

Club Secretary Report to the Board

John W. Burroughs, Club Secretary

February 15, 2018

1. February 15, 2018 Board Meeting

1.1. Achievements Since Last Report

- Completed review and re-writing of the Office Procedures. Ready for assembly into a book for future use.
- Restructured the electronic file system (stored on the Club laptop) to better contain the documents and data for years moving forward.
- Modernised the Word templates for various document types. This includes ensuring the template will create documents using the proper spell check dictionary. The templates for the Board's documents have been done first.
- Completed generating and distributing 2017 Charitable Tax Receipts for the Treasurer.
- Completed recording attendance and makeups for February 1 and 8 meetings.
- Published bulletins for February 1 and 8 meetings.

1.2. Activities Starting and/or In Progress

- Spreadsheet containing motions considered by the Board and their disposition has been created and populated with data for the 2017 – 2018 year to date. A process to follow in future months will be developed as a part of the activities around the monthly board meeting.
- Almost done reorganising the Office, purging obsolete items and updating the filing structure.
- Investigating and beginning to document the requirements for digital photos that are to be used for the Bulletin and other parts of the Club's website. The goal is to create a document which defines the image size preferred (in pixels) and acceptable compression strategies to produce final images less than 700 kb in size. This will cover use of iPhones, Android phones as well as cameras and suggest common tools that can be used to perform these transforms.

1.3. Membership Changes Since Last Board Meeting

1.3.1. Resignations

- None.

1.3.2. Leave of Absence

- None.

1.3.3. New Members

- Norris Walker

1.4. Membership Changes for Board Approval

1.4.1. Resignations

- None.

1.4.2. Leave of Absence

- None.

1.5. Cumulative Membership Status for Current Rotary Year

As of Date	Active Ordinary	Honorary	Total
July 1, 2017	101	4	105
July 14, 2017	101	4	105
August 17, 2017	101	4	105
September 21, 2017	101	4	105
October 21, 2017	101	4	105
November 16, 2017	101	4	105
December 14, 2017	101	4	105
January 18, 2018	100	4	104
February 15, 2018	100	4	104
March 15, 2018			
April 19, 2018			
May 17, 2018			
June 14, 2018			

1.5.1. Completed LOA (in order of return):

- Trevor Van Nest
- Sandra Holloway
- Diane Wright-Kirwin

1.5.2. CURRENT LOA:

- None.

1.5.3. NEW MEMBERS:

- Alicia Combe (Active - Corporate)
- Nick Snieder (Active - Corporate)
- Norris Walker (Active)

1.5.4. RESIGNATIONS:

- Gregory Darte (effective July 1)
- Stan Heywood (effective October 1)
- Ed Silver (effective January 18)

1.5.5. DECEASED:

- None