

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

Friday, March 7, 2014  
8:00 PM

Marriott Columbus Airport  
Columbus, Ohio

**CALL TO ORDER**

Governor Jennifer DeFrance called the meeting to order at 8:00 PM.

**ROLL CALL**

Secretary Dave Whiteman called the roll. Absent were the Lieutenant Governors from Divisions 4, 8 and 21.

**INTRODUCTIONS**

Governor Jennifer welcomed those present and recognized our International President Elect John Button for joining us this weekend. She then asked others present to introduce themselves.

**INTERNATIONAL PRESIDENT ELECT'S MESSAGE**

President Elect John Button addressed the Board. He noted that it felt like coming home when he visits the Ohio District. He brought good news that the organization is up 5,000 members over the first 5 months of this Kiwanis year. Every district in North America is up at this point. We have expanded into Morocco and recently opened our first club in Cambodia. That club has an average age of 23 and they have their first five Presidents lined up. India recently moved from a Kiwanis nation to a Kiwanis District in "pre formation". We are developing member initiatives to capture the 60,000 SLP members who graduate each year. A new Strategic Plan will be approved this year based on Growth and New Club Building, Service, Branding the Organization, and Financial Stewardship. The International Board has also approved moving into China and they have been working with Kiwanis Leaders in Taiwan to be sure that will not be a problem with them.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the December 7, 2013 meeting were presented for approval. **Motion by Joe Germana (24) to approve the minutes was seconded and carried.**

**OFFICERS REPORTS:**

**TREASURER'S REPORT**

Treasurer Bill Flinta reviewed the "Draft" copy of the February financial reports. He noted that Kiwanis has \$339,000 in assets with \$332,000 of that being in cash. He reviewed the various income and expense lines and noted that we were in very good shape at this point in the year. Key Club has a very strong balance sheet with \$188,000 in assets and all of it is cash. Bill reviewed their income statements and they are all very good. Circle K has assets of \$40,000 and once again it is all cash. Their income statements showed no area of concern with not all of their convention expenses being paid yet. The Treasurer's Report was accepted by the Board with no further comment.

**SECRETARY'S REPORT**

Secretary Dave Whiteman presented a written report on the District Office operations. He noted that Key Club registrations have been coming in at a good pace and recommended that we consider attending their District Leadership Conference. Dave echoed Treasurer Bill's comments about the financial condition of the district and noted that the district's 990 Tax Return has been completed and filed. He thanked all the board members for taking the time to review the return before filing. The Financial Review has been completed and we will be discussing it later in the meeting. Dave reviewed our membership gains so far this year. We are up 180 members since 9/30/13. He thanked all the Lieutenant Governors for their assistance in collecting club dues this year. It is our goal that we have no clubs lose their charter for non-payment of dues.

**IMMEDIATE PAST GOVERNOR'S REPORT**

Immediate Past Governor Craig Wallace addressed the board. He remarked what a great time it is to be a Kiwanis member with all that is happening that President Elect John Button mentioned in his comments. He hopes that we are all enjoying our time of service this year. When you perform Kiwanis Service, do it with a smile. When you visit your clubs, remember that you are making a difference. Tremendous things are happening in the Ohio District and elsewhere. He thanked all for their service as a board member this year.

## GOVERNOR ELECT'S REPORT

Governor Elect Diana Keplinger presented a report outlining her activities this year. In addition, she has been busy recruiting Lieutenant Governors for 2014-15, planning their training to take place April 25-26, developing a theme for the year, planning forums for the 2014 District Convention, appointing District Chairs for 2014-15, brainstorming 2015 District Convention ideas, and assembling a Budget Committee. She is very excited to be working with Dr. John and Debbie Button during the next year. They will be wonderful leaders for our organization. For those who do not have a replacement in place at this time, please contact Diana and she will do whatever she can to assist you.

## GOVERNOR'S REPORT

Governor Jennifer DeFrance took a few moments to review the District Scoreboard that was in each Board Packet. During the next 6 months we need to work very hard to achieve these goals. Jennifer will start emailing each board member the membership report published by Kiwanis International each month. This will give the member count for each club in each division at the end of each month throughout the year. At this point three clubs have gone over charter strength. The Mid Year attendance is up about 24% this year which exceeds our goal. At this point 196 clubs have participated in the Eliminate Project. Hopefully the rest of our district clubs will get on board soon. After this weekend, we should have many more clubs qualifying for the Healthy Kiwanian/Healthy Communities Banner Patch. At this point we have only received SLP forms for 27% of the clubs in the district. We are on track to meet our goal for Key Leader for this year. Finally, Jennifer called our attention to the Marketing Committee Report in the Board Booklet. They are looking at the District Website and determining how to change it to best meet the needs of our members. They have begun using Google Analytics to study how the website is being used. They have looked at many aspects of Marketing and Public Relations including Social Media, how best to increase our District Newsletter readership, the Ohio Kiwanis YouTube channel, etc. She stressed using the Kiwanis Logo on all our communication to boost and brand Kiwanis.

## KIWANIS FAMILY REPORTS

### KEY CLUB GOVERNOR'S REPORT

Key Club Division 14 Lieutenant Governor Claire Mercer presented the report of Key Club Governor Natalie Hagy in her absence. A written copy of the report was included in the board booklet and most of the details are not being repeated here. She did ask for our help in promoting attendance at their District Leadership Conference the end of this month and invited us to join them at the Crowne Plaza Columbus North.

### CIRCLE K GOVERNOR'S REPORT

Circle K Governor Megan Hurley addressed the board for one last time. She provided a written report that was included in the Board Booklet. Their district convention was last weekend and while the attendance was not what they had hoped, the reviews were positive. They have elected ½ of their District Board for 2014-15, which is considerably better than last year. Their membership is currently at 438, which is an increase of 19%. Finally Megan reviewed the bylaw changes approved by their delegates last weekend at their convention and noted that they must be approved by our board before being sent to Circle K International for their approval. None of the changes were controversial. **Motion by Ted Howard (11-S) to approve the amended bylaws for Ohio District Circle K was seconded and carried.**

### DISTRICT FOUNDATION REPORT

President Doug Huth presented a written report that was included in the Board Booklet. He reviewed the highlights of the report. The Ohio License Plate initiative is off and running. We received our first check from the BMV in January. The board liaisons have been very busy with over 50 club and division contacts being made. The District Golf Outing will be held in Canton on June 25 and 26 and he encourage all to participate. New initiatives are in the works and one will be introduced this weekend at Mid Year. Their Planned Giving Program will offer member's ways they can participate by leaving a legacy that remembers the importance of Kiwanis in their lives. They are looking forward to a record number of grants this year. Their first phase earlier had the largest number of grant requests ever received. Finally they have begun the process of searching for an Executive Director to replace Leroy Martin. Leroy is approaching the end of his agreed term. Doug thanked all Foundation Board Members for the efforts in serving the Kiwanians of the Ohio District.

## **ACTION ITEMS:**

### **District Convention Budget**

District Convention Chair Eric Bush reviewed the budget prepared for our 2014 District Convention in Columbus. He pointed out that the Registration Fee has been increased to \$40.00 to help pay for increased Comped Rooms and Meals, as well as added hospitality expenses. Eric reviewed each item in detail and answered questions about the budget. **Motion by Jeff Schulman (2) to approve the 2014 District Convention Budget was seconded and carried.** Eric's convention report was included in the Board Booklet and he referred us to that page for additional information.

### **Key Club Tour Budget**

Key Club Administrator Jeff Eble reviewed the budget for the 2014 Key Club International Convention Tour. They developed the budget for travel to Anaheim, CA with the projected registration fee at \$1,400 and projected number of attendees at 40. The airfare alone is \$700.00 right now and he does not know whether that will hold until the summer. He reviewed the proposed itinerary during the tour and answered questions as needed. **Motion by Kathleen Moylan (5) to approve the 2014 Key Club Tour Budget was seconded and carried.**

### **Aktion Club Convention Contract and Budget**

Aktion Club Administrator Bob Hobart presented the 2014 Aktion Club Convention Contract for approval. They will again hold their convention at Recreation Unlimited, but they have made a few changes this year. They have decided to change to a Friday-Saturday event this year and they have budgeted for a few less attendees. The Finance & Structure Committee reviewed the contract and recommended it for approval. **Motion by Jerod Them (11-N) to approve the contract was seconded and carried.** Bob then reviewed the budget that has been prepared for the convention. It had also been reviewed by the F & S Committee and recommended for approval. **Motion by Bruce Norris (3) to approve the 2014 Aktion Club Convention Budget was seconded and carried.**

### **2012-13 Financial Review**

District Secretary Dave Whiteman reviewed the CPA Financial Review prepared by our accountant for the 2012-13 Administrative Year. Dave pointed out that this is a consolidated statement and advised them where to look to see individual results for Kiwanis, Key Club, and Circle K. Dave advised the board that our reserves actually increased more than previous projections indicated. Dave answered questions concerning the report as necessary. The report was received by the board without further action.

### **2015 and 2016 District Convention Contracts**

District Convention Site Committee Chair Dennis Lehman reviewed proposed contracts for the 2015 and 2016 District Convention. Prior board action had approved us looking for properties in Cleveland in 2015 and Cincinnati in 2016. His committee looked at various facilities and determined the best fit in 2015 was with the Doubletree Cleveland East Hotel in Beachwood. They have the meeting rooms we need and they were willing to waive the meeting room rental subject to our meeting a minimum Food & Beverage charge of \$15,000. **Motion by Lee Fenrich (14) to approve the 2015 District Convention Contract with Doubletree Cleveland East in Cleveland was seconded and carried.** Site Committee Chair Dennis advised us that the facility that would best meet our needs was the Great Wolf Lodge in Mason, Ohio at Kings Island. The room rate was \$109.00 per night and the meeting room rental would be waived with our meeting our room block. **Motion by Chris Walter (12) to approve the 2016 District Convention with the Great Wolf Lodge was seconded and carried.**

### **Proposed Bylaw/Policy Manual Revisions**

Laws and Regulations Chair Ted Barrows reviewed a change to our District Bylaws that has been requested by Kiwanis International. The change dealt with the process of removing officers from our board and the due process that needed to take place before an Officer can be removed. This amendment will go to our delegates for their approval at our District Convention in August if approved by this board today. **Motion by Chris Walter (12) to send Bylaw amendment to our District Convention for approval by our delegates was seconded and carried.** Ted then reviewed changes to our District Policy manual relating to Kiwanis Members working with SLP participants and other Youth. This change was prepared by the Kiwanis International Board and we are following their lead. The second change dealt with adding the position of Youth Protection Manager to our Club Support Committees and was also developed by Kiwanis International. **Motion by Ted Howard (11-S) to approve these changes to our Policy Manual were seconded and carried.**

## **COMMITTEE REPORTS:**

The board heard reports from the following committees.

### **EXECUTIVE COMMITTEE**

#### **Jennifer DeFrance**

Governor Jennifer DeFrance reviewed the minutes of the February 1, 2014 Executive Committee Meeting. The meeting was necessary to approve items that could not wait until this Board Meeting. The committee approved the contract for our 2014 District Installation at the Doubletree Columbus-Worthington and approved using funds left over from our Alaska Cruise to help offset expenses of John DeVilbiss, our candidate for International Trustee. Governor Jennifer asked to board to ratify the actions of the Executive Committee held on February 1<sup>st</sup>. **Motion by Jerod Them to ratify the actions of the Executive Committee were seconded and carried.**

### **MID YEAR EDUCATION DAY**

#### **Jamie Kaufman**

Mid Year Education Chair Jamie Kaufman addressed the board and briefly and reviewed the program for tomorrow. Jamie also distributed packets for all the workshops and asked Lieutenant Governors to assist in moderating workshops. Instructions were included to tell you what is expected. Raffle tickets were included this year that will be used for door prizes at the closing session. The evaluation form was changed this year to use one form for all workshops throughout the day. You will not have evaluations for each individual session this year.

### **FINANCE & STRUCTURE**

#### **Kent Williamson**

Kent Williamson, Chair of the Finance & Structure Committee, reported on the actions taken by the F & S Committee at their last meeting. A written copy was provided in the Board Booklet and will not be repeated here. Dale did take a few minutes to review recommendations recently made by the Past Governors Committee. In response to those recommendations, a Task Force has been setup to review the operations of the District Office. They will be meeting with District Secretary Dave and Administrative Secretary Sarah in early April and a report will be coming later this year from this Task Force.

### **MEMBERSHIP GROWTH/NEW CLUB BUILDING**

#### **Kathleen Moylan**

In the absence of Membership Chair Bill Snellgrove, Kathleen Moylan presented a written Report that was included in the Board Booklet. She outlined the process of appointing New Club Builders and two Club Counselors for each division. There will be a training session in Pittsburgh the end of May and all expenses will be paid by Kiwanis International. We still have a number of people to be appointed in each division. Kathleen noted that we have fallen behind in building new clubs. We need to get working to make sure we build six new clubs.

### **ELIMINATE PROJECT UPDATE**

#### **Cindy Champer**

Eliminate Committee Chair Cindy Champer addressed the board and reviewed her written report included in the Board Booklets distributed at the meeting. This week we received another Model Club and we are up to 29 clubs in Ohio. Tomorrow we will hear from Dr. John Button and making the case for supporting the Eliminate Project. There will be two other workshops tomorrow to help your club determine how best to support the project. They will also be presenting awards to clubs and individuals tomorrow. Be sure to attend the sessions and stop at the Eliminate Committee booth.

### **KIWANIS ONE DAY**

#### **Sarah Roush**

Community Service District Chair Sarah Roush addressed the board. April 5<sup>th</sup> is Kiwanis One Day and Skip A Meal Day. Tomorrow we are collecting money and food for the SE Ohio Food Bank. They chose to support this food bank because of the tremendous need in that part of the district. Anything we can do to support the project will be very much appreciated.

### **CLUB LEADERSHIP EDUCATION**

#### **Dennis Lehman**

Dennis Lehman, Master Instructor for the Ohio District, presented a brief report to the board. The report was printed in the board booklet distributed at the meeting. Once again sessions will be held throughout the Ohio District. He asked Lieutenant Governors, and Lieutenant Governors Elect where possible, to help set the locations. We hope to have all sessions and instructors assigned by April 1<sup>st</sup>. The session will be the same wherever you choose to attend. He asked our help in encouraging our incoming officers to attend CLE Training in their area.

**ON TO INTERNATIONAL CONVENTION****Anne Cornelius**

On to International Convention Chair Anne Cornelius was unable to attend the meeting, but she did send a written report that was included in the Board Booklets. Please take time to review the valuable information about our upcoming convention in Tokyo.

**ANNOUNCEMENTS**

- The final 2013-14 Board Meeting will take place at the District Convention on Friday, August 8, 2014 at the Crowne Plaza Columbus North in Columbus, Ohio. It is scheduled for 10:00 AM and it will be immediately followed by the Board Luncheon for all District Board members and partners.

The meeting adjourned at 10:06 PM.

Submitted by:

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

B. David Whiteman  
District Secretary