everbach	X	
Speaker Program	Hillard Pouncy	X	
International Chair / Gundaker	Anne Hansen	X	
Service Projects Chair	Lori Markusfeld		X
Public Relations Chair	Perri Evanson	X	
Grants Committee / Rotary Trust Chair	Betty Ann Flynn	X	
CTEP Chair	Ken Wright	X	
Karen Mazzarella-Russo, Assistant District Governor	District Updates	X	

Guests:

Josh Twersky, Chair, Swarthmore Rotary Charitable Trust

The meeting was called to order at 6:01 p.m. by Kathryn Jones, President 2021-22.

Opening Remarks: President Kathryn Jones

1. Kathryn welcomed everyone to the meeting and made some opening remarks.
2. Kathryn asked all those in attendance to briefly introduce themselves primarily for the benefit of Assistant District Governor Karen Mazzarella-Russo

Secretary's Report: Brian Craig

The following amendments were made to the July 20, 2021 minutes:

1. Swarthmore Rotary Charitable Trust, item 6, date changed from September 27 to September 25.
2. New Business, item 1. a, date changed from September 1 to September 9.
3. New Business, item 1. c, Swarthmore Rotary Block Party on September 25th, 2021, changed to CTEP 2021 - 2022 budget.
4. New Business, item 1. d added to show Joe Lesniak determining contingency plans.
5. New Business, item 1, d re-designated to e.
6. Treasurer's Report, Item 3, the correct email address is treasurer.swarthmore.rotary@gmail.com
7. Public Relations, item 6, Channel 10 was at Delaware County Community College.
8. On a motion by Perri Evanson, second by Ken Wright, the amended minutes were approved.

Treasurer's Report: Theresa O'Malley

1. Theresa reported the club has a bank balance of \$13,000 as of July 31, 2021. The club had a balance of \$15,000 as of July 1st but bills were paid through the month.
2. \$2,200 in bills were paid out during the month of July.
3. Theresa is migrating the club financial records from QuickBooks to DACdb, for improved transparency. Future discussions will determine access to the DACdb records.
4. All bills are paid to date.

Committee Reports:

Chester Trades Education Project: Ken Wright

1. Ken Wright explained the contents of the CTEP fund raising envelopes.
2. Ken referred to a previous discussion that resulted in a decision to include four (4) trifolds in each envelope. He is now recommending two (2) trifolds be placed in each envelope to avoid waste and unnecessary expense. Members wanting more need simply ask and they will be provided.
3. In response to a question Ken explained the envelopes were meant to be given to trades people who may be working on your home or anyone else who wishes to donate.
4. Ken estimated half or more of the members would not use four (4) trifolds.
5. Carr Everbach suggested soliciting church congregations for donations.
6. Perri Evanson explained part of this process creates an Angie's List type directory of trades people that will be published in *The Swarthmorean* for a donation of \$40.
7. There was a general agreement to place two (2) trifolds in each envelope.
8. Ken mentioned they need a mentor program. He has been working with John Linder, president of Riverside Futures, to get sponsors for the mentors. Ken is putting together the program.
9. Part of the mentoring program is providing an honorarium to the mentors. Some mentors may not want the honorarium and Ken is recommending those funds be placed back in the program.
10. Provisions are being made for safety people to be present at classes.
11. Kathryn Jones noted September 7th and 9th are the dates for the official orientation at the Ruth R. Bennett Hub for the students. There are at least 17 applications with more coming but only 15 can be accommodated due to COVID restrictions. The surplus will be rolled into the January 2022 cohort.
12. The academic start date is September 14th at the Ruth R. Bennett Hub.

Fund Raising: Heather Saunders

1. Heather is hoping to have a meeting of committee members by Labor Day.
2. She is looking for direction on what the mission of the committee should be.
3. Kathryn will meet with Heather to clarify the committee's mission.

Grants: Betty Ann Flynn

- Betty Ann advised that people interested in applying for a grant should go to SwarthmoreRotary.org to complete an application.

Gundaker: Anne Hansen

1. Anne noted Swarthmore Rotary has been a supporter of Gundaker in the past.
2. She noted the club has received a lot of scholarship aid in the past.
3. It is one of the few foundations exclusively for the benefit of Rotary District 7450.
4. Anne noted there are no small grants available through the Rotary Foundation. Gundaker provides an opportunity to ask for a smaller amount of money.
5. Anne feels Gundaker is a win / win and useful for the club.
6. Karen Mazzarella-Russo added that the Gundaker grant process is very quick. They currently have a \$125,000 budget.
7. Anne noted Gladys Snively is willing to be a partner with her to attend meetings.

International Service: Anne Hansen

1. Anne noted Heather Saunders is one of the committee members as the incoming president.
2. Heather has connections with Rotary clubs in Germany.
3. Anne mentioned she knows some people are interested in continuing Project CURE.
4. Anne is looking to have a committee meeting the first week in September.
5. Kathryn mentioned she wanted Anne to look towards an international project getting back to the forefront as there hasn't been a big project for some time.
6. Anne mentioned a club in North Philadelphia aiming to do a project in the Dominican Republic.

Membership: Carr Everbach

1. Carr mentioned Kathryn's goals to increase membership 10% and 100% retention of current members.
2. We currently have three applications toward the 10% goal.
3. Carr is working with Karen Mazzarella-Russo, Assistant District Governor, to have a "Minglefest" at The Inn At Swarthmore on October 12th, 2021. The outdoor patio has been reserved. Appetizers will be provided by the district.
4. In response to a question Carr stated we currently have 44 members.
5. Carr discussed a clarification of the membership process.
6. The three people currently being considered for membership are Chris Hanlon, Susan Lathrop and Julie Millward. There are two other possibilities who have expressed an interest.
7. Following a discussion regarding when to proceed with the new members it was decided to move along as quickly as possible. Carr will try to have the bios ready for the Thursday club meeting.
8. Carr attended a district conference about Diversity Equity Inclusion (DEI). Every district has a DEI committee. Carr feels this is an important consideration in recruiting members to Rotary.
9. Carr will send information on Minglefest to Perri for publicity.

Public Relations: Perri Evanson

- Progress.

Rotary International Foundation: Barbara Whitaker-Shimko

- Barbara was excused. Kathryn asked everyone to support the Foundation and noted November is the big month for start of the Foundation campaign.

Service Projects: Lori Markusfeld

1. Lori was excused. Anne Hansen is a member of the committee and noted Lori wants to pursue Rotary's interest in environmental issues and climate change.
2. Kathryn noted the possibilities about food insecurity as well as other important projects.
3. Anne noted Lori is working with CADES to help with maintenance and other projects.
4. Kathryn asked board members to let Lori know of any ideas they may have regarding service projects.

Speaker Program: Hillard Pouncy

1. David Firn has been added to the committee.
2. Hillard has time set aside in November for the District Governor's appearance at a club meeting. In the event the District Governor can speak in October there is some flexibility in the schedule.
3. A speaker is scheduled to talk about Afghanistan, a timely subject.
4. Classification talks are scheduled for the end of September.

Swarthmore Rotary Charitable Trust: Betty Ann Flynn

1. Betty Ann distributed a reporting of the accounts as of the 31st of July. A copy is attached to the minutes.
2. Betty Ann noted a \$24,000 notation in red for the Women's Scholarship Fund. She explained these are funds dedicated to the Scholarship Fund which has four years remaining. This money funds two (2) students a year for \$3,000.
3. The current Trust Balance is \$48,728.97 (which does not include the above \$24,000).
4. The balance has been reduced due to the cancellation of the Fun Fair which is the major fund raiser.
5. The CTEP funds are reported entirely separate of other Trust finances. Currently \$18,750 has been raised with expenses of \$672.27 so there is \$18,077.63 in the CTEP account. It is believed \$4,600 are forthcoming. This is before any club donations have been added.
6. Betty Ann spoke with David Oliver of Oliver Heating who is interested in supporting the CTEP project. It was suggested Oliver be invited to a club activity.
7. Betty Ann has a request in to Tague Lumber for support of CTEP.
8. Kathryn noted the club is hoping to have a Fun Fair in May, 2022 to help build the balance of Trust funds.
9. Kathryn introduced Josh Twersky, chair of the Swarthmore Rotary Charitable Trust
 - a. Josh wanted to explain what the Trust is and is not and its role in the club.
 - b. It is a 501c3 organization which allows people to make a tax-deductible donation.
 - c. The Trust also acts as a firewall in case there is a request for funds which is negligent on behalf of the club.

- d. If a legitimate charitable purpose for funds is made the money will be spent.
- e. Josh then addressed the annual presidential allocations. The Trust can *advise* the club board according to previously agreed upon procedure. It is guidance and is not binding.
- f. Josh explained \$60,000 came into the club six (6) years ago and was placed in the Trust with a contract signed with the Swarthmore Women's Club that states every year for ten (10) years two (2) scholarships of \$3,000 each will be provided. Four years are left on the commitment. The club, at its discretion, has provided 2 more scholarships of \$2,000 each year. The Trust asked the club to look at this particular allocation since funds are being spent bringing down the Trust balance. Kathryn noted she would like to have this discussion at the next board meeting.
- g. Heather Saunders asked for and received an explanation of the discretionary nature of the scholarship funds.

Youth / New Generations: TBD

1. Kathryn explained this is a new board position.
2. Includes Exchange Program., Rotoract, Interact, and RYLA.
3. Kathryn asked for recommendations for membership on the committee

District Updates: Karen Mazzarella-Russo

1. Karen reported the District Governor suggested clubs look at what is attractive about their clubs to non-members.
2. She also noted the District Governor asked that clubs work together and she noted Swarthmore is already doing this by working with the Chester club on CTEP. Kathryn noted Francie Cross from Chester and Betty Ann Flynn are tasked with outreach for CTEP and Francie has already contacted the Upper Darby Club and other clubs.
3. Karen noted Kathryn was looking to create a strategic plan for our club and recommended a contact in the Haverford club who has experience in this field.
4. Kathryn noted she would like to have a sub committee working on a 5-year strategic plan including a financial plan.

Old Business:

None

New Business:

Kathryn had distributed 13 action items for voting prior to the board meeting. Each member received the items in an email and the document is attached to the minutes. She explained the thinking behind the process and then proceeded to cover the items.

ITEM 1 - Should the Rotary Club of Swarthmore agree to support the Gundaker Foundation moving forward?

1. A motion the Rotary Club of Swarthmore agree to support the Gundaker Foundation moving forward made by Heather Saunders, second by Carr Everbach.
2. Following a discussion regarding the donation being voluntary the motion was passed.

ITEM 2 - If approved that our Club supports the Gundaker Foundation, at what level should we support them?

1. Kathryn detailed the three (3) possible levels of support.
2. Heather Saunders asked about the basic level of support and the level that includes Vocational Education Scholarships. Karen Mazzarella-Russo explained the levels and explained that at the basic level the club could apply for grants for basic education and literacy. She also noted the basic level would not impact the club's request for a \$1,000 educational grant for CTEP.
3. A motion to support the \$10 basic level was made by Ken Wright, second by Perri Evanson.
4. Following a discussion about how the club is committed to this level if some members object to the donation the motion passed by a show of hands with an abstention by Brian Casey.

ITEM 3 - If approved that our Club supports Gundaker, how will our Club pay for the Assessment?

1. Heather Saunders noted the Rotary Foundation model is voluntary and gets good results. She asked how this relates to Gundaker. Ken Wright noted the Rotary Foundation has a suggested level of giving and we should suggest for Gundaker as well.
2. Anne Hansen noted the word "assessment" may be a problem but a person does not have to give and the difference would be made up by the club. It could conceivably be made up by people giving more than the recommended amount.
3. Several members noted their personal support for the Gundaker Foundation.
4. Theresa noted this would be a commitment by the club to send \$440 to Gundaker even if no one decided to donate. Ken Wright also noted members would not be "charged" \$10, the donation is voluntary.
5. Kathryn asked Anne Hansen, Heather Saunders and Theresa O'Malley to create verbiage to communicate the giving request to the club members.
6. Betty Ann Flynn noted the amount of funding that has been received from Gundaker during her many years in Rotary. She also noted Gundaker does not conflict with Rotary Foundation. Perri Evanson also noted the funds received from Gundaker while she was the club president.
7. A motion to offer members the option to contribute \$10 towards the assessment and those members who refuse, the difference will come from the Club board was made by Kathryn Jones, second by Betty Ann Flynn.
8. The motion passed by a show of hands with Brian Casey abstaining.
9. Hillard Pouncy expressed support for the idea Gundaker use campaigns to raise funds. Karen Mazzarella-Russo noted Gundaker is planning to do that.

ITEM 4 - Should the Club have an Accounting Review of the 2020-2021 books during the 2021-2022 term?

1. A question was raised about who would perform the review. It was explained it would be an external review.
2. This is a review, not an audit, to insure the club is using best practices.

3. \$2,000 have been earmarked for the review but it would most likely be less. The last review was before 2019 and club by-laws require a review every two (2) years.
4. Betty Ann Flynn noted the Swarthmore Rotary Charitable Trust undergoes a review every year and the cost is approximately \$750.
5. A motion the Club have an Independent Accounting Review of the 2020-2021 books during the 2021-2022 term was made by Brian Casey, second by Heather Saunders.
6. The motion was passed by a show of hands.

ITEM 5 - The Rotary Club of Swarthmore Trust is recommending a \$12,000 President allocation for 2021-2022. Does the Board approve this amount?

1. Kathryn listed items that would be covered by the grant including RYLA, CTEP expenses, matching grants for District and Gundaker grants with the remainder going to the Grants committee.
2. Ken Wright noted this is accepted practice when no specific funds were raised for the year.
3. A motion to approve the Rotary Club of Swarthmore Trust \$12,000 President allocation for 2021-2022 was made by Perri Evanson, second by Ken Wright.
4. The motion was passed by a show of hands.

ITEM 6 - District Rotary has decided to waive District dues for the first half of the 2021-2022 session, meaning that each Club member will be assessed only \$37/year rather than \$74/year. How should our Club handle this?

1. Kathryn explained the District has waived \$37 of its annual \$74 assessment due to COVID and explained the options.
2. Following discussion about the options there was general agreement to assess the \$37, especially since the District agreed to do this to acknowledge the tough year.
3. A motion to charge the \$37 for the 2021-2022 session as charged by the District was made by Perri Evanson, second by Carr Everbach.
4. The motion was passed by a show of hands.

Due to time constraints Kathryn Jones asked whether all remaining items be covered or only the more important items due to time constraints.

ITEM 7 - Annual Club Membership Dues for the 2021-2022 year will be \$417/member/year. This amount includes costs from Rotary International dues, District dues, Gundaker dues (assuming Board approves participation) and club expenses. NOTE: District Dues will increase back up to \$74/member/year in the 2022-2023 session which will increase our dues potentially to \$444/member/year, assuming Club expenses are the same.

1. Kathryn discussed the options for the above. Ken Wright noted we agreed not to include the \$10 for Gundaker in the club dues. The dues amount was amended to \$407 for the 2021-2022 membership year.
2. Brian Craig noted the by-laws state members will be billed quarterly for their dues. A calculation was made that the quarterly dues would be \$101.75.

3. A motion to make Annual Club Membership Dues for the 2021-2022 year \$407/member/year, \$101.75 each quarter. This amount includes costs from Rotary International dues, District dues, and club expenses was made by Brian Casey, second by Heather Saunders.
4. The motion was passed by a show of hands.

ITEM 8 was tabled due to time constraints.

ITEM 9 was tabled due to time constraints.

ITEM 10 - Rotary Club of Swarthmore Board Meetings need to facilitate discussion so that Club Leadership can manage the business of the Club. Board members would like to have the meetings in which venue? Note: we are unable to provide hybrid Board or Club Meetings as the Club nor the Inn or Borough Hall has dedicated audio-visual services to manage adequate hybrid meetings.

1. Kathryn noted this involved meeting in person versus ZOOM. The hybrid option was deemed not viable for the club.
2. Kathryn noted that conditions changed since she placed this item on the agenda. At the time COVID cases were under 10 per 100,000 population. The current rate in Delaware County is now 15 per 100,000. CDC guidelines do not recommend inside gatherings at this level. Kathryn noted the complications of the Delta variant and her experience with increasing numbers as an emergency room doctor. She believes it is too dangerous to hold in person meetings at this time considering the infection rate in Delaware County and the Rotary member profile. There may a potential for outdoor activities.
3. A motion to have future board meetings virtually until further notice was made by Betty Ann Flynn, second by Brian Casey. Kathryn clarified the rate of infection should be under 5 per 100,000 to resume in person meetings.
4. The motion was passed by a show of hands.

ITEM 11 was tabled due to time constraints.

ITEM 12 - The Rotary Club of Swarthmore will hold Club Meetings in-person effective September 9th, 2021 at the Inn in Swarthmore.

1. Ken Wright asked about the possibility of having outside meetings. At this time the blanket statement should be in favor of virtual meetings.
2. A motion to continue club meetings via Zoom until further notice was made by Brian Casey, second by Heather Saunders.
3. The motion was passed by a show of hands.

ITEM 13 was tabled due to time constraints.

Kathryn encouraged board members to notify her of agenda items a week or two before the board meeting so she has time to understand the issues.

The next meeting will include a conversation about the Women's Club funding regarding what will come out of the club budget. It should also include a conversation about the prayer in the weekly Cog Notes to insure inclusiveness.

There was general agreement the board liked the format of the action meeting items.

Adjournment: The meeting adjourned at 7:40 p.m.

The next board meeting is scheduled for September 21, 2021, at 6:00 p.m. via ZOOM.

Respectfully submitted,

Brian Craig
Swarthmore Rotary Secretary 2021-22