

**Minutes of
District 5580 Grants Subcommittee
Teleconference Meeting of October 8, 2008
7:15 P.M.**

DGS Chair, Keith Brokke, called the Teleconference Meeting to order at 7:25 P.M.

Roll call:

Committee Members Present:

Keith Brokke	DGS Chair – FM AM Rotary Club
Clyde Frank	Dickinson Rotary Club
Suzanne Pehl	Wahpeton Rotary Club
Mel Tangen	Breckenridge Rotary Club
Karl Wahl	Thunder Bay (FW) Rotary Club
Ajoy Chatterjee	DGE – Thunder Bay (FW) Rotary Club
Roly Turner	DGN – Thunder Bay (PA) Rotary Club

Committee Members Absent:

Claudette Holly	District Foundation Chair – Walker Rotary Club
Janet Green	Detroit Lakes Rotary Club
Tully Chambers	District Governor – 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 DGE Chatterjee and seconded by Clyde Frank to approve the DGS Minutes of 8/20/08. Motion carried.

Follow-up to previously submitted Grant Applications:

07.1.16 (DL Breakfast RC) clarification of propane question: In the Club's Interim Report, one item shown was the cost of propane. Chair Brokke called Rick Michaelson who thought that propane was part of the original grant application. Keith located the original application that indicated the cost of a propane tank and its installation, but propane fuel was not included. Mel Tangen pointed out that propane is not something Rotary will fund. Keith will get back to Rick Michaelson regarding this item.

09.1.01 Bismarck RC) change from District Simplified (DSG) Grant to World Community Service (WCS) Grant: This grant application was submitted for a project in Ecuador, and following the August 20, 2008 Meeting, Chair Brokke contacted Burt Riskedahl and suggested that the Bismarck RC reapply for a grant through WCS. The WCS application was subsequently submitted, funds have been received and the project is moving forward.

09.1.05 (Duluth 25 RC) change from WCS (\$5,000) to District Designated Funds (DDF). This application involved a project for Merida, Mexico, located in the Yucatan Peninsula. It is an electrification project, and following the August 20, 2008, DGS Meeting, the club was asked to resubmit a grant request for DDF Funds and find out if TRF would fund it, and if not, we could fund it with WCS Funds. It was pointed out that our WCS Funds will be quite low if additional grant requests submitted for consideration at this meeting are approved, but also noted that there will be approximately \$4,500 coming into the WCS account when the remaining District clubs pay their dues. Keith will follow up with a call to TRF for purposes of verifying whether this type of electrification project would be approved.

Agenda Item #2: Resignation of Doug Murphy from DGS.

Chair Brokke stated that Doug had submitted his resignation as of July 1, 2008, and Doug Murphy was asked by PDG Ozburn and DG Chambers to reconsider. Doug has a new position with the City of Fargo, and with additional family commitments, has been unable to participate in the last few meetings. DGS regretfully accepted his resignation; however, Doug will still continue to serve as Webmaster for the Grants Subcommittee website. The Committee is looking for new members from the Bismarck/Minot areas, as well as the Fargo and Duluth areas. Someone from the Brainerd area would also be considered. Keith advised the Committee that Herb Schmit of FM-AM would be interested, and Foundation Chair, Claudette Holly, will call Jon Helstrom and Keith will invite those interested to attend the DGS face-to-face meeting in Walker on November 22, 2008.

Agenda Item #3: Treasurer's report from Bill Gravelle:

The Treasurer's Report was received from Bill Gravelle and distributed to DGS members prior to the meeting. A copy is attached to these original Minutes and incorporated herein by reference. Total WCS Funds available are \$61,886.58 and DSG Funds of \$450.00. DDF per the SHARE report stands at \$253,451.78. Keith will see that the DDF funds are incorporated into the Treasurer's Report at future meetings. The report reflects \$10,000 currently set aside for the Shelter Box appeal. To date, receipts for the Shelter Box program are \$2,873. DGE Chatterjee was asked to contact the ADG's and request that all donations for Shelter Box be made by October 30, 2008. DGN Turner stated that some clubs had purchased Shelter Boxes on their own.

The following corrections were made on the pending grant requests shown on the Treasurer's Report:

- 09.2.11 Las Flores School Roof is \$3,700
- 09.2.13 Las Flores 2-Room Addition is \$4,200
- 09.2.14 Las Flores 3-Room School is \$7,200

If all of the projects are funded, as shown in the, Treasurer's Report, the WCS Fund balance will be reduced to \$529.58.

Agenda Item #4: Revisiting the WCS Assessment:

Chair Brokke stated that if the Duluth 25 re-wiring project needs to go through WCS instead of DDF, we will be out of funds. Keith thinks we need to increase the WCS Assessment. As background, DGN Turner stated that at the last Executive and Finance Committee Meeting, the recommendation was not to support an increase, but to wait and receive further notification from DGS as to when remaining funds are spent down. At that time, there was over \$60,000 in WCS Funds. The District has made a concerted effort to try and get more clubs involved in the grant process, and that has obviously been successful. We want to encourage clubs to continue participation. It was pointed out that any request for an assessment increase must come in the form of a budget request in the 2009-10 proposed District Budget and be presented to the Executive and Finance Committee at its January 30, 2009, meeting for approval. Following that meeting and approval, the proposed Budget will be put into final form and included in the L.E.A.D. Training Packets distributed to the Club President-Elects and ADG's. The actual budget will be voted on by the Presidents-Elect at the Annual Business Meeting to be held at the District Conference. If the Budget is approved, the WCS increase would take effect.

In the meantime, it was noted that there might not be sufficient club contributions to match the \$10,000 set aside for the Shelter Box Project. *A motion was made by DGN Turner, seconded by Suzanne Pehl, that to announce a deadline of October 30, 2008, for receipt of Shelter Box Funds, and DGS would match with an amount equal to funds collected. Any funds remaining from the amount of \$10,000 set aside (after the match), will go back to WCS for use in other application funding. Motion carried.*

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

07.1.09 – Los Chetes School Final Report (FM RC's & Partners). This Final Report has been re-submitted, although it was previously approved. The doors and windows are now installed and the project was over budget by \$700, which the club paid. No further action is required by DGS.

08.1.05: – Early Childhood Literacy Final Report (Central Lakes RC). This was a CAP grant and was a very successful Literacy Project. A motion to approve the Final Report of 08.1.05 was made by DGN Turner and seconded by Clyde Frank. Motion carried.

08.4.09: – Nacimiento School Final Report (FM RC's and Partners). This project was completed in May and there has been a dedication of the school. Keith has the invoices for the project in his possession and has reviewed them. Since they are numerous, he will bring them to the meeting in Walker for anyone else wishing to review them. There were over 20 clubs that partnered in this project, and DGS feels there should be a place to include the names of partnering clubs on the Final Report. Keith will look at making this revision. A motion was made by Karl Wahl and seconded by Suzanne Pehl to approve the Final Report for 08.4.09. Motion carried.

08.4.10: – Nacimiento (Seja) Water Final Report (FM RC's and Partners). This project is also completed as indicated in the attached note from Desiree Sempe. A motion was made by Clyde Frank and seconded by Mel Tangen to approve the Final Report for 08.4.10. Motion carried.

08.5.12: – Library Books for Guatemala Final Report (Wahpeton/Dickinson RC's). This project was approved January 30, 2008, and DGS originally looked at funding with DGS. However, the Peace Corps workers were going there in February to distribute the books and that is why it was done using WCS. There was \$1,100 in books distributed, and the teachers were subsequently contacted to determine what kinds of textbooks were needed, and those were purchased. The project came within \$3-\$4 of the projected budget. A motion was made by DGN Turner and seconded by DGE Chatterjee to approve the Final Report for 08.5.12. Motion carried. Clyde Frank/Dickinson and Suzanne Pehl/Wahpeton, abstained.

08.6.13: – Playground Equipment Interim Report (Bismarck RC). This report does not contain a lot of information, but Foundation Chair, Claudette Holly, had asked for it because upon receipt, she would then be able to apply for a new round of DSG money. She will take this report, along with the previous report submitted, and submit them to TRF so we will hopefully have DSG money available in November. No further action was needed by DGS at this time.

For informational purposes, DGN Turner reported on Grant Applications 08.1.01 and 08.1.02 for water projects. These should be finished by December. He applied for CRCID funds of \$7,200 and \$1,300 from the Club and District. Application for funding from CRCID, District 5580 and TRF has been made.

Agenda Item #6: Review of New Grant Applications:

09.2.08: – Meenatchiapuram, India (FM Rotary Clubs). This is a request for DDF funds of \$2,400 with the total project costing slightly over \$17,000. It includes the purchase of library books, desks, blackboard materials, a Xerox machine and a few computers. The RC of Rajapalayam is taking on the responsibility of preparing Final reports. DGN Turner pointed out that the total project cost is \$17,778 and the activity report shows \$18,605. The discrepancy is due to the exchange rate, but \$17,778 is the actual cost. All items are going for 1 school that is located 15 km west of Rajapalayam. Chair Brokke has asked the Rajapalayam RC about the possibility of sending 12 D5580 Rotarians to the area next year to work on a WCS project. DGS would like to have GPS coordinates for the school location included in the application. It was moved by Clyde Frank and seconded by Suzanne Pehl to approve Grant Application 09.2.08, pending receipt of a map and GPS coordinates. Motion carried.
Note: Chair Brokke sent GPS coordinates to the DGS on October 09, 2008.

09.2.09: – Caoylo, Canete, Lima, Peru (Virginia, MN RC). – This is an application requesting DDF of \$8777. There is a sketchy map included, and the Committee would like GPS coordinates. Mel Tangen also noted that Page 4 references a statement that, “10% overhead costs will be returned if not used”. He is uncertain how TRF would look at this statement, since there should be no overhead. DGS would also like estimates in Peruvian currency. Chair Brokke called Jim Kellner from the Virginia Rotary Club and he joined the meeting during review of this application. Jim was asked for GPS coordinates, a more detailed map and the Peruvian currency conversion. Jim willingly agreed to provide this information to

the committee. He also indicated the possibility of members going down to view the project in late February or early March, but this would depend on fund raising. It was suggested that this Jim get the word out to other clubs who might be interested in partnering on the project or making the trip. It was moved by DGN Turner and seconded by Clyde Frank to approve Grant Application 9.2.09, pending receipt of a detailed map or GPS coordinates and rewording of the \$10 overhead statement. Motion carried.

09.2.10: – Yanamono Clinic Palmeras II Zona Rio Amazona, Peru (Duluth 25 RC). This is an application of WCS funds of \$26,507 for rebuilding of a clinic, and includes involved partners of Duluth Skyline, Duluth Harbortown and Thunder Bay Port Arthur RC's. The clinic was originally built in 1993 and was located 200 yards from the Amazon River on donated property in the Yanamono village. Over 40 volunteers from Duluth and Thunder Bay Rotary Clubs were involved in the construction project. Jon Helstrom of the Duluth 25 Rotary Club helped initiate the project and is also involved in presenting the current grant application for consideration. An addition to the clinic was completed in 1995 and wells were constructed in 2000. Dr. Linnea Smith employs 6-7 people, and there are physicians from Peru who work at the clinic for 6 months a year while she is in the US. The reason for rebuilding the clinic is because the Amazon has now moved to within 50 feet from the existing clinic. A location has been found on another piece of high ground approximately one-half mile from the current clinic. Mel Tangen stated that Page 8 is missing some names and signatures of the Host Club and Duluth 25, and a list of the committee from the Iquitos RC should be inserted into the application. It was noted that the signatures of the Host Club President and the signature of the Club President from Duluth 25 do appear on the letter accompanying the application. It was determined that we could print the required names in the application that are currently missing, since we do have the signatures. Following discussion, it was moved by Clyde Frank and seconded by Mel Tangen to approve Grant Application 09.2.10. Motion carried. DGN Turner/Thunder Bay PA abstained.

09.2.11: – Las Flores, Guatemala School Roof (FM RC's and Partners). This is an application for WCS funds of \$3,700. There is an existing school and the roof is bad. The total cost is \$7,500. Following review, a motion to approve Grant Application 09.2.11 was made by Clyde Frank and seconded by Suzanne Pehl. Motion carried.

09.2.12: – El Boqueron Water Project (FM RC's and partners). This is an application for WCS funds of \$2,250. The project is located close to Lake Izabal. Water will be collected in mountain streams and piped to individual homes in the villages so families will have their own water supply. DGE Chatterjee asked for additional clarification on where funds are coming from to fund the project. It was explained that the primary (host) club pays \$100, the sponsoring club pays \$2,150 and the combined total is used to request a match of \$2,250 from WCS. Keith said the form could be modified to include an area for "District 5580 Clubs Providing Financial Assistance" that should make this clearer and will bring it to the meeting in Walker for further discussion. A motion was made by Mel Tangen and seconded by DGE Chatterjee to approve Grant Application 09.2.12. Motion carried.

09.2.13: – Las Flores, Escuintia 2-Room Addition (FM RC's and Partners). The application is requesting WCS funds of \$4,200, with the host club contributing \$100. The project is for a 2-room clinic pharmacy addition. It is similar to the clinic built in 2003. There will be doctors coming in once a week, but primarily a nurse will staff it. Merit Care monetary donations are used to purchase pharmaceuticals within the country. The nurse will sell the pharmaceuticals to people with the sales going to pay her wages. Mel Tangen pointed out that DGS needs an English translation of the letter attached to the application and Keith will request it of Desiree' Sempe'. It was moved by DGN Turner and seconded by Suzanne Pehl to approve Grant Application 09.2.13, pending receipt of the English translation letter. Motion carried.

09.2.14: – Agua Caliente` School (FM RC's and Partners). This is an application requesting WCS Funds of \$7,200. Keith noted that this was originally set up as Las Flores when it should have been Agua Caliente`, located to the west of Lake Izabal. This area has just an elementary school for children through grade 6. There is need for a 3-classroom, middle school for grades 7, 8 and 9. \$100 will come from the host club, Vista Hermosa RC. A motion was made by Clyde Frank and seconded by DGN Turner to approve Grant Application 09.2.14. Motion carried.

09.2.15: – Bombaros Station at San Juan la Laguna Phase II (FM RC's and Partners). This application is requesting WCS funds of \$7,500. The project is for a paramedic, ambulance and fire station and Phase I is due for completion in October with a final report to be submitted in November. In Phase II, the station will include completion of a second story dormitory to house volunteers, along with a kitchen, training room and bathrooms. A paramedic from the State of Washington is taking a 2-year sabbatical to see the completion of the project, and has brought in doctors from other parts of the world to teach suturing, first aid and more. The location of the station is in a community of 2,500 population near San Pedro, which has a population of around 5,000-7,500, including several villages around the lake. The station serves both areas. Further information can be obtained by visiting the website www.bravefoundation.org. A motion was made by DGE Turner and seconded by Karl Wahl to approve Grant Application 09.2.15. Motion carried.

Agenda Item #7 – Updates to DGS Website:

Chair Brokke stated that Jerry Larson was previously in charge of updating CRCID information for the website. Roly Turner will now take care of this and provide the information to Doug Murphy. Keith encouraged everyone to think of other materials and information that could be posted to keep the site current. DGS will discuss this again in November at its meeting.

Administrative Secretary, Diane Collins, will re-send the email communication to the DGS Members and Foundation Committee Chairs regarding the November 21-22 meetings in Walker, as a reminder for everyone to make their hotel accommodations if needed. She will also send an email to the Executive and Finance Committee updating them on the current WCS Fund Balance. She will also send a communication to the clubs regarding the final date for submission of Shelter Box donations as discussed by the committee this evening.

Keith thanked everyone for their participation in the meeting.

Meeting adjourned at 10:07 P.M.

Diane Collins
District Administrative Secretary
Rotary District 5580