

MEETING OF THE BOARD OF DIRECTORS
ROTARY LEADERSHIP INSTITUTE
ZONE 33 DIVISION
August 25, 2009

A meeting of the Board of Directors of the Zone 33 Division of the Rotary Leadership Institute was convened by teleconference at 8:00 PM on August 26 2009. The meeting was called to order by Chairman Bevin Wall. Members present were Sandy Duckworth, Sue Poss, Pam Wall, Bill Wilson, and Jon Allan. Absent were Mary Dean and Eric Adamson.

1. Chairman Wall welcomed all to the meeting and thanked all for their attendance.
2. The minutes of the August 2-3, 2009 Summer Board meeting were approved as revised.
3. Sue Poss and Bill Wilson reported on the Columbia, SC institute of 21 August (Bert Strange - Program, Stan Cahn - Facilities):
 - There were 2 sessions of Part I at 10 participants each, 6 Part II and 4 Part III participants
 - The event did not appear to be well organized, as several of the key administrators did not appear to be aware of their responsibilities, which were redefined after the Summer Meeting. These redefined duties were verbally discussed with the key administrators. It was discussed that the revised policies have not yet been posted to the web, and they need to be.
 - There were no signs or name tag holders
 - Lunch was of questionable quality, and discussion centered on how to communicate meal expectations to District Chairs. Hot meal options are a must. Otherwise participants feel like they are not getting value for the fee paid.
 - Coffee ran out and water was not available in the morning
 - The facility was appropriate.
 - There were no registration problems noted.
4. Bevin reported on the new registration process. The credit card merchant account linkage has been made and tested. ABCsignup has completed engineering of the prerequisite requirement, and Bevin, Pam & Rick Steadman will be running tests on the system this week. Left to do are sample data uploads, and then the complete data upload before registration can begin on the new system.
5. In the absence of Mary Dean, the final finance report for Lynchburg was not available, Generally, it was reported by Pam Wall that the event was within budget, with the Summer Meeting being self-supporting, and the additional cost for the Board Meeting being under the \$2,000.00 budgeted expense.
6. Sandy Duckworth will coordinate staffing of the RLI booth at the Zone Institute. It is too early to do now, but she will coordinate with Sue on the schedule and assign staff at key times. Early assignment is a must, due to other PDG conflicts at the event. The content of the booth has not yet been set.
7. The Stipend Policy has been updated to exclude faculty training. This needs to be more prominently set out on the webpage.

8. The next conference call is planned for 29 September at 4:00 PM using the same numbers: 1 800 416 4956 PC 0880271- agenda items should be forwarded to Sue.

Respectfully submitted,

Jon Allan
Secretary