

Minutes of July 18, 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
Jerry Larson	Vice Chair, RFGS, Nipigon RC
Clyde Frank	Member, Dickinson RC
Doug Murphy	Member, Fargo Moorhead AM RC
Mel Tangen	Member, Breckenridge RC
David Vose	Past District Governor, Duluth Club 25
Robert Chambers	District Governor Elect, Wahpeton RC
Mike Cochran	Past Chair, RFGS, Member, Duluth Harbortown RC

Joined meeting at 1916 hrs.

Regrets:

Jim Ozbun	District Governor, Dickinson RC
Claudette Holly	TRF District Chair, Walker RC
Ajoy Chatterjee	District Governor Nominee, Fort William RC
Janet Green	Member, Detroit Lakes RC
Keith Kylmala	Member, Duluth Harbortown RC

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

Old Business and Adoption of Minutes

PDG Vose spoke on the fact that under the District Bylaws the District Governor, Past District Governor, District Governor Elect or District Governor Nominee are not considered ex officio members of the subcommittee and do not have authority to vote or make motions. At the Rotary Foundation Grants Subcommittee meeting held on June 26, 2007, this occurred both in the form of motions and voting. Therefore a number of motions were improperly brought before the last meeting. If any members of the committee objects to those actions those motions affected should be ruled as being invalid and stricken from the minutes as actions. They could then be brought forward again at this meeting and considered as if they were

new items. If no member of the subcommittee objects and the minutes of the previous meeting are approved those actions will stand as adopted.

Doug Murphy moved to accept all motions put forth at the June 26th, 2007 meeting held in Walker, Minnesota as valid motions with valid voting put forth by members of this committee. Clyde Frank, seconded the motion and after no discussion the motion CARRIED.

Doug Murphy then moved to approve the minutes for the meeting held on June 26th, 2007 at Walker, Minnesota. Mel Tangen seconded the motion and this motion CARRIED.

Review Interim & Final Reports

05.2.09 Jamestown Soccer Field status. Presented as a final report by the Jamestown RC, the consensus of the committee was that it could not be accepted as a final report. We do not know what the original budget was and this is needed to compare the actual expenditures. The actual accounting should show how the funds were used particularly from the District Grant money. Receipts to cover the expenditures. (Eg. \$10,000 to Musko Lights but no explanation as to what this was for). The project is not well defined as to the funding. The application was first approved in April 2005 and it was part of a District Simplified Grant (DSG) therefore if the final report was completed on a DSG final report form it would identify what the original budget was and tidy the reporting up in how the project was completed and the objectives of the project were met. Jerry Larson will forward a blank copy of the DSG Final Report form to the Jamestown club for completion. It was moved by Jerry Larson, seconded by Doug Murphy to table the acceptance of the final report to the next meeting. CARRIED

06.1.06 This final report submitted by the Bismarck RC was dealt with at the last meeting but not finalized. This was a \$16,100 project and all that was missing were receipts for \$369.00 for poultry feed which was used in a poultry/egg project. Due to the difficulty in obtaining receipts, as the chicken feed was likely bartered for over a period of a year in small amounts it may be unreasonable to expect such receipts at this time. Motion was made by Mike Cochran, seconded by Mel Tangen to accept the final report for project 06.1.06 and it CARRIED.

06.2.01 This final report from the Thunder Bay Port Arthur RC had been received prior to our last meeting but inadvertently not sent to members of the committee. Mike Cochran will forward to members by email and this final report will be considered at next month's meeting.

06.2.03 Eye Clinic, Jamaica is a project of the Detroit Lakes RC. The Rotary Foundation has accepted and approved the final report. No further action necessary by District 5580.

06.2.05 The irrigation reservoir water project in Bolivia sponsored by the Duluth Harbortown RC is proceeding. Mike Cochran reports that the cheque from his club will be sent to the Rotary Foundation next week and the project is set to start in September.

06.1.09 The Brainerd literacy project is in need of a final report as the project was to have been completed in May 2007. Between Mike Cochran and DGE Robert Chambers they have made contact with Ruth Gmeinder of the Brainerd Club four times but still have not received the final report. Chair Keith Brokke will contact her once again and impress upon her the need to submit the report promptly. Late reporting jeopardizes the funding for all District Clubs.

07.3.04 At the previous meeting it was determined that this was a "packaged" project and needed to be split and resubmitted by the Thunder Bay Port Arthur RC. It would then be considered at this meeting as two separated projects with the original proposals attached. As the new submissions were changed in both funding requirements and in what was being done from the original proposal, Mike Cochran moved that the original application 07.3.04 be considered as withdrawn and the new proposals be treated as new applications with new file numbers. Seconded by Doug Murphy and the motion CARRIED.

08.1.01 An application from the Thunder Bay Port Arthur RC for funding for a water project to provide water to the village of El Escarbado, Peten, Guatemala, partnering with the Guatemala Del Este RC, D-4250. The application was very straight forward and Mike Cochran moved to approve this application with District 5580 funding the amount requested. Jerry Larson seconded the motion and it CARRIED.

08.1.02 An application from the Thunder Bay Port Arthur RC for funding

an educational project, for youth and adults in the village of El Escarbadó, Peten, Guatemala. The partnering club is the Guatemala Del Este RC, D-4250. Doug Murphy made a motion to approve this application with District 5580 funding the amount requested. It was seconded by Clyde Frank. After a lengthy discussion concerns were raised and is unclear as to whether this was in fact a commitment of \$9142.00 for one year or \$27426.00 over three years. Is it a pilot project or a three year commitment? Where is teacher coming from? Guatemala? Canada? It appears that the teacher funding was in place for a Canadian volunteer teacher but this may have changed to a Guatemalan teacher. Would the same expenses apply? What is \$4000.00 funding and what can we expect? There is a need to have a clearer picture of this project. Jerry Larson moved to table this application to the next meeting in August 2007. The motion was seconded by Mike Cochran and the motion CARRIED. Jerry Larson to contact Roly Turner to clear up some of the concerns.

Policy and Procedure – Community Assistance Program (CAP)

PDG David Vose circulated by email some of his thoughts on this policy earlier today to the committee members. He requested we consider these views as well as the Community Assistance Program Criteria for the 2001-2002 Rotary Year (present guidelines) found on the District website. He asked members to provide views as to what should and should not be included in this policy and procedure. One of the views expressed by Mike Cochran was that such policy should have strict guidelines with some preferential projects for funding. A checklist should be developed as to what satisfies a CAP Project. Please email your views and suggestions to PDG Vose prior to July 31, 2007, so he may begin a draft of such policy.

Discussion also involved the recommendations before The Rotary Foundation Trustees which may allow for Bricks and Mortar Construction. Also the TRF minimum grant amount may be reduced from \$5000 to \$2500. After a great deal of discussion it was felt that this is not policy and is at the recommendation stage proposed by the Council of Legislation. These recommendations must be acted upon by the Trustees of the Rotary Foundation and approved to become valid policy. Until then there has been NO CHANGE in Rotary Foundation policy.

Modify DSG Application Form.

DRFC Claudette Holly not available. As there is nothing to report at this time it will be put over to the next meeting.

Partnering with District 5960 (Jerry Meigs) in 2008

No one on the District Grant Subcommittee has had any recent contact with DG Meigs regarding an inter District project. PDG David Vose will followup by contacting DG Jerry Meigs. District 5960 has been previously doing a large portion of their International work in Haiti but at our District Conference in April, they were exploring options as to possibly doing joint work in the Central America region with our District.

Posting of project information and minutes on District Website.

The information should go to Diane Collins and Bob Tomlinson but Chair Keith Brokke should see and send to them prior to it being posted.

How to fund audit visits for completed International Projects.

Discussion centered on what constitutes an audit and who should do an audit, number of audits we can expect to do and travel budget to do such audits. It was felt that the person doing such audit should not be a person associated in any way with the implementation of the project. It was uncertain how The Rotary Foundation conducts such audits of TRF funded projects. All members are to consider this topic so we may develop policy and procedures. Report your views by email to Mel Tangen prior to August 7th, 2007 on how you feel audits of District projects should be conducted, who should conduct the audits, how many and at what expense. Mel will collect this information for consideration by the committee.

Prior to ending the meeting, it was felt that our first teleconference meeting had been productive, successful and had reduced considerable time spent in traveling by members for such a meeting.

Meeting adjourned at 2056 hours CDST

**Next Teleconference Meeting, Wednesday, August 15th, 2007 at 7:00
P.M. CDST.**

Minutes taken by Jerry Larson