

**OHIO DISTRICT OF KIWANIS INTERNATIONAL
2013-14 Board of Trustees Meeting
Second Official Meeting**

Saturday, December 7, 2013
9:30 AM

OSU Newark Campus
Newark, Ohio

CALL TO ORDER

Governor Jennifer DeFrance called the meeting to order at 9:38 AM.

ROLL CALL

Secretary Dave Whiteman called the roll. Absent were the Lieutenant Governors from Divisions 4,7, 8, 9, 10-W, 13, 16, 18, 20, and 21.

INTRODUCTIONS

Governor Jennifer welcomed Key Club Governor Natalie Hagy and Circle K Governor Megan Hurley then asked the District Chairs, Past Officers, and guests present to introduce themselves.

MINUTES OF THE PREVIOUS MEETING

The minutes of the October 5, 2013 meeting were presented for approval. **Motion by Joe Germana (24) to accept the minutes as presented was seconded and carried.**

OFFICERS REPORTS:

TREASURER'S REPORT

Treasurer Bill Flinta reviewed the "Draft" copy of the November financial reports. Bill thanked the District Secretary for his efforts in getting the November report done for this meeting. The balance sheet shows that we are in a strong cash position at this time. In November we had \$73,000 in total income with a significant portion being in the form of dues. Since the end of November we have received another \$30,000 in dues. Expenses are in line and most of our expenses are for the ongoing operation of the district office. He asked all to review the detail reports at their leisure and noted that Key Club and Circle K are also both in very strong cash position. The report was accepted as presented.

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. He reviewed our final membership results for the 2012-13 Kiwanis Year and noted the potential effect of the lost members on our total income for the year. We currently have 232 active clubs in the district. This is down from the 235 reported at our District Convention in Lima. Dave announced that Kiwanis Logo license plates are now available for purchase and he can assist anyone who needs help with the process of exchanging your plates online. Finally, he reminded all that the "Conflict of Interest" statements need to be completed and returned to him as soon as possible.

IMMEDIATE PAST GOVERNOR'S REPORT

Past Governor Craig Wallace presented a written report that was included in the booklet. He commented that the past couple months have been much quieter than last year. He is focusing now on determining Distinguished Clubs for the past year. He has participated with Past President Tom DeJulio in a conference call to clarify the criteria for Distinguished Clubs and also on the status of membership growth efforts going forward. We must make Kiwanis the place to be in our communities. He asked us to do all that we can to support our SLP clubs in their efforts. Continue serving our communities in whatever way we can. This is what we are all about.

GOVERNOR ELECT'S REPORT

Governor Elect Diana Keplinger addressed the board. She distributed a report to those in attendance. She has been on the road quite a bit since October serving the district. She has appointed the SLP Chairs for the upcoming year and they will begin their terms on April 1st. The two new chairs for the coming year are K Kids Chair Jeri Penn and Builders Club Chair Nancy McNeal. Diana took a moment to thank K Kids Chair Faith Cook and Builders Club Chair Suzanne Lemak for their past service. They served the district well in heading these important SLP programs. All other SLP leaders will remain the same. They will be attending the SLP Conference in Indianapolis in January. She recently attended Governor Elect Training and it gave her the opportunity to meet her fellow Governors and to learn more about their theme for 2014-15. She asked all Lieutenant Governors to begin working on their replacements. Training has already been scheduled for the last weekend in April. She will begin "badgering" you soon, if she has not heard about your replacement.

GOVERNOR'S REPORT

Governor Jennifer addressed the Board. She thanked those who have already had their visits for their hospitality and looked forward to the visits still to come. She recently attended the Key Club Fall Rally and recommended it highly to those who want to learn more about our SLP partners. She attended Key Leader for the entire weekend and enjoyed it very much. She will plan to serve as a Chaperone again for that program in the future. She reviewed the list of those Lieutenant Governors who have submitted their Reports of Contact Visits and asked those who have not returned them to do so as soon as possible. The information is very useful in reviewing the health of the clubs in our district. We have received only about 50 SLP Sponsorship forms in the district office. This is a small percentage of the over 400 SLP clubs in the district. Please work with your clubs to see that the information is returned as soon as possible. Membership Growth is crucial. We will have additional New Club Building Training coming up in January. Lanton Lee will be involved in that training, as well. We must be able to go back to our clubs and use this training to grow our clubs. The Key Club and Circle K annual conventions are coming up soon, as is our Mid Year Education Day. She encouraged us all to attend whenever possible. Governor Jennifer then took a few moments reviewing the Scorecard included in the Board Booklet. We have seen an increase in membership in both October and November. We have much work to do to reach 10,000 members by the end of 2014-15. We have seen an increase in the number of clubs supporting the Eliminate Project and that is a good thing. If you have any questions or feedback about our District Goals and the Scorecard, please contact Jennifer.

KIWANIS FAMILY REPORTS:

KEY CLUB GOVERNOR'S REPORT

Key Club Governor Natalie Hagy prepared a written report that was included in the Board Booklet and also made a few comments to the Board. She apologized for not being able to make our October Board meeting in Delaware due to a school conflict. She enjoyed having Governor Jennifer and Lieutenant Governor Kathleen at the Fall Rally and looks forward to meeting with any of our board members to discuss the connection between Kiwanis and Key Club and how we can make it better. Please review the report in detail for more information about Ohio District Key Club. Finally, Natalie distributed advertising request forms for their District Leadership Conference programs.

CIRCLE K GOVERNOR'S REPORT

Circle K Governor Megan Hurley also prepared a written report that was included in the Board Booklet and added comments for the Board. They have been very busy. Their Fall Rally was held October 11-12, 2013 in Delaware. Attendance was not as high as they would like, but those who did attend enjoyed it very much. They recently chartered their 20th club at the Wright State University – Lake Campus. They are currently up to 160 members, but only 6 clubs have paid their dues to-date. The average # of members per club is up 33% so far. They are still working to recruit new board members, both for this year and next. District Convention planning is in full swing. The convention will be held February 21-23 at the Embassy Suites Airport in Columbus. The theme is "The Magic of Service". She also distributed Program Advertising forms and asked for our support.

DISTRICT FOUNDATION REPORT

Ohio District Kiwanis Foundation President Doug Huth provided a written report that was included in the Board Booklet and highlighted his report with a few comments. Their top priority this year is developing their liaison program should you need information about the foundation. Doug noted that approximately 60% of their grants awarded each year are Pediatric Trauma Grants. Every dollar donated to the Pediatric Trauma Fund is returned in the form of Grants. They are also working on their Planned Giving Program. About 1,500 Kiwanis members have over 25 years service to this organization. The Club Advised Fund program is a great way to access donations available only to 501(c)(3) programs. Ask your liaisons about this important program. Last year eight grants totaling \$30,000 were presented for worthy projects throughout the district. Check Doug's report for additional information about the foundation.

ACTION ITEMS:

Mid Year Education Day Budget

Mid Year Conference Chair Jamie Kaufman reviewed the proposed budget for our 2014 Mid Year Education Day. Jamie noted that the budget looks a little different this year because we are moving from the Conference Center at Northpointe, a facility that included everything in one price. The new budget does breakout the Registration Fee and Meals separately, but when you do register, the fee and lunch will be combined for a total fee of \$55.00 this year. This is \$20.00 less than in 2013. **Motion by Jerod Them (11-N) to approve the 2014 Mid Year Education Day budget was seconded and carried.** This year we will offer a \$15.00 discount to the first 50 new attendees to Mid Year, so make sure you tell your members to register

early. We hope this will result in increased attendance at the event. A great selection of Education Workshops has been organized under the leadership of District Education Chair Doug Switzer.

Key Club Leadership Conference Budget

Key Club Administrator Jeff Eble reviewed the budget for the 2014 Key Club District Leadership Conference. Jeff reviewed the highlights of the budget and noted where it has changed from 2013. The budget is based on 300 attendees and the name change from District Convention to District Leadership Conference came after consultation with District Administrators in other districts. They noted that they received a significant bump in attendance when this change was made. School officials are much more likely to approve attendance at a "leadership conference" as compared to a "convention". The budget included an increase in registration fees to attempt to cover the loss of 2013, but the move to the Crowne Plaza Columbus North will likely save them enough money to avoid raising the registration fee. They are looking for a sponsor for their Keynote Speaker to help cover the cost to the district. **Motion by Jeff Schulman (2) to approve the 2014 Key Club Leadership Conference Budget was seconded and carried.**

Circle K District Convention Budget

Circle K Administrator Jon Freeman reviewed the 2014 Ohio District Circle K District Convention budget. There is really very little difference from last year. They have reduced their minimum guaranteed attendees from 100 to 80 and hopefully that will result in a more profitable event. Jon encouraged all of us to consider supporting the KICK Fund through the Ohio District Kiwanis Foundation. It provides us with a way to make "tax deductible" donations to support the activities of Circle K. **Motion by Bruce Norris (3) to approve the 2014 Circle K District Convention Budget was seconded and carried.** Jon noted that they are talking with Key Club to see how they might be able to cut costs by combining some of their events that are held in the Columbus Area.

Club Dissolution Checklist

Governor Jennifer noted that she asked District Laws & Regulations Chair Ted Barrows to develop a checklist to assist clubs considering ceasing operations to make sure they are doing so properly. This was actually brought up initially at our October Finance & Structure Committee meeting. District Chair Ted Barrows noted that he used a form that had originally been prepared by Kiwanis International and expanded it to include specific instructions about notice required to be giving to membership prior to meeting to make that decision, how funds should be distributed, what provision is being made to insure the continued existence of their SLP clubs, how the corporation shall be formally dissolved with the Secretary of State, and other such administrative details. It was duly noted that we don't want to encourage clubs to dissolve, but we do want to make sure they do it properly when that decision becomes inevitable. It was suggested that we add the Ohio District Kiwanis Foundation in Section #5 and that we add the mailing addresses for both Kiwanis International and the Ohio District of Kiwanis in sections 8 and 10 respectively. Laws & Regulations District Chair Ted noted that he did not believe this form needed board approval. We will make corrections and additions and make it available on our website.

Merger of Divisions 21 and 25

Governor Jennifer and Laws & Regulations Chair Ted Barrows discussed the proposed merger of Division 21 and 25. Both felt that the merger was in the best interest of the district, but they were concerned the merging one into the other could result in some hard feelings in the division whose name was no longer used. They suggested that it might be best for all concerned if the divisions merged and that the name of the newly merged division be changed to yet a 3rd name/number. Division 23 was suggested as an alternative and the consensus was that this would work best for all. **Motion by Jim Wilkins (25) that effective 10/1/2014 divisions 21 and 25 would merge under the new name of Division 23 was seconded and carried.**

COMMITTEE REPORTS:

The board heard reports from the following committees. In most cases the reports were distributed in writing and few additional comments are made in the minutes of these reports.

EXECUTIVE COMMITTEE

Jennifer DeFrance

Since the last board meeting, the Executive Committee met on October 27, 2013. This meeting was necessary to authorize approval of the 2014 Key Club and Circle K District Convention contracts. **Motion by Ted Howard (11-S) to ratify the actions of the Executive Committee was seconded and carried.**

FINANCE & STRUCTURE

Kent Williamson

Finance & Structure Committee Chair Kent Williamson prepared a written report included in the Board Booklet and supplemented it with a few comments.

HEALTHY KIWANIANIANS, HEALTH COMMUNITIES**Sarah Roush/Jennifer Lewis**

The Board Booklet included written reports from the three committee chairs included in this area. Youth Services Chair Jennifer Lewis highlighted the service project that is taking place during Mid Year Education Day. A flyer was distributed about the Health Food Collection Drive going on during the event and our support was requested. Community Service Chair noted that we really need to look at food product labels to make sure the products we provide are indeed healthy. Finally Sarah noted that the Kiwanis One Day shirts are still available for purchase. She distributed the form and noted that to-date we have received no orders.

MEMBERSHIP GROWTH**Bill Snellgrove**

Chairman Bill Snellgrove prepared a written report that was included in the Board Booklet and supplemented it with a few comments. Remember that building our membership is the only way we can continue our legacy of service in the Ohio District. Review his report in your board booklet for valuable information about membership growth. The important thing is each division needs to identify Club Counselors and New Club Builders in each division.

NEW CLUB BUILDING**Kathleen Moylan**

New Club Building Chair Kathleen Moylan provided a tracking report that was partially included in the Board Booklet and added additional comments. If you have a club you want to work on, January is a great month to do that. On January 18th they will be doing a session in the morning for New Club Builders and in the afternoon they will be training Division membership counselors. Please try to get information to Kathleen to register your attendees for this important training.

ELIMINATE PROJECT UPDATE**Cindy Champer**

District Coordinator Cindy Champer provided a written report that was included in the Board Booklet and provided additional materials and comments for the divisions. The Bellefontaine Club is the latest Model Club in the Ohio District. She congratulated them on their enthusiastic start. Cindy reminded us to think in terms of the lives we are saving through the Eliminate Project and the 26 countries that still need our assistance.

CLUB LEADERSHIP EDUCATION**Dennis Lehman**

CLE Chair Dennis Lehman was unable to attend, but he did prepare a written report that was included in the Board Booklet.

ON TO INTERNATIONAL CONVENTION**Anne Cornelius**

District Chair Anne Cornelius was unable to attend, but she did prepare a written report that was included in the Board Booklet. John DeVilbiss added comments noting that we need to get as many delegates to convention as possible and he may need assistance transporting some campaign items to convention. The Kiwanis Tour is the best way to go from a price standpoint.

Governor Jennifer briefly reviewed the other reports included in the back of the booklet and reminded everyone to read them carefully. They include important information about the committees working for us in the Ohio District. We had a very general discussion about the process of running Criminal Background Checks and it was noted that the Finance & Structure Committee would be discussing that topic at their next meeting. Mid Year Chair Jamie Kaufman noted that we will have a workshop at the Mid Year Education Day regarding the new Youth Protection Guidelines.

ANNOUNCEMENTS

- The next Board Meeting will be at the Mid Year Education Day on March 7, 2014 and it is traditionally scheduled for 8:00 PM. The meeting will take place at Marriott Columbus Airport on the eve of our Mid Year Education Day.
- Dave reminded those present that hard copies of our newly approved District Bylaws were available for those who would prefer it to the PDF copy emailed out earlier this week.
- The district office will be closed beginning Christmas Eve and will reopen on Thursday, 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 11:59 AM.

Submitted by:



B. David Whiteman
District Secretary