

ROTARY CLUB OF SWARTHMORE

EXECUTIVE BOARD MEETING

January 18, 2022

		Attended	Excused
President	Kathryn Jones, MD	X	
President-Elect / Fund Raising	Heather Saunders	X	
President Nominee	Greg Brown	X	
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	
Climate Chair	Dave Firn	X	
Karen Mazzarella-Russo, Assistant District Governor	District Updates	X	

Guests: None

The meeting was called to order at 6:00 p.m. by Kathryn Jones, President 2021-22.

Opening Remarks: President Kathryn Jones

- Kathryn welcomed everyone and thanked them for attending and noted there was no board meeting in December 2021.

Secretary's Report: Brian Craig

- On a motion by Ken Wright, second by Anne Hansen, the minutes of November 16, 2021, were approved.

Treasurer's Report: Theresa O'Malley

1. Theresa reported a cash balance of \$19,171.28 as of December 31, 2021.
2. Eleven (11) members have not yet paid their dues for the last quarter. All have been sent a second statement. Kathryn has requested a list of members not yet paid and she will contact them as well.
3. Next dues invoices are scheduled to go out in the first week of February. Brian Casey has set up an account with PayPal so dues payments can be submitted on-line.

4. David Houtz, CPA, completed his review of club accounts and can't make any conclusions. There is not enough information regarding some accounts receivable. There was no bank reconciliation done for May and June 2021 but there were no suspicious discrepancies.
5. The next large payment due will be the Rotary International dues. The invoice is not yet available. The last dues payment was accidentally paid twice and the overpayment has been refunded.
6. Bryn Mawr Trust is merging with WSFS Bank. All banking is done on-line so it has no immediate effect on the club.
7. The club has received checks intended for The Giving Tree that are made out to our club. Theresa has been depositing the checks and then writing a check to Sonya Papas. It's been done as a courtesy but will not be done next year. The current process is not good accounting policy. Next year any checks received will be returned to the sender with instructions to donate directly to Sonya.
8. Kathryn Jones noted we followed the club by-laws by having the financial review by David Houtz. His report is included as an addendum to these minutes.
9. Kathryn will meet with Heather Saunders in March or April to discuss the makeup of the board, prepare a budget, and set goals. This planning will hopefully improve the transition. Budget considerations including more money for training will be discussed.
10. On a motion by Betty Ann Flynn, second by Ken Wright, the treasurer's report was approved.

Committee Reports:

Chester Trades Education Project: Ken Wright

1. Ken reported the project is proceeding as it did a month ago.
2. Thirteen (13) students are attending classes and John Linder is pleased with the progress of the Student Success class.
3. The next Cohort is scheduled for August 2022 which will allow time for evaluation of the project and ease fund raising requirements.
4. Based on a question from Hillard Pouncy Ken explained the students meet in a classroom with desks widely separated, the students wear masks, and the students go out to Delaware county Community College on Saturdays from 9:00 a.m. to 3:00 p.m. to complete their labs. There have not been any problems reported.
5. Ken was not aware of any large expenses yet being paid. Betty Ann Flynn reported no bills for the extra courses have yet been received but she just paid for the tools in the amount of \$3247. All invoices have been paid. Ken reported there would be an invoice for \$606 x 13 (\$7,878) for the special course that does not fit into the curriculum. The money is available.
6. Kathryn asked Brian Casey to prepare a list of all the clubs in District 7450 so they can be contacted to have a CTEP presentation by one of our club members. Currently Ken Wright, Marv Gleb, Betty Ann Flynn and Kathryn Jones are presenters. Other interested members can sign up and be trained. It is hoped the presentation will start in February or March.

Climate and Environment: David Firn

1. The CRC Watersheds Association has hired a new executive director.
2. Swarthmore Rotary was planning to be a resource for the Swarthmore Energy Transition Task Force. The Task Force didn't want to start the collaboration until the web site was up and

running and they had a mission statement. David reached out and discovered the Task Force had been disbanded.

3. David is going to contact the Swarthmore Environmental Action Committee (EAC) to see if they have ideas on how we can work together.
4. Carr Everbach added they were contacting AFewSteps.org as they are a good resource to work with Rotary and he concurred contacting the EAC was a good idea. There was a discussion regarding the best contact person.
5. Kathryn asked the committee to present to the board one thing they could do in the spring to help with the environment.

Fund Raising: Heather Saunders

1. No current update.
2. Ken Wright noted a prospective new member, Norm Ledwin, has extensive fund-raising experience in Rotary. He started in Rotary in 1970.

Grants: Betty Ann Flynn

1. There is a current grant request from a group in Philadelphia, Sanctuary Village, serving people in Philadelphia for a number of years. They have partnered with a tiny houses community. It appears to be a worthy cause but more research is being done. She will present a report next month. They provide homeless services to the City of Philadelphia. They are requesting \$1,000.
2. Carr Everbach suggested one of the tiny houses be brought to Swarthmore, perhaps at the Fun Fair.
3. Greg Brown noted he was familiar with the group and believes they may be getting funds through the City of Philadelphia through a COVID grant but he did not believe they had a plan to be sustainable. There is a challenge with the tiny houses as they have no plumbing or kitchen facilities.
4. Betty Ann noted a check was received from Swarthmore Presbyterian Church for \$450 for CTEP.
5. Ken asked if there is a strategy for the grants committee. A discussion disclosed there was a previous strategy but it was abandoned. There is not a current strategy but it will be investigated.
6. Heather Saunders discussed having deadlines for requests to clarify funding and matching priorities.

Gundaker: Anne Hansen

1. There was a meeting held two weeks ago. Several students who had received funding attended the meeting. They talked about raising more money so they could fund more requests.
2. Karen Mazzarella-Russo added they will probably try a Valentine's Day Bingo to raise more funds. They are trying to raise \$20,000.
3. Anne noted Gundaker does have scheduled deadlines for grant requests.

International Service: Anne Hansen

1. Anne Hansen noted our club had an opportunity to meet people involved with the Shepherd's Heartbeat Program at the December 16th club meeting.

2. Anne believes the Chester Rotary Club is struggling with planning and executing the grant because of various obstacles.
3. Kathryn noted she had contact with the Chester Rotary Club regarding the Liberia Project and believes it is up to them to define the project so they can specify what they need from the Swarthmore Club. The Chester Club is still at the conceptual stage. Swarthmore has offered assistance with writing the grant.
4. Anne noted the current COVID situation has presented obstacles and believes things will progress once the pandemic lessens.

Membership: Carr Everbach

1. Carr reported there are three (3) prospective members (Kerry Kelly, Andrew Royer, and Norm Ledwin) who are currently in the process to be inducted at the February 17, 2022, assembly.
2. Carr noted Norm Ledwin's long and interesting career and his wife was a state senator in Maine.
3. Ken Wright asked about the number of current members. Brian Casey reported 51 active and 2 honorary members. Ken noted the growth in membership and acknowledged Carr's efforts. Carr noted the growth was due to efforts of current members and commented he would like to see some younger members.
4. Kathryn asked who was responsible for member retention. There is not anyone currently assigned to that task. Brian Casey suggested the Membership Committee ask Cathy Darrell as she has been good with outreach. Kathryn noted the importance of contacting people who have not been actively attending meetings or activities to keep them feeling engaged. The problems with COVID were acknowledged but the efforts to reach out are important.

Public Relations: Perri Evanson

1. Perri was excused from the meeting but had reported she is trying to get the Rotary Minute in color in the on-line edition of *The Swarthmorean*.
2. Kathryn noted Perri will be getting busy with publicity for the Fun Fair.

Rotary International Foundation: Barbara Whitaker-Shimko

1. Barbara reported 37 of the 53 members have donated to the Rotary Foundation so far.
2. Barbara has sent out 50 requests for donations.
3. Barbara has sent out 35 thank you letters acknowledging donations to the Foundation.
4. She sent 8 explanatory letters to people who included Foundation donations in the club dues. The problem with doing so was discussed previously.
5. Next month the committee will be making reminder phone calls to those who have not responded to donation requests.
6. Barbara reported George Whitfield suggested to contact people who give recurring gifts on-line to inform them if the give \$85 a month you can become a member of the Paul Harris Society. Several people have expressed interest and it increases the club's donation significantly.
7. So far this year three (3) club members have been awarded pins acknowledging their contributions bringing them to the next level of giving. There was a discussion about when to give out the next awards. The last club assembly of Kathryn's term or Heather Saunder's installation ceremony were suggested as possibilities.
8. Barbara remarked that she will wait to request donations from new members so they are not overwhelmed, perhaps waiting until they've been in the club a couple of months.

9. In response to a question from Brian Casey Barbara stated she is notified of recurring gifts.

Service Projects: Lori Markusfeld

- Lori was unable to attend.

Speaker Program: Hillard Pouncy

1. Hillard asked about the date for the next club assembly. Kathryn responded it was February 17, 2022.
2. Speakers are booked until late February.
3. Hillard would like to ask the committee what we've learned once the Zoom meetings are replaced by in-person meetings.
4. Hillard would like to give the outgoing president the speaker of her dreams and asked Kathryn to consider who she would like to nominate.
5. Hillard noted his committee has a number of prospective speakers and he intends to coordinate with Carr Everbach on several speaker recommendations.

Swarthmore Rotary Charitable Trust: Betty Ann Flynn

1. Betty Ann report the checking account is \$10,385.45, statement savings \$6,731.10, CD accounts 31,953.86. The CD account is lower than the last reporting because \$25,000 was transferred to the checking account because there has not been a Fun Fair and the account balances have gone down. There is a total of \$49,070.41. There is a \$24,000 commitment to the 4 Year Scholarship leaving a balance in the club account of \$25,070.41. CTEP funds collected are \$36,045.00. These funds are still in the same account but designated separately. CTEP expenses are \$14,243.75 plus \$3,147 that was just paid out for tools leaving a balance of \$18,654.
2. Betty Ann stated two letters will start going out in the very near future to people on her donor list asking for donations from corporate donors and individual donors for CTEP.

Youth / New Generations: TBD

- While the position has not yet been filled Kathryn has a person in mind.
- Brian Casey reported there were a lot of limitations and requirements due to COVID. 28 students had registered and there is not an ability to take late registrations. The RYLA committee decided to cancel RYLA for this year due to the inability to provide a high-quality experience under these conditions. They hope to hold the event next year.

District Updates: Karen Mazzarella-Russo

1. Karen reported Pre-PETS is scheduled for February 2nd and February 3rd from 7:00 p.m. to 8 p.m.
2. Karen noted Heather Saunders attended Rotary Leadership Institute and felt it was well worthwhile. Another RLI is scheduled for February 5th. Brian Casey noted it would be a great opportunity for new members. Karen noted there are different levels of training.
3. April 30th is Rotary at Work Day. The club can receive \$500 from the district for participating in an environmental or clean-up activity. Ken Wright noted our club adopted a highway and we could hold the clean-up on that day and use the \$500 to purchase safety vests with a Rotary message.

4. Karen noted the District Conference is scheduled for April 22 to 24 in Hershey. Registration is currently available.
5. Karen reported the club will receive an invoice for the district dues.

Old Business:

- None

New Business:

1. Kathryn noted someone need to contact Lori Markusfeld to coordinate the Rotary at Work Day on April 30th. Dave Firn will coordinate with Lori.
2. Brian Casey will investigate getting the safety vests for the Rotary at Work Day project.
3. The next club assembly is February 17th. Kathryn will work with Heather to set an agenda. Kathryn will not be able to attend.
4. Kathryn will not be able to attend the next board meeting and will arrange for someone to lead the session.
5. Kathryn requested Joe Lesniak be asked to attend the next board meeting and subsequent board meetings until the Fun Fair to provide updates and inform the board of any needs.
6. Kathryn asked Josh Twersky to contact SRS to see if they would be willing to resume the World of Work Program. Josh will be asked to give an update next month.
7. The original agenda had an item for an Update on RYLA which was presented by Brian Casey under Youth / New Generations and an item for Member Outreach which was covered under Membership. Carr Everbach stated he will contact Cathy Darrell to see if she will help in the outreach effort.

Adjournment: The meeting adjourned at 7:14 p.m.

The next board meeting is scheduled for February 15, 2022, at 6:00 p.m. via ZOOM.

Respectfully submitted,

Brian Craig
Swarthmore Rotary Secretary 2021-22

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January 18, 2022

Addendum



Theresa O'Malley <theresaomalley1234@gmail.com>

Swarthmore Quickbooks

1 message

David Houtz <davidhoutz@gmail.com>
To: Theresa O'Malley <theresaomalley1234@gmail.com>
Cc: mkcjones96@gmail.com

Tue, Jan 4, 2022 at 4:57 PM

Hi Theresa,

Thank you for meeting with me again. I wanted to write this email to summarize my thoughts on the QBs and information you gave me. I apologize for taking so long to put my thoughts on paper.

1. The biggest issue, which I think you already knew, was the strange accounts receivable balance. Multiple Rotarians had negative or overpaid balances and many Rotarians had balances outstanding from 2019 and prior.

If you wanted to investigate any amounts due the club, I would start with the most recent and work backwards. There are about \$2,615.57 in accounts receivable that show as outstanding from July 1, 2020 through June 30, 2021.

2. I compared the bank statements with the QBs checking activity for June 30, 2020 through June 30, 2021. Bank reconciliations weren't done for May and June 2021 in QB and I was missing the June 2021 statement. Of the transactions from June 30, 2020 through May 31, 2021, only three did not match between QB and the bank statement. This is pretty good but missing deposits from May and June 2021 may affect the accounts receivable balances mentioned above.

I wish I could do more to help but with the limited time I have. I hope this was a little helpful. If you have any other questions or want to revisit this after tax season, please let me know.

David