

**OHIO DISTRICT OF KIWANIS INTERNATIONAL
2017-18 Board of Trustees Meeting
Third Official Board Meeting**

Friday, March 16, 2018
7:30 PM

Nationwide Hotel & Conference Center
Lewis Center, Ohio

CALL TO ORDER

Governor Dan Litzinger called the meeting to order at 7:32 PM.

ROLL CALL

Secretary Dave Whiteman called the roll. All were present and accounted for except Janet Molineaux (12), Wanda Young (17), Ted Clutter (22), Richard Evans (24), and Chuck Whitman (26).

INTRODUCTIONS

Governor Dan introduced International Trustee John DeVilbiss, Past International President Alan Penn, Circle K Governor Bethany Sara, and newly elected Key Club Governor Noah Malik.

MINUTES

Secretary Dave Whiteman presented the minutes of the October 28, 2017 Board Meeting for approval. **A motion to accept the minutes made by George McCarthy (9) was seconded and carried.**

OFFICERS REPORTS

TREASURER'S REPORT

Treasurer Dave Gallit reviewed the February 28th reconciliation reports and balance sheets. Dave reviewed the Cash Account balances of the district, as well as its total assets and liabilities. He noted that all accounts were currently on target. He then reviewed the cash account balance for Ohio District Key Club and had no issues with the accounts. The balances for Ohio District Circle K were then reviewed noting their cash account balances and the income and expenses accounts were all in line with budgets. **A motion to accept the Treasurer's Report made by John Coffield (3) was seconded and carried.** An inquiry was made concerning the possibility of placing our district cash accounts in some type of interest bearing account. That issue will be addressed later in the meeting.

SECRETARY'S REPORT

Secretary Dave Whiteman provided a written report in the board booklet distributed at the meeting. In the report he noted that Sarah Roush will likely be out of the office for a week or two as her husband recuperates from surgery. He asked those with issues that they need assistance to contact him in the district office. He also reviewed our financial account balances, the membership numbers for the year to date, the clubs on Charter Suspension due to balances owed, and the club charter resignation that would be considered at a later date.

IMMEDIATE PAST GOVERNOR'S REPORT

Past Governor Bill Flinta reviewed his recent activities in the district. He has been working on the Blitz that will take place in May in Northeast Ohio to build a significant number of new clubs for the district. In addition, he has been chairing the search committee looking for a replacement for District Secretary Dave Whiteman. They interviewed candidates earlier today and hopefully they will have an announcement very soon.

GOVERNOR ELECT'S REPORT

Governor Elect Faith Levine noted that she had a great time attending the Circle K District Convention and the Key Club Leadership Conference. She is very proud of our SLP Leaders and looks forward to great

things from them over the next year. We are down to 5 vacancies in the class of Lieutenant Governors for next year and she is looking forward to meeting with them tomorrow.

GOVERNOR'S REPORT

Governor Dan Litzinger wanted to thank his Lieutenant Governors for their work so far this year. Most have been very responsive and they are aware how important it is that we have a great "growth" year. He thanked his District Chairs in attendance and noted how proud he is of the work they have done so far this year. They are also onboard for growth. Brad will be discussing the upcoming Blitz in May and we will need "all hands on deck" to make the Blitz a success. He apologized for the fact that he has not had time to send out thank you notes where needed, but hopefully he will find time to do that eventually even if it is after the year is over. He thanked Immediate Past Governor Bill for his support and Governor Elect Faith for stepping up and pitching in where needed to make the year successful. He thanked Dave and Sarah in the district office for their work in organizing the Mid Year. He noted that this will be Dave's final Mid Year (as an employee!) and he asked the board for a show of appreciation for Dave. The search committee is working hard to find a replacement for him, but all of us will miss Dave and the fact that he is always there to step up and just "handle things". He thanked Jason Miller and Jim Janosik for all their work in preparing for this Mid Year. He made a plug for the International Convention and noted that it is one of the most reasonably priced conventions in years. He is negotiating with the catering staff for a reception on Friday evening and more information will be forthcoming.

KIWANIS FAMILY REPORTS:

KEY CLUB REPORT

Key Club Governor Noah Malik noted how he is looking forward to working with our Board over the year. He added that Ohio District Key Club had a successful convention in Dublin last weekend. Their numbers were down about 50 from prior years and they need to work on it. They have some vacancies that will need to be filled to complete their Board and they are working hard to do that.

CIRCLE K REPORT

Circle K Governor Bethany Sara shared that they also had a very successful convention in Bowling Green last month. Samantha Gates was elected Governor for 2018-19 and she reviewed others elected at the convention as well. They currently have 16 active clubs with 260 members. Bethany then asked the District Secretary Dave Whiteman come forward and accept a Loyalty Award from Ohio District Circle K for the many years of service to Circle K in the Ohio District.

DISTRICT FOUNDATION REPORT

Foundation President Tim Cornelius included a written report in the Board Booklet and reviewed it briefly. He noted the work of their committees in preparing for the Opening Session tomorrow morning. He noted the success of Peter Gaughan in handling their funds and also that the board is working on the new Club Advised Fund Committee that will assure continued support and new development of CAF's throughout the Ohio District. He reminded us to bring baskets to the District Convention. It is one of the two largest fundraisers for "Safe and Healthy Kids" grants. He introduced Immediate Past Foundation President Dave Kuhn to talk about the District Golf Outing. He distributed a letter introducing the Golf Outing to new board members, a registration form, and a hole sponsorship form. They need our support to make the golf outing a success.

ACTION ITEMS

Charter Resignations

District Secretary Dave Whiteman reported that he received a charter resignation letter from the Kiwanis Club of East Side Youngstown in Division 26. Their club voted to disband on September 17, 2017 to be effective on September 30th. The letter was sent to an incorrect address and was not received until after our October 28th Board Meeting. The club did complete the form outlining the steps they took leading up to the dissolution. **A motion to accept the resignation made by Connie Potter (7) was seconded and approved.**

Ohio District Convention Budget

Past District Governor and 2018 District Convention Co-Chair Tom Crawford presented the 2018 District Convention for approval. Tom reviewed the highlights of the convention including a BBQ on Friday hosted by the Toledo Kiwanis Club, a concert on Friday night with KC and the Sunshine Band, and we will be honoring the 10 Ohio Kiwanis Clubs who were active in the district when it was formed in September of 1918. While our convention is going on, Jeep Fest will be taking place in Toledo and on Saturday our Governor, Governor Elect, and International Counselor will be a part of the parade during Jeep Fest. In the budget you will see that we are asking for the District Board to approve a \$3,000 transfer from our Undesignated Reserve to help cover expenses of the 100th Birthday Celebration during the weekend and to help keep the expenses down for our members attending the convention. Secretary Dave Whiteman noted that the F & S Committee met by conference call last night and recommended approval of the budget and the request to use Undesignated Reserves and not convention reserves for the \$3,000 allocation to the event. **A motion by Eric Willman (1-S) to approve the 2018 District Convention Budget including the \$3,000 transfer from our Undesignated Reserves was seconded and approved.**

Ohio District Installation Budget

Past First Lady Jean Forbes is assisting Governor Elect Faith and the Dublin Kiwanis Club in planning for the upcoming District Installation, which will include a Tri K Meeting with the Boards of Kiwanis, Key Club, and Circle K. This budget will be a part of the 2018-19 Kiwanis Administrative year and it is a deficit budget primarily due to the complimentary rooms and meals that we are required to include due to our District Policy Manual. There will also be a small reception after the banquet on Saturday night that adds slightly to the deficit. **Motion to approve the District Installation budget by Betty Edgington (18) was seconded and approved.**

2016-17 Financial Review

District Secretary Dave Whiteman was called on to review the report of our auditors for the 2016-17 Kiwanis year. He noted that this is a financial review and not an audit. Our Policy Manual calls for an audit every 4th year and we had that audit following the 2015-16 Kiwanis Year. Dave also noted the review was consolidated as required under Generally Accepted Accounting Practices because Key Club and Circle K operate using our tax ID number. He directed the board to page 12 to review the specific information for each organization. Kiwanis had a very good year that resulted in the growth of our Undesignated Net Assets (or Reserves) of over \$25,000 to a total of \$232,034 as of 9/30/2017. He noted that the Net Assets were not down due to operations, but to the decision made by the 2016-17 District Board to transfer funds to the Ohio District Kiwanis Foundation. Circle K increased the Net Assets in 2016-17 by \$2,103 to a total of \$41,348. Our convention reserves are currently at \$30,000, the maximum permitted in this board-designated fund; the Aktion Convention reserve is at \$4,708; and the recently created District Candidate for International Office Fund is \$4,176. **A motion to accept the 2016-17 Financial Review by James Minter (10-E) was seconded and carried.**

Policy Manual Changes

Laws and Regulations Chair Ted Barrows reviewed changes to our Policy Manual to clarify expenses that can be requested by our District Chairs subject to their having a budget line that is sufficient to request these reimbursements. These changes were recommended by the Finance and Structure Committee and

sent to Ted to prepare. A copy of the proposed changes in our Policy Manual are attached as Addendum #1 rather than typing it in here. **A motion by John Coffield (3) to approve the changes in our District Policy Manual was seconded and approved.**

2019 District Convention Contract

District Secretary Dave Whiteman reviewed the recent history of our convention site discussions between Division 26 originally and later Division 12 that led to the decision of the Convention Site Committee to eventually choose the Sawmill Creek Resort in Huron, Ohio as the site of our 2019 District Convention. The contract that they provided gave us the best combination of room rate and meeting facilities. The contract was reviewed during a conference call of the Finance & Structure Committee last evening and they made two recommendations. The first was that the District Board officially accept the Sawmill Creek Resort as the site of our 2019 District Convention and then that the Board accept the contract negotiated with Sawmill Creek. Dave and the Convention Site Chairman reviewed the facility advantages for the board. One of those is a very nice golf course that is available on site and Governor Elect Faith has already been in discussion with our foundation about hosting a golf outing on Thursday as a fundraiser for the District Convention. After additional discussion, Governor Dan asked for a motion to approve Division 12 as the host of our 2019 District Convention. **A motion by Joyce Rhodes (1-N) to hold our 2019 District Convention in Division 12 was seconded and approved.** Governor Dan then asked for a motion to approve the contract for our 2019 District Convention. **A motion by Hasani Wheat (15) to approve the contract with the Sawmill Creek Resort and Conference Center for our 2019 District Convention was seconded and approved.**

Key Leader Program Changes

Key Leader Co-Chair Kelly Shaffer reviewed the major changes that were taking place in the Key Leader Program. Kiwanis International recently announced that it is turning over the operations of the Key Leader Weekend to the districts. They will no longer be handling contracts or the collection of fees and payment of bills for Key Leader. The districts will pay a licensing fee of \$6,000 to Kiwanis International and with that fee they will provide the presenter for the weekend and pay his/her fee. Kelly and Brian Shaffer along with Brian Yaccuci have provided us with a tentative budget to show the receipts and costs of Key Leader based upon varying attendance levels. It is believed that the break-even level for attendance would be just over 60. We have exceeded 70 registrants every year since 2014 for our Fall Session. They made the presentation to the F & S committee last night and that committee recommends continuing the program. They are not asking us to approve the budget, as that will be next year's board's responsibility. They are asking the Board to approve continuing the Key Leader Program in Ohio; approve paying the deposits to Kiwanis International and Recreation Unlimited; and approve the contract with Recreation Unlimited for the Fall 2018 session of Key Leader. Governor Dan gave his personal recommendation for continuing this terrific program in the Ohio District. **A motion by Eric Willman (1-S) to approve the district taking over operation of the Key Leader Program was seconded and carried.** Governor Dan asked for a motion to approve the contract with Recreation Unlimited. **A motion by Betty Edgington (18) to approve the contract with Recreation Unlimited was seconded and carried.** Finally Governor Dan asked for a motion to allow the District Secretary to pay the deposits to Recreation Unlimited and Kiwanis International to continue the program. **A motion by James Bennett (16) to approve payment of all deposits for the Key Leader Program was seconded and carried.** Alan Penn, the Executive Director of the Ohio District Kiwanis Foundation, noted that they have already set up a fund for Key Leader and it could be used to secure "tax deductible" donations to support the Key Leader Program. That would include major gifts that someone might want to give through their Estate.

Investment Funds Transfer Request

District Treasurer Dave Gallit was asked to discuss the possibility of moving a portion of the funds in our Savings Account, which are currently earning about .1 of a percent interest to our investment accounts. Dave noted that the Finance and Structure Committee made the recommendation that we transfer \$30,000 to our Raymond James Investment accounts. Governor Dan asked for a motion to approve this transfer. **A motion was made by Phil Caito (10-S) to approve the transfer and it was seconded.** The

board discussed the motion and during the discussion it was asked whether the funds were insured as our bank funds are. Our investment manager Peter Gaughan was present, as he will be making a report to the board later in the meeting. He noted that the Money Market and Investment Funds are insured, but returns are not guaranteed. It was also discussed whether we have considered placing our funds in bank accounts that might give us some level of income. Governor Dan asked that the board vote on the original motion to approve the transfer of \$30,000 to our investment accounts. **The motion was carried.**

COMMITTEE REPORTS

Executive Committee

Dan Litzinger

Governor Dan presented three sets of Executive Committee minutes for approval or ratification. The first was originally presented at the October meeting, but District Secretary missed adding authorization of the district to collect New Club Charter Member checks for new clubs to the September 28, 2017 Executive Committee minutes. The second was for the meeting of December 1, 2017 to approve the 2018 District Installation Contract. The third was to approve application for a matching Formula Grant to cover the cost of our Club Counselor Training being held tomorrow to assist with the Club Opening Blitz coming up in May. **A motion by Bob Day (2) to ratify the Executive Committee action for all three meetings was seconded and approved.**

Mid Year Education Day

Jim Janosik

Chairman Jim Janosik thanked all who were instrumental in preparing for Mid Year Education Day. He wanted to give special thanks to Jason Miller for his work in preparing the Educational workshops for tomorrow. Jim reviewed the schedule and highlights for the day tomorrow and hoped that we will help make the event a success. Jason Miller then passed out packets to Lieutenant Governors to act as facilitators during the sessions tomorrow.

Finance and Structure

Don Parker

Committee Chair Don Parker stated that seven of the eight items we considered during the business part of our meeting came before the F & S Committee for review and recommendation before coming to you to approve. That is what the committee does. It does the hard work of reviewing contracts, budgets, and proposals before they eventually come to you. One item they are struggling with this year is how we provide proper oversight to Key Club now that their expenses are being processed through the District Foundation. He anticipates that we will finalize that at our next meeting and we will have a proposal for you at your next meeting. He told us the issues pertaining to continuing the Key Leader program are much more complicated than many realize, and it means much more work for the district office. Each of us on the district board has the responsibility that the word of this program gets out to schools throughout the district.

Financial Advisor Report

Peter Gaughan

Peter Gaughan, our financial advisor, took a few moments to review our investments and how we stand in relation to our written investment policy. Our accounts are performing remarkably well and he invited all to stop and see him at his booth tomorrow. He has additional handouts available that review our accounts in more detail.

Membership Strengthening Report

Diana Keplinger

Past Governor Diana Keplinger noted that she had prepared a packet of information for all board members and distributed it prior to the meeting. Most of the information you should need is in that packet. She pointed out the Membership Strengthening person for your division was included on that handout. Tomorrow they will be training additional Club Counselors to assist clubs throughout the district.

Club Opening Report**Brad Kunze**

Formula Chair Brad Kunze shared that we have opened two new clubs in the district so far this year in Colerain Township and in Cleveland Heights. A third is well underway in Champaign County (the Urbana Area). A couple other sites are also under consideration. Six weeks from now we will be participating in the North Coast Blitz. Fourteen sites are underway and we anticipate opening up to 8 clubs in Northeast Ohio during the Blitz. He encouraged all Lieutenant Governors to consider participating in the Blitz. It will be most helpful as you move forward.

Eliminate Project Report**Cindy Champer**

Eliminate Chair Cindy Champer distributed a written report in the Board Booklet. She highlighted a couple items in the report and noted that when Kiwanis International joined the fight to eliminate MNT there were 39 countries on the list of those still at risk for this dreadful disease. Today we have only 15 countries that are still at risk. Finally, she thanked Joanne Whiteman for the donation of the beautiful quilt she won at a convention several years ago. The quilt will be raffled off at the 2018 District Convention and only 250 tickets will be sold.

Community Services Report**Rick Kidwell**

Chairman Rick Kidwell announced that several clubs had submitted information to be considered for the Signature Project Award this year. Their committee met to review the submissions and he was pleased to announce that the Kiwanis Club of Delphos was selected to represent the Ohio District in that contest with their Splash Pad Project. Rick reminded all clubs to submit their reports concerning the First Family Project to be eligible for awards.

KICK Fund Report**Brandi Bowen**

KICK Chair Brandi Bowen reviewed the purpose of the KICK Fund (Kiwanis Investing in Circle K) and why it is important we support the fund to provide funds for Leadership Training for our Circle K Members. The foundation hopes to have \$5,000 in the fund by the end of this year and you can go online and make your donations now.

Club Leadership Education**Sarah Roush**

Sarah Roush noted that she included a report in the back of your Board Booklet. Please review the report and note that only one in four Class Presidents attended CLE Training last year prior to the start of their year of leadership. We must improve on those numbers. Less than half of the clubs reported their new officers prior to the end of last year's CLE Training. We must do better than this and Sarah needs the help of our Lieutenant Governors to get our club leadership reported in a timely manner. Please check out her report for more details.

SLP Report for Lieutenant Governors**Jennifer Lewis**

K Kids Chair Jennifer Lewis took a few moments to review a handout she included in our Board Booklet. She asked everyone to look at it in detail and she would like us to consider a SLP Rally in our divisions. See the report for additional details.

ANNOUNCEMENTS**Dave Whiteman**

- The final district board meeting will take place on Friday, August 10th in Toledo prior to the start of our district convention. The time and meeting room location will be sent to you at a later date.

The meeting adjourned at 10:05 PM.

B. David Whiteman
District Secretary