

Minutes of April 28 & 29, 2006
District 5580 Rotary Foundation Grants Subcommittee

A meeting of District 5580 Rotary Foundation Grants Subcommittee (RFGS) was held April 28 & 29, 2006 at the District Conference (Airport Inn) in Williston, ND beginning at 1:30 pm on April 28th. Those in attendance were as follows:

Terry Holly	District Chair – Walker, MN RC
Roly Turner	Past District Chair – Thunder Bay (Port Arthur)
Paula Timmins	District Governor – Nipigon, ON RC
David Vose	District Governor Elect (06/07)– Duluth Club 25
Jack Ruttger	PDG & TRF Chair – The Brainerd RC
Claudette Holly	PDG & TRF Chair Elect – Walker RC
Jim Ozbun	DG Nominee – Dickinson RC
Mike Cochran	Vice Chair - Duluth Harbor Town RC
Keith Brokke	Fargo/Moorhead AM RC
John Sagsveen	Bismarck Far-West RC
Jerry Larson	Nipigon, ON RC

Linda Paulsen (Superior AM Rotary) was unable to attend this meeting.

The agenda for the meeting was discussed and it was decided that the 28th would be used to review Final Reports for completed projects while the 29th would take in the reading of minutes, financial report and the consideration for approval of applications for matching grants.

Review of Final Reports:

John Sagsveen motioned to approve the Happy Homes project located in Pignon Haiti (completed by the Brainerd RC). Keith Brokke seconded the motion. Roly Turner explained that 5 homes were built initially before District funds were involved. Brainerd has used all the District 5580 funds but is still building homes. Terry Holly had asked the Brainerd RC for a final report as the District matching funds are no longer being used and all costs associated are being paid by the Brainerd RC. The motion carried unanimously.

Roly Turner motioned to accept the final report of the Brainerd RC for their project to supply medical equipment in Aliaga, Turkey. Jerry Larson seconded the motion. Total cost of the project was \$12,200 with the funding coming from three sources:

The Rotary Foundation	\$6,000
District 2440	\$3,000
District 5580	\$3,200

This project has been discussed several times previously and this was a resubmitted final report as it had been lost by TRF twice previously. The motion carried to approve the final report.

Mike Cochran motioned to approve the final report of Duluth 25 for the Cameroon burn center constructed in Ngaoundere, Cameroon. Roly Turner seconded the motion. The discussion revolved around sustainability of the project, but all were assured that the project was left in good hands. Motion carried (Dave Vose abstained as it was his Duluth 25 Club that performed the project).

David Vose motioned to accept the final report of the Detroit Lakes noon RC project in which PDG Dave Fihn took dental students from Moorhead VoTech school to Mexico to assist in dental hygiene work. John Sagsveen seconded the motion. Discussion revolved around the fact that Dave Fihn had not yet been reimbursed for his expenditures from the District. A suggestion was made that Chairman Holly should draft a letter noting that the handwriting is not legible in Dave Fihn's request. Also, a separate bank account needs to be set up for International projects (a policy endorsed by District treasurer Dan Prezler). Dave Fihn should be congratulated on a project well done. Note: All final reports MUST be completed on computer henceforth! Motion carried.

Dave Vose moved to accept the final report of Thunder Bay Port Arthur RC for their project to equip a home for seniors in Guatemala City (5.1.04). Jim Ozbun seconded the motion. There was no discussion other than mention of a very good final report by the TBPA RC. Motion carried.

John Sagsveen motioned to accept the final report of the Walker, MN RC for the school project at San Fernando, Honduras. Roly Turner seconded the motion. Discussion made of the nice workmanship on the tables motion carried.

Dave Vose motioned to accept the *interim* report of the Nipigon RC, which will provide scholarships in El Hato, Guatemala (5.2.01). Keith Brokke seconded the motion, which carried. Funding from DSGF was \$2,100, a match of the \$2,100 offered up by the Nipigon RC for a total of \$4,200. Thus far, only \$1,239 has been spent, so there is roughly \$3,000 remaining to be expended by La Antigua RC. The cost per student is roughly \$350 for a secondary education.

The Community Aid Project (CAP) performed by the Staples RC of constructing a flagpole in the amount of \$9,017 *could not be accepted as a final report as the pole has not yet been erected.* The report will be considered an interim report and Terry Holly will meet with a representative of the Staples RC and request a new final report upon erection of the flagpole. Pictures of the erected flagpole and the location will be required with the final report. Jim Ozbun recommended that Chairman Holly meet with a Staples representative before the 1:30 meeting the following day (the 29th).

The CAP performed by the Two Harbors RC involved signage. The final report was not submitted on the proper form, so David Vose moved that the final report be resubmitted using the form required for a final report and document the use of funds (with receipts of cancelled checks). Jim Ozbun seconded the motion and it carried.

The CAP performed by the East Range Centennial involved a hearing and visual aid project totaling \$11,214. Roly Turner motioned to approve and Jerry Larson seconded the motion. The final report looked very good as submitted (5 clubs partnered on this project . . . motion carried.

The CAP performed by the East Range Centennial involved a swim timing system project. David Vose motioned to approve and Mike Cochran seconded the motion, which also carried.

APRIL 29th (Saturday) @ 1:45 pm continuation of WCSGS

Chairman Terry Holly opened the meeting and mentioned that all future project applications should be emailed and posted on the District website.

Mike Cochran expressed his thoughts that a Vice Chairman should be designated for the WCSGS and that part of the duties of the Vice Chair would be the taking of minutes.

Minutes:

David Vose **motioned** to ***approve the minutes*** of November 26, 2005, Mike Cochran **seconded** the motion and it **carried**.

Financial Report:

David Vose said that Dan Prezler had prepared a Profit & Loss report for July 01, 2005 through April 18, 2006. Thus far in Paula Timmins year, \$8,100 has been spent on simplified grants. Dave said that the WCS account was projected to take in \$33,050.02 in dues monies for a working balance of \$52,988.56.

Jack Ruttger asked what was set for DDF in Paula's year . . . Dave Vose thought it was roughly \$45,000. Roly said the only monies that flow automatically are District Simplified Grant Funds (the \$24,000) and Chairman Jack Ruttger reconciles this account. Roly, Jack and Dave reviewed the DDF:

DDF Funds for 2006/2007	\$157,000
Ambassadorial Scholarships	(\$ 78,000) 3 @ \$26,000 ea
World Peace Scholarship	(\$ 10,000)
District Simplified Grants	<u>(\$ 24,000)</u>
Amount remaining for DDF	\$ 45,000

Jack Ruttger explained that District Treasurer, Dan Pressler maintains the World Community Service and the Simplified Grant Fund accounts. The DDF accounting falls into the lap of the Foundation Chair (Jack Ruttger).

Consideration of Project Applications:

Chairman Holly presented **Project 06.1.08**, which was not approved on November 28, 2006 due to information not being complete. The application was in English, but the backup information was in Spanish. A map has been provided (village of Hijala near San Luis, Honduras) but a known reference point is not given.

Roly Turner **moved to approve the request for funding** upon receiving additional information requested:

- 1) Translation of the 5 scopes of the project.
- 2) A map showing Santa Barbara as a reference point
- 3) Clarification of the property the school is to be built on – William Edwardo & National Land . . . could the school be built on National Land without concerns? Should there be a legal agreement in place before proceeding?

Keith Brokke **seconded** the motion for sake of discussion.

Jim Ozbun suggested and Mike Cochran concurred that project representatives should be available for the WCSGS either in person or via conference call to answer any questions that may arise when the WCSGS meets to consider grants.

Claudette Holly suggested that one member of the committee make it his or her business to know the details of each application submitted. Claudette then left the meeting in order to locate Mel Tangen and get the answers listed above resolved **motion tabled.**

NOTE: On May 10th a motion was made electronically to grant the funding for Project 6.1.08 by Keith Brokke, seconded by Jerry Larson and the motion carried. Mike Cochran suggested after the vote that Mel Tangen would make a good committee member for the WCSGS and offered to invite Mel to join the committee.

Project 06.2.01 is a school in El Escarbado, Guatemala proposed by Thunder Bay Port Arthur RC at a total cost of \$8,827. TBPA RC is asking District 5580 for \$4,413. The amended cost is \$7,820 but still asking for the \$4,413 match including furnishings. There are 25 families in the community and they propose to build a two-classroom building to accommodate 45 to 50 children (plus adult education classes). There is no electricity in this location. **Dave Vose motioned to approve, Mike Cochran seconded the motion using WCS Funds and the motion carried.**

Project 06.2.02 is a project to provide scholarships in Antigua, Guatemala by the Nipigon RC. Total cost is \$5,870 and the matching funds requested are \$2,935. This could be a secondary school for 18 students and is ongoing for a third year. **Keith Brokke motioned to grant this request and Jim Ozbun seconded the motion, which carried.** (Tag possibly as a DSG Funded project) . . . can only have two years of projects outstanding before new funds can be allocated.

Project 06.2.03 is an eye clinic and care facility in Port Antonio, Jamaica by the Detroit Lakes Noon RC. Of the \$14,000 cost, \$4,000 comes from DL Noon RC, \$4,000 from District 5580 DDF and \$6,000 from TRF funds. **Dave Vose motioned to approve, Jim Ozbun seconded and the motion carried.**

Project 06.2.04 is a project in Rajapalayam, India to provide 25 computers and chairs to a University for under privileged students requested by the FM AM RC. The amount requested of District 5580 by FM AM RC was \$1,500 with \$1,500 coming from FM AM, Fargo West and Moorhead RCs. There was also a contribution of \$5,000 from District 3210 and \$1,000 from the Rajapalayam RC and a request from RI for TRF funds of \$7,750 for a total of \$16,750. **David Vose motioned to approve the proposal as requested,**

Roly Turner seconded the motion and it carried (Keith Brokke abstained from voting on this request).

Project 06.2.05 is an irrigation reservoir project near Choquecha, Bolivia by the Duluth Harbor Town RC. Total cost is projected at \$189,000, but the amount requested of District 5580 is \$20,000. Dave Vose motioned to approve, John Sagsveen seconded the motion and upon voting, Mike Cochran abstained . . . motion carried.

Project 06.2.11 is a Community Aid Project (CAP) located in Fargo's Lindenwood Park and is a water project of sorts . . . the requested District funding was for \$3,950 for a handicap accessible drinking fountain to be placed on the site of a new \$300,000 Universal Park playground equipment project. The drinking fountain was displayed at the Chicago International Convention in June 2005 and is molded and created by a Rotarian of the Spokane, WA RC. Dave Vose motioned to approve the request by FM AM RC, Jerry Larson seconded the motion and upon a vote, Keith Brokke abstained . . . motion carried.

Terry Holly suggested that the WCSGS require a maximum of two years to final reports for projects awarded DSG funding.

Roly Turner added that the Rotary International criteria on CAP projects require that these small projects require a one-year completion with final report.

Dave Vose offered that another method is to say that District 5580 will not commit to a CAP until the greater part of the project (i.e. over 50%) is complete.

Discussion was to consider an August 2006 meeting, but was ruled out.

There was considerable discussion among those present relative to emailing reports and applications directly to the WCSGS Chair and Diane Collins (District 5580 secretary) for future considerations. Upon approval by the Chair, Diane would then disseminate the applications or final reports to all committee members. If all applications and final reports were to be submitted by email, perhaps everything could be done electronically . . . then the WCSGS meeting would merely be policy meeting.

It was generally agreed that the WCSGS should solicit the interest of other District 5580 RCs to participate in International projects . . . especially if they've not done so previously.

Mike Cochran expressed his desire for his first meeting as Chairman to deal with joint policy and grant applications in November 2006 with a March 2007 teleconferencing meeting (one hour in length) at the District conference (if necessary). He explained that with electronic submittal of grant requests and finals, these items could be approved as they come in.

Terry Holly motioned that unless there are extreme situations, ALL projects henceforth must be completed within two years of receipt of funds. Mike Cochran seconded the motion and it carried.

Mike Cochran will assume the duties as Chairman on July 1st, 2006, Keith Brokke will become the Vice-Chair the same date. The five-year rule is in place for WCSGS members, but after one year off the committee, a member will be allowed to return for another five-year term.

Jim Ozbun's DDF Funds for 2007/2008:

DDF Funds for 2007/2008	\$137,000
Ambassadorial Scholarships	(\$ 78,000)
Peace Scholarships	(\$ 35,000)
DSG	(\$ 25,000)

Dave Vose brought up the topic of CAP funding. Mike Cochran suggested that the WCSGS should be more restrictive to make applicants explain how their project qualifies as "HUMANITARIAN"!

Jerry Larson motioned to retain CAP for humanitarian efforts. John Sagsveen seconded the motion and in discussion, Roly Turner suggested defining the types of projects that meet the parameters (i.e. health, education, poverty, literacy, etc). Dave Vose asked that a task force be made up to sit down and write the parameters (OTHER THAN FLAGPOLES). **Motion carried.**

Roly Turner and Mike Cochran volunteered to write guidelines (parameters) for the CAP program.

The next WCSGS meeting will be the 3rd or 4th Saturday in November 2006. Time and location to be announced.

Meeting **adjourned** at 5:15 pm.

Minutes by Keith Brokke

The following email was sent by incoming Chair Mike Cochran on May 30, 2006 . . . please review and be prepared to discuss this at the November 2006 WCSGS meeting:

Goals and Objectives for the 2006-2007 District 5580 Grants Sub-Committee

- **Make the sub-committee's proceedings open and transparent to all District Rotarians**
 - **Publish the minutes of all sub-committee meetings on the District WEB Site (to include discussion or votes taken by email between meetings)**
- **Institute more efficient processes.**
 - **Require all District 5580 Grant requests to be submitted electronically.**
 - **Require all periodic project reports to be submitted electronically.**
 - **Sub-committee members to work with grant requesting clubs prior to request due date to answer questions and ensure that grant applications meet District requirements.**
 - **Expedite the grant approval process and align the District 5580 grant request timeline with the Rotary International grant request timeline.**
- **Promote greater club participation in WCS projects from clubs and Rotarians who haven't previously been involved.**
 - **Publish all District 5580 WCS projects and CAP projects on the District WEB Site.**
 - **Include a place on District WEB Site for District 5580 Rotarians to volunteer for District projects. Email to be sent to the project manager.**
 - **Provide more exposure to WCS projects at the District conference.**
 - **Promote greater participation in R.I. matching grants, while encouraging clubs to give more to the foundation.**
- **Ensure that the status of projects is accurately reported in a timely manner (whether the project is successful or not)**
 - **Assign projects to sub-committee members for follow-up for the life of the project.**
- **Stewardship of District Funds**
 - **Perform an audit visit to a project(s) completed within the past six years to see if the original goals and objectives of the project continue to be met. Report lessons learned.**

If these are acceptable to everyone on the committee, then I propose the following:

Implementation Plan

- **Publish the minutes from our last two meetings on the District WEB Site**
- **Publish the following in the District News Letter, on the District WEB Site and perhaps in a letter from the District Governor to District Club Presidents**
 - **Immediately require that all grant requests and project reports be submitted electronically**
 - **If all grant requests are submitted electronically and we keep the same deadline, this will give us an opportunity for a two week screening and assistance period with a committee member before the grant requests are emailed to sub-committee members (two weeks in advance of the meeting). If clubs submit grant requests in advance of the deadline (which we should encourage), then we will have more time for screening and assistance prior to emailing them to committee members.**

- Solicit project plans from clubs who invite participation in their projects from Rotarians in other clubs. Publish the plans and related invitations to participate on the District WEB Site and in the District News Letter.
- Institute a function on the District WEB Site for District 5580 Rotarians to volunteer for District projects by submitting an email.
- Schedule a WCS presentation for the general assembly at our District Conference.
- At our next meeting, we will have an agenda item to discuss alignment of our grant request timeline with the R.I. grant request timeline.
- At our next meeting, we will have an agenda item to discuss an audit visit to review a completed project or projects.

Please let me know as soon as possible if you find anything objectionable in either the Goals and Objectives or the Implementation Plan.

Thanks,

Mike Cochran