

Minutes of October 17, 2007 District 5580 Rotary Foundation Grants Subcommittee Teleconference Meeting

The teleconference meeting of District 5580 Rotary Foundation Grants Subcommittee (RFGS) was called to order by Chair Keith Brokke at 1931 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
Doug Murphy	Member, Fargo Moorhead AM RC
Mel Tangen	Member, Breckenridge RC
Claudette Holly	TRF District Chair, Walker RC
Robert Chambers	District Governor Elect, Wahpeton RC
Regrets	
Clyde Frank	Member, Dickinson RC
Janet Green	Member, Detroit Lakes RC
Jim Ozbun	District Governor, Dickinson RC
David Vose	Past District Governor, Duluth Club 25
Ajoy Chatterjee	District Governor Nominee, Fort William RC

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

Old Business and Adoption of Minutes

Jerry Larson moved to approve the minutes as written and circulated for the meeting of August 22, 2007 held by teleconference. Doug Murphy seconded the motion and as there was no further discussion the motion CARRIED.

Treasurer's Report

Chair Keith Brokke reported that the cost of the August 22, 2007 teleconference meeting was \$111.09 and he was reimbursed for this cost. The total cost to date for our two teleconference meetings is \$216.09. A complete treasurer's report was not available but Keith will get one for the next meeting, Saturday, November 17, 2007.

Review Interim Report

06.2.02 Nipigon RC Secondary School scholarships project. This project sponsors 18 students at a cost of approximately \$300.00 per student. The question arose as to how long this program will continue. This specific grant will be completed at the end of November when the Guatemalan School year finishes. It is expected all funding should be paid out by then. For the long term the actual scholarship program of La Antigua club will continue but support from our club and/or this District would be on a yearly individual basis. The program has expanded this past year beyond the Nipigon/La Antigua partnership and there are now additional students being sponsored by two other North American Rotary Clubs. Mel Tangen moved to accept the interim report, seconded by Mike Cochran and it CARRIED. (Jerry Larson abstained)

Review Final Reports

05.2.09 Jamestown RC Soccer Field project. This project was tabled from the August 22nd, 2007 meeting. Further information was required. The original application Budget as requested was received from the Jamestown Club along for comparison with the actual costs of the project. The actual costs were \$80418.91, \$418.91 over budget and all funds appropriately spent. Jerry Larson moved to accept the Final Report of the Jamestown Soccer Field, seconded by Doug Murphy and it CARRIED.

06.1.09 Brainerd RC Literacy project (CAP Funds). We are still awaiting invoices on this project. Mike Cochran will contact club project contact again to remind them of the obligation to submit these invoices. Jerry Larson moved to table this Final Report to the November 17, 2007 meeting, seconded by Mel Tangen. CARRIED

07.1.03 Nipigon RC School Desks in India project. This project provided thirty five desks to a slum area elementary school in Jigamata, India. These desks provide seating for 105 students. A question arose as to when they were delivered and whether these were in fact new desks or possibly refurbished desks as in the photos the paint appears to be marked in places. The desks were delivered in July and the final documentation was received in August. Jerry stated that these are fabricated steel desks which have been painted and the receipt is for actual fabrication of the desks and from all

communication with the Latur Mid-Town RC there is no indication that the desks are anything but new fabricated, almost indestructible steel desks. The students in the photo are wearing the same uniform as the children sitting on the school classroom floor in photos that the Nipigon Club had received prior to entering into this project. This would indicate the desks were in fact delivered to the appropriate school. This project was undertaken by the Nipigon Red Rock Interact Club with the Nipigon Club acting in a role to administer it at the International level. Mike Cochran moved to accept this final report for the school desks in India, seconded by Doug Murphy and the motion CARRIED. (Jerry Larson abstained)

Policy and Procedure – Community Assistance Program (CAP)

PDG David Vose and supported by DG Jim Ozbun had forwarded emails to the committee to do away with the CAP program in it's present form as a firm criteria has been troublesome to administer. It must be noted that The Rotary Foundation initiated the CAP program, but they withdrew from it leaving it up to the individual Districts to continue with some form of the CAP if they so wished. It is felt that this program is unnecessary as clubs could access such funds through the District Simplified Grant process, however in doing so they would have to meet the criteria of The Rotary Foundation for grants. Committee members discussed the fact that CAP has been one of the most problematic areas of the grants we do administer. Often such grants are a very small part of a much larger project involving other service organizations and governmental agencies, which do not have the timelines that our Rotary grants require. In short the Rotary Club does not have control of what will actually happen and are unable to meet a two year criteria that now exists. This becomes a problem in that our District is unable to access further District Simplified Grant money to meet the needs of all clubs in the District. Another problem is that many of the requests simply do not meet the test of humanitarian in nature. The grant must meet The Rotary Foundation's goals. "The mission of the Rotary Foundation is to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education, and the alleviation of poverty". There is a consensus that clearer criteria must be developed even if we go by way of doing away with the present CAP program and administering by way of District Simplified Grants. As there are limited resources for District Simplified Grants and they are for both International and domestic projects a balance would have to be determined into how much we are prepared to award on a domestic basis. As District

Simplified Grants have not been available to our District for the past two years it has meant that CAP projects have been paid out of the District World Community Service Fund. This was never the purpose of the District World Community Service Fund and cannot continue if with or without District Simplified Grant money. Mike Cochran will research the amount that was actually distributed in the past from the World Community Service Fund. It was felt that there are many good ideas that have been put forward in our discussion but far too complex to solve in this session. Mike Cochran will develop a draft for new policy as it relates to the CAP program, circulate it to all committee members for discussion and formulation of policy at the November 17, 2007 meeting.

Review New Grant Applications

Irregardless of the what policy or conclusions we came to in our previous discussion on the CAP program, DG Jim Ozbun requested that we make a decision on the following projects using the old guidelines. It is important that clubs receive adjudication of the decision promptly and consistent with present policy of when the application occurred. The view of the committee was that this was most appropriate to deal with these applications.

08.3.04 Dickinson RC Application for Student Dale Carnegie training project (CAP Funds). The consensus was that this project request though an excellent community project does not meet the eligibility for this type of funding. The opinion was that this would be better met with having a captive audience in having the potential to form a Rotoract Club. Mike Cochran moved to turn this application for \$2000.00 for Student Dale Carnegie training not be approved for funding, seconded by Jerry Larson and the motion CARRIED.

08.3.05 Central Lakes RC Application for Child Literacy project (CAP Funds). This project is funding an Early Childhood Literacy program to parents of newborns at St. Joseph Medical Center in Brainerd. This is consistent with the present interpretation of humanitarian in nature. A question arose as to the ability to comply with the timelines of completing this project and Chair Keith Brokke had confirmed with the project Club that this could be met with any problem. Moved by Jerry Larson, seconded by Mel Tangen that the application for the Early Childhood Literacy program for \$2000.00 in District funding be approved and the motion CARRIED.

08.3.06 Bemidji RC Application for Waterfront Park Project (CAP Funds).

The project is to restrict nuisance geese coming from the Lake onto the lawn area of a park by planting grass/shrubbery and erecting a fence. Geese really do not care where they leave their waste and they make quite an unsanitary mess. Discussion was on the amount of \$5000.00 that was being requested. The question was on whether the applicant knew of the \$2000.00 limit that is presently being used as a maximum to be granted for a single project. This has been the practice since the 2003-2004 Rotary year. There is a maximum of \$10000.00 in CAP funding for all projects in the District per Rotary year and grants of larger amounts would reduce the number of clubs that could participate in the program. \$5000.00 was granted in the 2002-2003 Rotary year the first year for the CAP program, but only two clubs participated in the program. Since then the number of clubs competing for these grants have increased and the amount awarded has been reduced to amounts of less than \$2000.00 when more than five clubs applied. It was agreed that this maximum of \$2000.00 should and would be maintained. Again the humanitarian aspect of it was a question. It was felt that this is an excellent community project, but also one where the Rotary Club is partnering with several other organizations and because of the overall size of the project with a small amount of Rotary funds to the total cost this could be problematic. The health value of improving the water quality of the Lake also appeared questionable unless the entire Lake was fenced and grass/shrubbery planted all around the Lake. It was felt that this was a more cosmetic type of project, a nice to have, a nice to do one but not one for the District to participate in as almost any club from a community that borders on a lake in this District experiences a similar problem. Moved by Mike Cochran, seconded by Jerry Larson to not approve funding of this Waterfront Park Project and it CARRIED with one vote against.

08.3.07 Dickinson RC and Wahpeton RC Application for Library and Text books for 7 Schools in Guatemala project. This project addresses the issue of providing schoolbooks to seven schools previously built by clubs in this District in Guatemala. The total value of the project will be \$11900.00. The purpose of this project and the content described certainly meets the criteria of TRF Mission Statement and funding. Though the application has some deficiencies such as all the names of the Host and International club's contacts along with their signatures this project will not move forward through TRF without them and being signed off by this District's Committee Chair and District Rotary Foundation Chair. To delay it's acceptance for

this reason would serve no purpose and it was so moved by Jerry Larson, seconded by Mike Cochran that this TRF Matching Grant Application with a District Designated Fund allotment of \$3300.00 be approved subject to the necessary corrections and verification of the two District Chairs that must attest their signature and it CARRIED.

Modify WCS Application Form

PDG Claudette Holly has forwarded a copy of a draft form to Chair Keith Brokke but as it has not reached all committee members as yet, Keith will forward and all members of the committee are to forward further suggestions to PDG Claudette by email. One of the modifications that has to be addressed from the other type of TRF application forms is the fact that this fund is available for 'bricks and mortar' type projects and TRF does not fund 'bricks and mortar' projects. This form will then be finalized at the November 17, 2007 meeting.

How to fund audit visits for completed International Projects

It was stated that at the District Foundation Committee meeting on October 5th, 2007 a motion was put forward by "PDG Gary Nolte and seconded by PDG Ruttger that the Grants Subcommittee budget for an audit process to randomly sample all projects for which monies from the Grants Subcommittee are being used. Motion carried." Work has been underway by the Grants Subcommittee to address this issue prior to the above motion and the consensus was that yes we must do some form of audit but as we are dealing with fellow Rotarians and that money is for humanitarian purposes we should not lessen such intent of those funds to help those less fortunate in the world by paying a District Rotarian's way specifically for that purpose. Often District Rotarians involved in International work are already visiting or working in the areas of the world where previous District/Club projects have occurred. It was felt that these are the people we could ask to do the audit at a very minimum cost if any. This is not to preclude the incident when there is fact that something has seriously gone wrong with misuse of funds and requires action then we would require such an audit. Mel Tangen has received suggestions for formulating a plan on what should be expected of why we are doing an audit and what we should expect from them and what budget would be necessary in order to carry out such audits. He will make his recommendations for the November 17, 2007 meeting and

hopefully we can make our budget funding and policy recommendations at that time.

Website Update

Chair Keith Brokke reported that there is an update on the Grant Applications page of the District website that gives meeting dates and where and how this committee meets along with information on the grant process. Discussion was on the need to make much of the information far more user friendly with information found together. At the last District Assembly/Conference the message came through loud and clear that a more user friendly cleaning up and assembling of information must be put together and that the Fact Sheet method is in need of replacement. Too many policies and much of our information is now outdated and if incorrect it must be corrected. It was mentioned that tonight we processed two applications, one which was only faxed and received on October 1, 2007 by the date recorded on the faxed copy and the other without any date at all to determine the actual receipt of application. No one had a problem with dealing with either applications at this time, however on the website it indicates a deadline for the applications to be received by the 30th of the previous month to be considered at the next meeting. The consensus was that this policy must be addressed in a consistent manner to the benefit of all clubs.

Communications with other RI Districts regarding WCS projects.

This discussion centered around a request by District Administrative Secretary Diane Collins in how to handle requests from other Districts requesting our District/Clubs participation in International projects. The reigning District Governor receives many of these requests and has no way of knowing how good or how valid these requests are and she was wondering if possibly the Grants Subcommittee would handle these. The feeling was that this would probably not be a good way to handle these requests as this Committee also should not be involved in endorsing projects that we have no way of verifying in a positive way. It was felt that the club initiating a project must have a good feeling about what type of project they are entering into and there are other methods of initiating and participating in an International project. Good sources may be actual travel and contact with Rotarians in the country, using Rotary Action Groups for information for somewhat verified project opportunities, WCS pages of the Rotary

International website can be an excellent source but these are not verified by RI. Clubs to the best of their ability must complete their homework to ensure the project they are undertaking is a good one. DGE Robert Chambers asked Jerry Larson if he would consider speaking on methods of finding and accepting participation for International projects at the next District Assembly and he accepted the offer.

Mike Cochran reports that no further dialogue has taken place with DG Gerry Miggs of District 5960 for partnering on an International project.

Meeting adjourned at 2108 hours CDST.

Next meeting will be at the new Community Center Room at Walker, Minnesota, Saturday, November 17th, 2007 at 9:30 A.M. CST.

Minutes taken by Jerry Larson