



MINUTES
of the
MAY 2021
ROTARY INTERNATIONAL
BOARD OF DIRECTORS MEETINGS

GENERAL OFFICERS
2020-21

PRESIDENT

Holger Knaack
Ratzeburg, Germany
(Rotary Club of Herzogtum Lauenburg-Mölln)

VICE PRESIDENT

Johrita Solari
Orange, CA, USA
(Rotary Club of Anaheim)

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Kolkata, West Bengal, India
(Rotary Club of Calcutta-Mahanagar)

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Mumbai, India
(Rotary Club of Borivli)

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Canonsburg, PA, USA
(Rotary Club of McMurray)

GENERAL SECRETARY

John Hewko
Evanston, IL, USA
(Rotary Club of Kyiv, Ukraine)

OTHER DIRECTORS

Tony Black
Dunoon, Scotland
(Rotary Club of Dunoon)

Mário C. de Camargo
Santo André, Brazil
(Rotary Club of Santo André)

Virpi Honkala
Raahe, Finland
(Rotary Club of Raahe)

Susan C. Howe
Friendswood, TX, USA
(Space Center [Houston])

Jan Lucas Ket
Purmerend, The Netherlands
(Rotary Club of Purmerend)

Aikaterini Kotsali-Papadimitriou
Pendeli, Greece
(Rotary Club of Pendeli)

Peter R. Kyle
West River, MD, USA
(Rotary Club of Capitol Hill [Washington, DC])

Floyd Lancia
Fort Wayne, IN, USA
(Rotary Club of Anthony Wayne [Fort Wayne])

Roger Lhors
Pont-Audemer, France
(Rotary Club of Pont-Audemer, France)

Chi-Tien Liu
Taoyuan, Taiwan
(Rotary Club of Yangmei)

Kamal Sanghvi
Dhanbad, India, USA
(Rotary Club of Dhanbad)

Katsuhiko Tatsuno
Minato-ku, Japan
(Rotary Club of Tokyo-West)

Valarie K. Wafer
Thornbury, ON, Canada
(Rotary Club of Collingwood-South Georgian Bay)

Chang-Gon Yim
Daegu, Korea
(Rotary Club of Daegu West)

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MINUTES

of the

MAY 2021 MEETINGS

Rotary International Board of Directors

The Rotary International Board of Directors met virtually on 7 and 21 May 2021.
*21 May decisions marked with **

Present were: President Holger Knaack, President-elect Shekhar Mehta, Vice President Johrita Solari, Treasurer Bharat S. Pandya, Executive Committee Chair Stephanie A. Urchick, other directors, Tony Black, Mario César de Camargo, Virpi Honkala, Susan Howe, Jan Lucas Ket, Aikaterini Kotsali-Papadimitriou, Peter Kyle, Floyd A. Lancia, Roger Lhors, Shi-Tien Liu, Kamal Sanghvi, Katsuhiko Tatsuno, Valarie Wafer, Chang-Gon Yim, and General Secretary John Hewko. Trustee Chair K. R. Ravindran attended as an observer and Trustee Brenda M. Cressey attended (21 May meeting only) as Trustee liaison to the Board. Elvis Chukwu attended as representative to the Young Past District Governors Committee and Elyse (Yi Chun) Yin attended as Rotaract representative.

Andrew McDonald served as secretary of the meeting with assistance from Matt Hohmann. Other staff present were David Alexander, Jim Barnes, Michele Berg, Julie Burke, Paul Haisman, Brian King, Laurie McCarthy, Steve Routburg, Eric Schmelling, Tom Thorfinnson, and Nora Zei. Nobuko Andrews, Alain Drouot, and Eiko Terao served as staff interpreters.

At the president's invitation, also attending were President-nominee Jennifer Jones, Directors-elect Jessie Harman, Won-Pyo Kim, Urs Klemm, Mahesh Kotbagi, Vicki Puliz, Nicki Scott, Julio Silva-Santisteban Ojeda, Elizabeth Usovicz, and Ananthanarayanan Venkatesh, and Directors-nominee Drew Kessler, Jeremy Hurst, Muhammad Faiz Kidwai (19 March meeting only), Ezio Lanteri Lena Mjerskaug, Patricia Merryweather-Arges, Patrick Chisanga, and Yoshio Sato.

Under the guidance of the president, the general secretary had prepared an advance memorandum for this meeting containing items for consideration with background information and analyses. Those items, along with others initiated during this meeting, constituted the agenda of the meeting as reflected in the remainder of these minutes.

166. COVID-19 Travel Policy

Statement: In decision 67, December 2020, the Board, in a joint meeting with the Rotary Foundation Trustees, created a COVID-19 Task Force to address various matters regarding the ongoing pandemic. In decision 102, January 2021, the Board suspended all funded RI-travel through the remainder of the Rotary year. To better guide Rotarians in their Rotary-related travel as pandemic threats abate and more communities ease their pandemic restrictions, President Knaack requested the COVID-19 Task Force to establish a COVID-19 Travel Policy for the Board's consideration. The task force presented a policy establishing general principles, defining essential travel, and establishing restrictions on district governor funding travel and travel funded by other means. The Board further discussed Board and Trustees meeting format for the next six months and policy on personal travel done in conjunction with Rotary-funded travel.

DECISION: The Board

1. thanks the COVID-19 Task Force for its report;
2. continues to emphasize that the health and safety of all participants in Rotary programs, meetings and events is of paramount importance;
3. agrees that virtual or hybrid meetings should continue to be implemented during this time of uncertainty;
4. encourages districts to appoint a COVID-19 adviser with a public health background for assistance in monitoring local guidance with respect to meetings, events, social distancing, vaccination progress, and masking protocols;
5. agrees to the COVID-19 Travel Policy as shown in Appendix A;
6. requests the general secretary to

* * * * *

- a. communicate the COVID-19 Travel Policy to incoming district governors, regional leaders, and other funded travelers;
 - b. develop training materials related to safety and best practices when traveling;
7. agrees that all RI Board and Trustee meetings shall be conducted virtually (and not in person) through 30 September 2021;
 8. agrees that all RI/TRF committee meetings shall be conducted virtually (and not in person) through 30 September 2021;
 9. agrees that no personal travel shall be approved in conjunction with any Rotary-funded travel through 30 September 2021.

167. Travel Cost Review

Statement: At a joint session with the Rotary Foundation Trustees, the Board and Trustees discussed what lessons had been learned from travel cost savings during the COVID-19 pandemic and how Rotary might use these lessons to realize continued travel cost savings. Following this meeting, both Boards' Executive Committees met to discuss the matter further.

DECISION: The Board

1. notes the observations made at the April 2021 joint Board and Trustees meeting regarding the need to reduce travel costs in response to the lessons learned during the global pandemic;
2. requests its Executive Committee, in collaboration with the general secretary, to review Rotary's 2020–21 travel cost savings and propose further reductions to Rotary's projected 2021–22 travel costs by 25 percent by identifying reductions for specific activities, for report to the Board at a special meeting called for this purpose [*see decision 168 in these minutes*];
3. agrees that the 25 percent reduction stated above is a suggested goal that may vary depending on the category of travel being considered.

168. Travel Cost Adjustment Opportunities*

Statement: At its 7 May 2021 meeting (see decision 167 above), the Board requested a review of Rotary's 2020–21 travel costs with the intent of further reducing travel

costs by 25 percent for specific activities. The Executive Committee met to study this matter and presented several cost adjustment opportunities for the Board's consideration.

DECISION: The Board

1. receives the Executive Committee's report regarding travel cost adjustment opportunities;
2. agree to the following actions that will result in adjustments to the 2021–22 budget:
 - a. the Operations Review Committee will only meet virtually;
 - b. the Operations Review Committee chair's report to the Board will be presented virtually;
 - c. the Strategic Planning Committee will only meet virtually;
 - d. the Shaping Rotary's Future Committee will only meet virtually;
 - e. the International Assembly Committee will only meet virtually, funding will be provided for the International Assembly moderator for a planning visit with the president-elect;
 - f. the Young Past Governors Committee will only meet virtually;
 - g. adjust 2021–22 directors' allocation budget by an additional 10 percent;
 - h. adjust the president's 2021–22 airfare budget—including the president's special representatives budget—by 17 percent;
 - i. adjust the president-elect's 2021–22 airfare budget—including the special representatives of the president-elect's budget—by 21 percent;
 - j. adjust the 2021–22 president's representatives to district conferences budget by 10 percent;
 - k. adjust individual regional leader and assistant coordinator allocations by 10 percent;
 - l. the training planning meetings for 2021–22 Regional Leaders Global Institute (RLGI) will be virtual;
3. defers consideration of the following activities to a future Board meeting:
 - a. funding directors, directors-elect, and their partners to attend the International Assembly;
 - b. evaluation of the partner program at the International Assembly;
 - c. evaluation of the Rotaract program at the International Assembly;
 - d. funding director partners and director-elect partners to attend the International Convention;

- e. funding for the families of the president and president-elect to attend the International Convention;
 - f. conducting the RLGI as a virtual meeting;
 - g. in-person meeting of the President Nominating Committee;
4. requests the general secretary to incorporate the appropriate reductions into the 2021–22 RI budget.

169. COVID-19: 2021 Rotary Institutes*

Statement: At its 7 May 2021 meeting (see decision 166 above), the Board updated its policy regarding travel during the COVID-19 pandemic. The policy did not provide funding for governors, governors-elect, and governors-nominee to travel outside their districts. The COVID-19 Task Force suggested the Board also provide necessary funding to the line of governors to travel outside of their districts when necessary for attending Rotary Institutes and the Governor-elect and Governor-nominee Training Seminars.

DECISION: The Board

1. authorizes 2021 Rotary Institute conveners to decide whether to conduct their institutes in-person or virtually;
2. reaffirms that no in-person Rotary meeting or event shall be mandatory for any participant who may feel uncomfortable attending because of the COVID-19 pandemic and encourages conveners to offer hybrid solutions;
3. agrees that governors-elect and governors-nominee may be reimbursed by their district governor funding to attend GETS/GNTS;
4. agrees that GETS/GNTS trainers may be reimbursed if they are one of the funded roles (GETS team leader, GNTS team leader, general trainer) as reported to RI;
5. agrees that governors may use district governor funding to attend Rotary Institutes;
6. notes that for Institutes comprising multiple zones, all approved funded travelers may attend the institute of their assigned zone regardless its location;
7. requests the general secretary to update the COVID-19 Travel Policy to reflect these changes.

170. Sylvia Whitlock Leadership Award

Statement: In decision 28, September 2020, the Board requested the general secretary to work with the Membership Committee to increase the overall percentage of women in Rotary. As one recommendation in support of its ongoing work in this objective, the Membership Committee recommended the Board establish a new recognition program in honor of Dr. Sylvia Whitlock—the first woman to serve as Rotary Club president—to recognize individuals who have demonstrated extraordinary leadership and service contributing to the success of women in Rotary.

DECISION: The Board

1. in support of increasing the number of women in Rotary and women in leadership positions, and in accordance with Rotary Code of Policies section 43.030., agrees in principle to adopt a new leadership award named after Dr. Sylvia Whitlock;
2. requests the general secretary to develop eligibility criteria, a proposed schedule for implementation, and a program evaluation plan, for report to the Board at its October 2021 meeting.

* * * * *

2020–21 Budget Review

- Board-approved budget, 2020–21 (in US dollars)

Revenues:	123,483,000
Expenses:	120,694,000
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Increase in net assets:	2,789,000*
Funding from RI reserve:	913,000
Convention reserves:	1,000,000
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Surplus Approved Funding	US\$4,702,000
Over Expenses:	

* this number has been corrected from an error in previous minutes this Rotary year.

- Decisions taken at this meeting impacting current year:

Revenue:	2020–21
n/a	-
Expenses:	2020–21
n/a	-

- Decisions taken at this meeting impacting future years:

<u>Expenses:</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
n/a	-	-	-

Adjournment

The foregoing is a true record of the proceedings at the May 2021 Rotary International Board of Directors meetings.

Holger Knaack
President

Andrew McDonald
Secretary of the Meeting

ATTEST:

John Hewko
General Secretary, RI

APPENDIX A

COVID-19 TRAVEL POLICY

As of 1 July 2021

(Decision 166)

General Principles regarding Travel, Meetings and Events

- The health and safety of all participants in Rotary programs, meetings, and events is of paramount importance.
- All conveners and organizers of Rotary meetings and events shall fully comply with all health and safety rules in effect in that location.
- No in-person Rotary meeting or event shall be mandatory for any participant who may feel uncomfortable attending because of the pandemic.
- All conveners and organizers of Rotary meetings and events are strongly encouraged to consider all health concerns in deciding whether to hold in-person meetings.
- All travelers must adhere to all risk mitigation protocols required or recommended by local authorities.

Essential Travel

Until 31 December 2021, Rotary will only fund travel that is essential to Rotary's business operations. Travel is essential if

- a) it is mission-critical for Rotary business;
- b) it cannot be conducted without in-person interaction or without visit(s) to a specific location(s);
- c) the purpose and intended outcomes of the travel are dependent upon the presence of the funded traveler(s) at the in-person meeting/location.

Essential travel includes:

- Travel by the president, president-elect, trustee chair, trustee chair-elect and their spouses;
- Travel related to the Polio global initiative;
- Travel by volunteers whose attendance is required where the meeting/event cannot accomplish its goals or be successful without the in-person presence of that traveler (for example, travel by a convener to an event is essential, while travel by a particular speaker to an event is not essential; spouse or partner travel to an event, other than the convener's, is not considered essential);
- Travel by students and Rotary Peace Fellows who have secured proper documentation to enter their intended destination country or to return home;

- Travel by a director and trustee within his or her own assigned zones to the extent permitted by applicable local governmental regulations;
- Travel by a regional leader within his or her own assigned region to the extent permitted by applicable local government regulations;
- Travel by a governor within his or her district to the extent permitted by applicable local governmental regulations.

Expenses associated with any required periods of quarantine for a traveler, either before or after travel, will not be funded by Rotary.

Restrictions on Travel Funded by District Governor Funding

District governors are encouraged to conduct club visits and district events virtually and offer hybrid meeting options. When travel and gatherings are permissible by law, travel will be reimbursed by Rotary. Governors must comply with all local guidelines at the time of the travel/event in terms of the size of the event, capacity, social distancing and masking.

Restrictions on Funded Travel (Other Than Travel Funded by DG Funding)

Effective 1 July, essential (as defined above) travel is permitted and funded to the extent that it is permitted by local authorities. For the purposes of determining if travel is permitted, when booking or modifying travel arrangements, RI Travel Services shall utilize Crisis24 (to evaluate general risk) and IATA Timatic travel database (for airline specific guidance) or other similar independent third-party provider as needed.

This option may require additional (temporary) staffing to more actively manage the travel bookings to ensure restrictions have not changed between the time of booking and time travel.

Any required periods of quarantine (either before or after travel) will not be funded by Rotary. Travelers shall adhere to all risk mitigation protocols required or recommended by local authorities.