

**Rotary Club of Furnitureland
Board Minutes
September 6, 2007**

Present: Barbara Frye, Phil Morris, Jef Morgan, Jim Adams, Joe Hellinger

Visiting: Jack Green, Joe Carroll, Randy Carda, David Pruette

FROM THE PRESIDENT: Barbara Frye

- Asked Jef Morgan to chair the regular meeting of September 24.
- Procedural concern: Requested that club business be discussed by the board before it is brought before the club.
- Asked about the *Piedmont Business Ethics Award* promotion. Joe Hellinger will follow up. Deadline: October 9, 2007.
- Will be handing out the 100% Perfect Attendance Award next Monday.
- President-Elect Training Seminar – Jef Morgan will be attending.
- District is accepting nominations for District Governor serving 2010-2011. Deadline for nominations is October 29. The announcement will be put in the newsletter.

AUCTION REPORT: Randy Carda distributed an "Auction Outline" (attached) in which he has identified most committee chairs and has provided a brief job description. This is a 'work-in-progress,' and Randy plans to revise it as this year's program develops.

GOLD CLUB CERTIFICATION PROGRAM: David Pruette reported on progress towards satisfying requirements for district Gold Club Certification (David's notes attached.) This is the 10th year of the Gold Club program. Five clubs have received the Gold Club Award/Certification for the previous 9 years: Clemmons RC, *Furnitureland RC*, Gate City RC, Kernersville RC, and Summit RC.

Project: Joe Hellinger suggested that the club collect canned food to be contributed to a food kitchen. Those present responded favorably, and President Barbara subsequently asked Joe to share the idea with Carlvena Foster (Community Service). A called meeting of the board after the club's next regular meeting will confirm the recommendation.

SECRETARY: Time did not permit the presentation of the August board minutes, but a copy is available on the club's website (see 'Board Notes,' <http://www.FurniturelandRotary.org#ClubAdmin>)

TREASURER: No report

PRESIDENT-ELECT: Time did not permit a report.

VICE PRESIDENT/PROGRAM CHAIRMAN: No report

CLUB SERVICE I (Fundraising) : Time did not permit a report.

CLUB SERVICE II (Club Administration): No report

COMMUNITY SERVICES: No report

INTERNATIONAL SERVICES: No report

VOCATIONAL SERVICES: Time did not permit a report.

PAST PRESIDENT: No report



Auction Outline: Work in Progress

Ideas to Consider

Every club member to be responsible for the following four duties:

- ① To work in the auction process if asked;
- ② To sell or buy at least two auction tickets;
- ③ To sell or buy at least \$100 worth of raffle tickets;
- ④ To obtain item(s) for auction with at least \$100 “anticipated auction” value, or instead of ④ one of the following:
 - ❶ Sell or buy six auction tickets (four additional)
 - ❷ Sell or buy \$200 worth of raffle tickets (\$100 additional)
 - ❸ Serve in one of the Chair positions, highlighted in **bold** below

Auction Chairman to:

1. Recruit an **Auction Vice Chairman (Allen Oliver - 2008)** to assist in all duties in preparation to serve as Auction Chairman the following year
2. Recruit all Chairs by October 1, and hold first organizational meeting that month
3. Identify auction date (**February 21, 2008**), reserve facility
Obtain Board approval for date and site, announce to membership minimum of four months prior to event
4. Locate pre-event storage and arrange transportation for donated items (**Central Storage, Bill Dyson to coordinate**)
5. Schedule and conduct final debriefing meeting after the auction, make adjustments to the Outline based on feedback and auction experience.
6. Recruit a **Sponsorship Chair (Jef Morgan - 2008)**, who will recruit other members for the Sponsorship Committee to:
Develop sponsorship and recognition levels
Program in place and marketing begun minimum three months prior to event
Sell sponsorships
7. Chair the Procurement Committee comprised of the Live, Silent, and Raffle Chairs, and additional members as needed.
Committee to be in place by October 1, with timeline for activities set
Procurement Committee will track gifts, identify areas of need, and combinations of gifts into packages
Procurement Committee to designate Live and Silent items prior to Auction
8. Recruit a **Registration Chair (Colby Walton - 2008)** who will form a committee to:

- Design, print, and distribute admission tickets
 - Track ticket sales, passing receipts and billing information to the club treasurer
 - Report ticket sales to the Hospitality Chair
- Design and procure registration materials with bidder numbers
- Design registration table and area
 - Coordinate with Raffle and Live Chairs to present prizes or highlight items at Registration desk
- Recruit and schedule adequate door staff for night of event

9. Recruit a **Hospitality Chair (Jim Adams - 2008)**, who will recruit a committee to:

- Design menu
- Identify caterer
- Design table settings, linens, center pieces and set up
- Based on information received from the Registration Chair, finalize minimum to the caterer, arrange for sufficient tables, chairs, and table settings
- Set up and operate the bars
 - procure liquor, beer, wine, mixers, soft drinks, water, cups and paper products
- Arrange for entertainment
- Provide all invoices and receipts to Treasurer timely for payment or reimbursement

10. Recruit a **Publicity Chair (Don Redding - 2008)** to recruit a committee to:

- Market event through club communication, interclub communication, print and electronic media avenues
- Provide an Auction Program
- Investigate effectiveness of Auction Web site, and implement and keep current if the committee decides to continue
- Photograph Live items and arrange for presentation (overhead projection?) of items during Live Auction

11. Recruit the **Live Auction Chair (Bill Heard – 2008)** to:

- Serve on Procurement Committee
- Confirm date with Mendenhall Auction
- Take responsibility for staging before event
 - Identify manpower needs, recruit help
 - Stage Live Auction items to improve marketing
- Take responsibility for delivery control after event

12. Recruit the **Silent Auction Chair** who will:

- Serve on Procurement Committee
- Take responsibility for staging before event
 - Identify manpower needs, recruit help

Stage Silent Auction items to improve marketing
Prepare bid sheets
Take responsibility for administration during the Auction:
Schedule team to monitor bids, take up sheets at conclusion of
auction
Schedule crew to work after event for check out

13. Recruit the **Raffle Chair (Dick Thomas – 2008)** who will:
 - Serve on Procurement Committee
 - Design the Raffle (e.g. countdown raffle, “Dots”, theme, prize levels, etc.)
 - Tickets
 - Design, and order printing
 - Coordinate and track sales
 - Report results to Club Treasurer

Club Treasurer (**William Laney - 2008**), to recruit additional assistants as needed, and serve as **Cashier** to:

- Arrange for merchant terminal, phone lines for event
- Take payments for items purchased through cash, check, credit card or club member charge (only club members with their club bill current may charge)
 - Mark invoice “Paid” to permit pick up of purchased item
- Obtain results from Mendenhall crew and Raffle Chair, reconcile with receipts, deposit cash and checks next day, and report results to Auction Chair
- Track member charges and bill



**Gold Club Achievement Award 2007-2008
District 7690**

To achieve Gold Club: All items in bold and italics are mandatory. Electives in each category (membership as of 7/1/07)

- Fewer than 30 members - 2 electives
- 30-49 members - 3 electives
- **50-100 members - 4 electives**
- Over 100 members - 5 electives

Items shown in red are the ones I think we have already done.

Membership (4 electives done)	Results as of September 6
<p>Submit a written membership plan (goals and objectives) to AG by 8/31/07</p> <p>Achieve a net increase of one member as of April 1, 2008</p> <p>Appoint Membership Chair for club and send contact information to District Membership Chair by 8/1/07</p> <p>Membership Chair and/or President to attend District Membership Seminar</p> <ol style="list-style-type: none"> 1. Have a new member orientation process in place 2. President recruit and induct a new member by 7/10/07 3. Publish membership article/info in club bulletin in August 4. Have a meeting on membership process 5. Conduct a recruiting campaign for new members 6. Induct a new member under 40 7. Sponsor a new Rotary Club by April 1, 2008 	<p>Sent by Jack Green August 27</p> <p>+7 so far</p> <p>Jack Green - Sent to Kelly Harrill and Jay Harris 7/29</p> <p>Jack Green will attend.</p> <p>In place</p> <p>Joe Hellinger</p> <p>Published in August 13 issue</p> <p>Joe Hellinger (3/1/82) Don Redding (11/8/68)</p>
<p>Service (4 electives done)</p> <p>Participate in a vocational service project</p> <p>Participate in a hands-on community service project</p> <p>Participate in an international service project (can be multi-club)</p> <p>Club to appoint Youth Services Chair and submit it to the District Executive Secretary, Margaret Padgett</p> <ol style="list-style-type: none"> 1. Submit application for Rotary Youth Leadership Program or World Affair Seminar 2. Sponsor a new or existing Rotaract Club 3. Sponsor a new or existing Interact club 4. Sponsor a new or existing Rotarunner club 5. Host an Inbound Youth Exchange student (summer exchange or academic year) 6. Sponsor an Outbound Exchange student 7. Sponsor a student for "Rotary Against Drugs" contest 8. Have one club program/project/event to include youth 9. Club has scholarship program in place for graduating senior high school or college student 10. Club takes on new project they have never done before. 11. Club participates in multi-club project. 	<p>Shadowing Day or Business Ethics</p> <p>Auction/Joseph's House</p> <p>Saving Little Hearts</p> <p>John Womack - Sent to Margaret 7/13</p> <p>High Point Central</p> <p>Shirlee Carda program at Fairview and Trinity</p> <p>Students of the Month</p> <p>Trinity</p> <p>Saving Little Hearts</p>

Leadership (3 electives done)

Club must achieve the Presidential Citation

Club has a least 2 club leaders at District Assembly on 5/11/2007

Appoint a District Conference Chair and send contact to District Conference Chairs by August 1, 2007

PE must attend PETS in March 2008 (attendance at any PETS is acceptable)

Planning Guide (5/11/07) and TRF (4/15/07) report submitted on time

1. Club to have 10% of membership (including spouse/guests) registered for District Conference April 24-27, 2008

2. Club has Rotarians who are attending District Conference for the first time

3. Attendance at a Rotary Leadership seminar

4. Vice President (President-Nominee) attends PETS in March 2008

5. Club member serves in District capacity

6. Club prepares a long range plan

7. Club has more than 2 members at District Assembly

Frye, Pruette, Morris + others

Jim Adams - Sent to Andy Bills and Michael Amos 7/29

Jef Morgan -March 14-15, 2008

Reports were submitted.

We will have this

Likely

Pruette, Morris, Green, Womack, Stewart

Jack Green

Frye, Pruette, Morris + others

Foundation (1 elective done)

Have a program on the Foundation (program on fundraising or programs)

Participate/contribute to ERAY (Every member makes a contribution to Annual Fund)

Foundation Chair and/or President to attend Foundation Seminar

Appoint Foundation Chair for club and send contact information to Foundation Area Rep by 8/1/07

1. Participate in hosting a GSE team

2. Nominate a GSE candidate for team leader or team member

3. Nominate an Ambassadorial/Cultural/World Peace Scholar

4. Achieve club-set goals for Foundation

5. Apply for District Simplified Grant

6. Apply for Matching grants project (can be multi-club)

7. Invite a Rotary Foundation alumna (former scholar/GSE) to speak at club

8. Club to have 10% of membership (including spouse/guests) at Foundation dinner

9. Average of \$100.00 per member is contributed to the Annual fund

10. Contribute \$100.00 per member by October 31 to the Rotary Foundation Annual Fund

Will Mendoza - World Peace Scholar - August 13

Barbara Frye is going

Joe Carroll - Sent to Rick Blake 7/29

Likely

Kovan Pagan for GSE team member

Likely

Likely

Likely

Likely

11. Club is currently a 100% Benefactor club (On a single day between 7/1/07 and 4/1/08 all club members are certified Benefactors)

12. Club is currently a 100% Sustaining PHF Club (On a single day between 7/1/07 and 4/1/08, all club members certified as Sustaining members)

13. Club is currently a 100% PHF club (on a single day between 7/1/07 and 4/1/08, all club members are certified as Paul Harris Fellows)

14. Club has new Bequest Society Member(s) (Credit will be given for each club member who become a Major Donor or a member of the Bequest Society before 4/1/08)

Likely

15. Club has new Major Donor(s) Rotarians (Credit will be given for each club member who become a Major Donor or a member of the Bequest Society before 4/1/08)

16. Club has Paul Harris Society member (Rotarian)

17. Club contributes \$200.00 per member (Annual, Permanent, & Restricted Fund contributions combined)

Likely

Spirit/Public Relations (4 electives done)

Hold a "Family of Rotary" event for your club

Appoint a Family of Rotary club chair and send contact information to the District Family of Rotary chair by 8/1/07

Appoint a Public Relations club chair and send contact information to the District Public Relations chair by 8/1/07

Club has Rotarian(s) who attend at least 1 District Fellowship event

Update Online District Data Base by 12/1/07 (see Note 1)

1. Participate in 3 District fellowship events

2. Make 4-Way Test a part of meetings or newsletters

3. Create or continue "Health and Happiness" updates on members

4. Have more members at the Foundation dinner this year than last (including spouse/guest)

5. Club achieves overall attendance of 70% or better for the year

6. 100% attendance at any one meeting or function

7. Submit public relations articles concerning club activities (Public relations articles to be submitted to District PR Chair)

8. Publish a club bulletin at least monthly—copy to DG

9. Maintain an up-to-date website

10. Get publicity in *Rotarian* magazine or any RI publication

11. Submit a photograph to the District photo contest.

Richard Wood and Coy Williard - Sent to Duane Long 7/29

Phil Morris - Sent to Tracy Brooks 7/29

Updated

Published in the newsletter

Published in the newsletter

Likely

Bulletin published weekly. DG gets copy. Website is up-to-date.

Note 1: Items required as a minimum to satisfy requirement: All items in "Section 1 – Personal Data" and in "Section 2 – Contact"