

**Rotary LGBT+ Annual General Meeting
Minutes 14 June 2021**

Call to Order

3:00 pst President Wilson

Meeting Minutes

Welcome

President Wilson welcomed all attendees to the Annual General Meeting (AGM) of the membership. President Elect Godino acknowledged the Aboriginal Australians of the land where he joined the meeting to indigenous peoples worldwide. President Wilson introduced the 2020-21 Board of Directors.

Meeting Quorum

The LGBT+ Fellowship currently has 202 members representing 22 countries. In attendance to this AGM were 38 members. President Wilson acknowledged that our Bylaws require 50% of member attendance in order to have a quorum. Therefore, Resolutions passed in today's AGM will be Interim Resolutions. Unless a petition is received from members representing at least 25% of the total membership within 28 calendar days of the AGM, calling for another AGM to be held, the Interim Resolutions will become Resolutions duly passed by the membership of the LGBT+ Fellowship on the 29th calendar day following the AGM. Prior year AGM Minutes were also distributed with the Agenda and will be considered approved under the same provisions as Resolutions.

President's Report

President Wilson reflected on our first meeting as a "non-Fellowship" in Atlanta and so much that has been accomplished since becoming a Fellowship in Toronto. To name a few accomplishments:

- Board expanded to 12 Directors in 7 Countries
- Strategic and Financial Plan(s)
- Creation of Education, Service and Friendship Committee
- Website with Education and Marketing Materials
- Lots of Seminars and Happy Hours
- Club Inclusion tool created with RYLA Oceana

President Wilson is excited about working with President Elect Godino and supporting him as his Past President for the upcoming year.

President Elect Goals for 2021-23

President Elect Godino thanks those who contributed to the Strategic Planning process that helped frame goals for his term of office. Key highlights include:

- Creating a Quarterly Newsletter
- Hosting our first face-to-face Convention in Houston (hopefully)
- Developing a LGBT+ Rotary Awards Program, for presentation at the Convention
- Exploring a LGBT+ Rotary Mini-grants Program for clubs
- Continuing to develop our educational resources including By-stander Training and District DEI officer support

Treasurer's Report

Treasurer Schoenmehl provided a summary of our financial position highlighting plan to actual results. Report attached to these minutes. In summary:

- We have \$12,835 in the bank from dues and pin sales
- We have no outstanding debts
- We have ongoing operations of pin sales and fulfillment

Motion to approve the Treasurer's Report by Len Lanzi, 2nd by Director Knowles. Abstaining member Alessandro Andreani. Motion carried.

Installation of 2021-22 Board of Directors

President Wilson served as the Nominating Committee Chair introduced the nominations for the 2021-22 slate of Board of Directors as follows:

- Grant Godino (Australia) - President
- Michelle Wilson (United States) - Immediate Past President
- Deb Knowles (United States) - Secretary
- Vacant - Treasurer
- Monica Mulholland (New Zealand) - Director, Inclusion (Education committee Co-Lead)
- Jacinthe Paille (Canada) - Director, Events (Education Committee Co-lead)
- Wen Yue Huang (Taiwan) - Director, Service (Service Committee Co-Lead)
- Aleksei Bondarenko-Edwards (Australia) – Director, Service (Service Committee Co-Lead)
- Anderson Zerwes (Brasil) - Director, Membership (Friendship Committee Co-lead)
- Jill O'Neill (United States) - Director, Communications (Friendship Committee Co-Lead)
- Pir Syed Ebrahim Shah (Pakistan) - Director at Large
- Ron Schoenmehl (United States) - Director At Large

Motion to approved the slate of Directors by Anthony Mayer, 2nd by Len Lanzi. Three abstaining members: Alessandro Andreani, Gryphil Scheurecker, and Maggie Kraft. Motion carried.

Adjournment

4:10 by Immediate Past President Wilson

TREASURER'S REPORT
Annual Meeting 2021 June



Summary of current financial position

1. Our assets are held in two financial institutions, with a current balance of \$12,835.62 at the end of May 2021
2. We have no outstanding debts
3. We have ongoing operations of pin sales and fulfilment

	2021 APRIL	2021 MAY	Net Change
ASSETS			
Chase #2138	\$ 6,186.12	\$ 6,186.12	\$ -
PayPal #9JZS	\$ 4,589.77	\$ 6,649.50	\$ 2,059.73
Other	\$ -	\$ -	\$ -
Subtotal	\$ 10,775.89	\$ 12,835.62	\$ 2,059.73
Accounts Receivable	\$ -	\$ -	
Other Assets		~700 pins	<i>Inventory value of pins not shown in total assets</i>
Total Assets	\$ 10,775.89	\$ 12,835.62	\$ 2,059.73



2019-2021 Budget: *The current budget is also the initial budget for the Fellowship*

1. With no prior history, we estimated membership totals to be 250 by June 2021, resulting in \$7650 in membership income. **Our actual paid membership as of May 2021 is 196.**
 - a. We also estimated that an initial order of 500 pins would net \$950 in sales
2. **Our total income for the year was projected to be \$8600 net income plus \$300 in donated services. Our total gross income for fiscal year 2021 will be around \$20,000.**
3. Our expenses were estimated to be in five major categories:
 - a. Education services - \$1000
 - b. Service projects - \$1000
 - c. Fellowship activities - \$ 1000
 - d. International Convention "House of Friendship" booth support in Taiwan – Pronouns, stickers, educational material, "stuff we all get" at conventions (SWAG) - \$1000
 - e. Administration - \$350 in actual expense plus \$300 in recognized donation of services
 - f. A reserve of \$1800 for bank, postage, filings, and unexpected start-up expenses for the Fellowship
 - g. Total expenses budgeted for \$6450. **Our actual expenses were under \$1000, excluding the pin production and shipment.**
4. Net income/expense was budgeted for \$2450, or 27.5% of total income. **Our projected net income for the fiscal year 2021 will be about \$13,000.**

TREASURER'S REPORT
Annual Meeting 2021 June



2020-2021 BUDGET			Total
INCOME			
MEMBERSHIP FEES			
1	Annual	\$ 4,375.00	
2	Additional family member	\$ 150.00	
3	Lifetime	\$ 3,125.00	
4	Other	\$ -	
5	---SUBTOTAL		\$ 7,650.00
DONATIONS			
6	Cash	\$ -	
7	Gifts in Kind	\$ 300.00	
8	Grants	\$ -	
9	---SUBTOTAL		\$ 300.00
SALE OF MERCHANDISE			
10	Cost of merchandise	\$ (2,050.00)	
11	Merchandise sales	\$ 3,000.00	
12	---SUBTOTAL		\$ 950.00
OTHER			
13	Interest	\$ -	
14	Other	\$ -	
15	---SUBTOTAL		\$ -
16	TOTAL INCOME		\$ 8,900.00



TREASURER'S REPORT
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2020-2021 BUDGET				TOTAL
EXPENSE				
ADMINISTRATION				
17		Website and email	\$ 300.00	
18		Accounting	\$ 100.00	
19		Membership	\$ 250.00	
20		Bank fee reserve	\$ 1,800.00	
21		---SUBTOTAL		\$ 2,450.00
PROGRAM SERVICES				
22		House of Friendship, June 2021	\$ 1,000.00	
23		Fellowship committee	\$ 1,000.00	
24		Service committee	\$ 1,000.00	
25		Education committee	\$ 1,000.00	
26		---SUBTOTAL		\$ 4,000.00
27		TOTAL EXPENSE		\$ 6,450.00

28	NET			\$ 2,450.00
29	Percent net			27.5%

Calculations				
30	ETM		250	

TREASURER'S REPORT
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2019-2021 Actual

1. A donation of \$35 opened our financial accounts in September 2019. Thank you, President Michelle Wilson.
2. An appeal for donations in January 2020 resulted in 48 donations totaling \$2226 in the first six months and a total of 344 donations by May 2021.
3. Pin sales far exceeded the budget. We ordered 1500 pins, shipped most of them, and will be ordering an additional 500. Our current inventory is 117 with clutch-pin- backs and 325 with magnetic[in-backs, split between Grant Godino in Australia and our *Master of Pins*, John Culshaw in Iowa, USA.
4. Membership payment contributions total 196 currently paid, with about 1/3 paying the \$125 for a “Lifetime” membership, and the rest towards an annual membership or some other special situation.
5. Bottom line:



	Budget	Estimated year end	
Income	\$8,900	\$20,000	Pin and membership donations
Expense	\$6,450	\$7,000	Cost of goods, postage, bank fees
Net	\$2,450	\$13,000	

Closing 2021 Fiscal Year – Beginning 2021-22 Fiscal Year

1. Conversion to QuickBooks and simple accounting (versus cash basis, Excel spreadsheets)
2. Budget for 2021-22
 - a. Emphasis to remain on three primary focal points: education, service, and fellowship
 - b. for an in-person International Convention in June 2022 and allocate funding for the House of Friendship, service-education-fellowship activities in Houston.
3. Plan for merchandising the LGBT brand
4. Financial review (independent inspection of financial records)
5. Present the Internal Controls and Conflict of Interest policies approved in March 2020 and review for update

TREASURER'S REPORT
Annual Meeting 2021 June



CHASE
JP Morgan Chase Bank, N.A.
P.O. Box 182051
Columbus, OH 43218 - 2051

May 01, 2021 through May 28, 2021

CUSTOMER SERVICE INFORMATION
Web site: www.Chase.com
Service Center: 1-877-425-6100
Deaf and Hard of Hearing: 1-800-242-7383
Para Español: 1-888-622-4273
International Calls: 1-713-262-1679

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HOLD - RETURN MAIL
ROTARY LGBT+ FELLOWSHIP
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CHECKING SUMMARY Chase Total Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$6,186.12
Ending Balance	0	\$6,186.12

There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through chase.com. If you have questions, please call us at the number on this statement.

The monthly service fee of \$15.00 was waived this period because you maintained a minimum daily balance of \$1,500.00

#6 Bank Statement

PayPal

Merchant: [Redacted] PayPal ID: ron91911@gmail.com 5/1/21 - 5/31/21

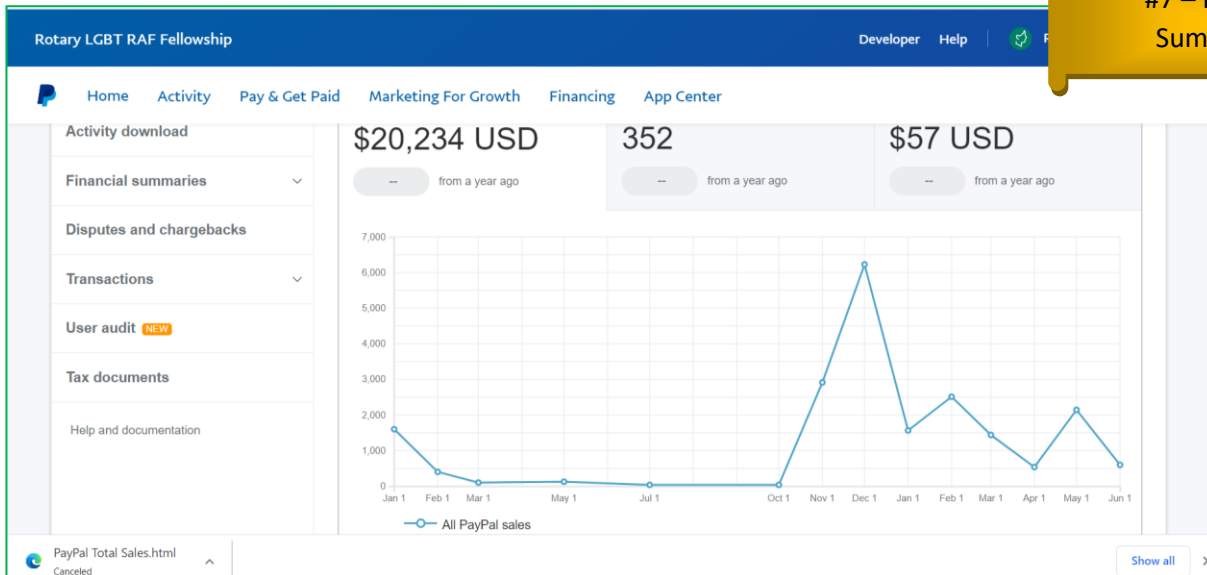
Statement for May 2021
Rotary LGBT RAF Fellowship
[Redacted] Court
[Redacted] Vista

Balance Summary (5/1/21 - 5/31/21)

	Available beginning	Available ending	Withheld beginning	Withheld ending
USD	4,589.77	6,649.50	0.00	0.00

TOTAL INCOME IN SINCE INCEPTION VIA PAYPAL

#7 - PayPal Summary



Timeline

1. The board authorized the formation of a financial account on February 22, 2019, specifically the Chase account in Athens, Ohio, and a PayPal account on August 29, 2019. The secretary/treasurer role was separated. .
2. President Michelle Wilson opened an account in Athens, Ohio at a Chase bank on September 18, 2019 with a personal donation of \$35.
3. Dues were approved at \$35 for standard (annual) membership, \$125 for lifetime membership, \$15 for additional members, and members who cannot afford the standard fee will be accommodated on a case by case basis at the October 28, 2019 meeting.
4. Applications for treasurer were sought in October 2019 and Ron Schoenmehl was appointed to the position at the November 26, 2019 meeting of the board.
5. In January, 2020, financial support from members was initiated.
 - a. A total of 37 donations were made, generating \$1635 in donations in the initial response
 - b. Funds were transferred from PayPal to Chase, to maintain a minimum balance of \$1500 at Chase to avoid monthly fees of \$15.
 - c. By December 31, 2020, a total of \$11,348 from 203 sales had been collected.
 - d. By June 4, 2021, a total of \$20, 334 (PayPal) and an additional \$225 (Chase) had been donated.
6. A task force was created In February (at the start of the Covid-19 pandemic) and recommended to the board a series of policies and procedures, which were adopted.
 - a. An initial financial review of the Fellowship prior to January 2020. The financial statements show only \$35 in assets prior to January 2020 and no other financial transactions were found.
 - b. Internal controls: Ten policies for proper stewardship of Fellowship assets and obligations were proposed and adopted in March 2020.
 - c. A Conflict of Interest policy for all transactions and specifically for board member, approved in March 2020
 - d. Proposed budget for 2020-2021: Approved at Annual Meeting in June 2020.
 - e. Review of proposed dues and comparison with other Fellowships.
 - f. A Fellowship lapel pin.
7. In July, 2020, Form 990-EZ was filed with the Internal Revenue Service in the United States, for 2019, after approval by the board at the July 2020 meeting.
8. On November 11, 2020, 500 Fellowship pins were ordered at a cost of \$1760 AUD (\$3.52 AUD each with tax included - \$2.72 USD). The first shipment of pins was sent to our initial financial supporters from January 2020. Pins were reordered in February and April 2021 (pins with magnetic backs at are \$3.80 AUD each with tax included - \$2.94 USD). A total of 1500 pins were ordered in the fiscal year ending on June 30, 2021 (FY21). The manufacturer of the pins is required to be a licensed vendor from Rotary International.
9. Postage costs for shipping the pins were charged individually to the customers. The prices varied due to the origination of the pins from Australia and limitations due to Covid-19. (Two pins were ordered from an island in the Caribbean and the cost was over \$70). Invitations were made for pin fulfillment volunteers (Master of Pins) and John Culshaw of Iowa City, Iowa in the

- US has agreed to assist. Similarly, pin fulfillment volunteers in South America and beyond are being sought.
10. The budget for the fiscal year ending June 30, 2021:
 - a. Projected income of \$8900
 - b. Allocated expense of \$6450
 - c. Allocations set aside for promotion and execution of Taiwan convention in June 2021 as well as the three standing committees (education, fellowship, service), each for \$1000. The convention allocation provided House of Friendship decorations, SWAG (stuff we give away), and for a Fellowship gathering.
 - d. Allocation also set aside for pin expense, administration (bank fees, website hosting donation/expense, accounting, and a membership application).
 - e. A generous net of \$2450 (27.5%) was budgeted.
 - f. Len Lanzi of Santa Monica, California led the process for FY 2021.
 11. Other expenses during FY 2021 included:
 - a. Donated website hosting. Due to increased traffic, the board approved in June 2021 a paid website host, with improved customer support. Domain name was purchased through 2023.
 - b. Membership and merchandise application
 - c. Email service (Mailchimp)
 - d. Accounting software (QuickBooks)
 - e. ZOOM subscription
 - f. Convention "kits" for ready-to-order supplies of Fellowship-branded SWAG, posters, pins, pronoun tags, maps, and other tools that might be used at district conferences, trainings, and community events. Current board members were approved to order up to \$200 for their use at regional Rotary events. Monica Mulholland made a proto-type display for a New Zealand conference in Spring 2021.

Special acknowledgment to Anthony Marquez, a Rotaract member of the San Diego State University club and a recent graduate. Anthony asked for a mentor through the LGBT Fellowship, and we began meeting in the spring as he approached graduation, in May 2021. He visited me in preparation for this report and I want to thank him publicly.

Attachments:

- *Conflict of Interest policy*
- *Internal Controls policy*

Submitted by:

Ronald R. Schoenmehl, Treasurer, LGBT RAF Fellowship, 2021 June 10
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USA: 408-813-9154 Ron.Schoenmehl@RotaryLGBT.org Ron91911@gmail.com

WORKPLAN 2021-23

PURPOSE

The purpose of the Rotary LGBT+ Fellowship shall be to promote global friendship, service, and education with the goal of creating an inclusive, understanding and welcoming community, fostering goodwill and peace, and realizing a world that achieves fundamental fairness and equality for LGBT+ people.

Portfolio	Action
Executive and Directors <i>at large</i>	Consider <i>intersectionality</i> in all the activities we do
	Develop a program of supports for Rainbow Families in Rotary
	Coordinate materials and logistics for a booth in the House of Friendship and social events at the annual Rotary International Convention
	Engage with other Rotary Fellowships, Action Groups and other DEI groups to collaborate on key projects
Friendship	Develop an events calendar for " diversity days "
	Raise the Fellowship's profile within Rotary to increase engagement of LGBT+ Rotary Family and allies, especially in South-East Asia, Europe and Africa
	Support the Rotary family to participate in pride marches and festivals, district conferences, and regional events
	Distribution of a quarterly newsletter
	Acknowledge and communicate the work of exemplary members of the Rotary Family regarding their work in LGBT+ inclusion
Service	Develop a grant program for projects that support LGBT+ communities
	Develop a listing of Rotary projects that have significance to the LGBT+ community
	Develop resources and contacts to assist Rotary stakeholders to support projects of significance to the LGBT+ community
	Acknowledge and communicate the work of exemplary clubs regarding their work in LGBT+ inclusion
Education	Advocate for LGBT+ inclusive practice across the Rotary Family
	Being open in calling out inequalities in Rotary by sharing both positive and negative experiences
	Develop a training "module" and/or resources to support inclusive practice and visibility of LGBT+ communities across the Rotary Family, including active bystander, LGBT+ 101, cultural inclusiveness and district DEI officer resources.
	Develop resources for people to advertise themselves as a safe person to speak to