Rotary
Club of Windsor

# Service Club Committees 2020 – 2021

THE ROTARY CLUB OF WINDSOR IS A PASSIONATE GROUP OF INDIVIDUALS WHO SHARE IDEAS AND RESOURCES TO ACCOMPLISH GOALS THAT IMPROVE LOCAL AND WORLD COMMUNITES.

**Rotary Club of Windsor**
**2020 – 21 Service Club Committees**

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# Club Programs

**Committee Chair:** JB Leep

Committee Members: JB Leep, Maureen Merrill, Bill Bolster

**Objectives:** To ensure that Rotary meetings have presentations that enhance the enjoyment of our meetings and the value received by members who attend. To compliment and further the goals of the club through informative, educational and entertaining programs.

**Details:**

1. **Coordinate with Club President and the Club Service Chairperson.** They may have special requests, policies or course adjustments. Typically, the president will want a certain number of Club Assembly or "President's" Days in which there is no program.

2. **Set up a method of selecting programs**. One practice has been to assign months to individual members who take responsibility for program speakers in accordance with the Guidelines. Anyone with a month assigned is considered part of the Program Committee. Be sure that members active in setting up programs are familiar with the Guidelines. We sometimes keep open a few of the later months of the year, because this is a good way to get new members involved.

3. **Keep a Master Calendar**. When changes are made, copy the president, the bulletin editor and the other Program Committee members. Monitor scheduled or proposed speakers for overlap, repeats, similarity, etc.

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## Club Committee

**Committee Chair:** Chris Landwehr

Sub-Committee Members:

**A. Meeting Support:**

- Set-up & tear-down: Art Diaz
- Audio / Visual: J.B. Leep
- Greeter: Laura Buhrer
- Meeting reminder "to-do list": Chris Landwehr
- Song: Dave Ruprecht
- Inspiration: Susan Cole
- Birthdays, Anniversaries & Fines: Leslie Lewis

**Objectives/Details**: To have each meeting run smoothly and all facets taken care of so President Bill can focus on his part of the meeting agenda without distractions or interruptions.

**Timeline**: Every Tuesday morning

**Budget Details**: $400. This is an estimate assuming there will be some audio/visual equipment upgrades that we need to do throughout the year. All other meeting support tasks require no money.

**Other comments**: n/a

**B. Communications:**

- Photos and Windsor Times liaison: Sue Nelson
- Newsletter: Tom Boylan
- Publicity: Tom Boylan
- Website: J.B. Leep
- Social Media: Tom Boylan

**Objectives/Details**: To provide timely and worthwhile communication to the club members of what is and has been happening. Also to promote the club (both to the club members and he general public) through the website, articles in the Windsor Times and other publicity & social media opportunities that present themselves.

**Timeline**: Photos and Newsletter are each week. Publicity, social media and website are on an as needed basis.

**Budget Details**: $1,000. This is primarily to pay Boylan Point Agency to complete the newsletter each week. If there is advertising via social media or other media outlets than those costs would be extra.
**Other comments**: n/a

**C. Socials & Fellowship:**

- Monthly Socials: Bev Graham (have not received confirmation from Bev yet on her willingness to serve).
- Debunking: Maureen Merrill

**Objectives/Details**: To provide monthly or semi-monthly social events so members and members families can get together outside of the regular Tuesday morning setting, and to foster goodwill among members.
**Timeline**: The socials will be determined by various activities that present themselves to the club. Due to the current Covid-19 situation, socials may be limited this year.
**Budget Details**: $250. Note, most socials will be paid for by each member contributions to attend any particular social, however some funds may be needed to pick up any shortage of cost that were incurred. The debunking is paid for by member dues/contributions, so I am not including it in this budget request.
**Other comments**: n/a

**D. Sunshine:**

- Acknowledgement letters/email: Lauren Antoni
- Special Occasions & sympathy notes: Lauren Antoni

**Objectives/Details**: To provide communication to the club on any members (or family members of member) who are experiencing difficult times and may not be showing up at the Tuesday meetings. Also, to occasionally send notes or cards to members when the occasion arises.
**Timeline**: As needed.
**Budget Details**: $50 (projected to cover costs of cards/letters/mailing, etc.)
**Other comments**: I would like to provide Lauren with some assistance from more seasoned members since she is new to the club and doesn't really know everyone or how this position is handled.

E. **Documentation:** Wally Krutz & John LeCave

**Objectives/Details**: It is charged with taking action to process requests for new or changes to existing documentation and legacy policy being added to the Club's electronic knowledgebase (Who does What, and How) including:

- General Information about the Club and Avenues of Service and other standing committees.
- Changes, updates and new policy, procedures, significant changes to standing committee Roles & Responsibility. (Resolutions)
- Modification to the Clubs core documents that will need to be explained to the club.

**Timeline**: This is an on-going task that will be a work-in-progress the entire year.
**Budget Details**: $100
**Other comments**: n/a

F. **Rotary Storage**: Glenda Sales & Wally Krutz

**Objectives/Details**: This is for the purpose of housing all of the club's personal property that are used periodically. The objective is to have a place for storage that is easily accessed when something is needed.
**Timeline**: Ongoing
**Budget Details**: Potentially $100 per month. In speaking with Glenda, she has allowed us to keep our belongings at her place of business, however she is not the sole owner and believes she will need to eventually start charging us $100 per month.
**Other comments**: At some point she may also sell the unit, at which time we would need to find another location.

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# Community

**Community** – Glenn Sugden and Carol Martin

Communication with / reports to the board — Glenn Sugden
Maintenance & Organization of Grant Requests— Glenn Sugden

- Actively solicit ideas about projects suitable for grants
- Accept and track requests
- Convene evaluation sessions where small group can consider and evaluate requests; preside/lead these groups
- Make recommendations to the Board re funding or not
- Write letters to both winners and losers in the grant process
- Organize presentations of funds at club meetings with suitable fanfare.
- Communicate often with the club about upcoming potential projects and funded projects – show them how their money was spent.
- Allocation of Club Grants which seeks to make contributions to our community that support the clubs mission and the efforts of the other Avenues of Service.

**Team Members:**

Windsor Rotary Community Fund - Brian Ling
Windsor Rotary Big Fundraiser — Michael Juric
Bell Manor Holiday Lunch – Pegi Ball
Choir - Heather Cullen
Caroling at Senior Facilities – Pam Moulton
Mini-Fundraisers for Community Fund – Barbara McChesney
Salvation Army Bell Ringing – ? (was Bill Bolster)
Community Outreach - ?

**Mission Statement:**

The Role of the Community Service Committee is to lead the efforts of the Rotary Club of Windsor in supporting Education, Youth and Families in the town of Windsor and the surrounding community by providing financial support, in-kind donations and volunteered time, which will foster goodwill throughout the community.

The Role of the Community Service Chair(s) is to lead the efforts of the Windsor Rotary Club is to understand the needs of our community and guide the distribution of our time, talent and funds in a way that best supports the community and energizes our club to do more.

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**Objectives/Details:**

Bell Manor Holiday Lunch - Provide Holiday Lunch and Cheer for Seniors

Volunteers from Windsor Rotary Club help serve lunch and distribute meals to folks unable to leave their homes.

**Timeline:** Beginning of November connects with Manager at Bell Manor to arrange date, Lunch is usually week or two before Christmas.

Manager of Bell Manor handles sign up of residents and meals needed for shut in. Bell Manor will do set up and decorations for lunch held in the recreation room at Bell Manor in Windsor.

Budget Details: Bell Manor Holiday Lunch
$500.00

Caroling at Senior Facilities - The intent is just to bring club members together who want to sing holiday songs in a local home for the elderly.....it is a service project and an opportunity for members to get together to give.

**Timeline:** We generally start to mobilize in November - in that Pam will call Chancellor place to see if they even want us to come over....then, we will offer the option to the club ...secure members who want to sing....figure out the songs...get the music...and, if lucky!! Get one of the members (Carol or JB) to take the singing lead. In the past, we did have someone with accompanying music, but not sure that this will happen, given that he left the club! We generally "Perform" in mid December (dependent on the Activity director, and suspect on Covid!!)

**Budget Details:** Caroling at Senior Facilities
<none>

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# Foundation

**Foundation** – John LeCave

- **General**
  - The Role of the Foundations Chair(s) is to promote and coordinate the support of the Windsor Rotary Community Foundation and the Rotary International Foundation as they both play important roles as the source of funding for all the work we do as a service organization. The importance of how the different elements of each foundation works to maximize the impact and growth of our funds must be clearly and regularly reinforced to club as a key function of this committee. Strategies to balance fundraising and membership's personal philanthropy is a key deliverable of this committee. When the flow of funds is monitored and optimized to meet our clubs goals, we will improve our impact. The Foundations Chair will be identified in DACdb.
  - The two funds each operate independently and ideally have individual leaders who operate independently and have roles and responsibilities outlined in additional documents. The Chair(s) need to be familiar with the mechanisms of both:
    - **Windsor Rotary Community Foundation's** documentation is found in the Club Knowledgebase and while it is approved by the Trustees of the Foundation the Chair of the Foundations will share responsibility to identify. The President of the Club and the Directors on the Board set the fundraising objectives and determine the goals and events annually. The Foundations Chair acts to support those efforts especially in ongoing activities by:
      - Working with the president elect to identify their Major Fundraiser early in the planning stage and helping the member leading the major fundraiser to with:
        - Finding Sponsorships
        - Access historical data and feedback from recent events
        - Building and accessing donor database (Friends of Rotary)
      - Our Club has a tradition of providing the majority of our International Service funding with a dedicated fundraising effort. Historically this has been a standalone team like the Rotary Bar, the Foundations Chair will monitor and support that effort. In the event a new effort needs to be started support similar to the Major Fundraiser will be coordinated.
      - Outreach to corporations and local businesses for grants that we can administer within our community will be an ongoing effort.

- Ad Hoc and Supplemental efforts deemed necessary by the President and the Board will supported similar to the Major Fundraiser section above.
- Traditionally some ongoing programs like Scholarships have had either standalone/supplemental fundraising or have been projects with heightened visibility at our Major Fundraiser this is a Board lead effort but will be supported by the Foundations Chair.
- Dues/Assessments are a completely separate funding stream and budgeting process. The Foundations Chair will only be expected to work with the Board to ensure that we also keep this element in balance for our members.

- **The Rotary International Foundation's** documentation and Programs are found on Rotary International website Rotary.org. General information is available to members and the public. Members sign in to get specific, personal information on their donations.
  - Our Club identifies our RI Foundation Chair to Rotary International who along with the current president has access to specific reports that aggregate overall club donations and discreet information on member recognition levels but not personal contribution data. The Chair will identify who is the RI Designee and that will be maintained in DACdb
  - Our Club along with Rotary International has a member focused on Polio Eradication and Polio Plus Fundraising. The Chair will identify who is the Polio Eradication Leader.
  - The District helps administers Rotary International Funds in two ways District Designated Grants and Major Project Partnerships. The Chair has some administrative and oversight duties to ensure compliance and to promote the club's use of RI grants so that members see their efforts rewarded.

**Assigned Activities:**

- These leaders and this team will schedule and coordinate the activities associated with the roles above including but not limited to:
  - Recruiting members to take leadership roles in the functions especially coordinators.
  - Forecasting funding goals and developing strategies with the president elect for:
    - Corporate/Community Grants
    - RI District Designated Grants
    - RI Major Project Grant
    - Direct Contributions to RI Foundation
    - Direct Contributions WRCF Permanent Fund
    - Direct Contributions WRCF Working Fund (Friends of Rotary)

- Sponsorships (Event)
- In Kind  Supporters (Live & Silent)
- International Fundraising (Bar on the Green)
- Sales (Other)

- Working updates and reports on both Foundations into the club meeting schedule with the Club President and Meeting Programs Chair.
- Adding dates to the Club calendar in DACdb. (I.e. Foundations Month, Polio events)
- Keeping the club informed on Foundation opportunities, initiatives and events.

Initiating Press releases and other Public Relations activities.

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# International

COMMITTEE: Ken Moulton, John Hackenburg and Susan Cole

MISSION STATEMENT
The mission of the International Service Committee is to identify and support international service projects that provide humanitarian service and promote goodwill and peace around the world.

GOALS AND RESPONSIBILITIES

- Identify International projects that are aligned with mission and areas of focus of Rotary International. (On-going)
- Identify at least one new global grant to recommend to the Club each year. (On-going)
- Monitor and support the completion of on-going projects. (On-going)
- Provide annual updates to the Club on the progress of current projects. (November and May)
- Provide financial support for Rotary projects through the Rotary Bar. (June - August)
- Develop and foster collaborative relationships with Rotary Clubs throughout the world. (On-going)
- Communicate, promote and encourage member participation in an international project during the Rotary year.

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# Membership

Chairman: Renee Hyde
Members: Susan Cole, Sue Nelson, Wally Krutz

Committee Meeting Frequency, Time and Place: As needed.

Mission:
To strengthen the club in its ability to successfully recruit members who reflect the diversity of our community, retain current members and provide education for all stages of membership, including prospective, new and current members.

Goals:
- Increase membership by 3 new quality members.
- Keep in better contact with our alumni, including prior exchange students and members who have left our club.

Action Plan:
- Enhance distribution of newsletter to FOR (Friends of Rotary) and local business owners through the use of DacDB. We will add individuals who have come to previous fundraisers, members of the Windsor Chamber of Commerce, and local officials. We will also move previous members to the FOR category. Wally is currently working on this.
- Encourage members to invite guests to our meetings (Zoom or otherwise).

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# Vocational

Committee Chair: Doug Williams
Committee Members: Craig Curreri (Public Safety – Service Above Self)
Daniel Myers (Teacher Appreciation)
TBD (Town of Windsor)
Joan Mora (General assistance)

Objectives/Details: The main objective of the Vocational Committee will be to honor members of the community in the identified categories.

A. Public Safety
    a. Recognition of a fire representative
    b. Recognition of a law representative
B. Teacher Appreciation
    a. Identify eight sub-groups
    b. Monthly award and stipend
C. Town of Windsor
    a. Identify Town employee with assistance from Town Manager

Timeline: Timing to be consistent with Club calendar.

A. Public Safety
    a. Looking at separate fire and law themes
    b. May consider alternating
    c. Calendar for spring
B. Teacher Appreciation
    a. Potentially eight recipients
    b. Approximately monthly based on Club calendar
C. Town of Windsor
    a. Fairly new concept
    b. Probably offset from public safety based on Club calendar

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# Youth

## Choices 2020-21

Committee Chair: Heather Cullen
Committee Members: Bill Bolster, ??

Objectives/Details: Encourage Students to graduate and gain effective life skills

Timeline:
August 2020: approach the Careers Teachers to find interest for Choices presentation.
September 2020: Schedule speakers to come to their classes. January 2021 Speakers come to WMS to do presentations.

Budget Details: $900.00 (about 165 students)

Other comments: Speakers will address about five classes of 33 kids each.

### Dictionary Program 2020-21

Committee Chair: Craig Curreri
Committee Members: Chris Landwehr

Objectives/Details: Distribute Dictionaries to 3rd Graders in Windsor

Timeline: Funds needed to be paid in September
Dictionary pick-up November/December
Distribution assemblies January/February

Budget Details: $1200.00

Other comments: Collaborative community project with local service clubs (Lions, Kiwanis, Nights Of Columbus). Project has been in place for over 30 years in Windsor.

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**Girls State 2020-21**

Committee Chair: Ken Moulton
Committee Members: N/A

Objectives/Details:

Provide leadership training opportunities for one junior Girl representative from Windsor High School. Selected student attends leadership training with girls from all over the State for one week during the summer at Claremont College in southern California. Girl selected is expected to participate in some leadership role at Windsor High School during senior year

Timeline: Selected Spring each year Budget Details: $350.00

Other comments: No committee involvement as it is usually only one girl that applies withe the recommendation of the school counselor.

**Project Grad 2021**

Committee Chair: Pegi Ball (temporary)
Committee Members: Alison Huber, Lauren Antoni, Carol Martin

Objectives/Details: Prevent teen drinking and driving on graduation night, create safe platform to celebrate accomplishments with peers

Timeline: March recruiting volunteers for event at Club Meetings
End of May/June date to be determined Volunteers at event

Budget Details: $2000

**RYLA 20-21**

Committee Chair: Pegi Ball
Committee Members: Ken Moulton
Bill Bolster

Objectives/Details: sponsor student to attend Rotary Youth Leadership Award Camp

Develop young leaders

Club also collaborates with Rotary Club of Cloverdale Rotary Club of Healdsburg & Healdsburg Sunrise to provide BBQ Lunch

Clubs alternate cost of Lunch,

Timeline: Select student from Windsor High Scholl March April 16, 2020
Camp: One Week in June

Budget Details: $650.00 per student (Goal is to sponsor 2 students per year)
$500.00 lunch cost every 3 years

Other comments: Rotary Club of Windsor paid the last RYLA event, responsible again 3rd Year, once program resumes.

**STEM Program - Student of the Year 2020-21**

Committee Chair: Daniel Myers
Committee Members: Daniel Myers

Objectives/Details: This program honors one student from each core focus of Windsor High School.
Jennifer Taddei assists the club in arranging nominations by the instructors. The Club provides them with nomination criteria and then invites the student, their nominating instructor and the
student‘s parent(s)/guardian(s) to a club breakfast meeting. During said meeting, the instructor and the student are both encouraged to speak and the Club presents them with a gift. The gift is comprised of a four way test Rotary coin, a plaque and a check.

Timeline: The program runs along the timeline of the WUSD academic calendar and the students are invited to breakfast meetings from October through May.

Budget Detail: $1,848.52 (barring pricing changes on the plaques and not including breakfast costs for the guests)

Other comments: Budget Details: 8 students who are to be given a plaque ($28.50 plus tax each) and a check for $200 (this is a proposed amount and needs board approval, it has been $100) each. Additionally the club covers the breakfast costs for the student and the guests.

**Windsor Middle School Girl & Boy of the Year 2020-21**

Committee Chair:
Committee Members:

Objectives/Details: Recognize 8th grade middle school Boy & Girl of the year
Awareness of Rotary with youth, possibly attract students for Rotaract & future RYLA, & YE participants.

Timeline: Connect with Middle School in May, presentation performed by Club President and Middle School Graduation

Budget Details: $200.00

**Youth Exchange Program**
**2020-21**

Inbound Counselor Sandie Krutz
Outbound Counselors: Alison Huber & Beth Smith

Objectives/Details: Select and sponsor a student to experience a year Exchange as a student in a foreign country as an Ambassador of Rotary and the United States.

Timeline: Contact School February to recruit, interview and select student by spring of year before year they would go out on exchange. Time is needed to handle all documents & it is beneficial for student to have a year of exposure to Rotary and the exchange program.

Budget: $4500.00

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**Scholarships – Overcoming Obstacles**

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|---|---|
| Committee Chair: | Tom Hassur |
| Objectives/Details: | Issue scholarships to senior Windsor High School and North Bay MET students that have overcome obstacles/barriers to their education and living situation to achieve success. Character is more important than GPA. |
| Timeline: | March recruiting volunteers for event at Club Meetings<br>Early in May determined the recipients<br>End of May – Present the recipients to the Club |
| Budget Details: | $20,000 |