

**Minutes of District 5580  
Grants Subcommittee Teleconference Meeting  
Wednesday, August 20, 2008  
7:15 P.M. CDT**

Chair, Keith Brokke, called the Teleconference Meeting of the District Grants Subcommittee (DGS) to order at 7:20 P.M.

**Roll Call:**

**Committee Members Present:**

Claudette Holly	District Foundation Chair – Walker Rotary Club
Keith Brokke	DGS Chair – FM AM Rotary Club
Clyde Frank	Dickinson Rotary Club
Janet Green	Detroit Lakes Rotary Club
Suzanne Pehl	Wahpeton Rotary Club
Mel Tangen	Breckenridge Rotary Club
Karl Wahl	Thunder Bay (Fort William) Rotary Club
Ajoy Chatterjee	DGE – Thunder Bay (Fort William) Rotary Club
Roly Turner	DGN – Thunder Bay (Port Arthur) Rotary Club

**Committee Members Absent:**

Doug Murphy	DGS Webmaster – FM AM Rotary Club
Tully Chambers	DG – Wahpeton Rotary Club

**Others in Attendance:**

Diane Collins	District Administrative Secretary
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**Agenda Item 1: Old Business:**

**Approval of Minutes:**

*A motion was made by Janet Green and seconded by Roly Turner to approve the Minutes of the DGS Teleconference Meeting of June 25, 2008. Motion carried.*

**Shelter Box Dinner Update:**

DGN Turner announced that the Shelter Box Dinner in Thunder Bay is now scheduled for September 10, 2008. Tickets are \$75/person and additional details will be available by contacting Roly.

**Agenda Item 2: New Business:**

**Resignation of Jerry Larson as Vice Chair of DGS:**

Chair Brokke brought forward the resignation of Jerry Larson, Nipigon, as Vice Chair of the District Grants Subcommittee. The Committee is now seeking a new Vice Chair to replace him. If anyone is interested in the position, please notify Keith Brokke or Claudette Holly. Claudette also suggested that the committee might wish to look back at some former DGS members who may be interested in this position. Former DGS members who have served for 5 years can return to the Committee after an absence of 1 year.

**Grants Subcommittee Members:**

Chair Brokke welcomed Karl Wahl as a potential new DGS Member who is joining the meeting for the first time. Policy is that potential members must sit in on 3 meetings, and following the 3<sup>rd</sup> meeting, he/she can be brought in as a full voting member of the Committee. Karl stated that he was happy to be able to take part in this meeting and looked forward to his future involvement.

Keith also pointed out that the DGS is presently lacking members at this time. John Jennings from Bismarck, although not yet formally inducted, had participated in two meetings but then submitted his resignation. The Committee would like to find a member from the Bismarck or Minot area. The

Committee is also looking for someone to replace Keith Kylmala, who had replaced Mike Cochran from the Duluth area. Suggestions for potential members from both of these areas are welcomed. Again, let Keith or Claudette know of any interest. It was confirmed that Doug Murphy consented to remain on the DGS Committee for another 12 months. DGN Turner suggested Bruce Von Reidel from the Duluth area who has had International and WCS experience. Claudette will call him.

**Agenda Item 3: Financial Report:**

Chair Brokke presented an updated Financial Report showing the following fund balances as of July 1, 2008:

WCS: \$ 45,238.80  
DSG: \$ 350.00  
DDF: \$175,061.78

Committed to Shelter Box Project: \$10,000 (from WCS account).

To date, District 5580 has received \$1,573 from 7 Rotary Clubs. DGE Ajoy Chatterjee will contact the ADG's to encourage their clubs to raise money for the Shelter Box Project. The DGS Project Number is 08.7.19.

A change to the WCS Funds per the District Treasurer's Financial Report of June 30, 2008, shows WCS Funds of \$45,242.27.

PDG Nolte, District Polio Chair, had requested Administrative Secretary, Diane Collins, to remind the committee that the sum of \$25,000 from DDF needs to be transferred to Polio. This transfer was previously approved at the October 2007 Foundation Committee Meeting and is still pending. Claudette will forward the necessary transfer papers to Diane, who will see that they are signed by DG Chambers and submitted.

**Agenda Item 4: Increase of District 5580 WCS Assessment:**

Chair Brokke reported that he had requested the District Executive and Finance Committee to consider an increase in the WCS Assessment from \$10/member to \$15/member. The Ex-Fin Committee did so at their meeting on August 16<sup>th</sup>. It was determined that since there is still a surplus of funds in WCS, it would be premature to request an increase at this time, but the Committee would revisit the issue again in January after looking at the available remaining funds then. In the meantime, DGS is asked to keep the Executive and Finance Committee apprised of this situation. It was also pointed out that any increase in a WCS Assessment would have to be voted on by the Delegates at the Annual Business Meeting held at the District Conference.

Chair Brokke stated that DGS is receiving many requests now for community-based projects and it may not be possible to fund all of them. He pointed out that the CAP program was dropped because of too many questionable projects. It was thought that with the current DSG Guidelines now in place, the committee would get applications for better projects, and the Best Practices Manual is also in place for reference. There is currently one grant allowance per club, per year of \$10,000, and there are currently some large projects being developed by clubs with applications forthcoming. Clyde Frank asked if limiting that amount to \$5,000 would give more clubs an opportunity to participate. The District carries over a lot of DDF funds and clubs need to be encouraged to submit grants through that particular fund. Claudette stated that this will be discussed further at the November face-to-face meeting.

**Agenda Item 5: Review of Interim and Final Reports:**

**07.1.16 – Boarding School at Cabo San Lucas (Detroit Lakes Breakfast)**

Chair Brokke stated that Rick Michaelson had called Keith and explained that some of the budgeted items are over and some are under, but overall project is on budget and it appears that the project is approximately 2/3 completed. There was a question raised by Mel Tangen regarding the propane cost, and this would fall into an operational expense that is not includable. One listed amount may be for propane installation and Keith will follow up. Approval of Interim Report 07.1.16 was tabled by DGS pending clarification.

07.1.02 – Sponsorship of Secondary School Students (Nipigon).

Joanne Larson submitted this report. The only question under Part C was a date that should have read 12/21/07 and not 12/21/08, and this was probably a typographical error. *A motion was made by Claudette Holly and seconded by Janet Green to approve the Interim Report 07.1.02. Motion carried.*

08.1.01 – El Escarbado, Guatemala Water System (Thunder Bay/Port Arthur).

DGN Roly Turner stated that this project is to upgrade the existing village water system. He is confident the project is underway but has been disappointed by the lack of communication from the Host Club contact. He did reach that contact by telephone June 15, 2008, to discuss both 08.1.01 and 08.1.02 and asked for an update and final report if the project is completed. To date, he has had no response. District 5580 funds amounting to \$1,410 have been sent to the Host Club.

08.1.02 – El Escarbado, Guatemala English 2<sup>nd</sup> (Thunder Bay/Port Arthur).

DGN Turner reported that this is a project to provide instruction in English as a Second Language and Eco-tourism in the recently constructed school (Project 06.2.01). As with 08.1.01, there has been a lack of communication and this is jeopardizing a substantial grant from C.R.C.I.D. that must be accounted for prior to August 31, with C.R.C.I.D. funds expended prior to December 31, 2008. He noted that District 5580 funds in the amount of \$1,222 are presently in the Port Arthur WCS Project's account and have not been sent to the Host Club. C.R.C.I.D. funds are held in trust at C.R.C.I.D. and not yet expended. DGN Turner will continue attempting contact with the Host Club contact and keep the committee informed. *It was moved by Clyde Frank and seconded by Claudette Holly to accept Interim Reports #08.1.01 and #08.1.02. Motion carried.*

08.2.03 – Centro de Salud Barbara, Guatemala (Perham).

This project is for equipment for a surgical ward clinic near Centro de Salud Barbara. Chair Brokke noted that the largest problem has been getting the equipment through customs. Rand Stolee reported that the custom fees are being paid by the Perham/Virginia Rotary Clubs and it is anticipated that the containers and their contents will soon be delivered to the clinic. *A motion was made by Claudette Holly and seconded by Janet Green to accept Interim Report #08.2.03. Motion carried.*

08.5.11 – Substance Abuse Education (Breckenridge) – FINAL REPORT.

This is a Final Report from Breckenridge and was a grant funded by DSG. Roly Turner stated that this is an excellent report and an ideal type of Community Service Project that DSG funds can be used for. The Club appears to have everything in order. *A motion was made by Roly Turner and seconded by Suzanne Pehl to accept the Final Report #08.5.11. Motion carried.*

08.6.13 – Bismarck Playground Equipment (Bismarck Far West).

Chair Brokke had contacted Bill Butcher to get a status report and it appears that all is going according to schedule with a completion date scheduled for late October. A press release will be going out when the check is presented. DGS is waiting for this grant application for \$10,000 to be finalized at which time the DGS funds for Rotary year 2008/2009 can be accessed. *A motion was made by Clyde Frank and seconded by Mel Tangen to approve Interim Report #08.6.13. Motion carried.*

**Agenda Item 6. Review of New Grant Applications:**

Chair Brokke stated that with regard to Applications .09.1.01, 09.1.02 and 09.1.03, that total over \$21,000, he has advised the clubs that DSG funds will not be available until after the first of the year, and the clubs would still like to proceed on that basis.

09.01.03 – Bismarck Rotary Club – Quito, Ecuador School Furnishings. DSG \$5,107.

Following discussion by the committee and in light of limited DSG funds available, *it was moved by Claudette Holly and seconded by Suzanne Pehl to table this request until after examination of the other grant requests to see what funding is available. Motion carried.* Following review of the other grant applications before the committee, *it was then moved by Claudette Holly and seconded by Roly Turner to approve Grant Request 09.01.03 pending receipt of a new application for WCS Funds, along with supporting information, including a commitment from the host club and a map and/or GPS Coordinates. Motion carried.*

09.1.02 – Bemidji Sunrise Rotary Club – Bemidji, MN Dental Health Clinic – DSG \$3,150.

This is a reworked grant application and the first project this club has done on its own. This is for a reception room in a dental health clinic in Bemidji to serve underprivileged people who cannot otherwise afford dental health care. Roly Turner felt this is a good community project, and the goal would be for the clinic to become self-sustaining. This club has only 17 or 18 members and it is encouraging to see a smaller club participate in the grants program. A motion was made by Claudette Holly and seconded by Roly Turner to approve Grant Request 9.1.02. Motion carried.

09.1.03 – Grand Rapids Centennial Rotary Club – 2<sup>nd</sup> Harvest Food Truck – DSG \$10,000.

This application is for a second \$10,000. A previous \$10,000 grant was awarded for #08.6.14 and is available for them through the District Treasurer. It is for a refrigerated truck that will supply several local food shelves in the Northern 1/3 of Minnesota. It was again noted that DSG funds would not be available until the first of the year, and the club is aware of this. Receipt of additional DSG Funds is also contingent on Bismarck completing its Park Project. There was considerable discussion regarding this application, and several factors were considered. There are several clubs who have made financial contributions of approximately \$49,000 toward this project, including Brainerd, Brainerd Sunrise, Walker, International Falls and Central Lakes. It was noted that International Falls, which is not a prosperous club, donated \$1,000 and that certainly goes to their belief in the worthiness of this project. Another factor involved the large number of people who will be served by this truck. From a public relations standpoint, the Rotary image would be enhanced with the large signage of the Rotary logo displayed on it, along with the names of donating Rotary Clubs. It was moved by Claudette Holly and seconded by Suzanne Pehl to approve Grant Request 09.1.03. Motion carried.

Claudette Holly and Clyde Frank excused themselves from the meeting at this point due to personal commitments.

09.1.04 – Wahpeton/Dickinson Rotary Clubs – Library/Text Books/Computer Desks/Chairs in Guatemala (DDF \$3,300).

This application is for funding of \$3,300 from DDF and \$5,100 from TRF. The host District has contributed \$100. The supplies are for equipping schools in Guatemala that District 5580 has built over the last 3 years. Roly Turner felt this is the kind of grant application we have been encouraging clubs to apply for with other Districts using our DDF funds. A motion was made by Roly and seconded by Mel Tangen to approve Grant Request 09.1.04. Motion carried.

09.1.05 – Duluth Club 25 – “House of Protection, Merida, Mexico – (WCS \$5,000).

There is a sizeable financial commitment from the club in Mexico that the committee was pleased to see. Duluth has worked with this club for a number of years on other projects. This could qualify as a DDF Application and then receive TRF funds since the amount is \$5,000 and does not involve construction, but rather re-wiring of the facility. The committee would be in favor of approving this under WCS, but Duluth will be asked to determine if TRF will approve funding, and if so, will encourage them to resubmit a DDF grant. Chair Brokke would assist them with the formula for required club contributions and matching funds from DDF and TRF. It was moved by Roly Turner and seconded by Suzanne Pehl to approve Grant Request 09.1.05, with the provision that application for DDF and TRF Funds be made. In the event TRF refuses the request, the Grants Subcommittee would approve 09.1.05 using WCS funds. Motion carried.

09.1.06 – Brainerd Rotary Club – Water Well for Charity Hospital Program, Pignon, Haiti – (WCS \$3,900).

This is for **two** new wells serving the dormitory for hospital workers. The current well is not operational and the dormitory has no water. A new well must be drilled as soon as possible. This matter was also discussed at the Executive and Finance Committee Meeting on August 16, 2008. PDG Gary Nolte suggested that the interest from the Allison Fund (District Memorial Fund) be used to cover this expense. Instead of using WCS funds. It was moved by DGE Ajoy Chatterjee and seconded by Mel Tangen to approve use of the Allison Fund interest for drilling the new well. Motion carried.

09.1.07 – FM Rotary Clubs – Water Wells near Iringa, Tanzania – (DDF \$5,100).

Rotary Clubs in Fargo-Moorhead area have been looking at partnering with Gift of Water/Gift of Life Organization in Tanzania and are currently working on finding a host club. This is a remote village in Tanzania. It is uncertain whether this can be submitted to TRF in time, but volunteers are going down in January and the clubs would like to have the funds in place by that time. The application is being submitted to the District now, even though the host club signatures have not been secured. The purpose of submitting the request at this time is to expedite the paperwork portion, and if no host club signatures are obtain, the project would not be possible anyway. *A motion was made by Roly Turner and seconded by Suzanne Pehl to approve Grant Request 09.1.07 pending a letter of invitation as required from the host club along with signatures on the TRF application and the host club commitment of \$100. Motion carried.*

**Item 7 – DGS Website:**

Chair Brokke pointed out that Doug Murphy is doing a great job with the website link on the District Website and all Interim and Final Reports will be posted there. There are also a lot of requests from other Districts wishing to advertise projects in their Districts and looking for clubs to partner with them. This link is providing a much better project and will be as current as the committee can make it. Any suggestions to make the site even better and helpful to members will be appreciated.

**Item 8 – Quad Cities Rotary Club Education Sponsorship:**

This request was for the purpose of providing a college education to a man in Zambia in the field of Agricultural studies, and Keith explained the reason that this request was previously turned down by DGS. Rotary does not sponsor post secondary education programs except through its Ambassadorial or Peace Scholarships, and there is no way that DGS could approve this request through the grants process. It was suggested that the club solicit funds from other clubs that might wish to help, and many clubs actually handle scholarship programs on their own. DGS regrets that it cannot make an exception and set a precedent for sponsoring scholarships.

**Other Business:**

The next meeting of the DGS had been scheduled for October 15, 2008. However, this date will not work because that is the District Governor's Meeting with the FM AM Board of Directors. The next meeting of DSG is now set for Wednesday, October 8 at 7:15 P.M. Applications for Grant Requests must be received by September 30, 2008. This change will be made on the DGS Website.

Meeting adjourned at 9:45 P.M.

Diane Collins  
District Administrative Secretary  
Rotary District 5580