

**MEETING OF THE BOARD OF DIRECTORS
ROTARY LEADERSHIP INSTITUTE
ZONE 33 DIVISION
August 2-3, 2009**

A meeting of the Board of Directors of the Zone 33 Division of the Rotary Leadership Institute was convened in room 524 at the Kirkland Hotel in Lynchburg, VA at 3:00 PM on August 2, 2009. The meeting was called to order by Chairman Bevin Wall. Members present were Eric Adamson, Mary Dean, Sandy Duckworth, Sue Poss, Pam Wall, Bill Wilson, and Jon Allan.

Chairman Wall welcomed all to the meeting and thanked all for their attendance.

Bevin noted that the summer meeting just concluded was generally well received and that 25 of the 65 Rotarians in attendance were new faculty members. The Board discussed the relative merits of reverting to holding the summer meeting in conjunction with the Zone Foundation Seminar or continuing to follow this year's schedule. The Board decided to continue with this year's schedule of the last weekend in July/first weekend in August with the following weekend as an alternate. Jerry Evans will be asked by Pam to find a suitable venue in the Greensboro NC area with preference given to the Greensboro Airport Marriott. Jerry will also be asked to work with Rick Steadman to negotiate a satisfactory arrangement for the 30-31 January 2010 winter meeting at Homewood Suites in Cary, NC. The discussion then moved to the extent of interest of Districts 7620 and 7630 in joining Zone33 Division. The general feeling is that while 7630 appeared to have interest, 7620 did not at this time. Eric indicated that in his capacity as RID for Zones 33 and 34, he had no objection to direct low-key overtures to either district.

The minutes of the January 30 2009 Board meeting were approved as submitted.

Bevin nominated and Pam seconded the election of Sue Poss to the position of Vice-Chair of the Board. No other nominations were offered. There was no discussion and the election was approved by unanimous vote of the Board.

The Board discussed upcoming vacancies in Division leadership positions. There was also general discussion of leadership problems within some of the Division's districts.

The Board discussed the need to reconfigure the State Coordinator positions to Regional Coordinator positions to facilitate realignment of districts into more practical entities and to allow flexibility for further expansion. The following organization with names and assigned districts as shown was developed and accepted by the Board:

- Caribbean - 7030
- Carolinas East – 7710, 7720, 7730, 7770
- Carolinas West – 7670, 7680, 7690, 7750
- Mid-Atlantic – 7600, 7610, 7630

- MountainValley – 7530, 7550, 7570

The new organization will take effect on 1 July 2010. This will result in the reduction of one coordinator position as the current six State Coordinators will be eliminated in favor of five Regional Coordinators.

Pam Wall, acting for Bill Pollard, reported on promotions. Ron Ferrill has agreed to continue to do the newsletter. Bill Wilson has agreed to do website maintenance. Jim Pierce has tentatively agreed to take the events booker position and John Beckett will do the speaker's bureau. Bill Pollard has agreed to pull together a promotions plan to include website, events brokerage and speaker's bureau.

Pam, acting for Earline Orndorff, reported on the event auditor position. Each district chair will furnish a wrap-up report to Earline who will ensure that all required actions have been accomplished. The Board will define the contents of the report.

Bevin reported that ABC Signup had been selected as the provider of choice for the database and registration system. Bevin explained the costs, features and benefits of obtaining their services and answered questions. The Board voted unanimously to enter into an agreement with ABC Signup.

Chairman Wall presented the Chairman's report noting that the Division is moving in the right direction and that good progress is being made. The Division is showing profitability at 18 registrants and should aim for a minimum of 20. There is a need to engage DGEs earlier for support and promotion. This is the responsibility of the district chair, but the event broker can assist. Eric also suggested that DGN training should include a segment on RLI.

The meeting recessed at 6:30 PM to be continued on 3 August.

The meeting was resumed at the call of Chairman Bevin at 9:30 AM on 3 August.

The first order of business was to discuss the nomination and acceptance of replacements for Board members Sue Poss and Mary Dean retiring on 30 June 2010. Sue Poss, as vice-chair was designated chair of the nominating committee, with Pam Wall and Mary Dean as committee members, and was tasked with identifying candidates, securing their agreement to serve and obtaining Board acceptance by the end of September/first of October 2009.

A discussion of replacements for retiring State Coordinators followed. Bill Wilson, Bob Stinson, Bert Strange and Dave Cavender are retiring. The Nominating Committee was charged with identifying three new Regional Coordinators to replace the four State Coordinators.

The Board discussed the graduate program. The discussion included the objectives of the program, the experience with the program to date and possibilities for the future graduate program.

The Board discussed the need for the initial "Introduction to RLI" session. It was agreed that the day should begin with a 15 minute plenary session for all participants followed by a 10-minutes of ice breaker/introductions at the beginning of the first session for each of the three parts. This will be implemented immediately.

Pam led the Board through a series of training topics. The Board discussed the need for faculty training in South Carolina and whether or not faculty training should be conducted in conjunction with an institute. This was followed by a discussion of RLI training at the Zone Institute and a discussion of instructional techniques used by RLI divisions and multi-district PETS. Pam announced plans to furnish facilitators with their scores and event average scores at the conclusion of events.

Mary Dean, Treasurer, presented the Financial Report. District dues were billed on 27 July. The balance sheet showed assets and liabilities/equity of \$41,247.98 as of 30 June 2009. The Profit and Loss statements showed a net operating income of \$5,455.21 for the six months ending 30 June 2009 and a net operating income of \$17,231.96 for Rotary Year 2008-2009. The Board approved the report as submitted.

The Board restated the existing policy that hotel and registration expenses of Board members to attend Board meetings will be paid RLI. Spouses of Board members that attend the Board meetings are required to pay the registration fee.

Bevin called to the Board's attention that the Division leadership has been given an email mailbox which they are encouraged to use when sending RLI-related email. Replies to these emails will be forwarded to the sender's email address of choice. If successful the program could be expanded to include district chairs.

The Board updated the identified list of 12 significant functions that need to be performed at the division level. Individuals were identified as potentially being able to execute/oversee these functions:

Registrar – Rick Steadman/Bevin Wall
Division Meetings – Jerry Evans/Pam Wall
Database – TBD/Bill Wilson
Promotions – Bill Pollard/Sandra Duckworth
Website – [REDACTED]/Bill Wilson
Speakers' Bureau (club) – [REDACTED]/Sandy Duckworth
Newsletter/Web Updates – Ron Ferrill/Sandy Duckworth
Faculty – Bob Stallworth-Tim Mannix/Pam Wall
Recognitions – [REDACTED]/Jon Allan
Materials – [REDACTED]/Bevin Wall
Event Booker – [REDACTED]/Sandy Duckworth

Event Auditor – Earline Orndorff/Jon Allan

[Names of potential candidates for positions being redacted until they are contacted. Board contact shown]

The Board reviewed and updated the roles and responsibilities of the District RLI Chair and the State (to become Regional) Coordinator.

Jon Allan was charged with developing the content of the wrap-up report.

There being no further business, Chairman Wall thanked the Board members for their participation and adjourned the meeting at 1:00 PM.

Respectfully submitted,

Jon Allan
Secretary