

**ROTARY CLUB OF CANTERBURY**  
**Minutes of a meeting of the Council held on 29th March 2016**

**1. Present**

Peter Hermitage (President), Peter Hodge (PH), Sharon Jordan (SH) , Margaret Griffin (MG), Lewis Norris (LN) , Martin Ward (MW), Harry Cragg (HC), Bob Anderson (BA) , Mark Rosen (MR) , Viv Pritchard (VP), Brian Dobinson (BD). The President welcomed MG to her first Council meeting

**2. Apologies**

Alan Mepstead, David Barton, Robert Boyd Howell

**3. Minutes**

The Minutes of the previous meeting held on 23rd February 2016 were approved

**4. Matters arising**

Referring to the numbered items in the Minutes :

4. Growth Opportunities - MW had arranged for there to be a special meeting of Council on Thursday 28th April at 7.0pm at K & C Club when Colin Norgate from District would brief Council on Club Visioning

4. Fundraising - the President had had to delay his preparation of a discussion paper and the matter was to be placed on the agenda for the next Council meeting

4. Children's Choir - "Big Sing" - ticket sales (on the Marlowe website) appeared to be going well, and there had been a half page article about the event in the Gazette, not mentioning Rotary. However, BA reported that 4 of his regular customers for TCK tickets had been sold what turned out to be tickets for the Big Sing when they asked for the "Rotary Concert" and it was apparent steps would have to be taken to prevent this event having an adverse effect on TCK in the future.

5.1 Cluster group – PH reported that a meeting of the Cluster Group had taken place on 25<sup>th</sup> February. He reported optimistically on the sharing of information and willingness to be supportive of each other, but acknowledged that no joint ventures had emerged. There is a natural synergy around the activities of the three Canterbury based clubs (Forest of Blean, Sunrise and ourselves). It is self evident that the Clubs plan their own events. If we can avoid duplication of effort at the very least, then that will be constructive.

There were reports of two specific areas of collaboration with Forest of Blean. DB reported that the Community Services Committee is collaborating on the Try Angle awards scheme and BA is involved in joint work to help fund "Health for All" project where we are committed to provide £750 worth of funding.

5.1 District Meeting - The question of the use of the £8 per head "saved" through the reduction of the District subscription can be held over until the new Rotary year. The President had spoken to Robin Dodridge about community emergency support and would be having further discussions which he would report in due course

6.2 Joint Pentangular Project fund - RBH had arranged with TP for a presentation to be made to the club on 3rd May Business meeting.

6.3 Website fund - MW is writing letters for the President's signature to the bondholders offering them the alternatives of receiving repayment, leaving their money in as a bond, or making a gift to Rotary.

## **5. President's Business**

### **5.1 Fundraising - President's report awaited**

5.2 TCK. Members' comments included generally good programme and better for having no interval in the singing. MG found it a splendid event and HC felt it very good for the image of Rotary. There was a good atmosphere in the refectory and the choirs appreciated what was being done for them. The "outside" organisation needed some tightening after about 4.0pm when there was a lack of staff on the gate, leading to some milling about and people going to the wrong place for the champagne reception. MR questioned the amount of work put in for the return achieved. BA referred again to the ticket sales and lack of proper support from the Marlowe (President had tried to speak to Mark Everett about this without success and a discussion would have to be had) and was even more concerned that there had been only 7 entries. Unconfirmed profit was £5000, a considerable reduction on previous year, although the parting collection of £850 ought to be added to that. Looking ahead, the President sought a volunteer to take on responsibility for overall control of the event. He has been involved in that role for several years and MW would be fully occupied as president in Pentangular year. There was going to be a problem with timing in 2017 as the Marlowe had already booked a second "Big Sing" event, without reference to the Club, for 17.3 17. The Club's list of over 100 choirs was first prepared for the inaugural TCK, with numerous additions and alterations. It may need to be reviewed. MB had indicated he was content to continue dealing with the advertising, but would need full details well in advance and ideally by end of 2016. MW had thought of using Canterbury Ticket office as the clearing house for sales, but the Marlowe had the template of the Shirley hall. The President summarised the requirements for next year as:-

- i) Urgently finding a volunteer to run the event.
- ii) Timing
- iii) Reviewing and finding new choirs
- iv) Improving ticket sales
- v) Advertising

5.3 Rotary recycling: BA had produced and circulated a list of all recycling. It was agreed that, as suggested by him, the matter be handled by Club Service. Lüdenscheid expected an additional 1400 refugees in their area and would need more clothes and perhaps toys. These things could be taken on the Pentangular bus, but a new champion was needed to get people to donate.

5.3 Measuring the success of the Club. BA reported that CE was prepared to collate the data for the next year, and he suggested that the task be passed to another new member at the end of that year. The President was concerned that the performance management approach being proposed for clubs from Rotary Central could take us down a path of managerialism that was inappropriate for the type of Club that we are. BA to follow up with District personnel to establish what is right for us. President to assist.

5.4 MW felt the Club was not doing as well with internal communication as it might. Some ideas might come from the meeting with Colin Norgate on 28th April. The President had circulated periodic blogs - not as frequently as he would have liked. MW intended continuing the blogs every 3/4 weeks and RD would become the Club PRO. MW was also putting together a website group under CE, but some members felt that disseminating information via the website was not always effective as it required members to be proactive, which many of us are not. It was agreed that the President, MW, SJ and MG discuss and agree how best to disseminate information to the Club, reporting to the next Council meeting.

## **6. Boxing Evening - Saturday 12th November**

The contract with Westgate Hall had been signed and a non-returnable deposit of £850 paid. The full amount payable to the Hall was calculated at the rate of £34 per head, that amount to include a 3 course meal and the hall hire. The balance, a minimum of £3400 was payable 6 weeks prior to the event and, once paid, that too would be non-refundable. However, until the 6 week point we

have the right to cancel, losing only the £850. The President had prepared but not circulated a detailed business case with time lines for major decisions, including whether or not to cancel. P Hodge and LN had both circulated papers setting out their concerns, whilst accepting that the object of the exercise was the admirable one of keeping alive the amateur boxing club for the opportunities it gave to young men. The President had set out written responses to the papers in the copies circulated to members. LN reminded the meeting that in order for him to be justified in proceeding, he had to be sure that the balance payable was immediately available and the only source of this being the anticipated profit from TCK. It was pointed out that the TCK monies were not hypothecated to any particular charity, so there appeared nothing to prevent their being used, hopefully temporarily, for this purpose, and it was therefore agreed that £3,400 from those monies be retained until it was clear that there were sufficient receipts from the Boxing Night itself to cover the amount due, notwithstanding that distribution to the spending committees would be restricted accordingly.<sup>1</sup> The President said that the detailed work must pass to MR and the fundraising committee and he undertook to have the business case completed and distributed. The estimated total profit from the night would be £2 - 3,000, divisible equally between the boxing club and Rotary.<sup>2</sup>

## **7. Financial Report**

LN circulated a summary of funds at March 2016. The showed Pentangular fund at £8648, which he estimated would rise to around £11,000 by the time of the Canterbury event in 2017. The Charity account showed Emergency reserve £1500, Joint Pentangular project £1,500, Foundation £27, general £518, Vocational Services £200, weekly raffle £989, Community Services £2,301 and International £1194. Monies for receipts being still outstanding, TCK was debit £654. BA suggested that as there had been slippage in the Leuven project, the £1500 annual contributions from the Club for Sudan were not in fact due until 2017 and 2018, and therefore that the sum of £1500 recently set aside could perhaps be credited back to the general account. MG noted this, but said that before agreeing she needed to check the situation with District, as their matching grant depended on our having committed funds. Millennium Fund committee to be asked if they felt any unused funds could be used for other purposes

## **8. Committee Reports**

- i) Community service - minutes on website
- ii) Club Service - no meeting but MW reported attendance in Jan 52.8% and Feb 54.3%. The following week's meeting would be at K & C Club with a finger buffet. Rotation of new members between committees going well
- iii) Foundation - no papers
- iv) Fundraising - minutes on website - MR pointed out that only 4 members at the last meeting, but LN pointed out that previously there were only 2 meetings of the committee annually
- v) International - minutes on website
- vi) Membership - next meeting not due until 31st March
- vii) Pentangular - no report

## **9. AOB**

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<sup>1</sup> Since the meeting, LN has produced the following to explain a prudent approach. In the case of the Boxing tournament it is a requirement of the contract that a sum of at least £3400 is paid in advance of the event in order to fulfill the signed contract. I will therefore need to keep back this amount in the Events account until this is paid. Also, as I am not in receipt of any other amounts that may be required to be paid out before the event, it will also be prudent to retain further sums to cover these. This was the thrust of my discussion at the meeting. This will, of course mean that the Charity committees will not get all of the profits from the Top Choir Kent competition until at least after the Duck Race in September.

<sup>2</sup> Since the last meeting, at the suggestion of BD and PH, the President has taken further advice and it is likely that any loss made in organizing a charity event would need to come from Club funds and not charitable funds.

BA highlighted the fact that there is a Fellowship Committee description on the website going back to when Roger Power was Chairman. He suggested that this should be deleted as it is very out of date.

BA asked if the various Health and Safety procedures current on the website under VP's signature had been updated and signed to reflect your year and if so, why they were not on the website. The RIBI compliance statement signed by you is on the website but the supporting documentation is out of date.

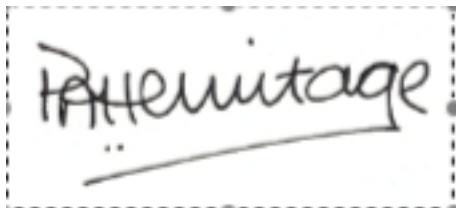
### 10 Secretary's report

Leave of absence approved for RD- 25/3 - 12/4, CE 4 weeks from 29/3, IW whole of March, and LN 3 weeks in April. PH reminded the meeting it was a only necessary to seek leave for more than 4 weeks

### 11. DONM

Tuesday 26th April 6.30 pm at K & C club (BD tendered his apologies for that)

Thursday 28th April 7.0pm at K & CV Club - special meeting with Colin Norgate



26.4.16

| SUMMARY OF FUNDS - March 2016 |         |             |                 |                 |
|-------------------------------|---------|-------------|-----------------|-----------------|
|                               | Income  | Expenditure | Funds Allocated | Total           |
| <b>GENERAL FUND</b>           |         |             |                 |                 |
| 100 Club                      | 931     | 175         | 756             | 756             |
| General Fund                  | 5397.5  | 3323.56     | 1900            | 2073.94         |
| <b>TOTAL GENERAL FUNDS</b>    | 6328.5  | 3498.56     |                 | 2829.94         |
| <b>GENERAL FUND AVAILABLE</b> |         |             |                 | <b>173.94</b>   |
| <b>WEBSITE</b>                | 2081    | 402         |                 | <b>1679</b>     |
| <b>FELLOWSHIP ACTIVITIES</b>  |         |             |                 |                 |
| Total                         | 5519.23 | 5766.99     |                 | <b>-247.76</b>  |
| <b>PENTANGULAR</b>            |         |             |                 |                 |
| Total                         | 9918.45 | 1270.41     |                 | <b>8648.04</b>  |
| <b>MINI GROUP EXCHANGE</b>    |         |             |                 |                 |
| Total                         | 1279    | 492.2       |                 | <b>786.8</b>    |
| <b>RIBI SUBSCRIPTIONS</b>     | 3214    | 3259.91     |                 | <b>45</b>       |
| <b>DISTRICT SUBSCRIPTIONS</b> | 1024    | 1024        |                 | <b>0</b>        |
| <b>TOTAL CLUB FUNDS</b>       |         |             |                 | <b>14583.81</b> |

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| SUMMARY OF FUNDS - March 2016 - Continued |          |             |                 |                  |
|---|----------|-------------|-----------------|------------------|
|   | Income   | Expenditure | Funds Allocated | Total            |
| <b>DINING ACCOUNT</b>                     |          |             |                 |                  |
| <b>TOTAL</b>                              | 27206.15 | 23044.43    |                 | <b>4161.72</b>   |
| <b>CHARITY ACCOUNT</b>                    |          |             |                 |                  |
| Emergency Reserve                         | 3000     | 1500        | 1500            | <b>1500</b>      |
| Joint Pentangular Project                 | 1500     |             | 1500            | <b>1500</b>      |
| Foundation                                | 639.86   | 612         | 27.86           | <b>27.86</b>     |
| <b>GENERAL ACCOUNT</b>                    | 2459.73  | 1941.7      |                 | <b>518.03</b>    |
| VOCATIONAL SERVICES                       | 1600     | 1400        | 200             | <b>200</b>       |
| WEEKLY RAFFLE                             | 989.1    |             | 989.1           | <b>989.1</b>     |
| <b>CHARITY ACCOUNT BALANCE</b>            | 10188.69 | 5453.7      |                 | <b>4734.99</b>   |
| <b>COMMUNITY SERVICE</b>                  |          |             |                 |                  |
| <b>Total</b>                              | 8912.85  | 6611.62     |                 | <b>2301.23</b>   |
| <b>INTERNATIONAL COMMITTEE</b>            |          |             |                 |                  |
| <b>Total</b>                              | 8044.29  | 6850        |                 | <b>1194.29</b>   |
| <b>TOTAL CHARITY FUNDS</b>                |          |             |                 | <b>8230.51</b>   |
| <b>EVENTS ACCOUNT</b>                     |          |             |                 |                  |
| Top Choir Kent                            | 4824.29  | 5479.07     |                 | <b>-654.78</b>   |
| Boxing Match                              |          | 850         |                 |                  |
| <b>Total</b>                              | 19418.1  | 18467.05    |                 | <b>951.05</b>    |
| <b>MILLENNIUM SCHOLARSHIP FUND</b>        |          |             |                 |                  |
| Investments (at end December)             | 63084.52 |             |                 |                  |
| <b>Total Funds Available</b>              | 9600.82  |             |                 | <b>9600.82</b>   |
| <b>TOTAL MILLENNIUM FUND</b>              | 72685.34 |             |                 | <b>72685.34</b>  |
| <b>TOTAL ASSETS HELD</b>                  |          |             |                 | <b>100612.43</b> |