

**MINUTES**  
**Rotary District 5580**  
**Grants Sub-Committee Meeting**  
**Saturday, November 17, 2012 – 1:00 P.M.**  
**Ramada Plaza and Suites – Fargo, ND**

The November face-to-face meeting of the D5580 Grants Sub-committee was called to order by Grants Sub-committee Chair, Dave Gottenborg, followed by introductions of those in attendance.

**Roll call of Voting and Non-Voting Members:**

Voting Members Present:

David Gottenborg (Chair) – Pelican Rapids Rotary Club  
Herb Schmidt – Fargo-Moorhead AM Rotary Club  
Karl Wahl – Thunder Bay (Lakehead) Rotary Club  
Ward Nelson – Ely Rotary Club  
Rick Bricker – Brainerd Rotary Club  
Kari Shea – Dickinson Rotary Club  
Brekka Kramer – Minot Rotary Club  
Paul Helstrom – Duluth 25 Rotary Club  
DRFC Roly Turner – Thunder Bay (Port Arthur) Rotary Club  
DG Don Cavalier – Crookston Rotary Club  
DGE Dave Smette – Jamestown Rotary Club  
DGN Tim Kaminski – Hibbing Rotary Club

Voting Members Absent:

None

Non-Voting Members Present:

Keith Brokke (Future Vision Transition Committee Chair) – Fargo-Moorhead AM Rotary  
MaryAnne Korsch (GSE Vice Chair) – Superior Sunrise Centennial Rotary Club  
Diane Collins – Administrative Secretary

Non-Voting Members Absent:

Jay Stoffel (Scholarship Chair) – Duluth 25 Rotary Club

Others in Attendance:

Elaine Hansen – (District Treasurer) – Duluth 25 Rotary Club  
Craig Loughery (District Trainer) – Ely Rotary Club  
Jim McDonald (Assistant District Trainer) – Thunder Bay (Port Arthur) Rotary Club  
John Helstrom – Duluth 25 Rotary Club  
Blake Crosby – Fargo-Moorhead AM Rotary Club

**Approval of Minutes:**

*A motion was made by DG Cavalier and seconded by DGE Smette to approve the Minutes of the DGS Webinar Meeting held on August 16, 2012. Motion carried.*

**District Rotary Foundation Chair (DRFC) Report:**

DRFC Turner provided a summary of the mock Grant Management Seminar held earlier this day, noting that there will still be some changes to Future Vision items. D5580 is requiring all clubs to be qualified to receive grant funds, and a Grant Management Seminar will be held at each P.E.T.S. location, as well as at District Conference in

Bemidji. We will also institute a mentorship program, and we will work to identify and assign mentors to clubs geographically.

There is currently a possible partnership opportunity with D5950 for a large water/sanitation project in Uganda. A question is whether D5580 wants to opt for a District-sponsored project or simply pass it along to the clubs?

### **Financial Reports:**

#### **SHARE Report from TRF:**

The current balance in our DDF account is \$145,367.12. It has been recommended that we retain an amount equal to one year's DDF, which would be approximately \$130,000 to \$150,000. Chair Gottenborg also stated that at the Foundation Sub-Committee Chairs' Meeting, it was voted to contribute 20% of our DDF to PolioPlus, so the amount of our DDF will decrease by \$23,649.94.

#### **D5580 Treasurer Grants Report:**

This report lists all fund balances to date, as well as all grants that have been approved.

A copy of both Financial Reports is attached to these Minutes and incorporated herein by reference.

### **Project Activity Report:**

Chair Gottenborg reviewed the Project Activity Report for 2012-13 which shows all pending projects. None have been funded since the August Meeting, but these will be funded upon receipt of a request from the club with documentation of proper bank account information.

#### **Final Report Project Activity Report:**

This report provides the status of all Final Reports due on pending projects.

Attention was called to Project 12.1.03 (MG75772) Fergus Falls Zimbabwe Computer Project. The amount of \$6900 has already been deducted from our DDF, but the club has not submitted their contribution to the Annual Programs Fund in the amount of \$6500, which they agreed to do. The original application was approved in 2011. Follow-up will be done with the club.

With regard to Project 12.1.06 Grand Rapids Evening Park Project/DSG, the funds were requested, and a change order was also submitted. We have sent the club \$6,132 of the \$8600 requested. This matter will be discussed further in the Interim and Final Report section of these Minutes.

A copy of the Project Activity Reports for Projects and Final Reports are attached to these Minutes and incorporated herein by reference.

### **Interim and Final Reports:**

#### **Interim Reports:**

#### **Project 12.1.06 - Grand Rapids Evening Park Project/DSG:**

The original application requested \$8,600 from District Designated Funds (DDF). The club contributed the matching amount of \$8600 and was expecting \$3,400 in kind from the City of Grand Rapids. The project is complete and their total expenses for the entire project were about \$12,000, with in kind gifts totaling almost \$18,000. The club actually paid for the entire project before actually requesting their funds. Upon receipt of the request for funding, we paid the club \$6,132.75, and the club would like to receive the remainder of the approved amount (\$2,467.25) and apply it to the second stage of the project, which included a gazebo that they have installed. Discussion on this matter was held, with some members feeling that the club should not have changed the project without contacting the Grants Sub-committee first, and felt that the club should submit a separate application for the changes to the project. A motion was made by DGN Kaminski and seconded by DRFC Turner to approve sending the remaining funds of \$2,467.25 to the Grand Rapids Evening Club. Motion carried. (9 Yes / 3 No / 0 Abstain)

#### Final Reports:

##### Project 12.2.14 – Fargo-Moorhead San Antonio School/WCS:

Chair Gottenborg and Herb Schmidt have stated that upon their review, this Final Report and the accounting is in proper order. DGS members had no questions. A motion was made by DRFC Turner and seconded by Ward Nelson to approve the Final Report for Project 12.2.14. Motion carried. (11 Yes / 0 No / 1 Abstain)

The Final Report from Breckenridge Rotary Club for Project 12.4.19 (Project English/DSG) could not be reviewed as the club is missing one receipt.

#### **New Grant Applications:**

##### 13.2.07 Bemidji Rotary Club Village of Hope Playground/DSG:

This is a well-written application and everything appears to be in good order. The club is requesting \$8,305.94 in District Simplified Grant (DSG) funds. A motion was made by DG Cavalier and seconded by DGE Smette to approve the application for Project 13.2.07. Motion carried. (12 Yes / 0 No / 0 Abstain)

##### 13.2.08 – Duluth Harbortown and Partners Bolivia Medical Clinic/WCS:

This is a project to construct a new medical clinic in a small community in Bolivia and involves a number of Clubs. This is also a well-written application and the request is for \$17,500 in World Community Service (WCS) funds. A motion was made by Brekka Kramer and seconded by DGN Kaminski to approve the application for Project 13.2.08. Motion carried. (11 Yes / 0 No / 1 Abstain)

##### 13.2.09 – Fargo-Moorhead AM Sansare Guatemala School Equipment and Scholarships/WCS:

This application is for school equipment and 4 scholarships for students. Discussion was held regarding funding for scholarships and there was concern expressed about this because scholarships are designed to be a continued funding process. As we move into Future Vision, we will probably not be approving perpetual funding requests which would mean that the students would no longer receive funds. Additionally, in cases of poorer countries such as this, there are families that may not be able to come up with the other half of the funds needed. Blake Crosby of the Fargo-Moorhead AM Club, who was in attendance, agreed to deducting the amount of the scholarships from the total amount of WCS requested. A motion was made by Herb Schmidt and seconded by Rick Bricker to approve the application for Project 13.2.09, less the amount requested for scholarships (\$450.00 USD). Motion carried. (11 Yes / 0 No / 1 Abstain)

Chair Gottenborg noted that there will be an application coming in during December from the Brainerd Rotary Club (project in Haiti) and possibly from the Walker Rotary Club for a DSG project.

### **Housekeeping Items:**

Blake Crosby of the Fargo-Moorhead AM Rotary Club mentioned that the club's Literacy Chair wrote a grant request through Lutheran Social Services and found out that these are federal funds. When those funds are expended, there are government-driven requirements that must be considered, and when accepting those funds, you become subject to a federal audit. He asked if D5580 had a policy about clubs accepting government funds. He was advised that D5580 does not have a policy regarding this.

Chair Gottenborg also noted that as we move into Future Vision, all clubs will be required to submit their Grant Proposals for the 2013-14 Rotary Year by March 30, 2013.

To recap deadlines:

December 31: Deadline for submission of Grant Applications for third round.

January 20, 2013 (Thursday) at 7:00 P.M. (CST): DGS meeting via Webinar.

March 30, 2013: Grant Proposals (**Future Vision**) deadline for Clubs.

March 31, 2013: Deadline for submission of Grant Applications for final round.

April 15, 2013 (Thursday) at 7:00 P.M. (CDT): DSG meeting via Webinar.

Grants Sub-committee Site Page on D5580 Website:

Administrative Secretary Collins stated that she had updated the Grants Sub-committee Site page to include the D5580 Policy relating to the requirement that all projects must have a separate bank account and clubs must request their funds within one (1) year from approval of the project.

Meeting adjourned.

Minutes prepared by:  
Diane Collins  
D5580 Admin. Secretary

Attachments:

Agenda  
TRF SHARE Report  
D5580 Financial Report  
2012-13 Project Activity Report  
2012-13 Project Activity Report for Final Reporting  
Voting Record 11-17-12