

OHIO DISTRICT OF KIWANIS INTERNATIONAL
2012-13 Board of Trustees Meeting
Second Official Meeting

Saturday, December 1, 2012
9:30 AM

OSU Newark Campus
Newark, Ohio

CALL TO ORDER

Governor Craig Wallace called the meeting to order at 9:30 AM. Jennie Hipp (12) and Brian Burke (13) both spoke in remembrance of Lieutenant Governor Bill Adams (10-W), who passed away quite suddenly in November. Both spoke of the service that was such a big part of Bill's life. Bill will be missed by those individuals he served through Kiwanis and in his community. A collection was taken in Bill's name for the First Lady's Project.

ROLL CALL

Secretary Dave Whiteman called the roll. Absent were the Lieutenant Governors from Divisions 7, 8 and 21. Lieutenant Governor Jerry Baley (16) was excused due to his continued recovery from his recent surgery and Joe Sonderman, recently appointed to fill the term of Bill Adams in Division 10-W, was excused due to a prior scheduled obligation.

INTRODUCTIONS

Governor Craig welcomed those present and asked District Chairs, past officers, and guests present to introduce themselves.

MINUTES OF THE PREVIOUS MEETING

The minutes of the September 30, 2012 meeting were presented for approval. **Motion by Rob Lindsey (9) to accept the minutes as presented was seconded and carried.**

OFFICERS REPORTS:

TREASURER'S REPORT

Treasurer Steve Donahue reviewed the "Draft" copy of the October financial reports. Steve reviewed bank account balances and noted that we are in a strong cash position. Steve noted that this report does not reflect any dues income to date in the 2012-13 Administrative Year. We have received a significant amount of dues (over \$53,000) in November that will be reflected in our next statement. Steve also noted that our Mutual Funds have a balance in excess of \$102,000. He noted our liabilities right now are \$200.00 in Accounts Payable and \$10,000 balance on the Note Payable to Key Club. There is nothing in our Income and Expense statements that stand out at this time. He reviewed the Key Club and Circle K statements and both are in comfortable cash balances with little activity to-date. The financial position of all three entities is quite good at this time. **Motion by Dave Kuhn (20) to accept the Treasurer's Report was seconded and carried.**

SECRETARY'S REPORT

Secretary Dave Whiteman presented a written report on the District Office operations. A copy of the report was included in the Board Booklet. Online registration for Mid Year will begin before the end of December. Circle K will be sending our guest registration forms very soon and Dave encouraged all to attend, if possible. Dave reviewed the membership numbers for the district. We were down about 376 members as of September 30th and dropped further on October 31st. Dave reviewed clubs who had their charter resignations accepted at the last district board meeting. He then reviewed the clubs that have had their tax exemptions revoked for failure to file a 990 form. He encouraged all to contact the clubs in their divisions to make sure they take action to regain that exemption prior to the deadline on December 31st.

DISTRICT FOUNDATION REPORT

President Bill Flinta addressed the Board briefly. He noted that the Ohio District Kiwanis Foundation was doing well. As of September 30th, the total assets being managed by the foundation was \$987,000. A document noting all of the Foundation Liaison Assignments for the upcoming year for various divisions was included in the Board Booklet handed out at the meeting. The foundation is available to help clubs accept tax deductible donations by way of a Club Advised Fund or by providing grant funding for projects they are involved in. Please contact them for more information on any of those topics. The foundation has developed awards that can be purchased by individuals or in their honor by individuals or clubs. A new Alan Penn Award has been developed in honor of his service as our International President. They have developed a new award named The Legion of Honor Society. This can be used to honor individuals serving as a Kiwanis member for at least 25 years. Bill noted that they are looking for candidates to serve on their Board and to stand for election at this year's district convention.

KEY CLUB GOVERNOR'S REPORT

A written report was included in the Board Booklet from Key Club Governor Moriah Saer. Moriah was unavailable to attend the meeting today.

CIRCLE K GOVERNOR'S REPORT

Circle K Governor Alex Bour was delayed in arriving and Circle K Administrator Sarah Roush gave a short report in his absence. Sarah encouraged us to help support the Circle K District Convention by purchasing an ad in the District Convention Program. That form will be coming out very shortly. Sarah made a special presentation to Jennie Hipp, Division 12 Lieutenant Governor, for her personal support of the Circle K KICK Fund and for the support of the clubs in her Division. Governor Craig reminded all that donations to KICK are critical to help support the activities of Circle K in the Ohio District.

ACTION ITEMS:

Charter Resignations

District Secretary Dave Whiteman advised the Board that he had been forwarded an email from Kiwanis International from the Cortland Area Kiwanis Club Secretary that the club had voted unanimously and "with great regret" to dissolve the club. Kiwanis International will be acting on the request in January, but we should act at this time to confirm our acceptance of the charter resignation. **Motion by Jill Gaynor (5) to accept the Charter Resignation from the Cortland Area Kiwanis Club was seconded and carried.**

Mid Year Education Day Budget

Mid Year Conference Chair Diana Keplinger reviewed the proposed budget for our 2013 Mid Year Education Day. We will once again be holding our Mid Year at The Conference Center at NorthPointe. The registration fee had to be increased this year since the facility has chosen to increase our fee for the first time in three years. The registration fee will be \$72.50 and it will include all conference materials, food, and breaks throughout the day. We worked very hard to keep that fee down, but the only way we could cover our cost was by making this increase. A considerable amount of remodeling has taken place since we last met there. District Education Chair Jamie Kaufman and Diana are working on putting together an excellent slate of workshops at Mid Year and Past International President Alan Penn will be our Keynote Speaker. **Motion by Jennie Hipp (12) to approve the 2013 Mid Year Education Day Budget was seconded and carried.** Diana asked for all to encourage our members to attend the Mid Year and also mentioned that she was available to attend division council meetings to promote the Mid Year.

Key Club District Convention Budget

Key Club Administrator Jeff Eble reviewed the budget for the 2013 Key Club District Convention. He reviewed the changes taking place at this convention, such as their decision to go back to a two day convention beginning on Friday evening and ending on Sunday. Jeff also pointed out that \$5,000 of expenses will be paid from the General Budget. This represents the support for Board Members and incoming Lieutenant Governors. This helps to pay for all comp costs for those individuals. The budget was reviewed and recommended for approval by the Finance & Structure Committee. **Motion by Jill Gaynor (5) to approve the 2013 Key Club District Convention Budget was seconded and carried.**

Key Club District Convention Speaker Contract

Key Club Administrator reviewed the proposed contract with PMaurer Communication for the Keynote Speaker at their District Convention in April. He noted that the total cost was slightly above the budgeted line item for Speaker and the excess would be paid from their Contingency Expense line item. Patrick Maurer is a Past Governor from the Cal-Nev-Ha District and has been quite well received in other districts. **Motion by Mike Durbin (11-N) to approve the contract for the Keynote Speaker at the 2013 Key Club District Convention was seconded and carried.** Secretary Dave Whiteman noted that the clause in the Policy Manual making it necessary that contracts in excess of \$2,500 for previously budgeted District Events be formally approved has been in effect for 10 years or more. Perhaps it is time we look at raising that limit. Governor Craig noted that we will look into this with Laws & Regulations Chair Connie Potter and the Finance & Structure Committee.

Circle K District Convention Budget

Circle K Administrator Sarah Roush reviewed the 2013 District Convention Budget for Ohio District Circle K. The convention this year will take place at the Embassy Suites Dublin. They have given us a very favorable rate for hotel and meals for the weekend. Donations from Kiwanis and Program Advertisements are critical. These need to be used to provide extra events, such as their dance, at the convention. They have service projects planned. A blood drive will take place; Ronald McDonald House will be there to collect "pop tabs"; and they will have a "penny war" to support the Eliminate Project. They may also have a raffle to help support Camp O'Bannon, the site of their Board Trainer each spring. She encourages all to consider

attending the event. You will have a great time, but you will go home "worn out"! **Motion by Bill McCormick (3) to approve the 2013 Circle K District Convention Budget was seconded and carried.**

2013 Aktion Convention Contract

District Chair Sande Theis reviewed briefly the contract with Recreation Unlimited for our 2013 Aktion Convention. This is the 6th year that we will be at Recreation Unlimited. It is a perfect location for their convention. It is totally handicapped accessible. We receive a 60% discount off their regular rates due to the makeup of our members. She invited all to attend the event to show support for Aktion Club in Ohio. This contract is very similar to the prior contract and it has been reviewed by the District Secretary. **Motion by Steve Helba (10-E) to approve the 2013 Aktion Convention Contract and to authorize the District Secretary to pay the applicable deposit was seconded and carried.**

COMMITTEE REPORTS:

The board heard reports from the following committees. In most cases the reports were distributed in writing and no further comments are made in the minutes of these reports.

FINANCE & STRUCTURE

Sharon O'Neal

Finance & Structure Committee Chair Sharon O'Neal was not able to attend the meeting, but she did provide a written report included in the Board Booklet that gave a brief update on the New Club Builder Proposal being developed for the Kiwanis International Board and also on the status of the Division Review Committee. Governor Craig Wallace distributed a document for the Kiwanis International Board concerning funding for a New Club Building Coordinator for the Ohio District. A copy of the proposal is attached to these minutes as Addendum #1. The proposal noted how funds would be raised (\$40.00 of \$50.00 New Club Charter Member Fee paid to District) to provide expenses to reimburse the New Club Building Coordinator and it outlined Guidelines for New Club Building activities in the Ohio District. Our proposal was developed using the Capital District approval as a model. Their proposal was approved by the International Board last summer. If we approve this proposal, it will go to the International Board at its meeting in January. Kathleen Moylan, our current New Club Building Chair, will be the person serving in this position as New Club Building Coordinator. **Motion by Dave Kuhn (20) to accept the New Club Building Coordinator Proposal as presented was seconded.** The board discussed the proposal in detail including the responsibility for appointment, who would the individual report to, how would the additional compensation be reported to IRS, etc. **Motion was carried as presented.** It will now go to the Kiwanis International Board for consideration. The Division Review Committee is meeting as we meet in an adjacent room. That committee is under the Chair of Past Governor John DeVilbiss and it consists of Kiwanis members from every region of the district. They are studying what factors lead to the success of a division and what changes might be necessary to make all divisions successful. Those appointed to date were spelled out in the Finance & Structure Committee Report included in the Board Booklet. If we would like to pass along any comments or concerns regarding the process, please feel free to contact John DeVilbiss. His contact information can be found in the district directory.

MEMBERSHIP GROWTH

Lyndon Thomas

Chairman Lyndon Thomas reviewed a presentation concerning Membership Growth. We need to develop a program to recruit younger members to help take over for the Baby Boomer generation that will begin retiring over the next few years. We need to make sure that every club has a membership chair. All new members need to be given a proper orientation about your club and Kiwanis in general. The Membership Growth Team is available to assist your club in developing its growth program using the new tools that are available to us, such as Family memberships, etc. We are also receiving a number of leads from the Kiwanis Website that will be distributed to Lieutenant Governors and Club contacts. Remember to contact the leads promptly to make sure they do not "slip through the cracks". Lyndon also asked each Lieutenant Governor to make sure he/she contacts the regional Membership Growth Team member covering their division. Use the resources available to develop growth plans at the division and club level.

NEW CLUB BUILDING

Kathleen Moylan

Chairman Kathleen Moylan prepared a written report that was included in the Board Booklet distributed to each board member this morning. Kathleen recognized the other members of her New Club Building Team and noted that the job would be impossible without their assistance. She is geographically challenged by being relatively new to the district. Kathleen reviewed her written report and asked for help in the District identifying sites, individuals who can assist in the process, etc. Tim Mohr and Mike Sweeney, members of their team added valuable information to the report. Mike also indicated that they have sufficient applications to complete the club in the West Chester Area of Division 5, but they are shooting for more. Building a new Kiwanis Club is simply a great experience for all the clubs and members involved in the process. Attending a New Club Charter Party is a wonderful experience as we extend Kiwanis Service to other areas of the district.

FIRST LADY'S PROJECT**Lee Ann Wallace**

First Lady Lee Ann Wallace addressed the board briefly to review the progress of her project. She and Governor Craig have been on a continual "high" as they have visited the clubs and divisions and they have been "humbled" by the work of the clubs in our district. Thanks to the clubs they have visited to-date they have raised just under \$6,000.00 toward the First Lady's Project. The money raised is making a difference in Ohio through our educational funds for "front line" caregivers in the seven Children's hospitals and throughout the world through donations to the Eliminate Project. We are truly providing "healing" to those benefitting from this project. They had the pleasure of visiting the Akron Children's Hospital while visiting that area and meeting with individual leaders in that facility. It gave them a chance to also share a little bit about Kiwanis with them and connecting people with the "why" we are changing the world through service and why we are supporting the Eliminate Project. People take notice and they want to be a part of what we are doing. It can truly make a difference in our membership recruiting throughout our district. The individuals in the hospital in Akron began questioning whether they should be looking at whether they should have a club in the hospital. Our endorphins are high due to our joy in doing the work of Kiwanis. We are truly the "hands of healing" and we are changing the world.

ELIMINATE PROJECT UPDATE**Tim Mohr**

District Coordinator Cindy Champer submitted a written report included in the Board Booklet. Multi Division Coordinator Tim Mohr addressed the board and included additional items of interest. Kiwanis International recently released a report indicating that over 18 million dollars have been raised to-date. 221 clubs have pledged to be "Model Clubs" with 23 clubs pledging to be "100K" clubs. 3,000 Kiwanis members have signed up to serve as Club Coordinators for the Eliminate Project. In the Ohio District, Tim reported the following highlights:

- Over \$1,040,000 raised to date by Ohio District Kiwanis members and clubs
- 19 clubs have stepped up to serve as "Model Clubs"
- 2 clubs have committed to be "100 K" clubs and to raise over \$100,000
- 102 Zeller Awards presented
- 500,000 Lives Saved
- 153 Club Coordinators appointed

Our goals for the coming year are ambitious. We are looking to raise an additional 1.5 million dollars. We are looking for an additional 1.5 million dollars, 25 "Model Clubs", and 120 Zeller Awards.

CERTIFIED LEADERSHIP EDUCATION**Dennis Lehman**

CLE Chair Dennis Lehman addressed the board briefly and reviewed the educational process in the district. We normally train or educate our club leaders in May, June, and July. We will likely do it again on a regional basis this year. Last year we trained about 170 people directly at our regional sessions, 29 took their training online, and 40 Club Secretaries attended training either at Mid Year or at the District Convention. Only about half of the officers in the district took this training that should have attended. Encourage the clubs in your divisions to make sure they attend training in one format or another. More information will be coming out by email very soon.

ON TO INTERNATIONAL CONVENTION**Frank Walker**

District Chair Frank Walker addressed the Board to promote attendance at the International Convention in Vancouver. He showed a short PowerPoint presentation (copy included in Board Booklet) concerning the convention. Be sure to review the materials in the report and go to the Kiwanis International Website for additional information and to register to attend the International Convention. Frank also presented a short slide show showing the highlights of the Vancouver Area.

LAWS & REGULATIONS**Connie Potter**

District Chair Connie Potter addressed the Board to advise them that she is working on a written policy concerning Social Media. Right now it is slanted toward Facebook to decide how we are to handle items considered inappropriate on our site. Right now they are trying to decide who should have the authority to pull controversial items for our Facebook site. Right now they are looking at the District Office, specifically District Secretary Dave Whiteman, as having that authority. Perhaps that will turn out to be a committee when the policy is complete. Connie is working with a small committee consisting of Jennifer DeFrance, Eric Bush, and Alyson Gerwe to develop this Social Media Policy. It is intended that this will else help in "branding" our organization. Our intent is to control our official sites in a way that supports our mission.

STRATEGIC PLAN UPDATE**Don Parker**

District Chair Don Parker addressed the Board to review the written report he included in the Board Booklet. Their committee has a dilemma in that the CEO/Governor directs the Board and not vice versa. They may write a plan and then the Governor may choose to ignore it. Their chore will be to write a plan that does not

have a lot of specifics built in. It will likely be written with general areas that the district should be focusing on and they will likely be very similar to the existing Strategic Plan. Look for additional details at our Board Meeting in March.

EUROPEAN FEDERATION – 50 YEAR CELEBRATION Craig Wallace

Governor Craig took a few moments to remind our Board that the Cleveland Club sponsored the Vienna Kiwanis Club 50 years ago, and this opened Kiwanis in Europe. Past International President Alan Penn asked Craig to invite all Ohio Kiwanis members to consider attending the festivities to celebrate this anniversary. A special Package Tour is being developed by the Cleveland Kiwanis Club and they are looking for a local travel agent to step up and make special arrangements to attend the event. Alan and Jeri Penn will be attending. Lieutenant Governor Dave Kuhn noted that he had received a phone call asking what could be done for us to appoint Governor Craig Wallace as our official representative to attend the event. **Motion by Dave Kuhn (20) to authorize Governor Craig Wallace to represent the Ohio District with a maximum of \$3,000 to be reimbursed for travel expenses from the Unbudgeted Expense line item was seconded and carried.**

GOVERNOR ELECT COMMENTS

Governor Elect Jennifer DeFrance addressed the Board briefly. She noted that eleven of the current Lieutenant Governors would not be required to attend Lieutenant Governor Training in Columbus on April 26th and 27th. They have their replacements in line for next year. Unless the rest find replacements, they will be joining us. Be sure to pass along the dates to your replacements so that they put it on their calendar. We will once again be in the Holiday Inn Worthington. Jennifer asked us to let her know if any of our clubs are planning 5K Kiwanis races. She would love to participate as her schedule allows.

IMMEDIATE PAST GOVERNOR COMMENTS

Immediate Past Governor Bill Snellgrove addressed the board briefly. He hopes we are enjoying our years. The year as Lieutenant Governor is one of the most enjoyable in all of Kiwanis. As of 11:46 PM last night, he has nominated 103 Distinguished Clubs and several Distinguished Divisions. He reminded all to think about the Family Membership Program. He would be happy to make a presentation to your division as his schedule allows. Several clubs have added family members. One club has added 15 members since August and 8 of those consisted of 4 couples. He encourages all of us to beat the Eliminate amount raised in 2011-12 and raise 1.5 million in 2012-13. Finally, our number one goal should be to find our replacement.

GOVERNOR COMMENTS

Governor Craig Wallace addressed the board briefly. He thanked all for the Hospitality that has been shown to him and Lee Ann as they have been visiting our divisions. He asked each board member to record a message on YouTube for our Kiwanis Channel. See Eric Bush as he is setup to record those messages today. He finally thanked all for being here to do the important work of the district.

ANNOUNCEMENTS

- The next Board Meeting will be at the Mid Year Education Day on March 8, 2013 and it is traditionally scheduled for 8:00 PM. The meeting will take place at The Conference Center at NorthPointe; location of our 2013 Mid Year Education Day on March 9th.
- The district office will be closed beginning Christmas Eve and will reopen on Wednesday, January 2nd. If you need anything while we are closed, leave a message for Dave at Extension 201. He will be checking messages periodically during the week and will get back to you as soon as possible.

The meeting adjourned at 12:35 PM.

Submitted by:



B. David Whiteman
District Secretary

New Club Building Coordinator Proposal for Ohio District

In order to ensure the future existence of Kiwanis in Ohio, the Board of Directors would like to build new Kiwanis clubs throughout the district. To support this effort, a New Club Building Committee has been established under the direction of a New Club Building Coordinator with regional assistants. Due to the time and expenses involved in building a new club, the district would like to provide reimbursement funds for the New Club Building Coordinator. In addition, at the direction of the Board of Directors, others involved in building a new club may also receive expense reimbursement. Expenses to be reimbursed may include mileage at the district reimbursement rate, lodging, road tolls, parking, meeting expenses, recruiting materials and other related expenses for the new club activities.

To provide the funds for these expense reimbursements, the Ohio District proposes to retain \$40 of the \$50 Kiwanis International new member fee. The remaining \$10 would be sent to Kiwanis International.

Guidelines for the New Club Building efforts in Ohio are to include the following:

- The chair for the New Club Building Committee is the New Club Building Coordinator unless designated otherwise.
- Each potential new club location targeted would have a local team of volunteers organized in advance of the site visit. This organization would be coordinated between the New Club Building Coordinator and the Lt Governor.
- Each Lt Governor is to select a Division Chair of New Club Building to develop a list of potential new club locations and assist in the new club building activities.
- The New Club Building Coordinator will set up a site visit to the potential club location.
- During the site visit, the New Club Building Coordinator is to perform the site survey, train the sponsoring Kiwanis Club, invite potential members and host the first organizational meeting. The sponsoring Kiwanis Club, Lt Governor and division new club building team would then follow through to assist the new club work toward its charter celebration.
- In addition to expense reimbursement, additional compensation may be provided to the New Club Building Coordinator for every club successfully chartered. This compensation would be based on the number of members at the time of the charter at a rate of \$10 per new member, with a maximum of \$500. This additional compensation is to be reviewed by the F&S Committee and approved by the Board of Directors.
- This additional compensation is to be paid out 50% at the time of the charter and 50% after the First Anniversary of the charter date of the new club, as long as the club is at least +2 in club membership from the charter date.
- The New Club Building Coordinator is to report on new club building activities at each meeting of the Board of Directors. Additionally, the Executive Committee may request reports and meetings with the New Club Building Coordinator between Board meetings.
- The New Club Building Coordinator is to include the District Governor and District Secretary on all correspondence.

With this New Club Building Coordinator, supported by reimbursement for expenses and additional compensation, the Ohio District will be positioned to build new clubs resulting in district growth.