

**OHIO DISTRICT KIWANIS INTERNATIONAL, INC.**  
**2013-14 Board of Trustees Meeting**  
**First Official Board Meeting**

Saturday, October 5, 2013  
2:00 PM

William Street United Methodist Church  
Delaware, Ohio

**CALL TO ORDER**

Governor Jennifer DeFrance called the meeting to order at 2:05 PM.

**ROLL CALL**

Secretary Dave Whiteman called the roll. All were present and accounted for except Barbara Anderson (8), Del Novotny (13), Phil Wallace (15), and Chris McCarty (21).

**INTRODUCTIONS**

Governor Jennifer asked the guests present to introduce themselves and thanked everyone for making time to be with us today.

**CONSENT AGENDA/CALENDAR**

Governor Jennifer added approval of the SLP Sponsorship Form, approval of the Kiwanis One Day T Shirt, and approval of the Key Club Bylaws to our Action Items for the meeting and she asked for a motion to adopt the Agenda as revised. **Motion by Kathleen Moylan (5) to approve the proposed Agenda was seconded and carried.** Governor Jennifer asked Secretary Dave Whiteman to review the Consent Agenda and how that motion would be handled. Dave noted that the consent agenda included many of the routine board approvals that would be approved all in one motion. Items included in the Consent Agenda were Approval of Board Minutes of 8/9/13; Appointment of District Secretary; Appointment of District Secretary as Statutory Agent for the Corporation; Approval of authorized signers on our financial accounts; Authorization of District Secretary to Contract for Insurance and Bonding; Authorization of District Secretary to procure supplies, equipment, and professional services; Authorization for Governor, Secretary, and Administrative Secretary to charge supplies from Kiwanis International; and Approval of District Chairs. Governor Jennifer asked for a motion to approve the Consent Agenda. **Motion by Mike Payton (9) to approve the Consent Agenda was seconded and carried.**

**OFFICERS REPORTS:**

**TREASURER'S REPORT**

Treasurer Bill Flinta reviewed the Treasurer's Report prepared by District Secretary Dave Whiteman. Bill took a few moments to explain the layout of the report to prepare the board members for what they will see throughout the coming year. The district is in a very solid financial position. We are well under budget for expenses. He reviewed all the supporting pages of the financial report and noted how they give a glimpse how the district funds are being spent. Key Club is also in a very sound "cash" position even though they actually will lose a little this year due to the poor results of the District Convention. Ohio District Circle K is also in a solid cash position.

**SECRETARY'S REPORT**

Secretary Dave Whiteman presented a brief report on the District Office operations. A narrative report was included in the Board Booklets distributed and he highlighted several items in detail. Membership numbers will not be available for a couple weeks. That information will be sent to all of you as soon as it is available. We will be looking at several charter resignations later in this meeting. Dave noted that a new version of the KiwanisOne Web Portal will be coming about October 31<sup>st</sup>. We should have some additional instructions available from Kiwanis International concerning the changes and that will be sent to you as soon as it is available. Finally, Dave reviewed the new District Shirt that is available for purchase. Order forms are available and the shirt is available in two styles. One would be the customary cotton/polyester blend polo shirt and the other is in a moisture wicking 100% polyester material. Order forms will be posted on our district website as well. Dave reminded all that he needed the Conflict of Interest Statement and 990 Questionnaires emailed to them previously.

**DISTRICT FOUNDATION REPORT**

Foundation President Doug Huth addressed the board. Doug thanked the Lieutenant Governors for their service. The foundation will be leaning on them throughout the coming year. A written report was included in the Board Booklet that outlined the successes of the foundation this past year. Last year they reached a significant milestone of \$1,000,000 in managed assets. Their invested funds grew by nearly 9% during the past year. Clubs participating in the Club Advised Fund program reached a new high of 24 clubs. The newest fundraising effort was to help collect the necessary signatures to obtain approval of a Kiwanis License Plate. That was recently completed; watch for the notice that the plates will be available for purchase very soon. Please get to know your foundation liaison as they can help you and your division in working with the district foundation. Your foundation exists for the purpose of supporting our Ohio family of Kiwanis Clubs.

## KEY CLUB REPORT

Governor Natalie Hagy was unable to attend the meeting due to a school event. Secretary Molly Holleran presented the Key Club Report and reviewed written remarks from Natalie that were included in the Board Booklet. The report reviewed the activities of this year's District Board since the last Kiwanis Board Meeting. They are finalizing details for their Fall Rally coming up the end of this month; they secured a new location for the District Leadership Conference (previously District Convention); created a new recruitment pamphlet; and have generally kept very busy working to improve Ohio District Key Club.

## CIRCLE K REPORT

Circle K Governor Megan Hurley presented a report that was also included in the Board Booklet. Their Fall Rally will be held next weekend in Delaware, Ohio and will be hosted by Ohio Wesleyan University. They are still recruiting additional board members and they hope to have several more positions filled by their next Board Meeting. Weekly emails are being sent to Club Officers to keep them updated about the activities of the district. Several clubs are reporting successful recruiting campaigns and Cleveland State University and Wright State University Lake Campus are working on chartering new clubs.

## ACTION ITEMS:

### Charter Resignations

District Secretary Dave Whiteman reported that he had received five Charter Resignation requests prior to this meeting. The Luckey Club in Division 1-S, the Reynoldsburg Club in Division 10-S, the Wooster Breakfast Club in Division 16, the Poland Club in Division 21, and the Champion Club in Division 25 have all written (or emailed) requesting that they be allowed to resign their charters effective immediately. The Wooster Breakfast Club will become a Satellite of the Wooster Kiwanis Club and all the members of the club will remain Kiwanians. **Motion by Kathleen Moylan (5) to accept the Charter Resignations with regret was seconded and carried.** The Champion resignation was received too late to be placed on the agenda of the Kiwanis International Board Meeting this weekend so it will not be finalized until the next KI Board Meeting.

### Ohio District Kiwanis Budget

Budget Committee Chair Bill Flinta began by thanking the members of his committee who worked to develop the budget for 2013-14. He then reviewed the budget for the coming year and explained the major changes. The budget was developed based upon 8,000 members and the cover page separates the "Fee Based" Events, such as Mid Year Education Day and District Convention, from the expenses paid primarily from Dues Income. Overall this budget is slightly reduced from last year. He noted that this budget is a budget deficit and that was a very difficult thing for him to consider. The reason for the deficit was primarily because of the added expense of sending our Officers and Lieutenant Governors to Tokyo for the 2014 Kiwanis International Convention. One other reason Bill was a little more comfortable with the budget was because we are well ahead of the projections made by the Dues Review Committee several years ago when our last dues increase was approved. Governor Jennifer made a few comments concerning the budget and her thinking regarding some of the changes that were made. Bill and Jennifer answered questions from the Board before the formal vote was taken. **Motion by Paul Price (4) to approve the Kiwanis District Budget was seconded and carried.** Secretary Dave took a few moments to review what expenses Lieutenant Governors could request reimbursement for. Mileage to club visits, district board meetings, and stipends for attending the Installation (\$35.00), Mid Year Education Day (\$100.00), and District Convention (\$200.00). Dave will put the stipend amounts on the Expense Reports and send them to all Lieutenant Governors. Dave also reviewed what District Chairs could expense and noted that he would send a copy of the Committee Budget to each District Chair.

### Ohio District Key Club Budget and Bylaw Approval

Key Club Administrator Jeff Eble reviewed the Key Club general budget distributed earlier. The primary drivers of the general budget are the District Convention and International Tour. Very little has changed from last year. The Fall Rally will be moving to the Ohio Union and will be held on a different weekend. This will allow our Key Club students to attend the Kiwanis Family Conference in North Carolina. The cost of the tour to Anaheim is going to be much more costly this year due to higher airfare charges anticipated. Jeff is not sure what that will do with attendance. They are moving to a different hotel for the 2014 District Convention and that should allow them to keep costs down to their attendees. **Motion by Lee Fenrich (14) to approve the Key Club budget was seconded and carried.** Governor Jennifer asked Jeff to proceed with approval of the Bylaw changes made at their convention earlier this year. Jeff reviewed the two changes that their delegates made in April. The first combined the position of Secretary and Treasurer into one position. The second removed a section that stated convention expenses must be paid by the individual delegate or the club they were representing. **Motion by Gary Stumpf (22) to approve the Key Club Bylaw changes was seconded and carried.**

### Ohio District Circle K Budget

Circle K Administrator Jon Freeman presented the Circle K Budget for review. Their budget is based on their expected membership for this year and they adjusted their income and expenses accordingly. The lower number of members meant that they had to make some reduction in line item expense accounts for each office. They are also looking at alternate locations for their District Convention that will help them keep the overall cost down. This year

they will be purchasing only one shirt for all of their individual events and not individual shirts for each event. This will keep that expense down overall. **Motion by Lee Fenrich (14) to approve the Circle K Budget as presented was seconded and carried.**

#### **Approval of Governor's Project**

Governor Jennifer asked those in the room if they were familiar with her project for the coming year and then asked for a motion of approval and support for Healthy Kiwanians, Healthy Communities as the 2013-14 Governor's Project. **Motion by Larry Griffin to approve the 2013-14 Governor's Project was seconded and carried.**

#### **Approval of 2014 Tokyo Tour**

District Secretary reviewed the tour packages that the Ohio District has looked at prior asking for approval of a formal package. Tumlare has prepared a package that uses hotel rooms from the Kiwanis International Room Block and their price is competitive. Tumlare was the company used for our Alaska Tour and we felt quite comfortable with them. Governor Jennifer, John DeVilbiss, and I sat down with their representative in Lima during our District Convention and we agreed this would be our best option as a district. In addition, we are recommending that our members use Package C and request the Hotel Francs to make this the unofficial Ohio District hotel. It is right across the street from the convention center. **Motion by Terry Valentine (10-W) to approve Tumlare as our official Ohio District Tour package to Tokyo in 2014 was seconded and carried.**

#### **Approval of 2015 and 2016 District Convention Cities**

District Secretary Dave Whiteman indicated that the Cleveland Area had submitted the necessary paperwork to host our 2015 District Convention and the Cincinnati Area had submitted the necessary paperwork to host the 2016 District Convention. The Cleveland Club will be 100 years old in 2015 and the Cincinnati Club will be 100 years old in 2016. Dave outlined the procedure that we will follow to secure proposals from hotels and after the F & S Committee reviews them, they will come back to the district board to approve the final contracts. **Motion by Terry Valentine (10-W) to approve Cleveland and Cincinnati as the host cities for our 2015 and 2016 District Convention was seconded and carried.**

#### **Service Leadership Program (SLP) Sponsorship Form**

Governor Jennifer DeFrance pointed out that one of our goals for the coming year was to improve the support of our SLP clubs throughout the district. She worked with our district SLP Administrators to develop a SLP Sponsorship Form that each club will be requested to complete, sign, and return acknowledging their duties as sponsor of their SLP clubs. The ten items on the list were taken from the list published by Kiwanis International and we simply beefed them up a little. We will be asking that the completed forms be returned to the District Office by December 1<sup>st</sup>. Jennifer asked that the Lieutenant Governors support this effort at the local level. She thanked everyone for their efforts on behalf of all our SLP clubs.

#### **Kiwanis One Day Shirt Approval**

Community Service Chair Sarah Roush presented the shirt that we will once again be selling this year for Kiwanis One Day. The shirts are available in both short and long sleeve styles in a color (safety yellow) that will make it easy for our members to be seen when they are out working on projects. The logos are also easily seen and identifiable. The net proceeds will once again be donated to the Eliminate Project. Sarah asked for the formal approval of the sale of the shirt. **Motion by Chris Walter (12) to approve sale of the Kiwanis One Day Shirt was seconded and carried.** Sarah distributed order forms to all those present and encouraged them to order early.

### **COMMITTEE REPORTS**

#### **MEMBERSHIP UPDATE**

##### **Bill Snellgrove**

Membership Committee Chair Bill Snellgrove was unable to be with us this weekend. He is in Houston visiting his Mother. New Club Building Chair Kathleen Moylan presented Bill's report and a copy was also included in the Board Booklets distributed prior to the meeting. Kathleen noted that they have done a phenomenal job of putting together Membership and New Club Building Teams. These teams represent a strong foundation for growth in the coming year. Bill is also asking us to make a strong commitment in building up clubs that are under charter strength.

#### **NEW CLUB BUILDING**

##### **Kathleen Moylan**

New Club Building Chair Kathleen Moylan noted that they had a great start this past year in building four new clubs. They are looking to improve this year and she thinks we could get a good start by looking at the areas where clubs recently resigned their charters. She noted that the Membership and New Club Building teams are basically interchangeable. Members of both teams are available to assist divisions and clubs where they are needed most. Kathleen asked each division to appoint a New Club Building Chair and to forward the contact information to her as soon as possible. She has been invited to speak in several divisions already and she asked those who have not to schedule her or a member of her team to speak at an upcoming division council meeting. There is nothing more exciting than building a new club, attending a charter party, and putting a Kiwanis Club in an area to help support the children in their schools.

**ELIMINATE PROJECT****Cindy Champer**

Cindy Champer, Ohio Eliminate Coordinator, reviewed her written report that was printed in the Board Booklet given to each board member prior to the meeting. Cindy outlined how we were going to reach our goal of \$4.2 million. They are rolling out a new Ohio District recognition program to present banner patches at Mid Year when clubs donate a total of \$5,000 (Ruby), \$10,000 (Sapphire), \$20,000 (Emerald), and \$40,000 (Platinum). They are also looking to have 30 additional Model Clubs and 3 new 100K Clubs. There was additional discussion about whether presentations are more effective at district or local levels. Many felt that it was more effective when done at the local level.

**KEY LEADER****Kelly Shaffer**

Key Leader District Co-Chair Kelly Shaffer to review the status of their upcoming Key Leader event. They are concerned that their registrations numbers are very low right now. The leader at their November session sounds like a very interesting person. We can check out his bio on the Key Leader Website. Please do all that you can do to promote Key Leader registrations in our local schools and communities. It is definitely a life changing event for students who can attend. The cost is very reasonable and the Kiwanis International Foundation provides scholarships for Key Club students. The Ohio District Kiwanis Foundation has made available a line item for Key Leader. If your schools do not have students for you to support, you can send a "tax deductible" donation to the Ohio District Foundation designated for Key Leader and they will use the money to provide scholarships to students with no sponsors available to pay their fees.

**GOVERNOR ELECT COMMENTS**

Governor Elect Diana Keplinger addressed the board. She mentioned that it was wonderful being with us. She is excited about serving the district. She is here to help in any way she can. Her contact information is in the directory.

**IMMEDIATE PAST GOVERNOR COMMENTS**

Immediate Past Governor Craig Wallace addressed the board. He had a written report in the booklet. He asked all present to take some time to review his comments. The First Lady's Project was a success in helping the seven Children's Hospitals in the Ohio District and in providing funds for the Eliminate Project. He read the last paragraph in detail and he asked us all to continue to "Reach Out in Fellowship, In Service, and in Healing!" to those in need throughout the district.

**GOVERNOR'S COMMENTS**

Governor Jennifer DeFrance addressed the board. She reviewed the 2013-14 District Goals Scoreboard that was included in the Board Booklet. That report will be updated as the year progresses. It is meant to keep us focused on our goals for the coming year. She asked us to have our club leaders go online and take the CLE Training, if they have not attended it locally or online. She asked all Lieutenant Governors to work on their plans for the coming year and she will be looking for updates from each of you. Please look at the report carefully and it will help as we work throughout the year. Jennifer pointed out that other district chairs prepared written reports for the meeting. Be sure to review all the reports in your board booklet. One task we will have for the coming year will be making the merger of Divisions 21 and 25 take place as smoothly as possible. Jennifer thanked Jack Hilborn for hosting us this weekend at the church.

**ANNOUNCEMENTS**

- Secretary Dave advised all that our next Board Meeting is scheduled for Saturday, December 7<sup>th</sup> at the Ohio State University Newark Campus. More details will be coming later.
- Secretary Dave did not bring a supply of stationary or envelopes with him at this meeting. For those who wish to have an electronic copy of the stationary, please send him an email requesting a copy. We are looking to cut our expenses in any way possible and printing costs is one area that we can reduce our expenses.
- Finally Dave asked everyone to get last minute corrections to the District Directory to Sarah Roush in the district office as soon as possible. We would like to go to print very soon.

The meeting adjourned at 4:21 PM.

Submitted by:



B. David Whiteman  
District Secretary