

Minutes of August 22, 2007, District 5580 Rotary Foundation Grants Subcommittee Teleconference Meeting.

A teleconference meeting of District 5580 Rotary Foundation Grants Subcommittee (RFGS) was called to order by Chair Keith Brokke at 1905 hrs. CDST. Those participating were as follows:

Keith Brokke	Chair, RFGS, Fargo Moorhead AM RC
Mike Cochran	Past Chair, RFGS, Member, Duluth Harbortown RC
Jerry Larson	Vice Chair, RFGS, Nipigon RC
Clyde Frank	Member, Dickinson RC
Janet Green	Member, Detroit Lakes RC
Keith Kylmala	Member, Duluth Harbortown RC
Claudette Holly	TRF District Chair, Walker RC
Robert Chambers	District Governor Elect, Wahpeton RC
Ajoy Chatterjee	District Governor Nominee, Fort William RC

Regrets

Doug Murphy	Member, Fargo Moorhead AM RC
Mel Tangen	Member, Breckenridge RC
Jim Ozbun	District Governor, Dickinson RC
David Vose	Past District Governor, Duluth Club 25

The agenda had been received by all members prior to the meeting and was approved.

Old Business and Adoption of Minutes

Clyde Frank moved to approve the minutes as written and circulated for the meeting of July 18, 2007 held by teleconference. Jerry Larson seconded the motion and as there was no further discussion the motion CARRIED.

Treasurer's Report

Chair Keith Brokke stated that no treasurer's report was available for this meeting but felt it would be beneficial for Bill Gravelle, the District Treasurer to be invited to our November meeting in Walker so all members of our Committee could get to know him and ask questions. The consensus was that the District Treasurer should be invited to this meeting. PDG

Claudette Holly also felt that if we contacted him prior to our teleconference meetings that it should not be a problem to get an update on the monies available for this committee and what has been paid out.

Review Interim & Final Reports

05.2.09 Jamestown RC Soccer Field project. Chair Keith Brokke has requested a spreadsheet type comparison of budget and actual expenditures, however we have not received this yet. This has been referred to the original Jamestown Project Committee and hopefully it will be received soon. To be considered again at the next meeting.

06.2.01 Thunder Bay Port Arthur RC El Escarbo School project. Moved by Jerry Larson, seconded by Janet Green to approve and accept the final report submission by the Thunder Bay Port Arthur RC and with no further discussion the motion CARRIED.

06.1.09 Brainerd RC Literacy project (CAP Funds). Motion by Jerry Larson, seconded by Clyde Frank to approve and accept the final report submission by the Brainerd RC. After a short discussion it was realized that there were no copies of receipts submitted and a second motion by Jerry Larson, seconded by Clyde Frank was put forward to Table the motion until the next meeting. This motion CARRIED.

07.1.02 Wahpeton RC Guatemala Library Books project. Motion by Janet Green, seconded by Jerry Larson to approve and accept the final report submission by the Wahpeton RC. DGE Robert Chambers abstained from voting and the motion CARRIED.

07.1.19 Duluth Harbortown RC Immunization Grant 443 project. Past Chair Mike Cochran stated this report does not need our approval from our District Committee, as it is a Rotary Foundation grant with no monies coming from this District. DGE Robert Chambers made the motion, seconded by Janet Green to accept this report as being information only. Past Chair Mike Cochran and Keith Kylmala abstained from voting and the motion CARRIED.

Review New Grant Applications

08.1.02 An application from the Thunder Bay Port Arthur RC for funding for an educational project, for youth and adults in the village of El Escarbado, Peten, Guatemala. This application had been tabled from the meeting of July 18, 2007 in order to clear up the questions of this being a one year project or three year commitment, the question of where the teachers would be coming from, Guatemala/Canada? And how this might alter the expenses. Past Chair Mike Cochran, made the motion, seconded by DGE Robert Chambers to approve this application for funding. Chair Keith Brokke had made arrangements for Roly Turner of the Port Arthur Club to join the teleconference if need be to answer any further questions. After a short discussion it was felt that these concerns had been adequately addressed by Roly in his email communication of August 4, 2007 and for Roly to join the teleconference would not be necessary. The motion CARRIED.

08.1.03 Perham RC Medical Equipment project for San Juan, Sacatepequez, Guatemala. Rand Stolee of the Perham RC made himself available and joined our teleconferencing at this time to answer any concerns regarding this application. Questions arose as to who would be responsible for customs clearance of the equipment, who would be using the equipment and responsible for security and care of the equipment. Some of this is sophisticated equipment that is easily damaged by persons using the equipment with lack of knowledge to do so. Rand addressed all these issues with reassurance that the group that owns the building where the two operating rooms are situated will take care of the customs details. In their line of service this is not new to them and they have the connections needed to make this detail less difficult. They also have the interest in knowing that this equipment is in good working order to be used by doctors/surgeons from the U.S. who come there on a volunteer basis, thus they will ensure that the equipment is not tampered with by people without the proper knowledge to do so. Surgeons who do the operations will be made aware of the equipment available and will know what is needed in addition to the supplies and equipment already available. The NGO Partners for Surgery find the patients who are extremely poor and otherwise would not have access to such treatment and the NGO Project Hands bring in the surgeons to match the treatments needed. Volunteer doctors/surgeons will be using this facility probably in the range of about 8 months annually. The McLean, Virginia RC is an equal partner as is District 7610 as the sponsoring Club

and District and the Guatemala City Nordeste RC is the host club. All funding and signatures for those Clubs/Districts have been approved. DGE Robert Chambers put forward the motion, seconded by Past Chair Mike Cochran to accept and fund this project and the motion CARRIED. Chair Keith Brokke and District Foundation Chair Claudette Holly will sign the necessary Rotary Foundation forms so the application can proceed for a matching grant from the Rotary Foundation.

Policy and Procedure – Community Assistance Program (CAP)

There has been some communications on this from members of the committee to PDG Dave Vose but as he was not able to participate in this teleconference it was moved by DGE Robert Chambers, seconded by Janet Green to table this issue to the next meeting. There was no further discussion and the motion CARRIED.

Modify DSG Application Form

A brief discussion occurred with some confusion on what we want to accomplish here but the consensus seems to be that there is a need to streamline this process and make more user friendly for the clubs who apply. At present we have three different types of applications, the TRF Matching Grant Application, the District Simplified Grant Application (TRF form) and the District World Community Service Application (District form). The TRF Matching Grant Application is quite straightforward with dos and don'ts. The District Simplified Grant Application also has a straightforward interim/final report form for follow-up after the application. The WCS Application has a final report form but no interim report. What needs to be done is to incorporate both the District Simplified Grant and the World Community Service processes into one set of forms. The clubs generally do not know what type of funds will be used to fund these projects and the various forms confuse the process. DGE Robert Chambers moved to table the modifying of the District Simplified Grant Application form for further discussion and work by Claudette Holly until the next meeting. DGN Ajoy Chatterjee seconded the motion and the motion CARRIED.

How to fund audit visits for completed International Projects

Mel Tangen was unable to participate in this teleconference and as he was coordinating this policy issue, Jerry Larson moved, seconded by PDG Claudette Holly to table this issue until the next meeting. CARRIED

Website posting of project information and minutes

Chair Keith Brokke requested feedback on his proposed communiqué to the clubs to advise them of the change in meeting dates of this committee and the application deadlines and guidelines. All seemed to concur that the communications was quite appropriate and well done. There are also new policy changes that are needed in the current fact sheets to make them relevant and up to date but this should occur after a new Grants Subcommittee application form is agreed upon.

Change to monthly meeting date

Keith brought up the fact that some members feel meeting monthly is too often and they may leave the committee if we continue to do so. The feeling is that to meet quarterly would be more appropriate as members are volunteers and the preparation as well participating in the monthly meeting is too time consuming of their personal time and other activities. Prior to the meetings there are many email communications coming in dealing with the upcoming meeting and these are rather sporadic and can be time consuming to manage in an effective way. Keith will identify reports with file numbers and will try to bundle the communications but this cannot always be done when some feedback may be needed prior to the meeting to make the meeting flow smoother. DGE Robert Chambers expressed that he felt the monthly meetings were working quite well and appears to serve the clubs better. Jerry Larson expressed the view that to go to a quarterly meetings would basically be reverting back to the old meeting schedule would deny clubs from getting the necessary approval and signatures required to adequately meet Foundation Matching Grant application deadlines. The date of the meeting was thought to be of some concern but after some discussion the day was satisfactory with a slight shift in the starting time by 15 minutes. After this discussion DGE Robert Chambers moved, seconded by DGN Ajoy Chatterjee to meet the third Wednesday of every second month at 7:15 CDST or CST with the Chair to call an emergency meeting in

between if necessary to cover such need when TRF or other grant deadlines need to be met. CARRIED

Does the WCSGS wish to set up a wiki (blog site) to share information?

The feeling was that this was a very effective way to communicate but overall members find the number of various communications they get now through email and otherwise can sometimes be more than they like and this would just further add to that volume. Motion made by Jerry Larson, seconded by DGE Robert Chambers that this Committee not develop a blog site at this time. Motion CARRIED

Meeting adjourned at 2035 hours CDST.

Next Scheduled Teleconference Meeting, Wednesday, October 17th, 2007 at 7:15 P.M. CDST.

Minutes taken by Jerry Larson