



LONGMONT ROTARY CLUB COMMITTEES AND FUNCTIONS

2023 - 2024

The Longmont Rotary Club is organized by Committees and Functions that report to Board Members (including Officers). Each Board Member is responsible for an assigned area. Committees within that area are chaired directly by the Board Member or a Chair who reports to that Board Member.

- The Board Member is responsible for recruiting and recommending the Chairs within the area of responsibility.
- Together, the Board Member and where applicable, the Chair, are responsible for developing objectives, budget, and a succession plan for each Committee.
- Organization and planning are done on a Rotary year basis, starting July 1 of each year.
- The President-Elect reviews the initial Chair appointments for the upcoming year and as President, approves any changes during the year.
- The Board is responsible for the appointment of any Board members or officers, should a vacancy occur.

Longmont Rotary Board meetings are held on the third Tuesday of each month at 8:00 AM in the Conference Room on the 2nd floor of the Longmont YMCA at 9th Avenue & Lashley St. and/or via Zoom. All members are invited to attend any Longmont Rotary Board Meeting.

For the 2023-2024 Rotary year the Club structure is as follows:

Co-Presidents Rose Crispin and Tim Waters (Co-Presidential Years 2023 – 2025)

Executive Committee – Co-Chairs Rose Crispin and Tim Waters

This committee consists of the officers of the Club including the Past President. It meets, as necessary, on the first Tuesday of the month at 1:30PM at First Lutheran Church, after the weekly club meeting. Responsibility includes planning the Board Agenda and dealing with Club affairs in the interim between Board meetings.

Co-President Elect – (Co-Presidential Years 2023-2025) Rose Crispin and Tim Waters

Nomination Committee – Chair: Rose Crispin and Tim Waters

This committee nominates candidates for Officer and Board positions for the upcoming year and for any vacancies that might occur during the current year.

Rotary Day Out and Non-Profit Day Out – Chair: Rose Crispin and Tim Waters

Solicits locations for each event and distributes sign-ups via Sign Up Genius and hard copy.

Co-Vice President/President Elect Nominees – (Co-Presidential Years 2025-2027)

Andrew Lee and Brian Laartz

Program Committee – Chairs: Andrew Lee and Brian Laartz

Plan and ensure the presentation of the weekly meeting programs.

Secretary – Curtis Elliott (elected annually)

Prepare and maintain the records of the Club including basic documents, membership rolls on ClubRunner, and board minutes. Handle all club correspondence. Prepare attendance rosters and birthday announcements. File required attendance reports with the District Office. Report member proposals to all members. Assign badge numbers and maintain badge box.

Treasurer – Gregory Cuvelier (elected annually)

Review the financial records of the Club including accounts receivable and accounts payable prepared by the Assistant to the Treasurer. Prepare monthly financial statements for presentation to the Board of Directors. Prepare a draft of the annual budget for consideration by the Board.

Assistant to the Treasurer (appointed) – Bob Parsons

In cooperation with the Treasurer, maintain financial records, deposit payments, and prepare checks for payment. Responsibilities include recording guest meal charges and preparing / sending quarterly dues invoices.

Past President – Wein-Pin Yeh (Presidential Year 2022-2023)

Representative of the Board to the Longmont Rotary Charity Fund.

Kanemoto Award Committee – Chair: Edwina Salazar

Select the recipient of and award the Jimmy Kanemoto Award for International Service. Award is considered on an annual basis, but awarded only in years when it is determined that there is an appropriate recipient.

Fundraising Committee – Chair: Leigh Flanagan

Planning and organizing the Club's participation in fundraising for Club Projects and the Rotary International project to eradicate Polio throughout the world and to raise funds to match the grant from the Bill and Melinda Gates Foundation

Board Member – Vocational Service (2024) Mark Pimper

Frank McDonough Award Committee – Chair: Al Carr

The Frank McDonough "Service Above Self" Award is awarded annually to a member of the Longmont Rotary Club who has demonstrated exemplary humanitarian service, in any form and at any level, with an emphasis on personal volunteer efforts and active involvement in helping others through Rotary. This is typically awarded in November.

Literacy Committee – Chair: Edwina Salazar

The Literacy Committee plans and implements literacy and numeracy projects locally and internationally and communicates to the Club on the importance of literacy as a Rotary project.

Projects include: Dauin, Philippines projects (school supplies and feeding program), and supporting Born to Read. A partnership with Mountain View Elementary School includes the Peaceful Schools Program that started Spring 2017. Matching funds from a District Grant helped with the creation of the Adult Learning Lab (5 computers + printer) at the OUR Center in 2018.

Four-Way Test in Schools Committee – Chair: Mark Pimper

This committee plans and implements the Rotary "Four Way Test in Schools" program. Questions with realistic scenarios are given to the students and the students formulate their answers using Rotary's Four Way Test. Currently this program is presented semi-annually to 9th grade students at Longmont High School.

Compassion Awards Committee – Chair: Janet Day

The Compassion Awards Committee plans and implements the Citizen Compassion Award based upon the five attributes of Longmont's Tower of Compassion, including a compassion essay by high school students. Four winners are selected, one from each of four Longmont high schools. A \$250 award will be given to the student, and a matching amount is given in the student's name to their charity of choice, for a total award of \$500 each. In addition, a Citizen Compassion Award is given to a non-Rotarian adult member of the community, granting \$1,000 to the charity of their choice. These are typically awarded in the spring.

Rotary Day Out – (Co-President-Elect) Chair: Rose Crispin and Tim Waters

This committee plans and implements one Rotary meeting annually, held instead of the Rotary regular meeting, at several businesses in order to promote and/or educate members about several businesses in and around Longmont. The Rotary Day Out is usually held the second week of June.

Non Profit Day Out – (Co-President-Elect) Chair: Rose Crispin and Tim Waters

This committee plans and implements a Rotary meeting annually, held instead of the Rotary regular meeting, at several non-profits in order to promote and/or educate Rotary members about several non-profit organizations in and around Longmont. This Non-Profit Day Out is usually held in October.

Board Member – Club and Community Service (2024) Rose Crispin
rosecrispin13@gmail.com

Sergeant-at-Arms Committee – Chair: Ken Cline clinetroutrout@gmail.com

Prepare and restore the meeting room for the weekly meetings. Maintain Club items in secured area.

A/V Committee – Chair: Andy Lee andrewulee@gmail.com

Set up and operate the audio and video systems during the meeting. Provide technical assistance for the meeting and to guest speakers.

Bell Ringing Committee – Chair: Open

Recruit and organize volunteer bell ringers for the Salvation Army holiday fundraising program to raise funds for local charities.

Park Cleanup Committee – Chair: Open

Recruit and organize volunteers to do weekly clean-up at Roger's Grove and Jim Hamm parks.

Fish Bowl Committee – Chair: Sue Bolton bellcrest2003@yahoo.com

Conduct the weekly fish bowl ticket sales for local charities. Arrange for presentation of proceeds to the selected charity. Select and recommend charities for participation in the fish bowl program from nominations submitted by Club members.

Social Committee – Chair: Rose Crispin rosecrispin13@gmail.com

Plan and implement periodic social events.

Winter Warmth Committee – Co-chairs: Debbie Setlock setlock7@msn.com

Pam Aultman pamelaalexander@comcast.net

Plan and implement an annual coat drive to secure coats, scarves, gloves, boots, and blankets, for distribution through the OUR CENTER. Recruit and organize club volunteers and community businesses and groups to carry out the coat drive.

Music Committee – Co-Chairs: Don Owen echoowen@comcast.net and Evonne Pierce evonnepierce@yahoo.com

Provide instrumental and vocal music for weekly meetings.

Family of Rotary – Club Members

Report at the weekly meeting on concerns and celebrations relating to Club members and others significant to the Club. Send appropriate cards of condolence or congratulations on behalf of the Club. Organize assistance to Club members in need.

Food Committee – Chair: Darrell Beck: darrellbeckjr@gmail.com

Finance Committee – Chair: Gregory Cuvelier

Work with the Treasurer to prepare the annual Longmont Rotary budget.

Board Member – Rotary Awareness (2025) – Debbie Setlock

Rotoreador Committee – Editor: Debbie Setlock

Publish electronically a weekly newsletter summarizing the regular meeting and reporting on other matters of significance to the Club.

Web Site Committee – Webmaster: Debbie Setlock

Maintain and update the Club web site. ***Emily Vallery:*** Manage Facebook site.

History Committee – Chair: Emily Vallery

Maintain the historical records of the Club. Prepare an annual summary of the Club activities.

Board Member – Youth Service (2025) – Wein-Pin Yeh

RYLA and YRYLA Committee – Chairs:

RYLA Debby Paris

YRYLA Open

Promote the Rotary Youth Leadership Awards and the Young Rotary Youth Leadership Awards. Select participants for RYLA and YRYLA and arrange for their participation in the programs.

Slick Haley Awards Committee – Josh Atherton

Select the recipients of and award the annual Slick Haley awards to high school students from the Longmont area.

Young Rotarians

Young Rotarians Committee Chair: Julia Bruce and Blaise Stephanus

Provide support to a club for middle school and high school students who are interested in the principles and projects of Rotary pursuant to the charter issued to the Club.

Rotary Youth Exchange Committee – Chair: Open

Youth Exchange Officer (YE) & Incoming / Outbound - Open

Recruit host families and manage the activities for inbound students under the Rotary International Youth Exchange program. Promote and recommend candidates as outbound students under the Rotary International Youth Exchange Program.

Board Member – International Service (2026) Andres Puky

International Projects Committee – Chair: Andres Puky

Identify, plan and implement international projects in conjunction with other Rotary clubs worldwide, utilizing Rotary International and District grants as appropriate. Partner with other Rotary clubs and other civic organizations to carry out international programs. Promotes and supports the Ambassadorial Scholarship and other study programs available through Rotary International.

Open World – Chair: Open

The Open World Program of Rotary International and the Library of Congress brings delegations to Longmont from former Soviet Union countries for one week. For the past several years we have hosted delegations from Ukraine on diverse topics including energy independence and child protective services, as well as a group from Moscow, Russia working at a hospital focused on children suffering from burns.

Board Member – Membership Growth (2023 – 2024) - Andrew Lee and Brian Laartz

Membership Recruitment and Retention Committee – Chair: Andrew Lee and Brian Laartz

Sets policies and strategies for recruiting new members and retaining existing members. Conducts member surveys when appropriate to develop membership information.

Orientation and Classification Committee – Chair: Charlotte Tyson

Holds an orientation meeting for prospective members each month on the third Tuesday at 5:30 PM, as necessary. Confirms and assigns member classifications. Prepares and distributes membership badges Curtis Elliott . Distributes membership information and materials to new members.

New Members and Greeters Committee – Chair: Rose Crispin

Maintains and conducts the Red Badge Program. Schedules the vocational talks by new members. Recruits greeters for each weekly meeting.

Board Member - Rotary Foundation (2026) Ryan Mason

Communicates information about the Rotary Foundation to club members.

Paul Harris Fellows

Encourages becoming a Paul Harris Fellow (PHF) and reaching succeeding PHF levels, as well as sustaining membership in the Foundation. Makes presentations to recognize PHF achievement levels.

Grants Committee – Chair: Andy Lee

Reviews, prioritizes, and approves club grants for District Matching Grants. Assists with completion of grant requests. The goal is to utilize all available district matching funds annually.

Board Member - Longmont Rotary After Hours (LRAH) Satellite (2024) Laura Phillips

Provides an alternative approach for being involved for Longmont Rotary members, who meet at a different time and place. Meetings are held on the 2nd and 4th Wednesdays of the month from 6:00–6:45PM.

Longmont Rotary Charity Fund (LRCF) – President: Charlotte Tyson

LRCF is a 501(c)(3) organization with a separate board that provides charitable funding for Longmont Rotary projects and matching grants, as well as for local community grant requests. In addition to Longmont Rotary projects, the focus is on projects that serve the broad community, especially under-served populations, funding organizations that provide services related to human services to residents of Longmont. All members of Longmont Rotary are members of the Longmont Rotary Charity Fund.