

Minutes of November 17, 2007 District 5580 Rotary Foundation Grants Subcommittee Meeting at the Community Center, Walker, Minnesota.

Chair Keith Brokke at 0906 Hrs CST called the meeting of District 5580 Rotary Foundation Grants Subcommittee (RFGS) to order. Those participating were as follows:

Keith Brokke	Chair, RFGS, Fargo Moorhead AM RC
Clyde Frank	Member, Dickinson RC
Janet Green	Member, Detroit Lakes RC
Jerry Larson	Vice Chair, RFGS, Nipigon RC
Doug Murphy	Member, Fargo Moorhead AM RC
Claudette Holly	TRF District Chair, Walker RC
Jim Ozbun	District Governor, Dickinson RC
Robert Chambers	District Governor Elect, Wahpeton RC

Regrets:

Mike Cochran	Past Chair, RFGS, Member, Duluth Harbortown RC (Resigned)
Mel Tangen	Member, Breckenridge RC (In Honduras)
Ajoy Chatterjee	District Governor Nominee, Fort William RC
Bill Gravelle	Treasurer, District 5580, Duluth Club 25

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

Old Business and Adoption of Minutes

Jerry Larson brought up two issues that were not in the minutes of the October 17 meeting, however these are previous decisions made by this committee:

The first issue involved an incident from July 27 to August 3, 2006 with all communication by email between the committee members. A request from the World Community Service Fund was made by then DG David Vose for a loan from this fund in the amount of \$1500.00 for the purpose of covering the cost of air travel for an Ambassadorial Scholar from Turkey. The student was being hosted in this District. The loan was approved with the intent that these funds would be replaced from other areas of the District budget. As this transaction was never recorded in any of the minutes of the

committee, although it is believed the intent was there to include it in the November 2006 minutes, it never did happen. The question is whether this money was ever paid out from the WCS funds and if so, was it ever returned to the WCS fund? District Foundation Chair Claudette Holly confirmed that the money was in fact paid out for the air travel but she will find out if it was ever paid back to the WCS fund.

The second issue is the motion that was passed at the June 26, 2007 Grants Committee meeting to repay the \$2000.00 from the District World Community Service Fund to TRF for the Jamestown Soccer Field project so that the District Simplified Grant that was outstanding could be cleared and the District could again receive a District Simplified Grant. Jerry Larson's understanding was that since then, the District Subcommittee has had three Committee meetings and the Soccer Field project has not been finalized and yet that money was never forwarded to TRF. District Foundation Chair Claudette Holly believes that The Rotary Foundation has now accepted the report of the Jamestown Club (the Final Report was submitted and reviewed in August by our RFGS with reservations as to budget to cost comparisons, but approved when the comparisons were submitted and reviewed at the RFGS October 17th conference call). DFC Holly is confident that the District is again eligible for a District Simplified Grant.

With no further business arising from the minutes, Janet Green made a motion to approve the minutes as written and circulated for the meeting of October 17, 2007 held by teleconference. DG Jim Ozbun seconded the motion and as there was no further discussion the motion CARRIED.

Treasurer's Report

Chair Keith Brokke reported that Bill Gravelle, District 5580 Treasurer was invited to the meeting but regrets he is unable to attend and would forward a Treasurer's Report to Keith by email prior to this morning, however when Keith left home, he still had not received it. The surplus in the WCS Fund on June 30, 2007 was \$56,893.38. The balance in the World Community Service Account as per the District Balance Sheet for the Two Months ending August 31, 2007 is \$57,441.07. More of the club assessments have likely been received, as this would only represent an additional \$3379.69 in 2007-2008 assessment. Since the end of the last Rotary year \$2832.00 was paid out to the Port Arthur club for projects 08.1.01 and 08.1.02.

Chair Keith Brokke will ask District Treasurer Bill Gravelle to forward current WCS information.

Much discussion occurred as to the financial aspects of the responsibilities of this committee and budgeting. No budget per se exists with dollar figures for the District Rotary Foundation Committee and the only budget that exists for this grants committee is the fact that the District collects the District 5580 World Community assessment that is not a Rotary Foundation administered fund. That along with the District 5580 WCS fund's previous years surplus is available for District International projects. District Designated Funds are used for Educational and Polio Plus but if applications from clubs are not received for Matching Grants or a District Simplified Grant is in place no further DDF monies are used for humanitarian projects/purposes. Following discussion, a motion was made by DGE Robert Chambers, seconded by Jerry Larson that quarterly financial reports be provided to set forth the accessible money available from the various funds the District Grants Subcommittee is responsible for . . . the motion CARRIED.

Review Interim Reports

07.1.12 Fargo Moorhead AM RC school expansion and improvement Project in Guatemala. Motion by DG Jim Ozbun to accept the interim report as submitted, seconded by Janet Green and the motion CARRIED. Doug Murphy abstained. Chair Keith stated the final report should be expected in January 2008.

07.1.13 Fargo Moorhead AM RC school construction project in Guatemala. Chair Keith stated that this school construction occurred in a more populated area this time as most of the construction projects in the past have been in more rural areas of Guatemala. The Fargo Moorhead Club is waiting for photos and in future plan to leave a camera with the Guatemalan people for such purposes of taking photos of the projects. The final report should be ready in January 2008. Motion by DG Jim Ozbun to accept the interim report as submitted, seconded by Janet Green and the motion CARRIED. Doug Murphy abstained.

Review Final Reports

06.1.09 Brainerd RC Literacy project (CAP Funds). This report was tabled from the October 17, 2007 meeting pending the submission of invoices. These have now been received. Excellent project! By the selection of books that were listed for this project it appears the project not only improves literacy but also promotes and enhances world understanding and peace. Motion by Jerry Larson, seconded by Clyde Frank to accept this final report of the Brainerd RC for their literacy project and it CARRIED.

07.1.04 Fargo Moorhead AM RC project to provide a corn mill for a community in the Coban Region of Guatemala. The cost of this project was \$216.85 under budget so \$108.44 will be returned to the District 5580 World Community Service Fund. Motion by Jerry Larson, seconded by DG Jim Ozbun to accept the final report as submitted for the community corn mill in the Coban Region of Guatemala and the motion CARRIED. (Doug Murphy abstained).

07.1.05 Fargo Moorhead AM RC project to provide water storage for a school in Guatemala. This project was \$82.64 over budget and the Fargo Moorhead AM RC paid the additional cost. Motion by DGE Robert Chambers, seconded by Janet Green to accept the final report as submitted for the water storage project and the motion CARRIED. (Doug Murphy abstained).

07.1.06 Fargo Moorhead AM RC project to provide potable water for school children in Guatemala. The project is complete and was \$45.21 under budget. Motion by DGE Robert Chambers, seconded by Janet Green to accept the final report as submitted for the potable water project for school children in Guatemala and the motion CARRIED. (Doug Murphy abstained).

07.1.07 Fargo Moorhead AM RC project to provide potable water for school children in Guatemala. This project was \$5.30 over budget and the Fargo Moorhead AM RC paid the additional cost. Motion by DGE Robert Chambers, seconded by Janet Green to accept the final report as submitted for the potable water project for school children in Gutatemala and the motion CARRIED. (Doug Murphy abstained).

07.1.09 Fargo Moorhead AM RC construction of school project in Los Chetes, Guatemala. The question arose as to whether the project is complete until the windows and doors are installed. This project went over budget due to extenuating circumstances and though the Fargo Moorhead AM RC will see the project through absorbing the extra costs of the windows and doors it was felt the report should not be closed until this is actually done. Motion by Jerry Larson, seconded by Jim Ozbun to treat this as an interim report and the motion CARRIED.

07.1.10 Fargo Moorhead AM RC project to construct and equip a kitchen for a school in Pasojoc, Guatemala. The construction and equipping of the kitchen has been completed at a cost of \$1.73 over budget and this was paid by the Fargo Moorhead AM RC. Motion by Jerry Larson, seconded by Janet Green that the final report as submitted for this project be accepted and the motion CARRIED. (Doug Murphy abstained).

07.1.14 Fargo Moorhead AM RC project to provide potable drinking water for school children in Siguanha, Guatemala. This project was \$107.60 under budget. Motion by DGE Robert Chambers, seconded by Janet Green to accept the final report as submitted for the potable drinking water for school children in Siguanha, Guatemala and it CARRIED. (Doug Murphy abstained).

07.1.15 Fargo Moorhead AM RC project to provide a corn mill for the Community of Nuevo Aquil, Guatemala. This project was \$382.00 over the budgeted amount and this was paid by the Fargo Moorhead AM RC. Motion by DG Jim Ozbun, seconded by TRF District Chair Claudette Holly to accept the final report as submitted for the corn mill for Nuevo Aquil and the motion CARRIED. (Doug Murphy abstained).

Note: Doug Murphy advises that the Fargo Moorhead AM RC projects can be found on the website www.DickinsonRotary.org/Guatemala.htm. There is additional information as to the District Clubs and members involved and how others can become involved.

Review New Grant Applications

08.4.08 Fargo Moorhead AM RC project to construct a facility for the paramedics and firefighters to provide to the medical needs of the people of

San Juan La Laguna and surrounding communities. Located at 14 degrees 41 minutes 55.7 sec. N. and 91 degrees 17 min.. 2.21 sec. W. Elevation 5112 feet. There was a question as to ownership of property but this was resolved. The land is not privately owned. Motion by DG Jim Ozbun, seconded by Clyde Frank to approve this project and the motion CARRIED. (Doug Murphy abstained).

08.4.09 Fargo Moorhead AM RC project to build a primary school in El Nacimiento, Guatemala. Located at 15 degrees 43 minutes N and 89 degrees 1 minute W. Elevation 110 feet. Motion by Janet Green, seconded by Jerry Larson to approve this project subject to land ownership not being private and the motion CARRIED. (Doug Murphy abstained).

08.4.10 Fargo Moorhead AM RC project to improve the water supply for the village of Seja, Guatemala. Located at 15 degrees 43 min. N and 89 degrees 1 min. W. Questions arose as to whether this water supply is intended for drinking. Will the water be potable? Could there be leeching from wood in the storage containers making the water toxic or is the project mainly for the transporting of the water? Could Engineers Without Borders be of help here? Motion by DGE Robert Chambers, seconded by Jerry Larson to table this project application to the next meeting and the motion CARRIED.

Policy and Procedure for Community Assistance Program (CAP)

Past Chair Mike Cochran circulated his views and suggestions on the CAP program by email to the members of this committee. PDG David Vose, in his most recent communication, indicated that those wishing to receive grants in the present form of a CAP grant can do this simply through the District Simplified Grant process as these projects can be done domestically or internationally but must meet the guidelines as set out by The Rotary Foundation. After some discussion, it was the consensus that we should no longer have a formal Community Assistance Program (CAP) as has existed.

It was felt that following the guidelines of the Rotary Foundation, the quality of the requests should also improve, as their guidelines are quite clear as to what qualifies. A Motion was made by DGE Robert Chambers, seconded by Doug Murphy that the District end the Community Assistance Program and adopt the suggestions as published by The Rotary Foundation for the *“Best*

Practices for Managing Your District Simplified Grant” publication 156-EN- (706) which will meet the needs previously addressed in the CAP program and the motion CARRIED.

Modify WCS Application Form

TRF District Chair Claudette Holly circulated (by email) to the members of the committee a draft of a new District 5580 World Community Service Fund application form which mirrors the guidelines of the TRF Matching Grant application with the exception that this application would allow grants for construction of buildings such as schools, medical centers through District 5580 assessments (The Rotary Foundation will not fund construction projects of this nature). Suggestions were made as to some minor changes in wording for identifying International and Host clubs, amount of funding available to match the total of both the Host and District 5580 club and that the \$100.00 required by the Host Club to also be valued as in kind service to the project. It was determined that though there will be three primary contacts for each partner that the only signatures that would be required would be that of the Presidents of the District 5580 club and the President of the Host Club in the letter requesting the District 5580 club participation in the project and the signatures of the Number 1 primary contact person from each club to insure continuity for the duration of the project as often it spans more than one Rotary year. TRF Chair Claudette will make the changes and present for adoption at the January meeting.

Policy for conducting audits of International Projects

Prior to this meeting, Mel Tangen circulated (by email) to the members of this committee, a proposed “Rotary Project Audit Report” form. The consensus was that the form addressed all the issues that should be addressed. One other suggestion was to add to the form “Attach current photo where applicable”. Motion by DGE Robert Chambers, seconded by DG Jim Ozburn to accept the proposed form with the modification ‘attach current photo where applicable’ and the motion CARRIED. A list of projects will be posted on the District website and Rotarians traveling in these project areas may be asked or volunteer to do audits for the District.

Website Update

The audit form will be posted on the website with list of projects that may be audited. Doug Murphy volunteered to review and overhaul the “Fact Sheets” that are now on the website. Many of the policies need revision or are outdated or will be revised in a user-friendlier format.

Managing District Simplified Grants (DSG)

We have had some problems in the last two years with our District Simplified Grants, not having one for over two years now. We had one copy of the “Best Practices For Managing Your District Simplified Grant” publication 156-EN-(706) present at our meeting. Jerry Larson will ask Diane Collins or Bob Tomlinson to have this posted on the website or provide a link to the Rotary Foundation download section for this publication. This document can be downloaded from the **Rotary.org** website Download library. **All members** of the committee are asked to review this document and be prepared to discuss how we should be managing our District Simplified Grant in the future.

During the week of November 6th through 9th, the Rotary Foundation posted on the **Rotary.org** website a new funding model to simplify the grant process for clubs and Districts. The new model will fund block grants where districts may use up to 40% of their available DDF to support smaller local and international projects. A three-year pilot phase for this model being introduced will begin July 1, 2009 with approximately 60 geographically dispersed districts participating. The program will be implemented to all Districts in 2012. The transition plan and pilot program will be finalized at the April 2008 meeting of TRF Trustees. Districts and clubs will receive more information in the coming months and districts being considered for the pilot will be invited to submit applications during the 2008-09 Rotary year. This information is available on the **Rotary.org** website.

Review of Conference Calling.

The cost for the October meeting conference call was \$87.24. It was the consensus that this represents a good financial saving to the District and also represents a large saving on time for the members of the Committee. The meetings can be more focused sometimes than face-to-face meetings are. Conference calling meetings will be implemented District wide and there is

overall good satisfaction in those having the opportunity to use this meeting method. It is a simple system providing a more responsive customer service.

Thanks Mike!!

At this time it was also felt by the entire committee that a “Thank You” was in order to Past Chair Mike Cochran for his past service on this committee. Thanks Mike for your valued time and commitment in furthering the advancement of participation of clubs in the grant process and the participation of District Rotarians to participate in their Humanitarian projects. This District grant process continues to move forward and you are largely responsible for the progress being made in this evolution of policy and structure of the grant process. Your service will be missed on the Committee and again a BIG THANKS!

How do we stimulate the Humanitarian Grants Application Process?

DG Jim Ozbun requested suggestions on how we could stimulate greater participation in this process. The Fargo Moorhead projects in Guatemala provide excellent opportunity for District members to become involved in hands on way and serves as an introduction to doing humanitarian work or projects. The experience can be life changing for those participants.

Meeting adjourned at 1318 hours CST.

Next meeting will be held by teleconference at 1915, Wednesday, January 30th, 2008. An invitation is to be extended to Suzanne Pehl of the Wahpeton Club to join our teleconference meetings that remain this Rotary year with the hope she will accept as a Committee member in the Rotary year 2008-2009.

Minutes taken by Jerry Larson