**Harrisburg Keystone Rotary Club**

**Executive Board Meeting**

**April 28, 2015**

The following Executive Board members were in attendance:

Megan Mines-Hall (President) Jim Aiello (Vice President, Social Committee Chair)

Addeline Alaniz-Edwards (President Elect) Yolanda Perez-Rivera (Membership Committee Co-Chair)

Joe Hoover (Treasurer) David Ritter

Janet Ritter (Secretary) Tom Miller

President Megan handed agendas to each board member. Action items are listed in red.

1. **Attendance and Make-Ups** – Per President Megan, this discussion will be tabled until the May board meeting, as there were few people in attendance at tonight’s meeting.

2. **May Board Meeting** – At President Megan’s suggestion, instead of holding our May board meeting on the 1st Tuesday of the month, she suggested that our next Board meeting be held on **May 19**, to avoid conflicts with other programs occurring that month and to discuss our .5K fundraiser (occurring on May 16).

1. **Social Committee**
2. When should our Summer barbeque be held, and where? Apparently, both Tom Miller and David/Janet Ritter were asked to hold the barbeque and induction of new officers for the 2015-16 year. Discussion ensued as to when this event should be held. It was agreed that the transition picnic will occur on **June 30**, and Tom Miller is anxious to host the club, so that is where our summer barbeque will take place. Directions to Tom’s will be forthcoming.
3. Vice President Jim is always looking for ideas for social events and we have the following events planned:
4. June 2 – Harrisburg Senators baseball game. Families are invited and the price of tickets will include a picnic dinner, however parking will not be included in ticket price. VP Jim will confirm date and price.

ii. June 30 – Summer barbeque and induction of new officers. At Tom Miller’s.

iii. August 5 (Wednesday) – Senators’ game in the Mayor’s box (thank you, Joyce Davis), limited to the first 20 who sign up. Includes parking. Sign up sheet will be distributed.

iv. Winery Tour and social evening? Suggestion received for either Hershey Winery and Brewery or Spring Gate Winery.

1. **Service Committee**
2. As Committee Chair Marci Mowery was absent, President Megan discussed the topic of Mom ’N’ Pa, a dental clinic being held at the Farm Show Complex May 28-30

([www.mom-n-pa.com](http://www.mom-n-pa.com)). Marci will be promoting and looking for volunteers for this event.

* + 1. The clinic is being coordinated by DDS Brice Arndt (Harrisburg Rotary Club)
    2. 450 lay volunteers are needed (computer skills, escorts, hospitality, security, IT, and a great attitude to help others less fortunate)
    3. Looking for young and strong volunteers for set up and breakdown
    4. Setup will be May 28 (approximately 8:00 AM – 3:00 PM)
    5. Mission runs May 29-30, and ends late afternoon May 30
    6. 2 shifts per day (6:00 AM – Noon, and 11 AM – 5:00 PM)
    7. Breakdown on Saturday (May 30) runs approximately 4:00 – 9:00 PM.

1. **Membership Committee**
2. Harrisburg Keystone’s membership has increased to 30, with Kendra McDowell’s application being accepted today.
3. Committee Co-Chair Yolanda agreed with a comment made by Secretary Jan that the Membership Application needs to be reviewed. It seems that we have a few versions of our application and those will be consolidated into one single Membership Application form.
4. President Megan suggested that we place our Membership Application onto our website in an electronic format, so that potential members may just complete the application, hit “Submit” and it will be directed to the Membership Committee. President Megan will ask Sergeant-at-Arms Sam BowerCraft about the feasibility of an electronic application on our website.
5. Discussion ensued about how to best handle Christian Kcomt, who asked for a leave of absence while he completes his education. Treasurer Joe agreed that Christian has paid his Rotary International dues through June 30 and by adding an allowance on his local dues, his account will remain paid through December 31. We will remain in contact with Christian, but as the year ends, we will check back with him to see if he wants to remain an active member of our club. The Board voted and agreed to keep Christian as an active member of our club through December 31.
6. President-Elect Addeline mentioned that she has received a District Membership Survey and she wasn’t sure how to respond. The Board suggested she delegate, and so she will delegate this form be completed by our club’s Membership Committee Co-Chair, Hector Ortiz.
7. **Treasurer’s Report**
8. Treasurer Joe reported that we currently have $11, 047.80 in our coffers right now
9. $5000 is money that cannot be touched, as it is designated for our International Service project with Guayaquil, Ecuador. Unfortunately, this project is not moving forward, so we may need to find another international project to assist with. An update on this project is needed from Membership Co-Chair Hector Ortiz.
10. Invoices, through ABC’s new accounting software, will be sent out sometime in May for the April – June quarter of 2015. These invoices are for our quarterly dues to ABC for $50.
11. It was suggested that club members receive quarterly income/expense reports so that we all have a better idea of our Treasury’s standings. Treasurer Joe agreed and feels that ABC’s new software will allow generation of our club’s standings.
12. Joe requested that our club’s bank be moved from Santander to Centric, to allow for e-deposits and better reconciliation with ABC’s software. The Board voted and agreed that our club account be moved to Centric Bank. Joe will follow up and will complete necessary paperwork for this move.
13. **Youth Committee**
14. President Megan raised the question, once again, as to whether the gift cards for our 4-Way Test speech contestants, had been given to the students?
15. Secretary Jan had spoken with Committee Chair Charles Radomsky while at the Food Bank, a couple weeks ago and she asked him this same question. His response was “No, but he will take care of it.”

ii. VP Jim indicated he will email Charles; President Megan will follow up with a phone call to Charles, to ensure the gift cards are given to Duane and Innocenza for their participation in the speech contest.

B. President-Elect Addeline mentioned the Dictionary Project and how that had fallen by the wayside by our club. The question was raised as to whose project this is, as Harrisburg Keystone joined in as an adjunct to the club (West Shore?) who began the project. Is our club over-committing on service projects?

1. **Fundraising Committee**
2. Our Pint 5K is coming up soon.
3. Very few people have registered. Each club member is responsible for getting 4 people to sign up for participation.
4. President Megan shared a Facebook event with all club members and all club members should share the event invitation on our own Facebook pages.
5. **Action Items**

A. Vice President Jim

i. Confirm date and price of Harrisburg Senators game (June 2)

ii. Email Youth Chair Charles about delivering gift cards to 4-Way Test Speech contestants at Steelton Highspire High School.

B. **Treasurer Joe**

i. Create a monthly income/expense report and make it available to the club

ii. Complete paperwork for moving our club’s bank account from Santander to Centric.

C. President Megan

i. Check with Sam BowerCraft about adding an electronic Membership Application onto our club’s website, that can be completed and transmitted directly to Membership Committee.

ii. Call Youth Chair Charles about delivering gift cards to Duane and Innocenza at Steelton Highspire High school, for their participation in our 4-Way Test speech contest.

1. Service Committee
   1. Talk about and promote Mom’n’PA dental clinic at the Farm Show, May 28-30.
   2. Distribute sign-up sheet.

E. Membership Committee

i. Review our club Membership Application and be sure we use only one form

ii. Maintain contact with Christian Kcomt during this year he is tied up with his education.

F. President-Elect Addeline

i. Delegate district membership survey to Hector Ortiz.

ii. Is any action needed on Dictionary Project?

1. Entire Harrisburg-Keystone Club
   1. For success of Pint 5K, each member is to invite and sign up 4 participants.
   2. Continue to get sponsors for event.
   3. Share event on individual Facebook and social media pages.
   4. Sign up to participate in Mom’n’PA dental clinic, May 28-30, 2015.