

**OHIO DISTRICT OF KIWANIS INTERNATIONAL
2014-15 Board of Trustees Meeting
Fourth Official Meeting**

Friday, August 14, 2015

Doubletree by Hilton Cleveland East-Beechwood

10:00 AM

Columbus, Ohio

CALL TO ORDER

Governor Diana Keplinger called the meeting to order at 10:01 AM.

ROLL CALL

Secretary Dave Whiteman called the roll. Absent were the Lieutenant Governors from Divisions 6,7 and 8.

INTRODUCTIONS

Governor Diana welcomed those present and recognized International Trustee Barbara Thompson, from the Missouri-Arkansas District. Barbara will serve as our Counselor during the coming year. Diana also recognized Past International President Alan Penn, Key Club Governor Laura Colagiovanni, as well as Circle K Governor Tyler Milburn.

MINUTES OF THE PREVIOUS MEETING

The minutes of the March 6, 2015 meeting were presented for approval. **Motion by Bobby Phillips (3) to approve the minutes was seconded and carried.**

OFFICERS REPORTS:

TREASURER'S REPORT

Treasurer Bob Williams reviewed the July financial reports. He noted that committee budgets were within their allotted expenditures and several committees had not submitted any expense reports. He noted dues revenues were down, while new member fees were on target. He reviewed all the supporting documents and noted that all seemed to be in order. Both Key Club and Circle K also were in strong positions and were operating within their budgets. He noted that sponsorship for Key Club was down and complimented Circle K on their "thriftness".

SECRETARY'S REPORT

Secretary Dave Whiteman presented a written report on the District Office operations. He reviewed our membership status to date and reviewed club resignations and mergers that have taken this place this year. As of this convention, we have 226 active clubs in the district. He reviewed the clubs who need to take care of small balances prior to being able to vote this weekend.

IMMEDIATE PAST GOVERNOR'S REPORT

Immediate Past Governor Jennifer DeFrance addressed the board. She noted that this was her last meeting prior to leaving the board and she has been privileged to serve the district. She noted that Governor Diana has done a nice job with her efforts on behalf of the district and she thanked the board for their hard work and efforts. She is looking forward to Amy's year of leadership.

GOVERNOR ELECT'S REPORT

Governor Elect Amy Zimmerman presented a report outlining her activities this year. She has been working very hard to prepare for the 2015-16 Administrative Year. She has been working with the Finance & Structure Committee to review and update the policy codes, some of which will be voted on today. The District will be doing a Communications Assessment to improve both internal and external communications. She has been very busy with ICON, Key Club Leadership Conference, Circle K Convention, Eliminate presentations and the Foundation Golf Outing. She is very excited about the upcoming year.

GOVERNOR'S REPORT

Governor Diana took a few moments to review her report. She completed all of their division visits, all of them were wonderful with such a wide variety of experiences. There has been an action team studying the Key Leader Experience to promote and enhance the Key Leader Experience. She also talked about the lack of readers of the Buckeye Bulletin and how that needs to be improved as well as the district website. She judged the Kirtland Queen

Contest, made strawberry shortcakes and rode in the Granville parade. She thanked everyone for their dedication to the district and the organization.

INTERNATIONAL COUNSELOR'S REMARKS

Barbara Thompson addressed the board briefly. She extended greetings from International President John and First Lady Debbie Button, She commended the Ohio District on our service and promotion of service and the Eliminate Project. She recognized the district on membership growth and the efforts of the membership teams, she encouraged the Formula Team to charter the clubs they have been cultivating. Barbara recognized the Cleveland Club and spoke about the Centennial Year. Ohio was commended for our tight fiscal control. She recognized the strong membership numbers of Ohio's SLP's. She is looking forward to working with our district this coming year.

KIWANIS FAMILY REPORTS

KEY CLUB GOVERNOR'S REPORT

Key Club Governor Laura Colagiovanni reported how passionate and motivated the Key Club Board is, they have filled four of the six Lt. Governor vacancies, they have filled the 10 committee chairs, as well as District Historian, Webmaster and Key Leader Representative. Ohio had 40 representatives to the International Convention. The focus is currently on planning Fall Rally. They are transitioning to a new website, with a goal to have it active by the end of the month. A focus this year will be to have a closer relationship with the Kiwanis board and to collaborate on projects.

CIRCLE K GOVERNOR'S REPORT

Circle K Governor Tyler Milburn presented his report to the board. The board has been busy filling vacancies for committee chairs, they are still seeking a candidate for the Buckeye Trails Lt. Governor position. The board has had their Board Trainer, Spring Officers Training Conference and Ohio had eight students attend International Convention. The board is planning the Fall Rally and District Convention. He expressed appreciation of the support from the Kiwanis Clubs.

DISTRICT FOUNDATION REPORT

President Kathryn Karpus presented a written report that was handed out to all board members by email. She reviewed how the Foundation is able to help clubs meet their mission. She shared how members can become part of the Ambassador Program. The foundation committees collaborated to create a new campaign "Kiwanis Safe and Healthy Kids". The focus will be "Safe Play", "Bicycle Safety", "Water Safety", and "Safe Home".

She also announced that thanks to a donation from Dave and Joanne Whiteman, the foundation will be raffling two tickets this weekend to the OSU-Maryland football game. Tickets will be available all weekend and the drawing will take place at the Governor's Banquet. The foundation will be accepting applications for the offices of Secretary and Treasurer due to Jean Forbes retirement.

ACTION ITEMS:

Charter Resignations

District Secretary Dave Whiteman advised the board that he had received no Charter Resignations at this time. He has heard that Northside – College Hill is asking to resign their charter. There is another club in the Columbus area that is looking to merge with another club. There is potential to save this club

Policy Manual Additions

Chairperson Ted Barrows proposed the following changes to the **Policy Manual, Article V. A. Section 8** Individual Event and Activities Budgets

f. Surplus funds from the Mid-year Education Day and District Convention shall be accumulated as follows:

- ✓ After all expense and income for Mid-year Education Day and District Convention have been reconciled, any surplus funds will be transferred to a District Convention and Mid-year Education Day Reserve Fund.
- ✓ after all expense and income for District Convention have been reconciled, any surplus funds will be transferred to a District Convention and Mid-Year Education Day Reserve Fund

Any surplus funds that would exceed the maximum cap level (\$30,000) for the District Convention and Mid-year Education Day Reserve Fund will be transferred to the District Candidate for International Office Fund, which is hereby created. No more than \$15,000 shall be allowed to accumulate in the District Candidate for International Office Fund, with any excess transferred to the District General Reserves.

Motion by Bobby Phillips (3) to approve the change was seconded and carried.

Policy Manual, Article VI. B. International Elections Committee

e. The District Candidate for International Office Fund shall contain funds that can be transferred to and spent from this fund. These funds are to be used for:

- ✓ Procuring election promotional materials
- ✓ Mailing costs
- ✓ Cost of a reception or District event to provide exposure for an Ohio District candidate for international office and to rally the efforts of District Kiwanians for the campaign effort at the International Convention
- ✓ Travel expenses

f. All expenditures from the District Candidate for International Office Fund will be initiated and approved by the Ohio District International Elections Committee Chair

Motion by Judy Andrews (10W) to approve the change was seconded and carried.

Policy Manual, Article I, Sec. B

Section 5. Unless otherwise stated in this Policy Manual, the Governor-Elect will appoint all District Committee Chairs prior to August 1.

Motion by Karen Cisco (2) to approve the change was seconded and carried.

Policy Manual : C. Alcoholic Beverages and Gambling – Align with Kiwanis International

Section 11. Alcoholic Beverages (See attachment)

Motion by Mike Metzger (1-N) to approve the change was seconded and carried.

Article X Working with Youth – Align with Kiwanis International

Article X. Kiwanis Members Working With Service Leadership Program Participants and Other Youth Activities (See attachment)

Motion by Don Sigman (18) to approve the change was seconded and carried

Align to the \$10 dues increase passed at International Convention in Indianapolis in 2016 and includes the \$4 for D & O insurance. Update the total payable Dues from \$62 to \$77, includes the \$1 increase in Liability Insurance

Policy Manual: Article IX. Dues and Sponsorship Fees (See Attachment)

Motion by Bobby Phillips (3) to approve the change was seconded and carried

COMMITTEE REPORTS:

The board heard reports from the following committees.

EXECUTIVE COMMITTEE

Diana Keplinger

Governor Diana Keplinger reviewed the minutes of the March 25, 2015 Executive Committee Meeting. Dave Whiteman had negotiated an affordable price for a continental breakfast in Indianapolis at the convention center prior to our caucus. The cost of the breakfast would be able to be covered from the profit that was made at Mid-Year. The second item approved at that meeting was for the remaining profits of the MidYear be used to cover some of the costs of the new computers for the District Office. . **Motion by Stan Popp (16) to ratify the actions of the Executive Committee were seconded and carried.**

DISTRICT CONVENTION

Dennis Lehman

District Convention Chair Dennis Lehman reviewed the schedule for the weekend and how the meal functions would work. Dennis reviewed the major events happening this weekend and he hoped that all would have an enjoyable and informative weekend. Dennis also reviewed where other important function rooms were located and answered questions from the group.

EDUCATION SESSIONS

Eric Bush

Eric Bush, Chair of the District Education Committee, reported that the convention committee, with guidance from Governor Elect Amy Zimmerman, had put together a schedule of 24 workshops for the weekend. He is once again asking the Lieutenant Governors to serve as moderators to introduce workshops and speakers during the weekend. The moderator will be responsible for returning the small-stapled packet with evaluations to the district office after the session is over. Jamie thanked all those who assisted in preparation of the individual workshops.

GOVERNOR'S BANQUET

Diana Keplinger

Governor Diana reminded the board that there is a board luncheon immediately following adjournment of the board meeting. She reviewed the process that will be used to introduce each of us at the Governor's Banquet and she reassured all that they would have reserved seating during the function. All were instructed to meet in the foyer outside the ballroom at 6:30 PM to line up for introductions.

MEMBERSHIP STRENGTHENING

Bill Snellgrove

District Membership Chair Bill Snellgrove congratulated the Board on their results so far this year and he shared there are 21 divisions that are plus membership as compared to this time last year. There are 127 clubs that are at plus membership compared to the beginning of the year. We have 24 New Club Openers and 51 Club Counselors who have been trained by Kiwanis International. Those individuals are available to assist you or your clubs in their efforts to grow.

NEW CLUB OPENING

Bill Snellgrove

New Club Building/Opening Chair Kathleen Moylan was delayed, Bill Snellgrove reported there is one club that will have their organizational meeting next week, and there are four others that are in the process. There are three additional locations for potential clubs.

ELIMINATE PROJECT UPDATE

Craig Smith

Eliminate Committee Multi Division Chair Craig Smith reviewed the report from Eliminate District Coordinator Cindy Champer. While we were in Indianapolis for the International Convention, we heard the news we had reached \$91 million, but as of Tuesday, we had reached \$99 million dollars toward Eliminate. Craig recognized various clubs throughout the district for their contributions and fundraising efforts. He encouraged everyone to make the pledge of \$1.80 a day to save baby a day. We are in the home stretch for the Eliminate Project and encourages clubs to attend the different workshops and displays this weekend.

MISSIONS IN MOTION PROJECT

Sarah Roush

Youth Services District Chair Sarah Roush spoke about the shoe collections project for Missions in Motion, which will provide footwear to individuals in developing countries who do not have shoes. Shoes in poor condition will be utilized as raw materials by individuals to make items that will help them be self-supportive. This will keep old shoes out of our landfills and will be helping needy individuals on several levels. There are also containers to collect new socks for homeless shelters throughout Cleveland. There will be a panel truck in front of the hotel throughout the weekend to collect the shoes. There is a recognition program for each Kiwanis, Circle K and Key Club that donates the most shoes. The district will receive a dime a pound for shoes and the funds will be divided between the Eliminate Project and the Homeless Shelters in Cleveland.

ANNOUNCEMENTS

- ✓ In the back of the board book, there is a report from Builders Club Chair Jeri Penn as well as a report from the Key Leader Task Force
- ✓ If you dropped off a basket in the basket room prior to this meeting, you need to go back and register your basket and collect a donation letter from the Foundation.

The meeting adjourned at 11:43 AM.

Submitted by:

A handwritten signature in black ink that reads "Dave Whiteman". The signature is written in a cursive, flowing style.

B. David Whiteman
District Secretary

Align policy with Kiwanis International Policy.

C. ALCOHOLIC BEVERAGES AND GAMBLING

Section 1. Alcoholic Beverages

~~a. Alcoholic beverages will not be served or consumed at any official function or meeting of Kiwanis.~~
Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located.

Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by Kiwanis International when providing alcohol at an event; see Kiwanis International Policy -Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities.

~~b. Official functions are defined as follows:~~

~~1). A function in which attendance credit is granted under the Official Attendance Rules.~~

~~2). A function begins when the presiding officer calls the meeting to order and concludes when the presiding officer closes the meeting.~~

ARTICLE X. KIWANIS MEMBERS WORKING WITH SPONSORED SERVICE LEADERSHIP PROGRAM PARTICIPANTS AND OTHER YOUTH ACTIVITIES

Section 1. Service Leadership Program participants deserve the best Kiwanis has to offer. This includes the relationship and interaction between SLP participants and those adults who so generously give of themselves to assure the success of Kiwanis Service Leadership Programs. It

also includes the relationship and interaction between youth impacted by other District Kiwanis sponsored projects and those adults involved in the activities of those projects.

Section 2. Applicability Policy Articles X and XI apply to adults serving as chaperones, transportation providers, and/or those in direct supervisory roles with youth under the age of majority at District events only. Such events include but are not limited to Key Club Fall Rally and Key Club District Convention, Key Leader, Kiwanis District Convention and Mid-Year Education Day. These policies do not apply to adults serving as casual volunteers at such events wherein such adults are not directly supervising youth, are not likely to be alone with individual youth attendees, and who are not in a direct position of authority over the youth attendees. E.g. these policies do not apply to volunteers serving as contest judges, observers, merchandise store workers, facilitators, or similar positions.

Section 3. Chaperone: A chaperone ~~shall be~~ defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in *loco parentis*, ~~having attained the age of twenty-one (21) years of age or older, who has been,~~ approved by the school ~~or agency and registered with the school or agency to accompany the youth members at the~~ as required, or by the appropriate Kiwanis District Officer, District Administrator, or District Chair and registered with and accompanying the youth at a specific event.

Section 4. Use of ~~A~~Alcoholic ~~b~~Beverages and Tobacco: While attending any district event project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco products during any portion of the event.

Section 5. Use of tobaccoReporting: While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth. If a Kiwanian observes troubling behavior involving a youth at a district event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a district event, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional, and federal laws regarding reporting must be followed.

Section 6. Overnight stays: While attending an district event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleep quarters (e.g., tent) with his/her own child sleeping room, of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Section 7. Transportation: Adults transporting youth in a ~~motor~~ vehicle should do so with a second adult in the vehicle, or in hardship cases, the “rule of threes”, being at least three people in the car at all times, is recommended. In the instance where the activity is considered to be a

school-related activity, then all school district policies and requirements are to be honored. All transportation decisions should be made in accordance with local laws and school policies.

Section 8. Medications: The possession of prescription and nonprescription medications by youth at an district event should be permitted only by written permission of the parent/guardian. An appropriate health/medication form may be required per school policy or SLP policy.

Section 9. Criminal History Background Checks: Criminal history Background checks for adults working with youth participants under the age of majority at District events and activities shall may be required as described in Policy Article XI and for people in roles as described in Section 2 above for all such adults and, if conducted should conform to applicable local and state/provincial laws and requirements. All adults working with youth at all district-sponsored events must have a background check that is considered to be "clear", based on criteria established by Kiwanis International. Such events include, but are not limited to the Kiwanis district convention, Key Club district convention, Kiwanis Mid-Year Conference, etc.

Section 10. Conflicts with other rules: Whenever these ~~requirements may~~ guidelines conflict with local school policies or rules, or local, state, or national laws or regulations, the highest applicable standards for conduct ~~are expected to~~ shall prevail.

Section 11. Personal information: All documents bearing personal information of any youth attending a district event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information ~~should must~~ be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or longer as may be required by applicable state laws and regulations if longer. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. ~~It is also expected that~~ The disposal and destruction of all confidential information ~~will shall~~ conform to applicable state laws and regulations. Maintenance, storage, and destruction shall be responsibilities of the District Office, except as differently required by Kiwanis International or other superior ~~entitites~~ entities.

Section 12. Education: ~~The District will seek to inform and educate its District Officers, District Administrators, and District Chairs on these policies annually. The District will likewise seek to educate club leaders on appropriate policies and practices pertaining to interactions between adults, SLP participants, and other youth at the club level. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.~~

Section 13. Youth and Social Media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to the young

person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise.

Section 14. Behavioral or Health Issues: Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Align to the \$10 dues increase passed at International Convention in Indianapolis in 2016.

Include the \$4 for D&O insurance. Update the total Payable Dues from \$62 to \$76 (\$10 increase +\$4 D&O)

Include the \$1 increase in Liability Insurance Increase

ARTICLE IX. DUES AND SPONSORSHIP FEES

Kiwanis International and Ohio District Kiwanis Club Dues are specified by the Ohio District Bylaws and are summarized here for convenience.

A. KIWANIS CLUB DUES

Section 1. KIWANIS INTERNATIONAL - Billed and collected by Kiwanis International.

~~\$42-52.00~~ Kiwanis International ~~-Billed from International Office~~

~~\$ 8.00~~ per year for Kiwanis Magazine

~~\$12-13.00~~ per year for Liability Insurance*

~~\$4.00~~ per year for Directors and Officers (D&O) Insurance*

~~\$62-77~~ Payable Annually

* Recommended payment from club service account

For new members joining after October 1st, an ~~graduated~~ enrollment fee would be payable to Kiwanis International ~~based upon the following schedule of \$50.~~

October	\$62.00	April	\$36.00
November	62.00	May	30.00
December	60.00	June	24.00
January	54.00	July	18.00
February	48.00	August	12.00
March	42.00	September	6.00