

***Minutes of November 18, 2006***  
***District 5580 Rotary Foundation Grants Subcommittee***

A meeting of District 5580 Rotary Foundation Grants Subcommittee (RFGS) was held **November 18, 2006 at the Northern Lights Hotel/Casino in Walker, MN beginning at 8:00 am.** Those in attendance were as follows:

Mike Cochran	District RFGS Chair – Duluth Harbortown RC
Terry Holly	Past District Chair – Walker RC
David Vose	District Governor – Duluth Club 25
Claudette Holly	PDG & TRF Chair – Walker RC
Jim Ozbun	DG Elect – Dickinson RC
Tully Chambers	DG Nominee – Wahpeton RC
Keith Brokke	District RFGS Chair Elect Fgo/Mhd AM RC
John Sagsveen	District RFGS Nominee Bismarck Far-West RC
Jerry Larson	Nipigon, ON RC
Janet Green	Detroit Lakes (Noon) RC

***The agenda for the meeting was discussed and approved.***

***The minutes for the meeting held on April 28 & 29, 2006 were discussed and approved.***

***Financial Report:***

Terry Holly reported that \$18,773 of the \$24,000 in DSG Funds was used for Larry Riley's year. Terry then pointed to the P&L Report showing total monies available of \$75,647 (through November 15, 2005). Terry asked Mike Cochran to follow-up with Dan Preszler to obtain a report from November 15, 2005 through June 30 2006. It seems that there is a lack of information for this timeframe.

**William Gravelle (Duluth 25 RC) is the new District 5580 Treasurer** as of July 01, 2006. He assumed the Treasurer position from Dan Preszler with a cash balance of \$54,309 and reports that the cash balance as of November 15, 2006 is \$66,636.57.

### ***Review of Interim & Final Reports:***

Past WCSGS Chair Terry Holly discussed projects of past years are now completed up to **Larry Riley's year (2004/2005) as District Governor**. Terry mentioned that he will be working to clean this up with RI so the WCSGS is current. DG David Vose noted that District 5580 cannot get DSG Funds for 2006/2007 until 2004/2005 projects have been finalized. Those projects to be finalized are:

**05.2.01 – Scholarships for Guatemala high school students** (Nipigon RC) – an **Interim Report was submitted on 04-28-06**, as some of the funds have been spent, but not all.

**05.2.02 – The funding just came in for San Fernando, Honduras** (Walker RC and partners) and the project is now under way (**Interim Report submitted 11-15-06**).

**05.2.09 – Jamestown Soccer Field** (Jamestown RC) is a **Community Assistance Project (CAP)** – an **Interim Report was submitted on November 6, 2006**.

**05-2-10 – Staples, MN Flagpole** – another CAP with an **Interim Report filed on November 6, 2006**. The flagpole project is connected to a MN DOT Hwy 10 diversion project around Staples. The Staples Club has offered to submit a Final Report explaining the details of the MN DOT highway project running behind schedule. Governor David Vose suggested possibly a fall back of taking funds from DSG to DDF.

**John Sagsveen motioned to return funds from WCS for the Staples Flagpole Project (if needed)**. Jerry Larson seconded the motion. The motion carried.

Terry Holly then discussed projects of **Paula Timmin's year (2005/2006) as District Governor**. The projects to be finalized are:

**06.1.01 – A Final Report was submitted for tools for the auto-mechanics program in Sansare, Guatemala** (sponsored by FM AM RC - \$4,500). **A motion was made by John Sagsveen to accept the Final Report upon receipt of an invoice or cancelled check for purchase of the tools**. The motion was seconded by Janet Green and motion carried (Keith Brokke abstained).

**06.1.02 – An Interim Report was submitted for the erosion control project at Trapichitos, Guatemala** (sponsored by FM AM RC - \$2,500).

**06.1.03 – An Interim Report was submitted for the school project at Pasojoc, Guatemala** (sponsored by FM AM RC - \$8,250).

**06.1.04 – An Interim Report was submitted for the water project at Santo Tomas, Guatemala** (sponsored by FM AM RC - \$4,500).

**06.1.05 – Funds were just received on October 25, 2006 for the water project at Izamal, Mexico** (sponsored by Duluth 25 RC - \$6,000). No report needed.

**06.1.06 – A Final Report was submitted for the literacy and nutrition project at Liphining, Lesotho** (sponsored by Bismarck RC - \$16,100). **Keith Brokke motioned to approve subject to submission of an explanation of how this project has benefited the community along with photos and a final financial report.** Terry Holly seconded the motion and it carried.

**06.1.07 – The Final Report was submitted and approved at the April 28, 2006 meeting for the Mulege, Mexico project** (sponsored by Detroit Lakes Noon RC - \$2,000).

**06.1.08 – A project at San Luis near Santa Barbara Honduras** (sponsored by Breckenridge RC - \$5,000). Application for funding was granted at the April 29, 2006 meeting pending further information . . . upon receipt of that information, a motion was made by Keith Brokke via email in July to fund the project, seconded by Jerry Larson and carried. **The project was ultimately cancelled by the Breckenridge RC** as Delores Williams (former Peace Corps worker and resident of Santa Barbara) found an alternate source for funding the project.

Much discussion ensued over this project regarding building of a school on private land and an obsolete letter of request from the Santa Barbara RC President. The issue of a map was not immediately forthcoming and when it came, it indicated that the San Luis School was not in the immediate area. The application was in Spanish and IT was responsible for addressing the uncertainty as to who owned the land. The flags were raised by the President (a female) of the Santa Barbara RC . . . **PRIVATELY HELD LAND WAS POINTED OUT BY THE SANTA BARBARA RC PRESIDENT!**

Mike Cochran volunteered to write a letter to the Breckenridge RC explaining the WCSGS duties and responsibilities in considering grants requests. It was unfortunate that this occurred at yet it has added some teeth to future

considerations in that, new requirements for applications will be more explicit, requiring a map, wordage requiring the application be filled out and submitted in English and emailed to the WCSGS Chair and floor plans of the proposed structure. There will also be a box to check if there is question of land ownership and if checked, the applicant will be required to state why and how it will be resolved.

**06.1.10 – A Final Report was submitted for the Drilling of a well at Nsbane, Swaziland** (sponsored by the Bemidji RC - \$2,820). David Vose stated that a common protocol for Final Reports should include that all receipts flow through the District 5580. Terry Holly stated that if the project is a TRF, the Final Report goes through RI directly. **David Vose suggested that from hereon, the WCSGS should require that a copy of receipts on TRF projects should also go to District 5580 with a copy of the Final Report. Jerry Larson motioned to adopt this suggestion and Terry Holly seconded the motion which then carried unanimously.**

**06.2.01 – An Interim Report was submitted for the school project at El Escarbado, Guatemala** (sponsored by Thunder Bay Port Arthur RC - \$8,827).

**06.2.02 – An Interim Report was submitted for the scholarship project in Antigua, Guatemala** (sponsored by the Nipigon RC - \$5,870). Jerry Larson stated that timing of DSG Funds may limit what can be paid out in scholarships; but, David Vose and Tully Chambers reminded Jerry that funds will come from WCS rather than DSG.

**06.2.03 – Funds for the eye clinic and care project at Port Antonio, Jamaica** (sponsored by the Detroit Lakes Noon RC - \$14,000) were missing. Janet Green reported that as far as she knew, funds haven't been released by TRF to date. Mike Cochran said his information showed that the TRF Grant was released on October 30, 2006. Chairman Mike said he will contact RI and send an email to Janet with his findings. Janet indicated that she will furnish a new email address (for her home rather than her work) as her work email has a very sensitive spam filter.

**06.2.04 – An Interim Report was submitted for the 25 computers and work stations project at Rajapalayam, India** (sponsored by FM AM RC - \$14,640). Tully Chambers suggested checking with the Rajapalayam RC regarding humidity requirements for the CPUs if the University room where the computers are to be used does not have a controlled environment (HVAC). Tully also suggested pictures of the dedication ceremony (to be held December 15<sup>th</sup>) and receipts.

**06.2.05** – The irrigation reservoir water project at Choquechampi, Bolivia (sponsored by Duluth Harbortown RC - \$189,000) **has not yet been started due to District suspension and past due reports of partnering Bolivian RC.** Project funds will be reviewed in April 2007 by RI and if found in compliance, TRF funds will be forwarded.

Discussion ensued regarding the difficulty to obtain TRF monies for projects and the need to relate this to RI. Mike Cochran spoke on changes and how any changes should be announced in advance (i.e. paperwork requirements), the chain of command . . . 18 month validity.

**06.1.09** – Brainerd literacy project (Brainerd RC) is a **Community Assistance Project (CAP)** – the District funds were released on November 7, 2006.

**06.1.10** – Fargo Moorhead Centennial Rotary playground project in Lindenwood Park to furnish a Rotary cast bronze drinking fountain – water project (the four FM area RCs) is a **Community Assistance Project (CAP)**. The \$3,950 in District 5580 matching funds has been released and the fountain has been purchased. It will be installed in April or May 2007 and the playground dedication will be held on May 17, 2007. Interim Report submitted.

**Janet Green suggested that once a Rotary Club has received approval for a grant application, a list of WCSGS requirements should be sent along with notification of approval (in a form letter format).** The WCSGS members agreed with Janet on this point and Tully Chambers added that in the same manner a letter should go out to clubs listing requirements in submitting a Final Report.

### ***Consideration of Project Applications:***

Chairman Mike Cochran presented the WCSGS with the list of applications for consideration for Rotary year 2006/2007:

**Project 07.1.01** is a **potable water system at Huaricanga, Peru** proposed by the Virginia, MN RC at a total cost of \$38,697. The Virginia RC is asking District 5580 for \$5,010. This is a dry desert region . . . Mike Cochran recommended approval even though Peru is currently a suspended District. Tully Chambers questioned whether the application should be tabled until the suspension is lifted, but Chairman Mike said it could be lifted tomorrow for all we know. **John Sagsveen motioned to approve and Jerry Larson seconded the motion. Claudette Holly questioned if using WCS Funds or DDF monies. David Vose said the application is for \$5,009 DDF and \$5,009**

**TRF. Claudette suggested giving the Virginia RC help in submitting to RI as another \$2,504.50 is available and the motioned to amend the original motion by assigning a WCSGS member to assist. Keith Brokke seconded Claudette's motion and the amendment carried. The original motion was then voted on and IT carried.**

**Project 07.1.02 is a project to provide school books to schools in Guatemala by the Wahpeton RC. Total cost is \$1,000 and the matching funds requested are \$500. Keith Brokke motioned to grant this request and Claudette Holly seconded the motion, which carried. (Tully Chambers abstained). Funding Source for matching funds is DDF.**

**Project 07.1.03 is to provide school desks in Latur, India by the Nipigon RC. Total cost is projected to be \$960 and the matching funds requested are \$480. John Sagsveen motioned to approve, Keith Brokke seconded and the motion carried. (Jerry Larson abstained). Funding Source for matching funds is DDF.**

**Project 07.1.04 is to provide a corn mill grinding machine (diesel powered) to the community of Tonzul Ucula in the Coban region of Guatemala by the FM AM RC & Partners. Total cost is projected to be \$1,618 and the matching funds requested are \$809. John Sagsveen motioned to approve, Jerry Larson seconded and the motion carried. (Keith Brokke abstained). Funding Source for matching funds is DDF.**

**Project 07.1.05, .06, .07 & .14 is to provide Rotoplast tanks (for potable water) to schools in the communities of Chajxucuh, Chinimlajom, Rosario & Aldea Siguanha in the Coban region of Guatemala by the FM AM RC & Partners. Total cost is projected to be \$1,056 per each and the matching funds requested are \$528 per each. John Sagsveen motioned to approve, Jerry Larson seconded and discussion ensued regarding chlorinating the tanks to prevent disease and purify the water. If chlorine or iodine is to be added, how much would be added to a 1,100 liter rotoplast tank? After discussion, the motion carried. (Keith Brokke abstained). Funding Source for matching funds is DDF.**

**Project 07.1.09 is to construct a school in the Aldea of Los Chetes near Jalapa, Guatemala by the FM AM RC & Partners. Total cost is projected to be \$9,000 and the matching funds requested are \$4,500. Janet Green motioned to approve the request upon receipt of a floor plan and a map using WCS funds, Jerry Larson seconded and the motion carried. (Keith Brokke abstained).**

**Project 07.1.10** is to construct a kitchen at the Pasojoc School near Zacualpa, Guatemala by the FM AM RC & Partners. Total cost is projected to be \$1,500 and the matching funds requested are \$750. Janet Green motioned to approve the request upon receipt of a floor plan and a map using WCS funds up to, but limited to no more than \$1,500 (as surplus funds may be available from the 2006 construction of the Pasojoc school, John Sagsveen seconded and the motion carried. (Keith Brokke abstained).

**Project 07.1.11** is to provide desks and 2 computers for the newly constructed trade school in Sansare, Guatemala by the FM AM RC & Partners. Total cost is projected to be \$5,000 and the matching funds requested are \$2,500. John Sagsveen motioned to approve the request upon receipt of a map using DDF funds, Jerry Larson seconded and the motion carried. (Keith Brokke abstained). Funding Source for matching funds is DDF.

**Project 07.1.12** is to construct a computer lab building, pour concrete in the low laying area of the playground and paint the various buildings at the school in Zacualpa, Guatemala by the FM AM RC & Partners. Total cost is projected to be \$9,650 and the matching funds requested are \$4,825. Janet Green motioned to approve the request upon receipt of a floor plan and a map using WCS funds, Jerry Larson seconded and the motion carried. (Keith Brokke abstained).

**Project 07.1.13** is to construct a 2-story 4-classroom school in the Aldea of Chixcocol near Zacualpa, Guatemala by the FM AM RC & Partners. Total cost is projected to be \$14,000 and the matching funds requested are \$7,000. Janet Green motioned to approve the request upon receipt of a floor plan and a map using WCS funds, Jerry Larson seconded and the motion carried. (Keith Brokke abstained).

**Project 07.1.15** is to provide a corn mill grinding machine (diesel powered) to the community of Nuevo Aquil in the Coban region of Guatemala by the FM AM RC & Partners. Total cost is projected to be \$1,618 and the matching funds requested are \$809. John Sagsveen motioned to approve, Jerry Larson seconded and the motion carried. (Keith Brokke abstained). Funding Source for matching funds is DDF.

**Project 07.1.16** is for school improvements in La Candelaria, Mexico by the Detroit Lakes Breakfast RC. Total cost is projected to be \$21,085 and the matching funds requested are \$6,000. Claudette Holly expressed her concerns over lack of electricity or propane for refrigeration and she cited provisions of electrical and plumbing mechanics cannot be extended to humanitarian projects

by TRF requirements. **Keith Brokke motioned to approve with the help of a WCSGS member (to be assigned to work with the DL AM RC in filing the application with TRF). The application will require receipt of a floor plan and a map using WCS funds, Claudette Holly seconded the motion and it carried.**

**07.1.18** – Tree replacement in Dickinson as a result of a huge storm in 2005 (Dickinson RC) is a **Community Assistance Project (CAP)** – **Jerry Larson motioned to provide one half of the funds needed up to \$2,000 maximum provided from District 5580 CAP funding (or \$4,000 in total project costs) for planting of the new trees in April/May 2007. John Sagsveen seconded the motion and it carried (Jim Ozbun abstained). Funding Source for matching funds is DSG.**

### ***Policy and Procedure:***

District Governor David Vose noted that District 5580 deadlines for submission of grant applications are currently designated as March 25<sup>th</sup> and September 25<sup>th</sup> annually. The RI deadlines are March 31<sup>st</sup> for July 1 TRF projects and August 1<sup>st</sup> for January 1 TRF projects. Discussion was made whether the District submission dates should be changed to align with the RI requirements, but nothing was done at this time.

Discussion then ensued over the timing of reviewing Interim and Final Reports and consideration of new applications when the spring District conference convenes in mid-April. **Janet Green motioned to conduct this meeting on the Sunday afternoon following lunch at the District Conference on the premises of Cragun's Resort in Brainerd, MN. Jerry Larson seconded the motion and added that if the WCSGS is unable to finish that afternoon, the Subcommittee could do so electronically. Motion carried.**

Governor David Vose suggested that when seeking Interim or Final Reports, notice should go out to the project manager, RC President and District Governor.

Tully Chambers asked Claudette Holly if she has a list of the 67 RC Foundation Chairs (for each RC). Claudette indicated yes, she does.

Chairman Mike Cochran asked what should be done with all the requests received for solicitations . . . Tully Chambers suggested the requests be screened, but didn't offer a suggestion as to who might have the time to do so. Project Fairs are a good method of reviewing potential projects, but RCs must be

warned of what to look for and what to avoid. Suggestion came to post a warning letter on the District website . . . also availability for International Service.

The issue of conducting emails to make motions and conduct business between meetings was brought forth. The issue of project 06.1.08 at San Luis, Honduras was cited as an example of not being handled properly. **While the email system may work well for voting on approval, it does NOT work well for conferencing (discussion)** . . . Claudette Holly suggested new District web conferencing to be ready by April 2007. Mike Cochran stated that members of the WCSGS will continue using teleconferencing until the web conferencing is in place.

It was reaffirmed that **Grant Applications will be from hereon in required to provide a geographical map of the project location, a floor plan if it involves brick and mortar type construction, and a box to check for land ownership or legal right to use the land for construction purposes (if in question).**

DG Dave Vose stated that when the land has reasonable doubts as to land ownership, the committee needs to take a very serious look at these types of applications.

Janet Green suggested that the application should include a simple Yes or No box as to whether there are any issues regarding land ownership, and suggested wordage as such: "**. . . any concerns regarding land ownership or the right to use the land for construction purposes . . .**"

The question arose again whether to change the dates of deadlines for District 5580 Grant Applications and it was generally agreed upon that NO, it should be left as is, for the present.

Discussion of funding Discovery Grants for projects was split between the WCSGS members. Claudette Holly stated that her feelings stem from Rotarians who give to TRF and take exception with other Rotarians using this to pay for their travels. After much discussion, **it was agreed that District 5580 would not use grants to fund travel expense.**

**Chairman Mike Cochran then reviewed the Goals and Objectives for the 2006/2007 WCSGS:**

## **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.

Mike Cochran announced that his last date as WCSGS Chair would be June 30, 2007 as work commitments has dictated that more of his time be spent there. **As of July 01, 2007, Keith Brokke will assume the role as Chair of the WCSGS and John Sagsveen will then be the Vice-Chair.**

Discussion then centered around **adding members to the WCSGS**. Jim Ozbun noted that he had submitted Clyde Frank's name (Dickinson RC) to the list of considerations in April and Clyde had since agreed to serve. **Clyde Frank will be asked to attend the next WCSGS meeting on April 22, 2007** (the meeting will start after the luncheon ending the District Conference in Brainerd).

**DG David Vose talked on following through in assigning WCSGS members to RCs throughout District 5580 to help in grant applications.** DGE Jim Ozbun reminded the group that January 12 & 13, 2007 would be dates set aside for Assistant Governor Training in Bemidji, MN.

Meeting **adjourned** at 2:15 pm.

Minutes by Keith Brokke