

MINUTES OF THE EXECUTIVE COMMITTEE SPECIAL MEETING

Indianapolis, Indiana

Thursday, September 7, 1989

Executive Committee Members Present:

Gene R. Overholt, Chairman  
W. J. "Wil" Blechman, M.D.  
Anton J. Kaiser  
Noris A. Lusche  
Robert A. Wagner  
Kevin W. Krepinevich

Executive Committee Members Excused:

William L. Lieber  
John D. Morton, Sr.

Other Participants

C. A. Dillon, Jr.  
W. Thomas Nelson, Jr.

A meeting of the Executive Committee was held at 9 a.m. EST on September 7, 1989, in the office of the International Secretary by conference telephone call. President Gene R. Overholt presided.

The Executive Committee reviewed the action taken by the Board of Trustees regarding the Provisional District of Korea at its June 30-July 1 and 7, 1988, Meeting. An excerpt from page 4 of the minutes of that meeting reads as follows:

RESOLVED, That the Provisional District of Korea be granted an additional year until September 30, 1989, to meet the requirements for full district status.

After discussion, a motion was duly made, supported, and carried as follows:

RESOLVED, That provisional district status not be extended to the Korea District past September 30, 1989.

BE IT FURTHER RESOLVED, That Governor-designate Sang-Won Hahn be invited to Council as a guest. Kiwanis International would be responsible for the costs associated with Governor Hahn's attendance except for transportation.

Respectfully submitted,

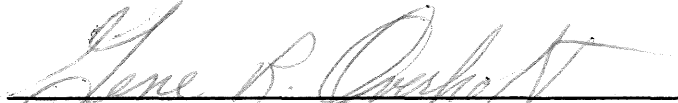
Kevin W. Krepinevich  
International Secretary


WAIVER OF NOTICE OF

SEPTEMBER 7, 1989

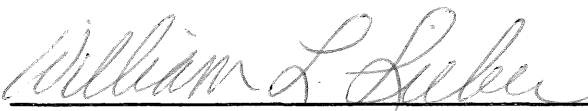
EXECUTIVE COMMITTEE OF KIWANIS INTERNATIONAL

We the undersigned, being all the members of the Executive Committee of the Board of Trustees of Kiwanis International, an Illinois not-for-profit corporation, hereby waive notice of the special meeting of the Committee held on September 7, 1989, and further, we consent to the action taken as reported in the minutes reported above.


  
\_\_\_\_\_  
Gene R. Overholt, Chairman

  
\_\_\_\_\_  
W. J. "Wil" Blechman, M.D.

\_\_\_\_\_  
Anton J. Kaiser

  
\_\_\_\_\_  
William L. Lieber

  
\_\_\_\_\_  
Noris A. Lusche

  
\_\_\_\_\_  
John D. Morton, Sr.

\_\_\_\_\_  
Robert A. Wagner



**KIWANIS INTERNATIONAL**

KIWANIS INTERNATIONAL HEADQUARTERS, 3636 WOODVIEW TRACE, INDIANAPOLIS, INDIANA 46268  
317/875-8755 CABLE ADDRESS: KIWANINTL IND TELEX/TWX 810-341-3471

November 3, 1989

**TO: Recipients of the Minutes of the September 30-  
October 4 and 8, 1989, Meeting of the Kiwanis  
International Board of Trustees**

Attached are the proposed minutes of the September 30-  
October 4 and 8, 1989, meeting of the Kiwanis Inter-  
national Board of Trustees.

These minutes will become "official" when approved by  
the Board of Trustees at its next scheduled meeting  
(January 22-26, 1990).

Sincerely,

Kevin W. Krepinevich  
International Secretary

KWK/pn

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KIWANIS INTERNATIONAL BOARD OF TRUSTEES

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MINUTES  
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THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES  
SEPTEMBER 30 - OCTOBER 4 and OCTOBER 8, 1989

A meeting of the Board of Trustees of Kiwanis International was held at the International Office in Indianapolis, Indiana, September 30 - October 4, 1989 and at the Westin Hotel, Indianapolis, Indiana on October 8, 1989. Those present: Noris A. Lusche, President; W. J. "Wil" Blechman, M.D., President-elect; Gene R. Overholt, Immediate Past President; C. A. Dillon, Jr. and William L. Lieber, Vice-Presidents; John D. Morton, Sr., Treasurer; Kevin W. Krepinevich, Secretary; A. S. "Buddy" Ammar, Andrew Batsis, D.M.D., Joe L. Griffeth, M.D., Robert L. McCurley, Jr., Glenn E. Muggelberg, Don Miles, J.D., Ian Perdriau, Eyjolfur "Eddie" Sigurdsson, Kenneth W. Smith, D.C., Arthur D. Swanberg, Kun-Hua "Jeffery" Tseng, Robert E. Wales, Trustees.

Also present were: Willy Østholt, 1989-90 European Federation President; Donald R. Collins, Assistant Secretary for Finance and Management Information Services; Larry J. Horney, Assistant Secretary for Communications; John E. Merski, Jr., Assistant Secretary for Human Resources; W. Thomas Nelson, Jr., Assistant Secretary for Membership; A. G. Terry Shaffer, Assistant to the International Secretary; James P. Tinsley, Jr., Assistant Secretary for Sponsored Programs.

The Think Tank was called to order by President Noris A. Lusche on Monday, October 2, 1989, at 1:25 p.m. The discussion topics were:

**THINK TANK**

1. Promotion of 75th Anniversary at District, Division, and Club Level
2. Report of the Kiwanis International/Kiwanis International European Federation Joint Bylaws Committee
3. Political Campaigns and Exposure of Candidates Re: International Conventions

The meeting recessed at 4:40 p.m. on October 2, until Tuesday, October 3, 1989.

The meeting was reconvened on Tuesday, October 3, at 8:30 a.m. The invocation was given by Trustee Wales.

Upon motion duly made, supported, and carried it was:

**RESOLVED**, That Willy Østholt, 1989-90 President of the European Federation, be invited to attend the October 4, 1989, Meeting of the International Board of Trustees as a guest to observe the Board's discussions and bring greetings from the European Federation.

**WILLY  
ØSTHOLT  
INVITED TO  
OCTOBER 4  
MEETING  
OF BOARD  
OF TRUSTEES**

Secretary Krepinevich presented the minutes of the Meeting of the Kiwanis International Board of Trustees held in Orlando, Florida, June 21-23 and June 29, 1989.

Upon motion duly made, supported, and carried it was:

**RESOLVED**, That the minutes of the Board Meeting held June 21-23 and June 29, 1989, be approved.

**APPROVAL  
OF JUNE  
21-23 AND  
29, 1989,  
MINUTES**

The Message of the President was presented by Noris A. Lusche and is attached as "Exhibit 1."

**MESSAGE  
OF PRESIDENT**

The Message of the President-elect was presented by W. J. "Wil" Blechman, M.D. and is attached as "Exhibit 2."

**MESSAGE OF  
PRESIDENT-  
ELECT**

The Message of the Secretary was presented by Kevin W. Krepinevich and is attached as "Exhibit 3."

MESSAGE OF  
SECRETARY

The Report of the Treasurer was presented by John D. Morton, Sr. and is attached as "Exhibit 4."

REPORT OF  
TREASURER

The Board reviewed the report of Administrative Action taken by staff since the last Board meeting. Upon motion duly made, supported, and carried it was:

**RESOLVED, That the Administrative Action taken by staff since the last Board Meeting be approved. (See "Exhibit 5.")**

ADMINISTRATIVE ACTION

Upon motion duly made, supported, and carried it was:

**RESOLVED, That the minutes of the Executive Committee Special Meeting held by conference telephone call on September 7, 1989, be approved. (See "Exhibit 6.")**

APPROVAL OF  
MINUTES OF  
EXECUTIVE  
COMMITTEE  
CONFERENCE  
CALL,  
SEPTEMBER 7,  
1989

Upon motion duly made, supported, and carried it was:

**RESOLVED, That since 1989-90 Vice-Presidents C. A. Dillon, Jr. and William L. Lieber have previously served on the Kiwanis International Foundation Board, the following appointees be approved:**

IAN PERDRIAU  
AND EYJOLFUR  
SIGURDSSON  
APPOINTED  
TO FOUNDATION BOARD  
FOR 1989-90

Ian Perdriau, International Trustee (Brighton, Victoria, Australia), One-Year Term beginning October 1, 1989

Eyjolfur "Eddie" Sigurdsson, International Trustee (Reykjavik, Iceland), One-Year Term beginning October 1, 1989

It was noted that this is the first time the Foundation Board of Trustees has had non-North American representatives on it.

Upon motion duly made, supported, and carried it was:

**RESOLVED, That the following be appointed to the Paper Flow Study Committee for 1989-90:**

PAPER FLOW  
STUDY  
COMMITTEE  
FOR 1989-90

Paul E. Tomshany, Chairman (Past Governor, Michigan District)  
Ellis H. Stroup, Member (Secretary-Treasurer, Capital District)  
Donald E. Williams, Member (Past International President, 1985-86)

Upon motion duly made, supported, and carried it was:

**RESOLVED, That Noris A. Lusche be appointed to replace Gene R. Overholt and that Kevin W. Krepinevich, Rene' H. Chapuis, and Dr. Martin Ammann be reappointed to the Board of Directors of Kiwanis International, Zurich.**

BOARD OF  
DIRECTORS OF  
KIWANIS INTERNATIONAL,  
ZURICH

The Preliminary Report of the Finance Committee was presented by Trustee Swanberg. (See "Exhibit 7.")

**PRELIMINARY  
REPORT OF  
FINANCE  
COMMITTEE**

The Report of the 1988-89 Board Committee on Finance, John D. Morton, Sr., Chairman, was presented. This meeting was held on July 30-31, 1989. (See "Exhibit 8.")

**FINANCE  
(1988-89)**

It was moved by the Committee and duly carried as follows:

**APPROVAL  
OF 1989-90  
OPERATING  
FUND BUDGET**

**RESOLVED, That the 1989-90 Operating fund budget be adopted (pending modifications recommended at the October, 1989 Meeting of the Board of Trustees). (See "Exhibit 9.")**

It was moved by the Committee and duly carried as follows:

**APPROVAL  
OF 1989-90  
MAGAZINE  
FUND  
BUDGET**

**RESOLVED, That the 1989-90 Magazine fund budget be adopted (pending modifications recommended at the October, 1989 Meeting of the Board of Trustees). (See "Exhibit 10.")**

It was moved by the Committee and duly carried as follows:

**APPROVAL  
OF 1989-90  
INTERNA-  
TIONAL  
CONVENTION  
FUND BUDGET**

**RESOLVED, That the 1989-90 International Convention fund budget be adopted (pending modifications recommended at the October, 1989 Meeting of the Board of Trustees). (See "Exhibit 11.")**

It was moved by the Committee and duly carried as follows:

**APPROVAL  
OF 1989-90  
GENERAL  
LIABILITY  
INSURANCE  
FUND BUDGET**

**RESOLVED, That the 1989-90 General Liability Insurance fund budget be approved (pending modifications recommended at the October, 1989 Meeting of the Board of Trustees). (See "Exhibit 12.")**

It was moved by the Committee and duly carried as follows:

**APPROVAL  
OF 1989-90  
CAPITAL  
IMPROVE-  
MENTS FUND  
BUDGET**

**RESOLVED, That the 1989-90 Capital Improvements fund budget be adopted (pending modifications recommended at the October, 1989 Meeting of the Board of Trustees). (See "Exhibit 12.")**

This completed the action on the recommendations of the 1988-89 Board Committee on Finance and the report was received.

The Report of the Board Committee on Policies, Procedures, and Structures, William L. Lieber, Chairman, was presented. (See "Exhibit 13.")

POLICIES,  
PROCEDURES,  
AND  
STRUCTURES

It was moved by the Committee and duly carried as follows:

RESOLVED, That the third paragraph of Article VII, Section 6, and the entire Section 7 of Article VII of the International Bylaws be amended as follows and that such amendment be considered for presentation at the 1990 St. Louis Convention:

PROPOSED  
AMENDMENT  
TO ARTICLE  
VII,  
SECTIONS  
6 AND 7  
OF INTER-  
NATIONAL  
BYLAWS

Article VII, Section 6 (3rd paragraph). The Secretary shall sign all documents issued by Kiwanis International when required; shall affix the corporate seal of the organization when required; shall keep the financial accounts and records; ~~shall receive all monies paid to Kiwanis International, and shall turn the same over to the Treasurer within thirty (30) days after receipt thereof, taking the Treasurer's receipt therefor.~~ be responsible for proper internal control procedures; and shall receive, deposit and disburse funds of Kiwanis International in the manner authorized and prescribed by the Board of Trustees.

Section 7. Treasurer. The Treasurer shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International, shall make a report at the Annual Convention, and shall perform such other duties as may be from time to time assigned by the President or the Board of Trustees.

It was moved by the Committee and duly carried as follows:

RESOLVED, That Article XIII, Section 10 of the International Bylaws be amended as follows and that such amendment be considered for presentation at the 1990 St. Louis Convention:

PROPOSED  
AMENDMENT  
TO ARTICLE  
XIII,  
SECTION 10  
OF INTER-  
NATIONAL  
BYLAWS

Article XIII, Section 10. In the event of a vacancy in the office of District Governor for any district during the administrative year, by a two-thirds (2/3) vote of the entire district board of trustees, the vacancy shall be filled by ~~the board of trustees of said district from their own members or from former lieutenant governors~~ a past governor, lieutenant governor, or a past lieutenant governor of that district, ~~who are~~ is an active, privileged, or senior members of a Kiwanis clubs ~~thereof.~~ in the district. However, in any year in which a condition of emergency compels the cancellation of the annual district convention, the district officers to be elected under the district bylaws at the annual convention shall be elected for the following year by a district council meeting held during the period provided

for district conventions, such council to be comprised of the district board of trustees and other persons who would have had the status of delegates-at-large at the cancelled convention.

It was moved by the Committee and duly carried as follows:

RESOLVED, That the last sentence of Article VIII, Section 7a of the Constitution which reads: "Except as provided in Article VIII, Section 7c(2) of the Constitution, no person shall serve for more than four (4) years in the office of Trustee," shall be interpreted:

No person shall be eligible for election as Trustee who shall have served as a Trustee for four years prior to or following June 27, 1989, except as provided in Article VIII, Section 7c(2) of the Constitution. The exception applies for 1990 and to Region III (Europe) only.

(Interpretation -- Requires publication in Kiwanis magazine.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That Rule #11 of the Standing Rules for the House of Delegates be rescinded.

(Rule #11 states: "If in the judgment of the chair, a proposed amendment to any proposed resolution or amendment is closely linked, then debate may proceed on both the proposed amendment and the proposed resolution or amendment together.")

It was moved by the Committee and duly carried as follows:

RESOLVED, That Procedure 122.1 - Official Visits, Scheduling - be amended to contain the statement:

Although this procedure limits Presidential travel to specific districts, when the President is in a district, visits to several locations within that district shall be at the President's prerogative when the need is apparent. (See "Exhibit 14.")

It was moved by the Committee and duly carried as follows:

RESOLVED, That approval be given to deletion in Procedure 122.1 - Official Visits, Scheduling - of Mid-East in Year 1 Visitations, Far East in Year 2, and Africa in Year 3 and the addition of the following statement in each of these three visitation schedules:

INTERPRETA-  
TION OF  
ARTICLE VIII,  
SECTION 7a  
OF CONSTITU-  
TION

RULE #11  
OF STANDING  
RULES FOR  
HOUSE OF  
DELEGATES  
RESCINDED

PROCEDURE  
122.1  
AMENDED --  
OFFICIAL  
VISITS,  
SCHEDULING

PROCEDURE  
122.1  
AMENDED --  
OFFICIAL  
VISITS,  
SCHEDULING  
(Second  
Amendment)

A non-districted area to which a visit would be perceived to be beneficial by the International President. (See "Exhibit 14.")

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That Article XV, Section 3 of the International Bylaws be amended as follows and that such amendment be considered for presentation at the 1990 St. Louis Convention:

Section 3. The International Committees shall consist of not less than three (3) nor more than ~~five (5)~~ seven (7) members, except as otherwise noted in this Article, with one (1) member of each committee being named as chairman by the President, or by the President-elect for those committees appointed by the President-elect. If an International Committee is subdivided geographically, each subdivision shall have no more than four (4) members.

This completed the action on the recommendations of the Board Committee on Policies, Procedures, and Structures and the report was received.

The Report of the Board Committee on Member Services, Internationalization, and Extension, Kenneth W. Smith, D.C., Chairman, was presented. (See "Exhibit 15.")

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That a minimum application fee of \$25 for members of new clubs be established effective October 1, 1990.

It was moved by the Committee that commencing with the 1990-91 administrative year, each lieutenant governor be required to file the following reports:

1. One report that will certify that the lieutenant governor has held a Divisional Leadership Training Conference for Club Officers and certify that a contact visit has been made to each club in the division.
2. Lieutenant Governor's Official Board Visit Report (one report for each club).

PROPOSED  
AMENDMENT  
TO ARTICLE  
XV, SECTION  
3 OF INTER-  
NATIONAL  
BYLAWS

MEMBER  
SERVICES,  
INTERNATIONALIZATION AND  
EXTENSION

APPROVAL OF  
MINIMUM  
APPLICATION  
FEE OF \$25  
FOR MEMBERS  
OF NEW CLUBS

MOTION  
DEFEATED  
REQUIRING  
LIEUTENANT  
GOVERNORS  
TO FILE  
SPECIFIED  
REPORTS

3. Lieutenant Governor's Official Club Visit Report (report all Official Club Visits on one report form).
4. Lieutenant Governor's Evaluation Report (one report form to report on all clubs by March 31.)

This motion was defeated.

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That the charters of 197 clubs be revoked, effective September 30, 1989, and that the accounts receivable be charged against the reserve for bad debts in the amount of \$92,731.23 (US). (See "Exhibit 16.")

REVOCATION  
OF CHARTERS

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That a "Nations Approved for Extension" list be developed and, unless specifically excluded by the Board of Trustees, all past and current Kiwanis nations be placed on this list.

APPROVAL  
OF "NATIONS  
APPROVED  
FOR EXTEN-  
SION" LIST

**AND BE IT FURTHER RESOLVED**, That staff be granted the authority to resume growth activity in these nations without re-authorization of extension by the Board of Trustees.

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That Grenada and St. Vincent and the Grenadines be authorized for extension.

GRENADA AND  
ST. VINCENT  
AND THE  
GRENADINES  
AUTHORIZED  
FOR EXTEN-  
SION

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That there be a continuation of the current moratorium on payment of International dues by Panamanian clubs until May 31, 1990.

CONTINUATION  
OF MORATORIUM  
ON PAYMENT  
OF INTER-  
NATIONAL DUE  
BY PANAMANIA  
CLUBS UNTIL  
MAY 31, 1990

This completed the action on the recommendations of the Board Committee on Member Services, Internationalization, and Extension and the report was received.

The Report of the Board Committee on Administration, Gene R. Overholt, Chairman, was presented. (See "Exhibit 17.")

ADMINIS-  
TRATION

It was moved by the Committee and duly carried as follows:

RESOLVED, That John D. Morton, Sr. be appointed to replace W. J. "Wil" Blechman, M.D. and that Kevin W. Krepinevich and John E. Merski, Jr. be reappointed to the Salary Savings and Pension Plan Committees.

APPOINT-  
MENTS TO  
SALARY  
SAVINGS  
AND PENSION  
PLAN  
COMMITTEES

It was moved by the Committee and duly carried as follows:

RESOLVED, That each year the President-designate recommend to the Kiwanis International Board of Trustees the appointment of the members of the Salary Savings and Pension Plan Committees at the Board Meeting immediately following the Kiwanis International Convention.

EACH YEAR  
PRESIDENT-  
DESIGNATE  
TO RECOMMEND  
APPOINTMENTS  
TO SALARY  
SAVINGS AND  
PENSION  
PLAN COM-  
MITTEES

It was moved by the Committee and duly carried as follows:

RESOLVED, That the "Concepts Regarding the Relationship between Kiwanis International and the Kiwanis International Foundation" be approved. (See "Exhibit 18.")

CONCEPTS  
REGARDING  
RELATION-  
SHIP BETWEEN  
KI AND KI  
FOUNDATION

(Referred to Board Committee on Policies, Procedures, and Structures.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That the "Principles of the Intra-Office Operational Relationship between Kiwanis International and the Kiwanis International Foundation" be approved. (See "Exhibit 19.")

PRINCIPLES  
OF INTRA-  
OFFICE  
OPERATIONAL  
RELATION-  
SHIP BETWEEN  
KI AND KI  
FOUNDATION

(Referred to Board Committee on Policies, Procedures, and Structures.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Kiwanis International/Kiwanis International Foundation Ad Hoc Committee suggested cost-sharing proposal provided to the Kiwanis International Board of Trustees be adjusted as outlined and be sent to the Kiwanis International Foundation for consideration. (See "Exhibit 20.")

KI/KIF  
AD HOC COM-  
MITTEE  
SUGGESTED  
COST-SHARIN  
PROPOSAL  
AND PROPOSE  
ADJUSTMENT

It was moved by the Committee and duly carried as follows:

RESOLVED, That approval be given for the addition of a capital expenditure in the 1989-90 budget for the purchase of two FAX machines in the amount of \$3,600.

APPROVAL FOR  
PURCHASE OF  
TWO FAX  
MACHINES

It was moved by the Committee and duly carried as follows:

RESOLVED, That the following new Procedure be adopted:

Procedure 196.3 - Public Disclosure Section - 1986 Omnibus Reconciliation Act

In order to comply with the Omnibus Reconciliation Act, documents indicated in the Act shall be maintained in the Human Resources Office and made available for public inspection.

NEW PRO-  
CEDURE  
196.3  
ADOPTED --  
PUBLIC DIS-  
CLOSURE  
SECTION -  
1986 OMNIBUS  
RECONCILIATION ACT

(Referred to Board Committee on Policies, Procedures, and Structures.)

This completed the action on the recommendations of the Board Committee on Administration and the report was received.

The Report of the Board Committee on Education and Program Development, John D. Morton, Sr., Chairman, was presented. (See "Exhibit 21.")

EDUCATION  
AND PROGRAM  
DEVELOPMENT

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Board approve the following 1990-91 Goals:

1990-91  
GOALS

As our societies move through the 1990's, organizations like Kiwanis must become more involved in serving the needs of the world in which we live. To accomplish this, Kiwanians must:

- Increase our membership to make YOUNG CHILDREN PRIORITY ONE.
- Develop their skills and knowledge to make YOUNG CHILDREN PRIORITY ONE.
- Work with our sponsored youth to make YOUNG CHILDREN PRIORITY ONE.
- Strengthen our International Foundation to make YOUNG CHILDREN PRIORITY ONE.

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That the Board approve the following standardized titles for training programs:

1. Governors-elect Training Conference
2. Kiwanis Leadership Development Program for Incoming Club Presidents and Lieutenant Governors
3. District Operations Training Conference for Incoming Lieutenant Governors
4. Division Operations Training Conference for Incoming Club Officers
5. Club Presidents' Conference for Incoming Officers and Appointees

This completed the action on the recommendations of the Board Committee on Education and Program Development and the report was received.

The Report of the Board Committee on Finance, Arthur D. Swanberg, Chairman, was presented. (See "Exhibit 22.")

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That Procedure 804.7b - Authorized Disbursements - be deleted and Procedure 804.7c be renumbered as 804.7b.

This deleted procedure read as follows:

Procedure 804.7 - Authorized Disbursements

- b. Disbursements in any year shall not exceed the gross amount of revenues in the annual budget.

**AND BE IT FURTHER RESOLVED**, That the current paragraph in Procedure 801.8 be lettered "a," and a new Procedure 801.8b - Funds/Reserve Balances, be adopted as follows:

Procedure 801.8 -- Funds/Reserve Balances

- b. Kiwanis International should maintain a reserve balance of fifty percent (50%) of the unrestricted fund annual budget expenses. Excess funds to this reserve may be used to cover unrestricted fund budget deficits.

(Referred to Board Committee on Policies, Procedures, and Structures.)

STANDARDIZED  
TITLES FOR  
TRAINING  
PROGRAMS

FINANCE

PROCEDURE  
804.7b  
DELETED --  
AUTHORIZED  
DISBURSEMENTS  
AND PROCEDURE  
804.7c  
RENUMBERED  
AS 804.7b

CURRENT  
PARAGRAPH  
IN PROCEDURE  
801.8 TO BE  
LETTERED  
"a" AND NEW  
PROCEDURE  
801.8b  
ADOPTED --  
FUNDS/  
RESERVE  
BALANCES

This completed the action on the recommendations of the Board Committee on Finance and the report was received.

The meeting recessed at 4:20 p.m. on October 3 until Wednesday, October 4, at 8:30 a.m.

The meeting reconvened on Wednesday, October 4, at 8:30 a.m. The invocation was given by Trustee Griffeth. Willy Østholt, 1989-90 President of the European Federation, was introduced and brought greetings from the European Federation.

President Lusche recessed the Board Meeting at 8:40 a.m. to conduct a hearing on dividing the Austria-Germany District into two Districts. (See "Exhibit 23.")

The meeting reconvened at 9:00 a.m. on Wednesday, October 4, following the hearing on dividing the Austria-Germany District into two districts.

Upon motion duly made, supported, and carried it was:

**RESOLVED, That the Austria-Germany District be divided into two districts effective October 1, 1990.**

The Report of the Board Committee on Long Range Planning, Robert L. McCurley, Jr., was presented. (See "Exhibit 24.")

It was moved by the Committee and duly carried as follows:

**RESOLVED, That the International Secretary publish an article in the Kiwanis magazine which presents (in narrative form) the Long Range Plan.**

This completed the action on the recommendations of the Board Committee on Long Range Planning and the report was received.

**WILLY  
ØSTHOLT  
INTRODUCED**

**HEARING  
ON DIVIDING  
THE AUSTRIA-  
GERMANY  
DISTRICT  
INTO TWO  
DISTRICTS**

**AUSTRIA-  
GERMANY  
DISTRICT  
TO BE  
DIVIDED  
INTO TWO  
DISTRICTS**

**LONG RANGE  
PLANNING**

**INTERNATIONA  
SECRETARY TC  
PUBLISH  
ARTICLE IN  
KIWANIS  
MAGAZINE RE  
LONG RANGE  
PLAN**

The Report of the Board Committee on Sponsored Programs, Don Miles, J.D., Chairman, was presented. (See "Exhibit 25.")

**SPONSORED  
PROGRAMS**

It was moved by the Committee and duly carried as follows:

**RESOLVED, That \$2,984 for the production of a Kiwanianne President's Guidebook be added to the Sponsored Program Services 1989-90 budget.**

**APPROVAL OF  
\$2,984 FOR  
KIWANIANNE  
PRESIDENT'S  
GUIDEBOOK**

It was moved by the Committee and duly carried as follows:

**RESOLVED, That \$800 for the production and distribution of a Builders Club Faculty Advisors Manual be added to the Sponsored Program Services 1989-90 budget.**

**APPROVAL  
OF \$800 FOR  
BUILDERS  
CLUB  
FACULTY  
ADVISORS  
MANUAL**

It was moved by the Committee and duly carried as follows:

**RESOLVED, That the Amendments to the Constitution and Bylaws of Circle K International be approved. (See "Exhibit 26.")**

**APPROVAL OF  
AMENDMENTS  
TO CONSTITU-  
TION AND  
BYLAWS OF  
CIRCLE K**

It was moved by the Committee that \$2,258 for the production of materials for Kiwanis general mailings be added to the Circle K budgets as noted.

**MOTION DEFEAT  
FOR \$2,258  
FOR PRODUC-  
TION OF MATEI  
IALS FOR  
CIRCLE K**

**This motion was defeated.**

It was moved by the Committee and duly carried as follows:

**RESOLVED, That the amendments to the Constitution and Bylaws of Key Club International be approved. (See "Exhibit 27.")**

**APPROVAL OF  
AMENDMENTS  
TO CONSTITU-  
TION AND  
BYLAWS OF  
KEY CLUB**

This completed the action on the recommendations of the Board Committee on Sponsored Programs and the report was received.

The Report of the Board Committee on Communications and Conventions, C. A. Dillon, Jr., Chairman, was presented. (See "Exhibit 28.")

**COMMUNICA-  
TIONS AND  
CONVENTIONS**

It was moved by the Committee and duly carried as follows:

**RESOLVED, That no more than \$2,000 in funding be provided to the Andean and Central America District by Kiwanis International during**

**APPROVAL OF  
\$2,000 FOR  
ANDEAN AND  
CENTRAL  
AMERICA DIS-  
TRICT PUBLIC  
TION**

the 1989-90 administrative year to assist in publishing its district publication, and that this amount be added to the 1989-90 Publications budget.

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That in keeping with the agreement reached between the European Federation Board and members of the Kiwanis International Board in Catania, Sicily, that Kiwanis International approve \$12,000 to be added to the 1989-90 Regional Office-Europe budget for funding of a Fall 1989 special edition of the Kiwanis International Europe News. This newsletter will be in four languages and mailed to all European Kiwanians.

**APPROVAL  
OF \$12,000  
FOR A FALL  
1989 SPECIAL  
EDITION OF  
THE KI-EUROPE  
NEWS**

It was moved by the Committee that registration fees for the St. Louis 1990 convention be set at \$85 for Kiwanis members and \$40 for guests and spouses, and that the late fees be set at \$100 and \$50 respectively.

A substitute motion was moved, supported, and duly carried as follows:

**RESOLVED**, That registration fees for the 1990 St. Louis International Convention be set at \$80 for Kiwanis members and \$30 for guests and spouses, and that the late fees be set at \$90 and \$35 respectively.

**REGISTRATION  
FEES FOR  
1990 ST.  
LOUIS INTER-  
NATIONAL  
CONVENTION**

It was moved by the Committee and duly carried as follows:

**RESOLVED**, That a new Procedure 905, The Travel Management Procedures be adopted, subject to review and reconsideration after one (1) year from the date of implementation. (See "Exhibit 29.")

**NEW PROCEDURE  
905 -- THE  
TRAVEL MANAGE-  
MENT PRO-  
CEDURES**

(Referred to Board Committee on Policies, Procedures, and Structures.)

This completed the action on the recommendations of the Board Committee on Communications and Conventions and the report was received.

The Report of the Committee on Kiwanis International's 75th Anniversary which met on June 24, 1989, in Orlando, Florida, was presented. (See "Exhibit 30.") The report was received.

**75th ANNI-  
VERSARY  
COMMITTEE  
REPORT**

Upon motion duly made, supported, and carried it was:

**RESOLVED, That the Board of Trustees is very appreciative of the cooperation and assistance received from staff.**

**APPRECIATION  
TO STAFF**

The meeting recessed at 3:25 p.m. on October 4 until Sunday, October 8, at 11:45 a.m. at the Westin Hotel, Indianapolis, Indiana.

The meeting reconvened at 11:45 a.m. on Sunday, October 8, in the Board Room at the Westin Hotel, Indianapolis, Indiana (site of the 1989 Council meeting).

The Report of the Committee of Past International Presidents, Frank J. DiNoto, Chairman, was presented. The report was received. (See "Exhibit 31.")

**REPORT OF  
COMMITTEE  
OF PAST  
INTERNATIONAL  
PRESIDENTS**

The next meeting of the Board of Trustees will be January 22-26, 1990, in Indianapolis, Indiana.

**NEXT MEETING  
OF BOARD OF  
TRUSTEES  
JANUARY  
22-26, 1990**

The meeting adjourned sine die on Sunday, October 8, at 12:05 p.m.

**ADJOURNMENT  
SINE DIE**

MINUTES OF THE MEETING OF  
KIWANIS INTERNATIONAL SUBSIDIARY, INC.

OCTOBER 4, 1989

A meeting of the Board of Trustees of Kiwanis International Subsidiary, Inc. was held at the International Office in Indianapolis, Indiana, October 4, 1989.

Those present: Noris A. Lusche, President; W. J. "Wil" Blechman, M.D., President-elect; Gene R. Overholt, Immediate Past President; C. A. Dillon, Jr. and William L. Lieber, Vice-Presidents; John D. Morton, Sr., Treasurer; Kevin W. Krepinevich, Secretary; A. S. "Buddy" Ammar, Andrew Batsis, D.M.D., Joe L. Griffeth, M.D., Robert L. McCurley, Jr., Glenn E. Muggelberg, Don Miles, J.D., Ian Perdriau, Eyjolfur "Eddie" Sigurdsson, Kenneth W. Smith, D.C., Arthur D. Swanberg, Kun-Hua "Jeffery" Tseng, Robert E. Wales, Trustees.

Also present were: Willy Østholt, 1989-90 European Federation President; Donald R. Collins, Assistant Secretary for Finance and Management Information Services; Larry J. Horney, Assistant Secretary for Communications; John E. Merski, Jr., Assistant Secretary for Human Resources; W. Thomas Nelson, Jr., Assistant Secretary for Membership; A. G. Terry Shaffer, Assistant to the International Secretary; James P. Tinsley, Jr., Assistant Secretary for Sponsored Programs.

Upon motion duly made, supported, and carried it was:

**RESOLVED, That the Officers and Trustees of Kiwanis International shall be the Officers and Trustees of Kiwanis International Subsidiary, Inc.**

**OFFICERS  
AND  
TRUSTEES**

Upon motion duly made, supported, and carried it was:

**RESOLVED, That the auditors for Kiwanis International Subsidiary, Inc. shall be the same auditors as those for Kiwanis International.**

**AUDITORS**

Upon motion duly made, supported, and carried it was:

**RESOLVED, That Trustee Kenneth W. Smith, D.C. is appointed as Agent for Kiwanis International Subsidiary, Inc.**

**AGENT**

Adjournment

MESSAGE OF THE PRESIDENTto theINTERNATIONAL BOARD OF TRUSTEESOctober 3, 1989

In 1982, when I was first elected to this Board, I was in awe, but I was excited to have the opportunity to serve in that capacity. Today, as I sit in the President's chair for the first time, I am really in awe of those who sat here before me, and I am really excited about the challenges of serving as your President during our 75th Anniversary year. With your help, and the help of our fine 1989-90 leadership team, I am confident that our 75th Anniversary year can be the finest year in our history. I strongly believe that year by year, in every way, we must get better, and better, and better.

Heeding the cautions of my predecessors, I am entering this administrative year weighing less than I have in many years (178 pounds). It is my intention to conclude the year weighing no more than 183 pounds.

Jeannie and I attended the Key Club International Convention in Orlando and the Circle K International Convention in Cincinnati. Enthusiasm in abundance was on display at each of these conventions. I would like to bring more of that kind of enthusiasm into our Kiwanis conventions. Roger Woods of Los Alamos, New Mexico, was elected President of Key Club International, and Wendy Schrick of Lacey, Washington, was elected President of Circle K International. I am very impressed with these two enthusiastic young leaders, and I know you will be, too, when you meet them at Council later this week.

Because of delegate action in Orlando, our Board this year has an opportunity to develop new programs, and to improve existing programs for our membership. However, a word of caution. Though the delegates voted a \$3.00 dues increase, we must continue to exercise restraint and demonstrate fiscal responsibility in the manner in which we invest those funds. We must be constantly alert for cost-saving opportunities. One such item, the proposed Travel Management Program, will be presented at this meeting.

A few of you commented in your district convention reports about the poor quality of the audio portion of the Major Emphasis slide presentation. Some of you phoned to tell me about it, and I also received phone calls from some of our 1989-90 District Governors. I regret that these tapes were distributed in substandard condition. When I called this to the attention of Secretary Kevin during the second week in August, it was decided that I would stop in Indianapolis on my way to the Circle K International Convention in Cincinnati and re-tape that portion on August 18. The re-taped product was then reviewed by myself and members of staff, and

sufficient new tapes were mailed to all districts on August 25 for distribution to Lieutenant Governors for presentation at their clubs. Unfortunately, the re-taping was too late for most district conventions. In the future these tapes will be screened more closely before distribution. Videotapes of the Major Emphasis Program are also available and are circulated upon receipt of the order.

One year ago, President Gene said in his President's message, "We also must provide assistance to the European Federation in the writing of their new Federation Bylaws." As you know, at our last Board meeting President Gene designated Trustee Robert L. McCurley, Jr., Treasurer W. J. "Wil" Blechman, staff member William A. Brown, and myself to be members of this committee to assist the Federation in the drafting of their new bylaws.

That meeting took place in Catania, Sicily, in conjunction with a special meeting of the European Federation Board on August 28, 29, and 30. I am pleased to report that all representatives from Kiwanis International were hosted in a most friendly environment. We were all invited to attend their Board meeting, which was recessed mid-way to allow the Bylaws Committee to meet. The Bylaws Committee Meeting consumed one day, and I am happy to report that there is agreement on the new bylaws between the Kiwanis International representatives present and the Federation Board. I commend the representatives of this Bylaws Committee for their cooperative attitude and apparent desire to bring this matter to an acceptable conclusion. The proposed new Federation Bylaws will be presented at this meeting.

Continuing in the spirit of cooperation between the Kiwanis International Board and the European Federation Board, I have invited Willy Østholt, 1989-90 President of the European Federation Board, to arrive before Council and attend part of our International Board meeting as a guest. I hope that this Board will concur.

At our post-convention Board meeting in Orlando in July, I asked every Board member to make an extra effort to promote the 1989-90 Major Emphasis Program, the Kiwanis International Foundation, the 75th Anniversary event in Detroit, the sale of 1990 Rose Parade Float pins, and the Presidential Cruise in December. I assume that all of you did that, and judging from the sales of Rose Parade pins in some districts, your efforts were quite successful. I thank you very much.

During the past two weeks, in addition to preparing for this Board meeting and for Council, I have been very busy taping public information shows and PSA's for both radio and TV stations in cities and towns along the front range of the Rockies. To date, I have done four 25-minute radio interviews, one TV PSA production, and an interview with the Denver Post. When I return from Council, I am scheduled to do two more 25-minute radio interviews and a 25-minute TV spot. A magazine article is also scheduled.

On our way to Indianapolis, Jeannie and I stopped over in Independence, Missouri, where I spoke at the 60th anniversary

celebration of that club. Prior to becoming President of the United States, Harry S Truman was a member of that club.

Plans for the 75th anniversary celebration in Detroit are finalized, and reservations are already beginning to come in to our International Office. I take this opportunity to remind every Board member that they are required to make their own reservations for this event. The transportation arrangements for Board members from Detroit to Indianapolis following this celebration will be finalized at this meeting.

As you know, Council will be a little different this year. The most significant change is, of course, the downtown location, which will give spouses several opportunities to engage in a variety of leisure activities. The other significant change is the use of the Indiana Roof Ballroom, which I believe will enhance the enjoyment of Council for everyone.

At the conclusion of Council, Jeannie and I will return to Denver for a few days, and then begin our visitation schedule, first to the European Federation Board meeting in Zurich, then a stop-over visit in northern Germany enroute to Iceland the following week.

I am very pleased to report that Kiwanis International is in forward motion, and we are headed in the right direction! We are on the threshold of becoming the fastest rising star on the horizon of community service. The 1988-89 administrative year just concluded has been one of the finest in our history, and I am grateful to inherit the momentum built up by President Gene's fine leadership team. This transition has been very smooth, and I commend President Gene and Jane for their team leadership in bringing Kiwanis International to the position we enjoy today in the service club fraternity. Ours has been a close relationship, and one that Jeannie and I cherish.

We must keep this momentum going, and it will take the very best effort on the part of each one of us. I am asking each of you for that kind of effort during this administrative year.

In addition to your help and support throughout this year, Jeannie and I also solicit your prayers for our continued good health and an equal number of takeoffs and landings. We pledge to you that we will do our very best to represent you and our wonderful organization in the most excellent manner we can at all times.

**"Encourage Excellence"** in everything you do!

Respectfully submitted,

Noris A. Lusche  
President

MESSAGE OF THE PRESIDENT-ELECTto theINTERNATIONAL BOARD OF TRUSTEESOctober 3, 1989

Following the Orlando Convention, I had the pleasure of participating in the orientation of the just-elected Trustees. The information presented was basic, but perhaps could be buttressed by some additional brief handouts which include more of the President-designate's philosophy.

Also since the Convention, I have participated in several planning and exploratory meetings for the 1990-93 Major Emphasis Program (MEP). These meetings have been held in Miami, Fort Lauderdale, New York City, and Orlando. Though I "participated" in the Orlando meeting, it was only to help set it up. That meeting was basically run by Dr. Rae Grad, Executive Director of the Commission to Prevent Infant Mortality. It was a bringing-together of several Kiwanians whose background in Kiwanis and/or issues related to children and/or the Kiwanis International Foundation led me to request their involvement. At this meeting, as well as a subsequent meeting held in New York City, the following attended one or both sessions:

L. A. Baker, Past Governor, Florida  
 Rachel Blechman  
 Wil Blechman  
 George Browne, New York  
 Robert Evans, Governor, Illinois-Eastern Iowa  
 Jack Harten, Past Governor, New York  
 Tom Horan, Past Governor, Minnesota-Dakotas  
 Ronald Logsdon, Past Governor, Kentucky-Tennessee  
 Ted Osborn, Past International President (and KI Foundation)  
 John Pitts, Governor-elect, Georgia  
 Chris Rice, Director, Program Development  
 Jim Sheets, Past Governor, Missouri-Arkansas  
     (and Administrator, KI Foundation)  
 Neil Simmons, Governor-elect, Louisiana-Mississippi-West Tennessee  
 Stan Storey, Governor-elect, Florida  
 Lou Theiss, Past Governor, New York (and KI Foundation)  
 Dennis Vane, M.D., Indiana

All of the individuals attending the New York City meeting expended their own funds, and I am grateful for their contribution. In New York City they were again joined by Dr. Rae Grad plus Dr. Doris Tichenor (Professor and Chairman, Department of Home Economics, University of Florida) and Sandra Kessler Hamburg (Director of Education, the Committee for Economic Development). The purpose of both of these meetings was to:

1. Develop an increased concept of the problems of children, aged 0-5;

2. Bring their expertise in Kiwanis to the planning process of developing the Major Emphasis Program;
3. Involve the group in the development of the Major Emphasis Program, including critique of the eventual product, prior to its publication.

I believe that the involvement of these individuals will increase the chances for success of the final product, with a greater chance of utilization by our clubs. (I have discussed this with Chris Rice, Director of Program Development.)

In Fort Lauderdale I was a workshop participant at the Fifth National Conference of the Association of Child Advocates. I shared workshop responsibilities with Anne Dalton (Director of Public Policy, Association of Junior Leagues) and Nan Rich (National Council of Jewish Women). The topic was: "The Civic Sector: Partners in Advocacy."

Other activities to date have included:

- Participation in the St. Louis Convention Planning Conference. I was very impressed. Gene Engelhardt will be an excellent chairman and has 110% support from Past International President Ray Lansford.
- Naming of Robert (Bob) Gibbons as General Convention Chairman for Anaheim.
- Participation in the extra Finance Committee meeting required to modify the budget since we did not get the full dues increase requested. I felt the Committee was very circumspect in its actions. The financial limitations were recognized, as was the need to move Kiwanis forward. I believe the Committee balanced the items appropriately.
- Charter presentation speaker at the Kiwanis Club of Colombia-U.S.A. and Flagler-Sunrise.
- Meeting (including President-designate Noris, Trustees Bob McCurley and Eddie Sigurdsson, and staff) with the European Federation Bylaws Committee and Board of Trustees. In addition to enjoying the hospitality of the Kiwanians of the Italy District, Noris ran a very fruitful meeting. However, I came away with two distinct additional conclusions:
  - a. Our initial planning must be far more thorough and well-thought-out when we create or modify structure within Kiwanis.
  - b. Our Board members must put themselves in the shoes of those from other countries and cultures.
- Attended Florida, Norden, and Pennsylvania District Conventions. As a result of the meeting with our European colleagues, I

strongly recommend that Kiwanis International be responsible for hiring and paying the cost for translators during Counselor visits to any district in which direct communication needs enhancement.

Respectfully submitted,

W. J. "Wil" Blechman, M.D.  
President-elect

## MESSAGE OF THE SECRETARY

to the

## INTERNATIONAL BOARD OF TRUSTEES

OCTOBER 3, 1989

In his message to the delegates at the Kiwanis International Convention in Orlando, Florida, now Immediate Past President Gene Overholt said that there are really no endings, just new beginnings. I believe that what he meant was that we are only caretakers of the Kiwanis dream. Each year the dream is passed to a new group of leaders to carry the torch of service which has shone so brightly through seventy-four years.

The torch has now passed, and we begin our seventy-fifth year of service. We look forward to the contributions of those of you who are continuing your tenure on the Board. We also welcome the new members and look forward to your contributions as well. There are many things for which Kiwanis can be proud, but as you know, there is more that needs to be and can be done.

The indicators at this time tell us that the last two years have created a strong base, both in service and membership. This strong base is something upon which we can now build. Our first opportunity to instill this belief in the volunteer leadership will occur in just a few days when the leaders of Kiwanis International gather for Council in Indianapolis to learn and to share. President Noris has planned exciting, informative activities and challenging goals which will set the stage and give direction for a successful year for Kiwanis International.

But we will not only be celebrating our seventy-fifth anniversary year of service, we will be opening a new decade in the history of Kiwanis. There are several issues that need to be addressed as we begin this first year of the nineties. Some of the preliminaries have already begun.

Based on the discussions in the House of Delegates in Orlando, we will need to discuss and define how Kiwanis International will distribute information concerning finances hoping to educate the member clubs on how to comprehend the information provided.

We also need to consider how to address the "us and them" attitude of some of the membership and educate the members of our clubs to understand that them is us!

We will need to strengthen the relationship between Kiwanis International and the European Federation of Kiwanis International. We will have to build credibility with our member clubs in Europe as we begin to provide services which these clubs have not received. The Regional Office in Europe is now officially open for business. Last year was the transition from the Federation providing services on Kiwanis International's behalf to Kiwanis International assuming full responsibility for those services.

In August, the European Federation Board of Trustees agreed to which services Kiwanis International would provide on behalf of the Federation and resolved many of the other issues that had been unresolved.

The special committee, comprised of European Federation Board members and Kiwanis International Board members has developed a set of proposed Federation bylaws. This has been covered by President Noris and discussions in the Think Tank.

Defining the relationship with the Kiwanis International Foundation has continued. The committee appointed to develop the relationship has submitted its recommendations to this Board and the Foundation Board for consideration during the next few days. A copy of the report was included in the Board books. This should be a positive step in improving the relationship.

A preliminary proposal for a travel management program to control costs and enhance income has been proposed. As the Board deliberates the issue, please understand that this has been developed to save Kiwanis dollars. If this proposal or a hybrid of the proposal is adopted, the Board needs to determine if the guidelines and the designated agent will also apply to Key Club and Circle K and "their" dollars as well.

We have included in your Board folder a copy of materials to be presented to the committee of Past Presidents during council. This will hopefully give you some insight into their deliberations while also making you aware that they will provide some preliminary review of concepts the Board may decide to discuss in the near future.

Approximately a week ago a draft of the proposed 1989-90 budget summary was distributed for your review. Some adjustments to the report may be made by the Finance committee, and your suggestions are encouraged. We are continuing to refine the reporting process to the Board so that you can better understand the budget and how the proposed budget has changed compared to the previous year.

Beginning after Council, we will be making our first attempt at the International Office Memo. This was suggested by the paper flow study committee. The memo will attempt to consolidate much of the information provided to the Kiwanis International Officers, District Secretaries and Field Service Representatives. This will replace the Wednesday mail to the districts and the Thursday mail to the Past Presidents and the Board. This will be mailed on Fridays; all the previously mentioned individuals should receive it on Monday morning. This, as I mentioned, will be new, your input will be appreciated. We hope to make it a useful tool for the Kiwanis Leadership.

I would like to mention that on September twenty-third the annual reunion of the Kiwanis International 101 East Erie Street, Chicago employees was held in Indianapolis. This group of International Office employees from Chicago has met every year since the office was relocated. They were invited to visit the new International Office this year. Over fifty former employees attended this successful event and enjoyed fellowship and old stories with several of the current International Office staff.

By now, you should have had the opportunity to meet two new additions to our staff. The first is Matt Morris, who is the Director of Member Services. We have also acquired Paula Zhou as our part-time Mandarin translator who will be with us at each of the Board meetings. Someone you have not yet been able to meet but who will be with us at council is our new Field Service Representative assigned to the Districts of Illinois-Eastern Iowa, Minnesota-Dakotas, Michigan, Wisconsin-Upper Michigan and Western Canada. His name is Brian Crees.

Accomplishments of the International Office for the last administrative year were distributed in advance in the status report. President Norris has suggested that the status report become part of the Secretary's Report in the minutes of each Board meeting. Because of this, there is no need to extend my message by covering accomplishments for the last three months.

We at the International Office have done our best to prepare assistance for you in your deliberations. We hope that this first board meeting of the Seventy-Fifth anniversary year will be successful, set the tone for a memorable year in Kiwanis history and a year in which we Encourage Excellence.

Respectfully submitted,

Kevin W. Krepinevich  
International Secretary

**NOTE:** The Status Report for October 1, 1988 - September 30, 1989 is included with the Message of the Secretary in the permanent minutes. It is also included in the minutes for those who did not receive it prior to the September 30 - October 4 and 8, 1989 Board Meeting.

KIWANIS INTERNATIONAL

STATUS REPORT

FOR THE PERIOD

OCTOBER 1, 1988 - SEPTEMBER 30, 1989

**KIWANIS INTERNATIONAL**

**COMMUNICATIONS DIVISION**

**STATUS REPORT**

## ADVERTISING/CIRCULATION

The fiscal year started off well. Sales for both the October and November/December issues were strong and met staff's optimistic annual budget projections. The year also closed strong with solid sales in August and September issues that were also on targeted budget estimates. However, advertising sales for January through June/July issues were down, generating revenues that were almost \$20,000 per issue less than budgeted. It should be noted, however, that final audit sales totals will exceed \$400,000 for fiscal year 1988/89. This is an increase of more than \$50,000 over last year's total and the second best year in Kiwanis magazine's history.

The primary reasons for this under-estimate situation were:

1. The Loss of the Travel Advertorial Series: this feature ran in September, October, and November/December 1988 issues and generated significant advertising dollars for Kiwanis magazine. However, reader response to the feature was not adequate to please advertisers. Combined with this, the firm contracted to coordinate and market this feature incurred unusual personnel problems. Staff still believes that this concept has substantial potential for Kiwanis magazine. Staff is continuing to seek another firm to assemble and market another travel advertorial program, and will try to renew the feature.
2. Reorganization of the Independent Sales Representative Network: during the first quarter of this fiscal year, contracts were terminated with or by three of the firms representing The Kiwanis Magazine for advertising sales. One new representative was hired during the second quarter, other territories were adjusted to compensate, and additional representation is still being sought.
3. Fund-raising Advertising Declined: this trend is not of short duration. It is beginning to level off, but no turn around is forecast.
4. The Quality of the Advertising Upgraded: staff rejected more unacceptables or substandard advertising in the past year than had been turned down in the previous three years. This trend will continue.

Sales substantially below budget caused the advertising staff to adjust expenses significantly during the year. Over \$45,000 budgeted will not be spent to offset a portion of this sales loss, however, the major expense items in the advertising budget are allocation of Magazine Production expenses: printing, paper, postage, and typesetting. These items account for more than 55 percent of advertising's total budgeted expenses, and they are not being projected under budget for year end.

### Speaker's Bureau

Activity in the Speakers Bureau is steady. This activity needs additional promotion. However, promotion of the Speakers Bureau comes out of advertising promotion funds, and those funds have been monitored closely to alleviate the under-budget sales situation. Staff has begun working on a fall promotion with magazine editorial and for production after October 1 to utilize next year's funds. Several new participants are coming on line with the Speakers Bureau during the fourth quarter of 1988/89. They are the American Management Association, the Federal Aviation Administration; negotiations are in progress with Merrill, Lynch, Pierce, Fenner & Smith, and with the American Dental Association.

### Reader Service

Reader Service activity also continues slowly. This feature needs to be accompanied each issue by a postcard insert, however, to date, the cost is not justified by advertising revenues.

### Presidents' Cruise

The Presidents' Cruise scheduled for December 9-16, 1989, will be wrapped up by the October meeting, and a full report will be available at that time. Preliminary results have been less than hoped. Firm bookings, as of August 1, total only a few over 100. Interest was and continues to be high, with more than 3,500 inquiries made, but confirmed bookings have been slow.

## EDUCATION

### 1988 International Council

Staff conducted a survey of 1988-89 district governors as the basis for organizing the content of the International President's Meeting with district governors, Council workshops, and discussion groups. Staff also developed the Council evaluation format, tabulated the results, and wrote a summary of the discussion groups, which was distributed to all Council participants.

### Kiwanis International Leadership Training Program

During the 1988-89 administrative year, staff completed training and certification of 215 trainers for 34 districts.

Staff's responsibilities pertaining to implementation of the Kiwanis Leadership Training Programs within each district required printing, collation, and mailing of approximately 5,000 manuals and other participant materials to the trainers and also required work with the districts to organize and promote the programs. Staff conducted one of the Leadership Training Programs and had an opportunity to evaluate 11 of the Certified Kiwanis Trainers through direct observation. The participant materials were upgraded, and some additions were made to overhead transparencies.

Two years of selecting and training trainers and implementing programs within the districts has been a learning experience. Participant reaction to the program and to the trainers has been, with very few exceptions, positive. Most of the trainers selected performed well in their initial efforts. To date, only four trainers have been replaced.

Attendance averaged approximately 50 percent of those invited in most districts. Some districts found it difficult to identify incoming club presidents. In some instances, invitations were not sent until 1-2 weeks prior to scheduled sessions. Lieutenant governors-designate often did not understand clearly the program's potential for improving their success, and as a result, made little effort to promote with the incoming presidents within their divisions or to attend personally the sessions. Districts that were into their second year of implementation improved attendance over the previous year.

Several of the districts and many of the Certified Kiwanis Trainers believe that the 1 1/2 day program schedule had a significant impact on attendance. In some respect, it's a "catch 22" situation. If only 50 percent of those invited attend, the program can be completed in one day. If the program is advertised as a one-day program and attendance achieves maximum potential, program completion in one day would be difficult. Some of the trainers feel more comfortable with a one day schedule extended in time at both the beginning and end of the day. Other trainers enjoy the 1 1/2 day format. Experimentation with this problem will need to continue. Care must be taken to avoid lessening the quality, but attendance needs to be enhanced. Also, earlier and more effective district organization and promotion is needed.

Certificates of completion are being sent by trainers in September to program participants along with a follow-up survey. We hope to determine participant utilization of the skills learned in this program.

#### District and Club Materials

Staff coordinated the development, printing, collating, packaging, and distribution of Club Officer Packets in English, French, and Spanish. Also, staff developed the District Governors and Secretaries Reference Guide, the Lieutenant Governor's Guidebook and a new Club Secretary's Guidebook.

So far, the reaction to the new Club Secretary's Guidebook has been positive, but staff has not yet received enough feedback to evaluate its overall utilization or practical value.

Steps taken this year and last year continue to reduce club requests for replacement copies of the Club Officer Packet. Tear-proof envelopes, letters to club secretaries and lieutenant governors in the January and May general mailings informing them of the impending receipt of packets, use of paper section binders rather than polywrap, and the use of 4th Class U.S. Mail rather than United Parcel Service resulted in a reduction of replacement requests from over 500 two years ago to less than 100 this year.

#### Governors-elect Training Conference

Planning the agenda for the 1989 Governors-elect Training Conference was completed at the Board Meeting of October 1988. By doing so, a special meeting of the Board Committee on Education and Leadership Development was avoided. The Conference was held on March 2-5, 1989, at the Kiwanis International Office. The Governors-elect from all Kiwanis districts and the Provisional District of Korea attended. In addition to President-elect Noris Lusche, faculty for the Conference included members of the 1988-89

Board Committee on Education and Program Development, Kiwanis International Foundaiton President-elect Tyler Bland, Kiwanis International European Federation President-elect Willy Ostholt, and the 1989-90 International Committee Chairman for Information and Leadership Development Paul Tomshany. Guest speakers during the Conference included Dr. Earl Reum, Dr. Geoffrey Bannister, James D. Heymes (Chairman, International Committee on the 75th Anniversary), and Rabbi Dennis Sasso.

All participants rated the Conference as having met their needs and expectations. Quality improvements will be made in future Governors-elect Conferences, but only minor adjustments should be needed in the agenda format.

#### International Convention

Staff coordinated development of 52 forums, training seminars, open discussions, and orientations. Space was insufficient for demands in approximately 35 of 50 sessions. Reaction to most sessions was very positive. In addition to overall coordination, staff conducted three training sessions for incoming club presidents. New sessions added this year like "Stimulating More Active Member Involvement" and "Developing an Orientation Program for New Members" focused on club issues and generated overwhelming attendance.

#### MAGAZINE

##### Kiwanis Magazine

Through the course of the 1988-89 administrative year the traditional ten issues of Kiwanis magazine were published, each one offering its readers a wide variety of articles--both Kiwanis-related and general interest--to enjoy. All of these issues have been highlighted in Status Reports distributed through the course of the year, and the June/July, August, and September issues are addressed later in this report, as is the October 1989 Kiwanis.

##### Orlando Convention

The 74th Kiwanis International Convention received a considerable amount of pre-convention publicity (twenty stories), beginning in the January 1989 issue and continuing through the June/July '89 Kiwanis magazine, including three convention-related feature articles. Four Convention Daily newspapers were published. A number of post-convention stories were prepared for the August '89 Kiwanis. The main article, "The Orlando Episode," was that issue's cover story.

##### Sponsored-Youth Conventions

Circle K International's annual convention staged in Cincinnati and Key Club International's annual gathering in Orlando received pre-convention promotion in Circle K and Keynoter magazines, respectively. A feature article about the Key Clubbers' convention experience appeared in the September '89 issue of Kiwanis magazine, and Circle K's get-together in Ohio will be featured in the November/December '89 Kiwanis.

### 75th Anniversary

The Magazine Department staff's research and planning for the special 75th Anniversary issue of Kiwanis magazine (January 1990) will result in a fitting tribute to the organization's long history of service, leadership, and fellowship. It is anticipated that this issue will be larger than normal--perhaps eighty pages or more, which will be supported by a greater advertising base if sales predictions bear out. Plans call for that issue's cover to be turned into a poster that will be utilized by the Kiwanis International Foundation in its anniversary year fund-raising efforts.

### The Men Who Wear the K

Larry Hapgood's history of Kiwanis has been revised, updated, and retitled: Dimensions of Service: The Kiwanis Story. Currently, staff members and Associate Secretary Emeritus Larry are proofreading the book's new pages, and the book is expected to be printed in time for the International Council meeting this October. Besides providing more recent information about various organizational concerns, two major sections have been written that detail Kiwanis International's move from Chicago to Indianapolis and the events leading up to the opening of club membership to women.

### Operation K World

Three "Operation K World" mailings have been completed thus far this administrative year, the most recent one being mailed July 24, and another in September. These packages of selected and pertinent Kiwanis magazine articles (in English) are sent to the editors of non-North American district bulletins for translation and use in their publications. Responses from these individuals have been positive for the most part, though it is hoped that a "two-way" information exchange will develop in the years ahead.

### Bulletin for Kiwanis Officers

For the third consecutive year, regional editions of the Bulletin for Kiwanis Officers (BKO) were published regularly for Kiwanis' European, Andean and Central American, and Asia-Pacific regions--with enough copies printed of each issue to be read by all Kiwanians in those areas. Responding to a European readership survey that concluded in August 1988, special efforts were made to tailor these newsletters to the particular needs of these Kiwanis nations (e.g. administrative how-to stories and regional reports). The North American BKO was published eight times during the 1988-89 administrative year, providing club officers and subscribers with valuable information to assist them in their club leadership roles.

### June/July 1989 Issue

This joint-month issue featured three noteworthy articles: "Belgium: Lacing Color into Life's Tapestry," a Kiwanis-nation story with a sidebar on Belgian Kiwanians; "The Day-Care Dilemma," an in-depth analysis of a current social concern; and "Handshake Across the Border," a report on the future business prospects between new free-trade partners Canada and the United States--with an accompanying story about the goodwill and fellowship shared between two "bordering" Kiwanis clubs.

### August 1989 Issue

As previously mentioned and as traditionally presented, the August Kiwanis magazine was the "convention issue" with its "Kiwanis Today," six "Kiwanis Scene" stories, a feature article, speech excerpts, and forty-six photographs all related to "Orlando '89: For the Fun of It." But this issue offered a lot more, including a lively "Letters" section, an on-site report about the 14th Annual Asia-Pacific Conference, a wrap-up on Kiwanis' involvement in the 1989 Children's Miracle Network Telethon, a "Viewpoint" addressing the subject of "leadership" written by David Rockefeller, a special "Kiwanis in Action" section devoted to successful club fund-raising projects, a very special story about "Treasuring Gifted Children," and a full-feature about the Kiwanis Club of Ottawa, Ontario's "Rideau Canal Duck Race for Tiny Hearts," which netted that club \$225,000-plus for a donation to a provincial children's hospital.

### September 1989 Issue

Besides "Key Club's Magical Orlando," this final Kiwanis magazine for the 1988-89 administrative year features a special section titled "Beacons for Small Business," which included major articles about writing business plans, commissioning professional consultants, and producing promotional videos. In addition, this issue contained an introduction to the 1989-90 Major Emphasis Program, "Encourage Excellence"; a report on the Kiwanis International-European Federation convention; and a "Viewpoint" about "Building Goodwill" by United States Postmaster General Anthony M. Frank.

### October 1989 Issue

1989-90 International President Noris Lusche (and his wife, Jean) are featured as the cover story of the October '89 issue, and President Noris' vision for Kiwanis' 75th Anniversary year will be relayed to the membership in the "Viewpoint" column. This Kiwanis magazine's feature section also will include a Kiwanis-nation story, "Guam's Winds of Change," and an in-depth look at what is being done to protect and purify "The World's Waterworks."

### Youth Publications

The Magazine Department also developed and produced five issues of Circle K magazine and seven issues of Keynoter magazine for Kiwanis' two major sponsored-youth groups. These sixteen-page, two-color magazines (one twenty-page Keynoter) provided Circle K'ers and Key Clubbers with information about their respective organizations' activities, club projects, social concerns related to community service, leadership development, matters of interest to students, and a variety of other subjects.

## MEETINGS & CONVENTIONS

### Orlando Convention

Orlando proved to be Kiwanis International's most well-attended Convention in recent years, with a registered attendance of 12,486. Several new programs were instituted for the Orlando Convention, and several format changes also took place.

The sale of Disney and Sea World tickets was added to staff's responsibilities, and more than 10,000 overall ticket orders were received and processed.

Additionally, staff created, at the request of its Board Committee, a type of reserved seating for the Superstar Show. Although this procedure slowed on-site packet stuffing, it seemed to alleviate the initial rush of people into the hall when the doors opened.

Also developed and distributed this year was a tri-fold forum schedule which listed, by date and time, concurrent forum and workshop information. The "Forum at a Glance" was well-received and was included in the on-site packet.

Kiwanians and guests also had the opportunity this year to order video tapes of the major sessions. To date, 60 orders have been received.

In the Sessions agenda, several improvements were made. Utilizing host district Kiwanians to present the flags was very well-received. The host District Governor will be asked to assist with this in the future.

Sunday evening's entertainment also was successful and helped to end the session on a high note. The Wednesday night session, without entertainment, was timely and, from all reports, favorably received. The audience size was down slightly.

The implementation of limited electronic balloting was helpful in counting the ballots for trustee, and staff will attempt to find this type of equipment in St. Louis.

The Youth activities and programs were the best in years. Inexpensive babysitting was offered on-site during evening sessions, and the "amenities" in the Youth Lounge included free video games, free movies, free popcorn, free cokes, and free supervision daily. In-room sitting services also were available at reasonable rates.

#### Future Conventions

Staff was successful in its efforts to secure additional riser seating in St. Louis at no extra cost to Kiwanis International, and plans for that Convention already are well underway.

The annual Planning Conference for the St. Louis Convention was held at the Adams Mark Hotel, July 20-23. President-designate Noris presided with Host Committee Chairman, Gene Engelhardt and Board Committee Chairman for Communications and Conventions C. A. Dillon.

Additional information will be reported during the Board meeting, however, staff has been working on the following items:

1. Potential entertainment for the Opening Session.
2. Superstar entertainment (Larry Gatlin and the Gatlin Brothers have committed verbally to the dates. Contracts are forthcoming.)

3. Contracts for decorator, tours, airlines, rental cars, shuttle buses, etc.
4. Potential Spouse/Guest Luncheon speakers.
5. Hotel blocks and district assignments.
6. Promotional items (On-to tapes and stick-on logos have been sent to each district office.)

The 1991 Convention site, Anaheim, also received a site visit during the year, and Robert Gibbons was selected as Host Chairman.

Nice, France, site of the 1993 Convention was visited, and the 1994 bid awarded to New Orleans.

Staff has also coordinated housing, registration, and all logistics for the 75th Anniversary in Detroit. Also, negotiations for registration and housing for Key Club were completed.

#### Meetings

As in past years, staff coordinated the logistics of the International Council Meeting, the District Secretaries and Governors-elect Meetings, and the Board Meetings in Indianapolis.

Additionally, staff coordinated housing for the four Regional Conferences for Governors, the Public Relations Conference, and the Advertising/Sales Meeting.

#### PROGRAM DEVELOPMENT

##### Printed Materials for the 1989-90 Major Emphasis Program

A 40-page project guide has been produced in English, and somewhat smaller versions have been produced in French and Spanish. Fact brochures have been produced in English, Spanish, and French. English materials were sent to North American and Asia-Pacific clubs in May, with the leadership materials. European, French-Canadian, and Andean-Central America materials were mailed in August. In addition, 80,000 fact brochures were distributed, free, to clubs.

##### Audiovisual Presentation on 1989-90 Goals and MEP

A slide presentation on the Goals and Major Emphasis Program was produced in English, French, and Spanish. Videotape versions were developed in English and Spanish. This is the first time a Spanish videotape has been developed. English slide shows were distributed in July. Other slide shows and all videotapes were mailed in August.

##### 1989-90 Theme Folder

A Theme folder was produced in English, Spanish, and French. It contains the 75th anniversary logo, the MEP title, 1989-90 Goals, a calendar with important Kiwanis dates marked, and the Objects of

Kiwanis. A flyer to promote the sales (by the Supplies Department) of the folder was produced and sent to the International and district conventions. The flyer will also be included in the September general mailing to clubs. Theme folders cost \$1.85 per 50, plus shipping.

#### International Friendship Program (IFP)

The IFP was promoted through articles in the Kiwanis magazine and Bulletin for Kiwanis Officers. A flyer/order form was sent in the September general mailing, which reaches new club presidents by October 1. This resulted in 257 requests for kits on the program. Twelve young persons were nominated for summer exchanges, and 10 of them were matched in 5 proposed exchanges. Participants and host families will soon be asked for comments and pictures.

#### Children's Miracle Network Telethon (CMNT)

A videotape (for use in presentations to clubs) and a series of newsletters was developed and distributed to all telethon district chairmen and to hospital telethon coordinators. Fund-raising results were tabulated, and discrepancies with the Osmond Foundation's total were worked out. Kiwanis received credit for raising \$1,001,349 for children's hospitals.

#### Special Olympics

A campaign was developed to support athletes participating in the Special Olympics International Winter Games. Materials were sent to district chairmen and Special Olympics chapters. A total of 324 clubs and one district contributed \$60,439 to this effort through the Kiwanis International Foundation. In addition, clubs in at least two districts chose to contribute directly to Special Olympics chapters. Material for the coming year has also been developed; the material encourages efforts on the local level.

#### Hugh O'Brian Youth Foundation

A bulletin on how to support the program was revised and printed for distribution in the September general mailing, and the entire campaign of letters sent throughout the year was revised and refined. Communication with state HOBY chairmen, the HOBY Foundation, and the Kiwanis district chairmen continued throughout the year. This has resulted in \$160,000 of club support for state seminars by approximately 1,000 clubs.

#### New Materials

Bulletins on mentoring, the Terrific Kids program, and court-appointed special advocates were developed. A revised version of Choices About Drugs and Drinking was developed, and all 1,500 kits were distributed. Work has begun on a new kit for Kids' Day that focuses on a creativity fair.

#### Distribution of Service Materials

More than 2,400 literature requests from clubs and lieutenant governors were filled, along with several hundred special requests from district governors, secretaries, and constituent organizations.

### Speeches

Speeches pertaining to the 1989-90 MEP were drafted for the President-elect for the governors-elect training conference, and the International Convention.

### International Committees and District Chairmen

Two sets of service materials, committee program sheets, and a list of responsibilities were sent to all service-related International Committees and District Chairmen. In addition, newsletters were supplied to District Chairmen, for use as a handout or as material for articles in their district bulletins.

### Resolutions Committee

The Resolutions Committee met at the International Office in May and presented to the Board the eight resolutions passed at the International Convention.

### Annual Club Reports

The annual club reports for 1987-88 were prepared and computer-scanned. A summary statistical report was produced. The scan form and instructions for the 1988-89 report have been developed. The new questionnaire will solicit additional information about club support for four constituent organizations.

### Constituent Organizations

Advice and coordination efforts resulted in considerable Kiwanis club support for Invent America, the Young Astronaut Program, the American Institute for Character Education, Thomas Jefferson Research Center, National 4-H Council, and the National Coalition to Prevent Childhood Injury.

### Kiwanis in Action

A 36-page booklet listing award-winning projects from some 90 clubs, the 1989-90 edition of Kiwanis in Action, was printed in time for display at the International and district conventions. One copy and an order form were sent to all clubs in the September general mailing.

### Convention Support

The Program Development staff provided the following services to the Convention Department:

1. Scripting of all general sessions.
2. Speech for the President-designate.
3. Audio-visual support for all speakers.
4. Coordination with stage producer and management of backstage activity.
5. Materials and volunteer staffing of club clinic booths on service.
6. Design of curriculum, solicitation of speakers, and monitoring of seven forums.

## PUBLICATIONS

### Collateral

To accomplish the staff mission to serve clubs and members of Kiwanis, the Publications staff performs the task of designing and producing collateral for all other departments of Kiwanis International. Purchasing of printing for these materials is also the responsibility of staff once production has been completed and approved by the requesting department. To-date, 481 jobs have been completed.

Some types of collateral printing produced include: dozens of brochures, such as the MEP Project Guide and Kiwanis in Action brochure, certificates of various sizes to promote pride and award distinguished service, logos for each new MEP and convention, up to twenty-five ads for Supplies and Foundation to run in Kiwanis, Keynoter and Circle K magazines. In addition to the eight North American BKO's, there were three European, two Asian, and two Andean-Central America editions produced.

Design is accomplished by staff, trying for individuality, creativity, and distinction. Sketches are rendered and discussed by staff and/or officers prior to final implementation.

## PUBLIC RELATIONS

### 75th Anniversary Kit

Production was completed on the 75th anniversary kit the first week of August and was mailed to club secretaries and the Kiwanis leadership. This kit will afford each club an opportunity to use the 75th anniversary as a focus point in which to secure local publicity. The kit contains, for example, a program guide, localized news releases, Kiwanis history, order forms for the PSA spots, 75th anniversary edition of Volunteers in Action, and the 75th anniversary billboard order form.

### Metro Media Service Anniversary Tabloid

Production is nearly complete in producing an eight-page 75th Kiwanis Anniversary tabloid section that will be distributed to over 7,000 local newspapers throughout the United States. Extra copies will be available for clubs that do not have a newspaper which subscribes to this service.

### Rose Parade Float Project

As of August 17, 1989, 6,101 pins, 288 charms, and 36 plaques have been sold for a net income of \$41,378.60. Each district has received a consignment of pins to sell at its convention. Additional coverage on this project is planned for the next issue of Kiwanis magazine and the BKO. Additional pin order forms will be included in the September general mailing to each club president.

To date, 36 plaques have been sold and additional sales are anticipated as a sales letter was sent by 75th Anniversary Chairman Jim Heymes to 179 members of the Kiwanis leadership family.

### Local Club Public Relations

More than 38,610 pieces of public relations materials have been provided to local Kiwanis clubs during the 1988-89 administrative year. These include order forms for public relations support materials to assist the local club in creating a higher visibility in its community. In addition, the department has provided one-on-one guidance to more than 100 local clubs.

### Club and District PR Training

Supplies of all current public relations materials and sample radio and TV tapes were sent to district PR chairmen for use at their district conventions during July and August.

### Key Club PR Support

Public Relations guidance has been provided to Key Club. The department directed the publication of a leadership brochure that was prepared for distribution to high school sophomores who were attending the International HOBY leadership conference in Baltimore. Additional copies will be provided at the state level next year. The department is also preparing a story about Key Club for placement in the HOBY Ambassador publication.

### PSA Television and Print Ads

The Kiwanis International public service announcements continue to appear on network television and in regional editions of Time, Newsweek, U.S. News & World Report, Sports Illustrated, and in some cases Fortune, Financial World, Changing Times and Nations Business.

January thru August, 1989, 36 pages were published in these publications at no charge to Kiwanis International. The readership of these publications was 3,373,211 and the advertising value of this space, if purchased, would have been \$33,840.

During the past six years that the Media Network program has been in effect, Kiwanis International has received 687 pages of public service advertising in these publications. The total readership audience has been 82,379,539. The total advertising values of these pages would have been \$776,255. The network PSA spots are compiled on a yearly basis only, so we cannot provide a report on their placement at this time.

### 75th Anniversary Proclamation Project

Letters have been sent to the 1988-89 Governors-elect, worldwide, asking for their assistance in securing proclamations from government leaders in their respective districts.

### 75th Anniversary Message From President Bush

Kiwanis International staff has met with President Bush's staff liaison to discuss this project. Following the meeting, a suggested script was submitted to the White House. Kiwanis International staff is awaiting notice of a taping date which should be established within the next two months.

**KIWANIS INTERNATIONAL**

**EXECUTIVE DIVISION**

**STATUS REPORT**

## EXECUTIVE DIVISION

### STATUS REPORT

#### Kiwanianne Club Program

The transition of transferring the Kiwanianne Program to the Sponsored Programs Division began in October and was in place by the beginning of January, 1989.

#### International Committees

##### 1989-90

Chairmen and members of the 1989-90 International Committees were selected and personalized communications were sent to all requesting acceptance as well as a photo and biographical information.

Membership on all Committees was finalized at the Convention Board Meeting in Orlando. The 1989-90 International Committee list was mailed in July to International Committee Chairmen and Members requesting any address corrections. The finalized listing of Committee personnel was mailed to Committee Chairmen, Members, Board of Trustees, 1989-90 Governors and District Secretaries on September 1.

##### 1990-91

A letter from President-elect-designate Blechman along with appropriate forms have been sent to different groups of Kiwanis International leaders, district leaders, and staff for their suggestions of Kiwanians to serve on International Committees for the 1990-91 year.

#### International Council

##### 1988-89 Fall Council

The September 29 - October 2, 1988, Council Meeting was attended by a total of 337 Council Members and guests. Dr. Tom Haggai addressed the Opening Session. John Gross was the featured speaker at the Luncheon Honoring the Past Presidents. Astronaut Jack Lousma addressed Council attendees at the Closing Council Session on Sunday morning. Training was provided for Governors and District Secretaries. Appropriate followup was made to attendees and non-attendees, including a mailing of all major Council addresses.

##### Convention Council in Orlando

An agenda was prepared in conjunction with President Overholt and approved by the Board Committee on Communications and Conventions. Following approval, letters regarding seating and participation by various speakers were sent. The Council meeting was attended by 110 Council Members and guests.

### 1989-90 Fall Council

Information relating to the Council Meeting was mailed to all potential attendees by June 25, and instructions to program participants were finalized by September 15. Michael Broome has been confirmed as the motivational speaker for the Opening Council Session. Gene Sease has been confirmed as the speaker for the luncheon Honoring the Past Presidents. Richard Abel has been confirmed as the speaker at the Closing Council Session. Workshops have been planned as well as activities designed to promote fellowship, education, motivation and inspiration.

### Past Presidents' Committee

#### Meeting During 1988-89 Fall Council

The agenda and other preparations were made for the Past Presidents' Committee during the October Council Meeting. Minutes were prepared, and the report was given to the Board of Trustees. Recommendations of the Committee were referred to the appropriate Board Committees. A report of the disposition of each recommendation made by the Committee was mailed to all Past Presidents.

#### Meeting During 1989 Orlando Convention

An agenda and other preparations were made for the meeting of the Past Presidents in Orlando. Minutes of that meeting were distributed and appropriate recommendations referred to the proper Board Committees.

All Past Presidents and widows not in attendance in Orlando were mailed copies of the Convention Daily, Official Program, Proposed Amendments, and biographical sketches of candidates. A brief overview of the Convention was also included.

Preparations for the Past Presidents' Committee Meeting during Council were completed.

### 75th Anniversary

The 75th Anniversary Committee held two meetings during 1988-89 -- on January 23-24, 1989 and on June 24, 1989 (at the Orlando Convention). All Committee members and ex-officio members were in attendance. Minutes of both meetings were mailed to all members. The location of the January 20-21, 1990 gala birthday celebration was moved from Cobo Hall in Detroit to the Westin Hotel, Renaissance Center. Details of the January 20-21 programs on Saturday afternoon and evening and Sunday morning were finalized, and the Michigan District agreed to accept responsibility for soliciting corporate sponsorships. Participants in the Service Club Leaders Conference have been invited to send representatives, and a special reception is planned for those who attend. The 75th Anniversary kits were mailed to all clubs and district leaders in early August, 1989. Rose Parade Float pins and plaques are being actively promoted, and 100 pins were sent on consignment to the District Public Relations Chairmen for the various district conventions in North America. A letter from 75th Chairman Heymes was sent to 1988-89 and 1989-90 Boards of Trustees, Past International Presidents,

Secretaries Emeriti, Governors, Governors-elect, and Immediate Past Governors promoting sales of plaques. A videotaped and cassette message by 1989-90 International President Noris Lusche was recorded in Indianapolis in late September and will be mailed to each district by mid-October. Work is being done to finalize the January, 1990 issue of KIWANIS magazine, which is the commemorative 75th anniversary issue.

At the Governors-elect Conference in March, the 75th Anniversary Chairman presented the program at a luncheon, and bulletins were distributed - "The Role of the Governor" and "The Role of the 75th Anniversary District Chairman" in promoting the 75th Anniversary. A forum on the anniversary was held at the Orlando Convention, and a 75th Anniversary booth with supplies of various materials was in the Club Clinic area of the exhibit hall. The message of the President-designate Lusche featured the 75th Anniversary. Anniversary commemorative supplies were sold from the supplies booth and will be available throughout the anniversary year.

Three issues of a special 75th Anniversary bulletin have been distributed to 1989-90 governors and chairmen of district committees on Public Relations and 75th Anniversary. On July 21-22, the International Chairman visited with staff in Indianapolis, and additional plans relating to promotion of the 75th Anniversary were finalized. Members of the International Committee have been assigned districts for promotional purposes. Each district has received a special letter from the International Chairman noting that a specific number of tickets to the 75th Anniversary Gala on January 20-21 have been set aside for their "official family" until November, when they will be released to any Kiwanian wishing to attend. The "official family" includes the governor, governor-elect, immediate past governor, district secretary and treasurer, lt. governors, and 75th anniversary district chairman.

#### 1989 Regional Governors' Conferences

President Gene Overholt presided at all Regional Conferences held early in January in Salt Lake, Utah; St. Louis, Missouri; Indianapolis, Indiana; and Orlando, Florida. Physical arrangements, agenda, and other preparations were made by the department.

#### 1989 Governors-Elect Conference

The Governors-elect Conference was held in early March in the International Office. Logistics of the Conference were handled by the Special Services Division in conjunction with the Education Department.

#### Orlando International Convention

##### VIP Letters

During the period of April 24 to May 25, letters were sent to the various groups of VIPs relating to Orlando convention events in which they were involved.

### Proposed Constitution and Bylaw Amendments for Orlando

The Proposed Amendments to the Constitution and Bylaws for the Orlando Convention were finalized at the May Board Meeting. They were then printed and sent to all clubs by May 25.

### Biographical Sketches of Candidates for International Office

All candidates for International Office in Orlando were sent biographical forms in February. Information was received, edited, and proofed. The sketches were completed in May, printed and placed in registration envelopes of delegates in Orlando.

### Training of Incoming Trustees

Newly elected Trustees received preliminary indoctrination on Thursday morning and afternoon, June 29, in Orlando. Subjects covered included Board functioning, operational and long-range planning, growth, leadership education, assignments given by the President, role as district counselors, finance, Constitution/Bylaws/Policies/Procedures, Council, and the 75th Anniversary year. A followup indoctrination was held on Friday, September 29 which covered additional topics.

### 1989-90 Reference Guide (formerly the Board Brief)

The 1989-90 Reference Guide was completed and mailed to the Board of Trustees, Past International Presidents, Secretaries Emeriti, European Federation President, and Field Service Representatives on July 20. Copies were also provided to appropriate members of staff.

### 1989-90 Official Representative Reports to District Conventions

All report forms and supporting data were sent to the respective district Counselors with additional information regarding district bylaws, finances, club reports, and some history of the country visited (in the case of non-North American Counselors) was included. Following receipt of completed reports, copies were shared with staff for follow-up if necessary.

### Policies and Procedures of Kiwanis International

Updated Policies and Procedures were sent to all Board Members, Past Presidents, Secretaries Emeriti, and members of the 1989-90 Constitution and Bylaws Committee on September 15. Appropriate Staff members have also received an updated copy.

### Constitution and Bylaws

The revised Constitution and Bylaws as amended at the Orlando Convention will be printed in the 1989-90 Directory which is scheduled to be completed around October 1 and extra copies will be printed with covers for use in various kits and to be sent out upon request.

**KIWANIS INTERNATIONAL**

**FINANCE/MIS DIVISION**

**STATUS REPORT**

## **FINANCE and M.I.S. DIVISION**

### Opening of Kiwanis International Office in Zurich

This year has been very challenging in arranging the opening of our new office in Zurich. At the beginning of the year there was no indication that the events would develop as badly as they did. In fact, there was every reason to believe that there would be cooperation and support from the Federation staff. Unfortunately, not only was there no cooperation, but rather a series of attempts to impede or preclude our goal of opening an office.

In spite of these difficulties, staff continues to work toward a successful transition of duties. Our Regional Manager, Rene Chapuis, was hired last September and has performed very well. Because of an extraordinarily low unemployment rate in Switzerland, finding qualified support staff has been difficult. Nevertheless, Rene has hired one very qualified full-time administrative assistant and two part-time clerical employees.

Early in the fiscal year, Kiwanis International was fortunate to secure some additional office space directly across the hall from the present office. This area, together with the office space provided by the Federation Board, gives Kiwanis International sufficient space to operate. Due to the high cost of new furniture, used furniture has been purchased. Computer equipment is being installed which will be linked to our Nixdorf mainframe. Two personal computers have also been purchased.

The computer programming staff in Indianapolis has been busy writing and modifying programs for semi-annual billing, accounts receivable, supply billing, inventory, membership maintenance, and much more. It was necessary to expedite the supply invoicing programs because the Federation staff transferred this function to Kiwanis International six months ahead of schedule. Testing is currently being performed and all systems look good. All applications are expected to be operational October 1, 1989. A special effort has been made to maintain the basic style and format of most forms and reports previously provided by the Zurich Office. This was done to avoid creating the perception that radical changes were being made.

Upon final conversion of all membership and accounting applications, Kiwanis International will, for the first time, have all records available on the Nixdorf mainframe. Previously Kiwanis International had to rely on the information provided by the Federation. There are a number of advantages to having all data available from a single source. It will be easier to monitor and control the accuracy of information, and the information will be more timely.

This year, all financial information related to operating the office in Zurich has been recorded on the Kiwanis International records as departmental income and expense. Because Kiwanis International was not given certain income information, some financial data has had to be estimated. By the end of the year, all the data necessary to accurately close the books should be available. The Zurich Office of Ernst & Whinney may be engaged to assist with the year-end audit.

The most difficult situations to deal with have been the refusal of the Federation staff to transfer the monies due to Kiwanis International on a timely basis. A late August meeting will be held with the Federation Board and representatives of Kiwanis International in Sicily. It is anticipated that at that time the Board will finalize an agreement on the amount and timing of future transfers of funds due to Kiwanis International.

Despite the problems noted above, the opening of the office and the conversion of functions will be completed properly. At the meeting with the Federation Board in Sicily, the Federation board members were informed that Kiwanis International can offer financial and other administrative services to them in the event they decide to restructure their office. Modifications have been made to many of the computer programs to be in a position to do work for them at a reasonable cost. This work includes the semi-annual billing, accounts receivable, and membership reporting.

#### New Procedures for the Philippines Districts

For several years, the Kiwanis International Office has had difficulty understanding the administrative reporting by the clubs in the Philippines. In an effort to better understand the present methods, a staff member of the Finance and Management Information Services Division was sent to Manila to discuss and document the current procedures.

Prior to departure, a study was performed on the frequency and quality of reporting to Kiwanis International by the clubs in these districts. It was obvious that clubs were not consistently submitting copies of their rosters and their official monthly reports. It was also obvious that there were differences between the membership counts shown on the Kiwanis International computer system and the club membership counts.

At this time there is no district office in the Philippine South District. There is an office in the Luzon District, but due to a rent increase, the district office has recently moved into a new location across the street from the Rotary International Regional Office serving this area.

During the last few years, Kiwanis International field service representative (FSR) has also been serving as the fiscal agent for both districts. Once a month, he submits a report of payments received from clubs. Clubs in both the South and Luzon Districts have been instructed to send their payments to him. The FSR then sends them to Indianapolis. This method has been unsatisfactory for several reasons. First, clubs have not submitted rosters and official monthly reports with their payments. Secondly, new member processing fees have been paid inconsistently. And most importantly, the number of members being paid has not reflected the number billed by Kiwanis International. As many as fifty percent of all clubs in these districts have paid for a number of members lower than was shown on the Kiwanis International computer. It has been discovered that clubs had been told to ignore the Kiwanis International bill and pay from a bill issued by the FSR. He did this because he recognized that the information on the Kiwanis International computer had been inaccurate and out-dated. Unfortunately, he did not inform Kiwanis International of this procedure.

In visiting the new Luzon District Office and discussing these concerns with district leaders, staff learned that clubs in the district, despite not sending Kiwanis International copies of their official monthly reports, were sending copies to the district office. In fact, the records of the district office were in reasonably complete and accurate condition. Though they did not have copies of club rosters, the district records did reflect a fair degree of accuracy with regard to the number of members in clubs. This is true only in the Luzon District and not the South District. The condition of their records is uncertain.

After learning of these concerns staff instituted the following:

1. Continue the implementation of Procedure 319 which requires clubs to not only pay financial obligations, but also to submit required reports.
2. Kiwanis International should have a part-time staff person in the Luzon District Office to be responsible for working with the district. Copies of club rosters and reports can be forwarded to Kiwanis International by this individual. Since salaries are very modest in this part of the world, only a minor adjustment was necessary to the 1989-90 budget.
3. A transfer of fiscal agent responsibilities would be made to this staff member. Payments of obligations will go to this person for recording and forwarding to Kiwanis International. This can be done by FAX if necessary.
4. The new staff person will also be responsible for creating files and records of clubs from the South District. District leaders will be responsible for assisting with this effort.

Staff feels that with the cooperation of district leaders, the above changes should bring the Philippine clubs into compliance with standard operating procedures.

Since a large number of clubs in these districts pay their obligations at the district conventions, Kiwanis International staff has prepared current rosters and accounts receivable records to have available for updating at that time. Korath Norin attended both conventions and supervised this activity. Clubs were advised in advance of this request.

By October 1, 1989, the actual number of clubs and members in the Philippines Districts should be reasonably accurate. It is possible that the South District has less than 1,000 members and 40 clubs. Staff should have a detailed report for the Board by the January, 1990 Meeting.

### General Ledger Conversion

The staff of the Finance and Management Information Services Departments collaborated on the implementation of the newly purchased general ledger software package. Several enhancements in the new system have provided the Board and staff with improved information, both in style and content. New reports were done without changing the basic format of the budget and financial reports. These changes included an improved balance sheet for each fund which incorporated format improvements. Staff also completed a chart of accounts glossary with a description of the normal contents of each balance sheet, expense and income account.

The process of implementing the new budget and financial reporting system started in early 1988 with the preparation of the 1988-89 budget. The new account numbers were incorporated in this process. The final phase of the conversion, which included a successful parallel, was completed on schedule on December 1, 1988.

### Changes to Computer Programs for Financial Applications

Several major enhancements have been made to the computer's financial reporting systems. Some of the more important changes include:

- A new input screen allowing all open accounts receivable items on a club's file to be paid in full by a single entry. Previously, each invoice was entered separately. This procedure has reduced processing time and other staff costs. The associated reports have also been modified to reflect these improvements.
- A new computer program was developed to print "postcard" size coupons for clubs with small credit balances. These coupons are generated and mailed to clubs for use on a future supply order. For larger amounts, staff issues refund checks. This has resulted in a sizable reduction in credit balances in accounts receivable.
- The accounts payable check writing system has been modified to eliminate the need for a separate checking account for one-time vendors. The new procedure will save time writing manual checks for one-time vendors, improve the information recorded in the general ledger, enhance the bank reconciliation procedures and provide better information to management..

### Semi-Annual Billing

Improvements are being made to the semi-annual billing programs, instructions, and processing procedures each billing cycle.

Clubs are submitting their semi-annual paperwork and payments sooner and with the new techniques being used by Management Information Services and Finance, the information is being processed more quickly and accurately.

Examples of improvements in processing of the semi-annual billing are:

<u>Billing Date</u>	<u>Number Clubs Processed Within</u>	
	<u>30 days</u>	<u>60 days</u>
April 1, 1988	1,725 (22%)	5,824 (78%)
Oct. 1, 1988	1,850 (24%)	6,084 (80%)
April 1, 1989	3,386 (45%)	6,259 (84%)

One minor problem persists. Approximately 400 clubs received additional invoices each billing period because they fail to pay for the numbers of members reported on the Official Monthly Report. Some improvements are noted each semi-annual billing period.

Only modest changes were made for the October 1, 1989 semi-annual billing package. These changes include: Billing for Builders Club sponsorship fees, revisions to the membership roster, changing the dues amount from \$7.50 to \$9.00, increasing the liability insurance credit from .30 to .35 cents, and instituting the 24-month average for currency exchange rates.

## FINANCE

### Year-end Audit

The audit for the fiscal year 1987-88 was completed by Ernst & Whinney for Kiwanis International, Key Club International, Circle K International and Kiwanis International Foundation in December 1988. The audit reports and the management letter were presented to the Board of Trustees in January 1989. Staff continues to assist the auditors by doing account analyses and pulling invoices and other documents, reducing the audit time and costs accordingly. The 1988-89 fiscal year audit will be the third year under the original three-year agreement calling for a fixed fee per year. In January 1990, staff will again seek competitive bids from qualified audit firms.

### I.R.S. Report - Group Exemption Procedure

Annually, Kiwanis International is required to report additions, deletions and other changes of its subordinate organizations: clubs which are exempt from income tax under Section 501(c)(4) of the Internal Revenue Service Code because of our group exemption number 0026. The report for September 30, 1988 was mailed in late December 1988. Staff was able to streamline the procedure used in completing this year's report which was mailed on August 30, 1989. Improving the content of both our computer records and the IRS's computer records will allow Kiwanis International to meet the report due date of September 30 in future years.

Since the IRS requires that we maintain an accurate record of each club's Employer Identification Number (EIN), a "Letter of Authorization for Group Exemption Reporting" was mailed to all clubs within the United States in July 1989. The information received will be verified against the computer records and all errors will be reported to the club. A similar letter will be included in the new club building kit.

### Budget Summary

The budget summary reporting format suggested by Frank J. DiNoto, Past President, Counselor to the Board Committee on Finance, will be utilized for fiscal year 1989-90. The report will contain: 1) a modified budget assumptions report for 1990-91 and 2) a revised budget summary report showing the results of operations in 1989-90. The budget assumptions format will be expanded to include more statistical data and additional calculations and comparisons of current month and year-to-date amounts.

### Public Disclosure

The Omnibus Budget Reconciliation Act of 1987 requires tax exempt organizations to make specific tax returns and other documents available for public inspection. Staff has prepared a three-ring binder for each of the four organizations affected. The binder contains a tab for each of the last three years' tax returns (federal and state), the articles of incorporation, group exemption determination letter from the IRS, and application for exempt status. Failure to comply with this new law can result in serious penalties. The binders are available for inspection upon request.

### Money Market Checking Account

All checking accounts with Merchants National Bank were converted to money market accounts early in the fiscal year. The new status of the existing accounts is expected to generate an additional \$10,000 of interest income annually, net of service fees.

### Investment and Banking Services

In January 1989, the Finance Committee reviewed the extraordinary increase in investment fees and asked that staff seek written proposals for banking service from area banks. Staff invited the three major banks: Merchants National Bank, Bank One and INB National Bank to submit proposals. In addition to their written proposals, representatives from each bank made oral presentations covering investment funds management, cash management, fee schedules and other related services.

After a thorough review and evaluation on the merits of each proposal, the INB National Bank was chosen to provide banking and investment services for Kiwanis International, Key Club International, Circle K International and Kiwanis International Foundation. The transfer of funds and the conversion of banking services is expected to reduce service fee expense by \$20,000 and will be completed by September 30, 1989.

### Office Automation Applications

The Finance Department staff continues to expand its use of the Lotus 1-2-3 software package. The most recent examples of reports include:

#### 1. Financial Analyses of Dues Increase Options

In June 1989, staff developed data to support the proposed \$5.00 dues increase requested in Orlando. After the delegates passed a dues increase of \$3.00, the Lotus 1-2-3 software package was beneficial in preparing several revised budget options.

#### 2. Monthly Financial Statements for Kiwanis International Foundation

Use of the worksheet features of the program has reduced staff's time of preparing the monthly financial statements for the Kiwanis International Foundation.

## MANAGEMENT INFORMATION SERVICES

### Certification and Statistics

The report which reflects certified membership by club, division, and district was processed on December 10th and June 12th for the Membership Division. In addition, statistical reports were produced on membership within each district, number of years in Kiwanis, age, gender, occupation, and education levels.

### Convention Registration

Significant enhancements are made annually to this system. Changes include revised registration rates, superstar ticket assignments, and providing an alphabetical access by name to registration and hotel information. This also validates that each person registering is a Kiwanian. In addition, a new system was developed to process and control the issuing of special event tickets.

### New Reports

At the request of district secretaries, a new accounts receivable report was implemented to consolidate information from three reports. This report is prepared twice a month and reflects the accounts receivable balances of clubs in each district.

The club membership roster was modified this year to display member names and addresses in a more international format. This roster is prepared for semi-annual billing and also upon request when needed. During the year, membership rosters were prepared for all clubs in Europe, Korea, the Republic of China, and the Philippines.

### Labels

It was learned this year that address labels were being formatted inconsistently for many non-North American countries. After obtaining an international postal book, all label programs were modified to print addresses in the correct formats for each area of the world.

### New or Revised Forms

The Membership Record form was revised to include a series of deletion codes and a forwarding address for deleted members. Computer programs were revised to record these codes and prepare statistical reports from the data. The revised form was computer generated for members of each club in January and mailed in February.

The district version of the club election form was revised to contain not only the president and secretary-elect, but other club officer information as well. Last year, this information was removed but the district governors requested that it be restored.

The Supplies Department shipping order/invoice and the drop-ship purchase order form have been revised to incorporate additional shipping labels and other important information.

### Membership File

During the conversion effort for European members, the former length of the membership file made changes difficult or in some cases impossible. After careful consideration it was decided to expand the membership file to accomodate the needs in Europe plus several additional information items. This change in the length of the record meant changing every program that accessed the membership file. While this required changing 250 programs, through a concentrated effort by the programming staff the task was successfully completed in three weeks.

### New Equipment

Two used IBM disk drives were installed this year to increase the disk storage capacity to 2.5 gigabytes (2,500,000,000 bytes). This permitted increasing the size of the membership file to accomodate European members and increasing the individual member record for future expansion. In addition, the more efficient use of disk space has allowed historical information to be retained longer on the computer system.

The micro-to-mainframe hardware and software was partially installed and demonstrated to the Administration Committee in May. Plans are to begin testing this new feature with a district office in the fall of 1989.

## **SUPPLIES**

### Sales, Cost of Sales, and Expenses

Year-to-Date through July, 1989

	Actual 1987-88	Actual 1988-89	% Increase (Decrease)	1988-89 Budget	% Over/ (Under)
Total Sales	1,612,514	1,701,380	5.5%	1,648,200	3.2%
Total Cost of Goods Sold	941,454	977,100	3.8%	1,019,896	(4.2%)
Gross Surplus	671,120	724,280	7.9%	628,304	15.3%
Total Expenses	432,742	365,326	(15.6%)	392,263	(6.8%)
Net Surplus	258,378	358,954	38.9%	236,041	52.1%

Total sales are higher than last year due to inflation and improved Kiwanis, Key Club, and Circle K sales. This increase has occurred despite the fact that \$58,900 in 1988-89 Canadian sales has been processed by McLean's, the Canadian supplies distributor. Last year's total year-to-date sales included the Canadian volume. Adding McLean's volume, total sales have increased 9.1%.

Current year-to-date sales are over budget due to better than expected response to the plaque discount promotion and increased convention sales activity. Because the plaque promotion produced more sales earlier than expected, staff believes that the year-end total sales volume will be up slightly, but closer to the budget.

Total cost of goods sold is lower than budgeted despite increased sales because YTD margins are greater than expected, but at year end will be closer to the budget.

Total year-to-date expenses are somewhat lower than budget, but will be close to the budget at year end.

The overall net surplus will be somewhat higher than budgeted, but will be closer to budget at year-end than the July month-end figures indicate.

### International Convention Sales Results

Kiwanis Convention sales of Supply Department merchandise in Orlando were a record \$133,745 or \$14,645 (12.3%) above the \$119,100 in sales recorded at Seattle in 1988.

This Orlando figure does not include \$8,015 realized from the sale of 1,145 Rose Parade pins, and \$14,040 resulting from the sale of the new membership videos. Including these items, total Supplies sales were \$155,800, a 30.8% increase over 1988 volume!

At the Key Club Convention in Orlando, sales were approximately \$15,400, falling short of the \$21,200 record set in 1988. Staff feels that this is due to the remote location of the primary supplies booth, and the fact that convention-goers spent a larger portion of their discretionary funds for Orlando entertainment.

### District Convention Participation in Supplies Sales

In exchange for selling Supply Department merchandise at district conventions, a 15% commission on sales is paid to districts. Last year, eight Key Club, one Circle K, and sixteen Kiwanis districts chose to participate in this program. This resulted in \$31,300 in sales.

This year, twelve Key Club, one Circle K, and sixteen Kiwanis districts have chosen to participate. Sales at Spring 1989 youth district conventions were up \$5,350 from last year. Kiwanis district convention sales have just begun as of this writing. Overall, district convention sales are expected to be approximately 20% above last year.

### Toll-Free Fax Service

The toll-free fax line for customer Supplies orders became operational on July 10, 1989. As of early August, usage averages two to three orders per day.

Fax volume is expected to increase as more customers become aware of the service through announcements made in the Kiwanis magazine, the supplies catalogs, the BKO, the Kiwanis International Directory, and general mailings.

### In-House Engraving Program

The computerized engraving equipment is installed and operating. Currently, many popular plaques are programmed for this in-house operation. As more experience is gained and more information on production rates is compiled, the number of plaque items programmed for in-house engraving will increase.

### New Shipping, Handling, and Insurance Rates

Effective with the 1989-90 catalogs, shipping, handling, and insurance rates charged to customers will be increased as follows:

IF ORDER SUBTOTAL IS:	OLD RATE:	NEW RATE:
Up to \$25.00	\$2.00	\$2.50
25.01 to 50.00	3.00	3.50
50.01 to 75.00	3.50	4.00
75.01 to 100.00	4.00	4.50
100.01 and up	4.50	5.00

The new rates, approved in the May, 1989 Board Meeting, will increase revenues to completely offset outbound postage and U.P.S. expenses.

#### Discontinuance of Personal Items Catalog 10% Coupon Program

In November, 1987, a 10% coupon incentive program was implemented to promote the sale of merchandise in the personal items catalog. Any club order placed by the club president or secretary is eligible for a coupon valued at 10% of the value of personal items ordered.

This program has not produced the expected increases in personal items sales, and coupon redemption rates are quite low.

Elimination of this program will provide order processing personnel with time to better assist with customer phone inquiries. This program will be discontinued with the issuance of the 1989-90 Personal Items catalog.

#### Canadian Supplies Sales Royalties

Year-to-date sales through McLean's, the licensed supplies distributor in Canada, are \$58,952. Royalties received year-to-date from McLean's total \$5,895 and are expected to be even with the budget at year-end.

#### Licensing Royalties

To date, only one licensee, a cloisonne lapel pin supplier, has reported sales of goods. From this licensee, Kiwanis has received YTD royalty payments totalling \$200. A few other orders have been completed and royalties will be paid with the licensee's monthly report for August, 1989.

Many potential licensees are discouraged by perceived high Kiwanis Magazine ad rates. Many potential and two current licensees have indicated a desire to make direct mailings to clubs and to sell merchandise at conventions.

**KIWANIS INTERNATIONAL**

**HUMAN RESOURCES DIVISION**

**STATUS REPORT**

## HUMAN RESOURCES DIVISION STATUS REPORT

### Employee Activities

During the past year employees were treated to several activities including Halloween and Christmas parties, a Thanksgiving Luncheon, Super Friday, and retirement parties for Lee Riggin and Gloria Markarian.

Indiana Pacers tickets for selected games were given away at each Employees Meeting during the basketball season. With the warm weather Human Resources has again begun the season of barbeques for employees.

### Employee Recognition

In August of 1988 Kiwanis International was subjected to a tragedy with the loss of Tammy O'Callaghan because of a plane crash which resulted in the loss of Tammy, her mother and father, and a personal friend. Tammy was considered an exceptional employee and was honored as being one of the two first Employees of the Year in December 1987. In her honor, it was decided to rename the Employee of the Year award to "The Tammy O'Callaghan Memorial Award." The Tammy O'Callaghan plaque will be donated by Bruce Fox Inc. each year.

The recipients of the 1988 Tammy O'Callaghan Memorial Award were Jim Patterson, Publications and Larry Smolecki, Finance.

The employees for the months and quarters are listed below:

October - Doris Palmer-Public Relations David Williams-Public Relations	April - Kim Garland-Fiance Cynthia Campbell-Supplies
November - Pat Greer-Literature Teresa Moses-Field Operations	May - Rene' Cahpius-European Office Helen Weaver-Key Club
December - Liselotte Thoener-European Office Molly Denton-Club Services	June - Melissa Parton-Club Services Liz Gedeon-Intl. Desk
January - Pat Nash-Executive Services Kristin Miller-Sponsored Programs	July - Bob Scroggin-Finance Phyllis Widener-Duplicating
February - Jim Ley-Duplicating Mike Etchison-MIS	Quarter - Frank McDonald-MIS Nick Drake-Magazine
March - Valerie Cox-Office Services Bill Brown-Club Services	Quarter - Jenny Kouns-Education Carol Green-Finance
Quarter - Gloria Markarian-Supplies Larry Smolecki-Finance	Quarter - Larry Moore-Field Oper. Carolyn Seymour-Circle K

Following are the recipients of service awards during the period of October 1, 1988 and September 30, 1989:

Five Year Service Awards

Chris Pollard-Supplies  
Bob Saieg-Member Services  
Brian Mobley-Office Services  
Donald Collins-Finance/MIS  
Leland Detar-MIS  
Larry Horney-Communications  
Ray Campbell-MIS  
Kathy Merrifield-Office Services  
Mike Etchison-MIS  
David Williams-Public Relations  
Vicki Jonak-Publications  
Jim Patterson-Publications

Ten Year Service Awards

Vicky Andrade-Intl. Desk

Fifteen Year Service Awards

Bill Brown-Club Services

Twenty Year Service Awards

Terry Shaffer-Executive Services

Personnel Actions

During the period of October 1, 1988 through September 30, 1989 the following employee activity occurred:

Terminations

Karen Trent  
Connie Phillips  
Julie Myrvold  
Andrew Tinker  
John Klipstine  
Gloria Markarian  
Mack Porter  
Jan Hollings  
Beth Verhonik  
Blair Austin  
Jacqueline Bell  
Gertrude Bishop  
Yvette Smith  
Kathy Allen  
Lisa Jones  
Nancy Alford  
Carolyn Seymour  
Bob Saieg  
Sandra Bard  
Nancy Jackson

New Hires

Valerie Bell  
Jan Hollings  
Yvette Smith  
Karen Hedges  
Sandra Blust  
Marianne Huff  
Sandra Bard  
Julie Carson  
Nona Kinkead  
Bruce Eberly  
Randy Luck  
Sandra Broyles  
Terri Maddox  
Gertrude Bishop  
Ruth Smith  
Gayle Beyers  
Jenny Beck  
Kathy Allen  
Rickey Milton  
Tamara Burley  
Tracye Eubank  
Amy Mitchell  
Marie White  
Matthew Morris

Promotions

Chris Pollard  
Nicholas Drake  
Valerie Cox

### **Payroll**

The transition from Control Data to Automatic Data Processing was completed this year and a more effective and efficient working relationship has been established.

### **Officers-Directors Liability Coverage**

The Officers and Directors Liability coverage was renegotiated by our broker, Ed Hecht. Mr. Hecht was able to obtain a rate reduction of 17% or over \$2300 during 1988-89 and a reduced deductible.

### **Kidnap-Ransom Coverage**

The Kidnap-Ransom coverage has been renegotiated by our broker, Ed Hecht. Mr. Hecht was able to reduce our yearly premium by 7% or over \$300.

### **Employee's Medical Insurance**

Due to rate increases of 60%, it was decided that Maxicare coverage would be eliminated in order to receive a more favorable increase of 27% from Lincoln National. Open Enrollment sessions took place in mid-April.

### **Kiwanis International General Liability Insurance**

Effective November 1, 1989, CIGNA Insurance became the new carrier for the General Liability coverage provided to all Kiwanis entities. Due to favorable claims experience the membership will be given a \$.30 credit on their semi-annual billing in April and \$.35 credit in October 1989. Kiwanis International format was altered from a retention to a retrospective program.

### **Personnel Policies**

The rewriting of the Kiwanis International Personnel Policies continues with an anticipated completion date of December 1989.

### **Salary Savings and Pension Plans**

As of 10/31/88 the 401(k) investments were diversified to four options with employees given sole responsibility for their investment selection. Open enrollment sessions were held in October and April. All of the investments gained double digit earnings for the plan year.

The initial drafts for the plan documents for both the Salary Savings and Pension Plans have been received from our actuarial firm. These drafts will now be sent to our legal advisor for review.

The annual audits of the Salary Savings and Pension Plans have been started by George S. Olive & Company. These audits were completed by late August.

## OFFICE SERVICES

### EXPANDED SERVICE

Office Services has been able to expand services to departments by being able to do more assembling and mailing in-house. This can be attributed to better communication with departments resulting in being able to schedule the work. One of these services was the mailing of new membership cards to all clubs combining some club sizes into like numbers of card to allow for Permit Mailing and saving considerable postage.

### SERVICE CONTRACT

A new lawn care contract was signed with a new vendor. The vendor that had the contract the past six years increased his contract by 40% which quickly made our decision to seek new quotes. The new vendor gave us a quote 5% over last years cost which was within budget amount.

Renegotiated the agreement with Xerox which allowed us to upgrade from a smaller to a larger copier, which reduced the amount of down time which reduced cost for this fiscal year.

### TELEPHONE

Telephone usage was analyzed to determine actual trunk traffic and where changes could be made to reduce cost yet continue quality service. Staff's recommendation was to eliminate 3 MCI Prism III lines realizing a savings of \$1,200 implemented May 1, 1989. In addition, the study indicated that should we change carriers for our "800" Toll Free Service, an additional \$10,000 savings could be realized. The new service will provide one "800" (1-800-879-4769) number for use in the United States (includes Indiana), and Canada, with the change to be effective October 1, 1989.

### LITERATURE ROOM

The Literature Department was assigned to Office Services, the intent being that more prompt and efficient service could be provided. It was quickly realized that Literature was doing more than filling literature requests and departments were bringing materials down to be packed, wrapped, and shipped. This obviously was the reason for some of the delays in shipping. Realizing that Literature had increased in workload, it was evident that an additional employee was needed. This has been a very beneficial decision as we have been able to maintain almost day-to-day shipment, have been able to maintain some inventory of assembled kits and packets, and have improved on maintaining inventory of materials.

### UTILITIES

Utility costs have been substantially lower this fiscal year because of a mild winter and summer. More important is the reduction in cost can be attributed to cost measures taken by the Engineer. Some saving measures are: 1) Rewired the air-conditioning stage control reducing unnecessary electricity, 2) Changed inlet gas pressure resulting in more efficiency or less gas usage, 3) Installed water heater timer which reduces electricity and gas usage during non-working hours, and 4) Replaced the circulating valve and readjusted entire temperature control system.

### CROSSROADS REHABILITATION CENTER

Office Services was able to coordinate obtaining employees from Crossroads for training at Kiwanis with the goal being to provide these individuals with a marketable skill and more positively, being able to employ with Kiwanis International. In addition, we employed two employees from Crossroads who already were trained. By training those individuals, Kiwanis enjoys the employment of these individuals and has no salary cost during their training.

### CROSSROADS REHABILITATION CENTER AWARD

Jerry Beer accepted a plaque from Crossroads Rehabilitation Center at their 28th Annual Business Luncheon on March 14, 1989. This presentation represents the participation of Kiwanis International in their job placement program. Presently Kiwanis has six individuals employed from the center.

### PART-TIME POSITIONS

The two part-time positions authorized in Duplicating/Mailroom were combined into one full time position. There were several reasons for this; (1) effective January, 1989, part-time employees also became eligible for some benefits; and (2) made employee available throughout the day to use where needed, i.e. Duplicating, Mailroom, and File Room. This provided flexibility to needs whether it be absences due to vacation and sickness, or assistance with special projects or mailings.

### HEADSET FOR SWITCHBOARD

A headset was purchased for the operator eliminating her having to pick-up the handpiece for every call. This allows her to answer calls much quicker and leave hands free to do other things without interruptions.

### AFTER HOURS RECORDING

The recording used after duty hours on the switchboard to announce that the office is closed and give office hours, has now been expanded to include the same announcement in French and Spanish.

#### PAPER FLOW COMMITTEE

The Paper Flow Committee was appointed by the International President to address the flow and amount of paper that is being mailed from the International Office. The committee members are Paul Tomshany, (Chairman), Ellis Stroup, and Jerry Beer, (Facilitator). In addition, a Special Committee of staff employees was selected to provide input to the committee. After several meetings with many staff employees a list of topics and recommendations with completion dates or action to be taken was given to Board of Trustees. Topics not already completed are being evaluated by staff involved, some of which will be presented to Board Committee as an information or agenda item. The appointment of this committee has proven very beneficial and ultimate results will be most beneficial to all Kiwanians even though some will not result in monetary saving, they will establish policy and more productivity.

#### International Convention Proceedings

The Human Resources Division completed the Seattle, Washington 1988 proceedings in record time last year. Hard bound copies were distributed in January 1989, almost two months earlier than in previous years. The 1989 Orlando Convention proceedings currently underway have the likelihood of being completed even sooner than last year's record time.

**KIWANIS INTERNATIONAL**

**MEMBER SERVICES DIVISION**

**STATUS REPORT**

## MEMBERSHIP DIVISION

### MEMBER SERVICES

#### Membership Statistics

The department compiled and released a weekly sheet of membership statistics, including total number of paid memberships on record, number of clubs, number of new clubs for the year, numbers of Life Members and Honorary Members, and number of clubs below charter strength.

Three sets of Certified Membership figures were produced during 1988-89. In December, the End-of-Year figures were released for 1987-88, and a different set of Start-of-Year figures for 1988-89 were calculated by removing the "unpaid" memberships. In June, the Mid-Year Certified Membership figures were released for the period of October 1, 1988 through March 31, 1989.

<u>Total Membership</u>	<u>Total Clubs</u>	<u>New Clubs YTD</u>
(10/1 - Certified) 308,966	(10/1) 8,557	North America - 149
(3/31 - Certified) 312,188	(8/4) 8,646	Non-North America - 128
<u>Certified Gain 3,222</u>	<u>Gain 89</u>	<u>8/4 Total 277(*)</u>

(\*) = 236 of the 277 new club were officially complete on 8/4 (paid & processed)

#### New Member Handbook

The Kiwanis Experience: Fellowship and Service was produced during the first quarter of 1988-89. Since January it has been mailed to all new members to welcome them into Kiwanis and supplement their orientation. A reprint to begin the 1989-90 Administrative Year has been ordered.

#### Membership Growth and Education Bulletins

The Member Services Department updated this series of 15 bulletins early in the year. The topics include attendance rules, leave of absence, sponsorship of new members, pre-induction orientation, model induction ceremonies, classes of membership, etc. The Membership Growth and Education bulletins are provided to all new clubs and are available to other clubs upon request.

#### Governors' Desk Set

President Overholt has offered a unique executive desk set to district governors who produce significant results in new clubs and clubs returned to charter strength. The department will administer the distribution of the items after the End-of-Year figures are determined.

#### Lieutenant Governors Growth Awards

A new Golden Growth Award was added to this series in 1988-89, and given to lt. governors who organized a new club during the first quarter. The "1 + 1" award was available for those who reported a new club and at least one club returned to charter strength by June 15th. And, the regular Lieutenant Governors Growth Award was provided for those who formed a new club within their division by September 30, 1989.

This award program was designed to recognize lt. governors in North America who achieved these results within specific time frames. Recipients before June 15 were invited to a special luncheon with President Overholt, sponsored by the Department of Field Operations - North America at the Orlando Convention. The time frames are established to motivate earlier achievement of key goals.

#### New Recruitment Video

A new video tape was produced for clubs to use when presenting Kiwanis to prospective members. It is titled "The Kiwanis Experience: Fellowship and Service." Almost half of the initial 1,000 copies were sold during the first week of release at the Orlando Convention. The Supplies Department continues to manage the sales at a price of \$15 each. This is the long-awaited and much demanded replacement for the out-dated "Men Who Wear the K" slide show.

#### New Recruitment Training Video

"Kiwanis: Sharing the Experience" is the new video tape produced to explain the key points for recruiting new members. Club leaders should view this tape with their current members at least once each year. It was released at the Orlando Convention, where it sold nearly 500 copies. The Supplies Department continues to manage the sales of this tape at a price of \$15 each.

#### Re-Member Program

A special emphasis on last quarter membership retention was kicked-off at the Orlando Convention, using the Re-Member Program. During the convention, hundreds of program promotional brochures and stickers were provided to district chairmen for use at district conventions; and a special letter about retention with a brochure was mailed to every North American club president.

#### Growth Incentive Programs

The series of club growth incentive programs were continued during 1988-89, and were sent to all incoming 1989-90 club leaders in May. These include the Charter II recognition, the Diamond Growth Award, Noitneter Net Award, Project 39, Special Guest Program, and Ruby K Sponsor Awards.

#### Growth Picture

The Division continued publication of this popular monthly newsletter. "The Growth Picture" is distributed to all International and district leaders with key growth responsibilities within North America.

### **FIELD OPERATIONS**

#### Growth Focus in North America

The department coordinated the growth focus in North America through several activities during 1988-89, including:

STATUS2

1. International Council - two growth-related forums, growth topics in the Governors' Meeting and District Secretaries' Meeting, and the display of growth statistics in the council hall.
2. Publications - growth topics for the Kiwanis Magazine, North American BKO, and the Growth Picture.
3. International President - coordination of personal letters to governors, lieutenant governors, and KIARs; regular updates on growth progress, exchange of any growth information on North American districts received from key personnel, current statistics just prior to Official Visits.
4. Board Counselors - growth information for assigned districts, pointing out any specific concerns.
5. International Convention - seven growth-related forums/seminars, two special recognition luncheons, related information in the Convention Daily, introduction and premiere showings of the two new videos, a Growth Exhibit Booth, and growth topics in the Governors' Meeting and Governors-elect Meeting.
6. Other Meetings - growth matters at Regional Governors Conferences and District Secretaries' Conference.

#### Field Service Representatives

The department supervised the activities of Field Service Representatives in North America. During the year their activities included:

District Conferences - attended mid-winter conferences, district conventions, training conferences, and board meetings to assist the governors with growth-related topics. Most importantly, this provided training for lt. governors and KIARs.

On-Site Support - traveled to more than 200 sites to assist local Kiwanians with efforts to form new Kiwanis clubs; when available and nearby, assisted with rebuilding clubs below charter strength.

FSR Team Meetings - participated in three team meetings (October, March, June) to get updates from office-based staff, provide feedback from the field, assist with development of related material, and help with the concurrent major events (International Council, Governors-elect Training, International Convention).

Communications - maintained regular communications (written and telephone) with office-based staff, district governors, new club building chairmen, lt. governors, and KIARs.

Two personnel changes occurred during the year. Lee Riggin and Henry Hinrichsen retired. Bruce Eberly was hired to replace Lee in the Northeastern United States, and the search is continuing for Henry's replacement in the North Central region.

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### Support of Key Growth Volunteers

The department coordinated the growth-related training/orientation of North American district governors, lt. governors, and chairmen. Progress is being made toward standardized training as more district leaders cooperate with the program.

The department also coordinated the selection and training of KIARs for 1989-90 on the district level. Ongoing support was maintained through the year for 1988-89 KIARs, including on-site assistance by FSRs, supplies of materials when requested, limited reimbursement of expenses, and recognition for achievement.

In preparation for 1989-90, the department provided materials and coordinated communications for growth-related International Committees, and assisted with information for the orientation of new International Trustees.

### Club Status Changes

The department revised the administration of status changes for Kiwanis clubs in accordance with implementation of Board Procedure 319. Also, the requirement was established that all documentation and fees must be received on a new club before it can be processed or the charter issued.

### Follow-Up Support for 1987-88 New Clubs

Personal letters were sent to Immediate Past Lt. Governors of divisions in North America which organized new clubs last year. The letters were over the signature of Past President Kaiser, who reminded them of their responsibility to continue support for the nurturing and full development of the new clubs.

### Denver Market Pilot

The Denver Market Pilot Program to attract younger adults to Kiwanis continues to make progress. Extended market research has shed important light on the values and orientations of young adults toward voluntarism and service organizations. The volunteer steering committees have been trained. The membership market phase of the pilot kicked off in September.

## **INTERNATIONAL EXTENSION**

### New Literature

The One-On-One Program was adapted and introduced to the Spanish speaking clubs. The program not only requests clubs to increase membership, but also to form new clubs in their community. A new quarterly Spanish language bulletin has been developed to encourage club building and Kiwanis education.

### Mexico

Division #16 in the Southwest District (Mexico) continues to make significant progress. Five new clubs have been formed this year. Two other clubs are reported to be in formation and should be completed by the end of this administrative year. In California-Nevada-Hawaii District, the first new Mexican club in many years is presently in formation across the border in Mexicali, Mexico.

### Andean and Central America District

Fourteen new clubs have been completed and 4-5 more are scheduled to be finished by the end of the administrative year. A first ever full-day training conference for lieutenant governors and KIARs is scheduled during the Andean and Central America District Convention.

Kiwanis clubs in Panama continue to meet and serve their communities. The political economic crisis continues and we hope that a solution is forthcoming.

### Argentina

Four clubs have been organized so far this year and two others continue to be in formation. Recent violent riots have slowed new club building efforts.

### Brazil

Field Service Representative Roberto Glingani has organized six clubs in Sao Paulo and the surrounding states this year. Four to six are in various stages of formation and are scheduled to be completed by October.

### Malaysia

The Malaysian Area Committee is determined to achieve its goal of becoming a "Provisional District" by 1989-90. As to date, Malaysia has nine clubs and the Area Committee is hoping to build six more new clubs by the end of the 1989-90 administrative year.

### Philippine Luzon and South Districts

Membership and Finance staff have been working together with both district offices to develop a new system of the financial reporting and recording keeping in both Philippine districts. Field staff in both districts continue to make progress in new club building, membership recruitment efforts, membership retention, and dues collections.

### 14th Asia-Pacific Conference

This conference was successfully conducted in Guam from April 12-15. It gave the Asia-Pacific's Kiwanians the opportunity to enjoy fellowship, experience and share Kiwanis, and discuss the future of Kiwanis in the Asia-Pacific region. Staff from the Membership and Finance Divisions worked closely with Kiwanis leaders at the conference in resolving account receivable problems and developing growth strategy for the 1989-90 Administrative Year.

# 15th Asia-Pacific Conference

The New Zealand-South Pacific District is proceeding with plans to host the 1990 Asia-Pacific Conference in Wellington on April 6-8, 1990. Staff will coordinate and assist the Organizing Committee in preparation and promotion of the conference.

## TRANSLATIONS

The Translations Unit and outside translators have been working on the translation of the core materials and other essential pieces of literature needed for the promotion and expansion of Kiwanis worldwide.

The following "core" materials and other essential materials that have been translated this year in languages as indicated:

	<u>Chinese</u>	<u>Korean</u>	<u>Portuguese</u>
1. Club Bylaws	X	X	X
2. Committee Sheets	X	X	X
3. Charter II (folder)	X	X	
4. Membership Growth Awards	X	X	
5. Operation O.K. (booklet)	X	X	
6. President's Manual - adaptation	X	X	
7. New club documents	X	X	X
8. Official attendance rules		X	X
9. Report of election (form)	X	X	X
10. New club information (form)	X	X	X
11. Membership information (blank)	X	X	X
12. KI Constitution and Bylaws	X		X
13. A Warm Welcome to Kiwanis (folder)			X
14. What is Kiwanis (folder)			X
15. Kiwanis Education and NCB manual - adaptation			X
16. District Bylaws	X		
17. Manual on Membership Growth and Retention	X		
18. The Kiwanis Experience - Fellowship and Service	X		

	<u>Italian</u>	<u>German</u>
1. Report of Election (form)	X	X
2. New Club Information (form)	X	X
3. Membership Information (blank)	X	X
4. President's Guidebook (being revised by Rene' Chapuis)		X
5. Other materials are being translated in Italy (Still waiting on report from District)	X	

	<u>French</u>	<u>Spanish</u>
1. 1989-90 MEP project guide, fact brochure theme folder, slide show, script, recording	X	X
2. Lt. Governor's Guidebook	X	X
3. President's Guidebook - update reformat	X	X
4. Materials for President's package	X	X
5. BKO - European/Spanish - 2 issues each	X	X
6. 75th Anniversary materials: 1 8-pg. manual and other flyers	X	X
7. One on One (folder)	X	X
8. Youth exchange materials: 38-pg. manuals, 1 letter, 1 flyer	X	X
9. PR manual: update/update and translate	X	X
10. Secretary's Guidebook - in progress	X	X
11. Membership Education manual	X	
12. "Noitnetner" (brochure)	X	
13. Project 39 - A special invitation (folder)	X	
14. Charter II (folder)	X	
15. Remember (brochure)	X	
16. Leadership Training packet - participants manual: 21 pgs., communication styles, survey and score sheet: 7 pgs., overhead transparencies: 18 sheets	X	
17. KI Constitution and Bylaws		X
18. District Bylaws		X
19. New Club Building manual		X
20. KIAR documents - translate and update		X
21. 2 Newsletters for Latin America		X

#### CLUB SERVICES

##### IRS Form 990

The IRS Form 990 and Kiwanis International's guidelines on how to complete the Form 990 were sent to each club in the January General Mailing. An additional supply was furnished to each district office for servicing any club which had need of the form.

##### District Administrative Excellence and Distinguished Governor Award Programs

Statistics were compiled and points computed to determine the recipients of the 1987-88 District Administrative Excellence and Distinguished Governor awards. Letters of congratulations with follow-up correspondence regarding convention award presentation arrangements were sent to each recipient. The appropriate awards were ordered and issued. The 1987-88 Distinguished Governors are: Peter Cattrall (Australia); Hans Servais (Austria-Germany); Guy Caron (Belgium-France-Luxembourg-Monaco); Robert Jolley (California-Nevada-Hawaii); Leo J. Sheetz (Carolinas); George M. Scheer, Jr. (Georgia); William J. Dawson (Indiana); Isidoro Privitera (Italy); Eliot H. Potter (Kansas); Ronald Lee Logsdon (Kentucky-Tennessee); James D. Heymes (Michigan); Bert Van Leeuwen (Netherlands); James R. Washington (New Jersey); Douglas R. K. Everett (Ohio); Raymond A. Wallander (Rocky Mountain).

Return forms have been sent to the 1988-89 governors and records are being maintained to determine recipients of the 1988-89 awards.

Distinguished Lieutenant Governor and Distinguished and Merit Club Officers Award Program

District Nominations were processed; the appropriate awards were ordered and forwarded to the districts for presentation.

District Convention Reports

Forms for reporting on 1989 district conventions have been furnished to each district secretary. Reports were recorded, acknowledged and processed as received.

District Secretaries

Staff organized and conducted the meeting of the District Secretaries in March. There were twenty-eight (28) District Secretaries and four (4) District Administrative Secretaries in attendance. This very worthwhile meeting included a productive exchange of ideas with staff and designated Board members. Areas of discussion were as follows:

- Lieutenant Governor Reports
- Club Treasurer's Guidebook
- Club Secretary's Guidebook
- New Member Add Forms and Membership Record Forms
- Computer Software Programs for Local Clubs
- Model District Conventions
- Job Descriptions/Work Agreements for District Secretaries
- Lieutenant Governor Recruitment
- Paper/Cash Flow in the International Office
- Standardization of Kiwanis Leadership Training Programs
- Method of Arriving at Certified Membership Figures

Annual Club Reports

Staff has ordered, assembled, and forwarded the mailings of the 1988-89 Annual Club Report forms to district secretaries and to clubs in non-districted areas. The district achievement chairmen have been supplied with grading information and reporting forms.

International Committees

The International Committee on Achievement met March 10-12, 1989, and selected the Honor and Honorable Mention clubs of the Annual Club Report competition. Letters of congratulations were sent to each of the 48 winning clubs and the award plaques were ordered for convention presentation.

A welcome letter with a description of responsibilities has been sent to the chairmen and members of the 1989-90 International Committees on Administration and Achievement. Each has been supplied with a listing of the district committee chairmen, and copies of correspondence with regard to the mailings of the 1988-89 Annual Club Reports were sent to the International Committee on Achievement.

### Lieutenant Governor Reports

Contact, Official Club and Official Board visitation reports, and Quarterly Evaluation reports, are recorded as received from lieutenant governors. A summary of missing reports was issued quarterly to each district governor and secretary. The 1989-90 report forms have been distributed.

### European Federation Bylaws

Staff worked with the Special Committee on Federation Bylaws that met at the International Office in April. In this regard, staff met with the Kiwanis International Committee on European Federation Bylaws at the end of August.

### Legion of Honor

As of this time, a total of 3,692 Legion of Honor Certificates have been issued. The breakdown of certificates issued is as follows: 25-year, 997; 30-year, 767; 35-year, 650; 40-year, 463; 45-year, 170; 50-year, 546; 55-year, 64; 60-year, 18; 65-year, 15; 70-year, 2. This is 255 fewer certificates than were issued in a comparable period in 1987-88 Administrative Year.

As a point of information, the first two 70-year Legion of Honor Certificates were issued this year.

### Trademarks

This past year we have verified the fact that all Kiwanis "marks" that are registered in the different countries are controlled by and registered under the name of Kiwanis International.

Also, renewal of the registrations for Kiwanis "marks" has been completed for the countries or areas that follow:

Australia	Japan
Austria	Korea
Benelux	Mexico
Colombia	Nicaragua
Finland	New Zealand
Gibraltar	Portugal
Great Britain	Republic of China
Guernsey	Sweden
Iceland	West Germany
Ireland	

Renewals are, with a few exceptions, for a period of ten (10) years.

### Other

Minutes of district board meetings were recorded, acknowledged, read and routed as received. The Standard Form for Club Bylaws was revised to include amendments adopted at the 1989 Orlando, Florida Convention, and an order has been placed with the printer. The Standard Form for District Bylaws was revised to eliminate all references to gender. Staff has been processing name changes, club and club foundation incorporations on a daily basis as requests are received.

**KIWANIS INTERNATIONAL**

**SPONSORED PROGRAMS DIVISION**

**STATUS REPORT**

## Sponsored Program Services

### Overview

Two new employees were hired into the Sponsored Program Services Department to fill position vacancies created by resignations. Training of these new employees created the opportunity for some department re-structuring and re-training. Departmental responsibilities were realigned to capitalize on increased efficiencies and employee expertise.

Two major projects for the year were to increase the use of computer capabilities and better document procedures used throughout the department. The first of these projects has been accomplished with the addition of a new microcomputer system. This system has allowed the computerization of literature orders, increasing processing efficiency. This computerization also provides information concerning new club building kit orders which can be provided to each district. Other areas which have been automated include Builders Club record keeping and convention planning.

A major overhaul of the warehouse area was completed. A new system of storing and inventorying items was instituted. This has increased the ability to locate materials and order proper quantities when necessary.

Two employees in the department have been trained on the desktop publishing system. This system allows the creation of near typeset quality documents. The appearance of literature items and newsletters has been improved through the use of this software.

Procedure documentation was especially needed in the Builders Club and Circle K areas. Much time was spent in revising and writing these procedures. The primary result of these efforts is a new Circle K administrative manual for use within the division.

### Administrative Support to Circle K

#### Overview

All Circle K records required updating and auditing. Computer records were revised to parallel club files and manual records. Club files were purged and audited based on current club statuses. Based on office records and feedback from the districts the accuracy of club records was greatly improved.

A new dues form has been designed for Circle K and will be used for 1989-90 international dues payments. This form combines information previously reported on two separate forms and should increase the number of clubs reporting this necessary data. In addition, the design of the forms increases the efficiency and accuracy with which dues payments can be processed.

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In January, a dues and sponsorship fee report survey was mailed to all Circle K board members and district officers. The survey was in response to several questions regarding the format and content of these weekly reports. The survey indicated satisfaction with the current reports.

A new report was designed for use by Circle K district officers. This Non-Meeting Club Activity Report provides information on dues and sponsorship fee payments by clubs on non-meeting status. This information was not previously available in report form.

A new method of reporting address changes for Circle K district officers has been implemented. This new method insures the changes are promptly recorded and increases the accuracy of labels used for weekly and general mailings. It is anticipated this new system will greatly reduce the amount of undeliverable mail.

As previously mentioned a new administrative manual has been produced for use within the division. This manual contains fully documented procedures for all aspects of Circle K administrative support. These procedures, previously undocumented, can be followed by any staff member. This increases the flexibility staff has in performing these functions.

The administrative manual also contains a complete, updated set of form letters. These letters cover dues payment problems, sponsorship fee payment problems, status changes, sponsor changes and routine information requests.

Much time was spent in preparing for Circle K International Convention. Responsibilities for portions of the convention were shifted to Sponsored Program Services staff. Computer programs for convention planning, created for Key Club convention, were modified for use by Circle K. Two department staff members worked at the Cincinnati convention.

#### Statistics

Listed below are the statistics for Circle K International as of July 31, 1989.

	<u>1988-89</u>	<u>1987-88</u>
Total Circle K Clubs	606	614
New Clubs Built Year-To-Date	35	32
Membership	10,002	9,747
Non-Meeting Clubs	89	33

#### Administrative Support to Key Club

##### Overview

During the realignment of department responsibilities, charter approval and charter processing were divided into separate responsibilities. Each responsibility was assigned to a different employee offering greater manpower, and thus efficiency in chartering new clubs. This was especially helpful this year by enabling staff to process 25% more Key Club petitions than the previous year with no increase in staff.

In addition to new club chartering, staff was responsible for dues processing, address changes, literature ordering, postal reporting, statistical reporting, club status changes and financial record keeping. Experienced staff members helped insure these functions were performed accurately and efficiently.

Preparation for Key Club International Convention required many hours of staff time. Functions for which Sponsored Program Services staff had responsibility include convention office operation, registration procedure, contest organization, evaluation compilation, shipping of materials and material ordering. Four members of staff worked at the Orlando convention.

Two computer programs were developed to assist in convention planning. The timeline for convention preparation and forum information were automated. This increased the accuracy of this information by making the continual updating process more efficient.

### Statistics

Listed below are the statistics for Key Club International as of July 31, 1989.

	<u>1988-89</u>	<u>1987-88</u>
Total Key Clubs	3,774	3,672
New Clubs Built Year-To Date	215	173
Membership	128,485	124,196
Suspended Clubs	218	232

### Kiwanianne

#### Overview

Staff instituted several new programs for Kiwanianne clubs. A quarterly mailing, including the Kiwanianne Bulletin, was begun and three mailings have been completed to date. This information is mailed to Kiwanianne club presidents, sponsoring Kiwanis club presidents, Kiwanianne District Chairmen, District Governors and the Board. A quarterly report was instituted for all Kiwanianne clubs. The third set of these reports is due to the International Office by October 31, 1989.

The Kiwanianne Directory for 1988-89 was produced in a new format. The more professional publication was well received by the organization. Preparation for the 1989-90 directory has already begun with the September mailing of the sponsorship fee information. This earlier preparation should insure earlier production.

Material promoting new club building was included in two general mailings to Kiwanis club presidents. These items offered club presidents the opportunity to request additional information, such as new club building kits. Many responses were received.

Many Kiwanianne literature items have been updated over the course of the year. These include Basic Information on the Kiwanianne Club Program, Standard Form for Club By-Laws, Suggested Guidelines for Club Certification Night, cover letter for new club building kits and Kiwanis Procedures Regarding the Kiwanianne Club Program. A literature order form was also created. The form lists and describes each literature item available.

The 1989-90 Operational Plan and budget were prepared for the Kiwanianne Club Program. Several new projects were added to the 1989-90 plan. These include a Club President's Handbook, color brochure for membership recruitment, audio-visual to aid in new club building and translation of materials into French. (At this time implementation of these new items are not scheduled for 1989-90 due to lack of funding.)

Procedure for Kiwanianne district structure formation was approved by the Kiwanis International Board. The specifics of this procedure were disseminated to all Kiwanianne district chairmen. The Board also approved procedure for placing Kiwanianne clubs on suspended status and revocation of charters. This procedure offers incentive for inactive club to be reactivated.

Staff traveled to the California-Nevada-Hawaii Kiwanianne Conference on behalf of the program. This offered a unique opportunity to receive feedback from Kiwanianne club officers and members.

#### Statistics

Listed below are the statistics for the Kiwanianne Club Program as of July 31, 1989.

#### 1988-89

Total Kiwanianne Clubs	154
New Clubs Built Year-To-Date	2
Suspended Clubs	9

#### Builders Club

##### Overview

As previously mentioned, Builders Club record keeping has been computerized. This new process is more efficient and offers greater information. Mailing labels and lists of clubs by district or by status can be generated. This will greatly increase the ability to communicate with individual clubs.

A suspended status was created for Builders Club. Procedure for placement of clubs on suspended status and revocation of charters was approved by the Kiwanis International Board. This procedure offers a means for inactive clubs to be removed from the records and incentive for these clubs to be reactivated.

A phone survey, of randomly selected sponsoring Kiwanis clubs, was made to determine the accuracy of Builders Club records. The primary concerns were the current status of the Builders Clubs and the address to which materials and mailings were being sent. The survey indicated that although correct addresses

were being used, information received was not being read or acted upon. A large sticker was produced and is used on all general mailings. The intent is to draw attention to the Builders Club mail.

A quarterly mailing was begun for Builders Club and includes the Builders Club Newsletter. To date, three of these mailings have been completed. The most recent was the annual sponsorship fee mailing, including the revised sponsorship fee form. Clubs are instructed to forward one copy of this form to their Builders Club District Chairmen, thus providing immediate information on the status of clubs to the district.

Builders Club material was included in two general mailings to Kiwanis club presidents. This material was intended to remind club presidents of the value of a Builders Club and offered them the opportunity to request additional information. Response was excellent.

Several Builders Club literature items have been updated. These include the Builders Club color brochure, Suggested Projects and Fund Raising Activities, cover letter for new club building kit and Petition for Charter. A new literature order form was also created for both internal and external use. The form lists and describes each literature item available.

The 1989-90 Operational Plan and budget were prepared. New projects planned include a Builders Club Directory and Faculty Advisors Manual. The Builders Club slide/tape presentation was reviewed. This presentation requires updating and a grant request was submitted for this project.

#### Statistics

Listed below are the statistics for Builders Club as of July 31, 1989.

	<u>1988-89</u>
Total Builders Clubs	945
New Clubs Built Year-To-Date	87
Membership	13,304
Suspended Clubs	393

The large number of suspended Builders Clubs is a result of many years accumulation of inactive clubs. Prior to the Board's recent action, no suspended status existed and inactivity of clubs was not recorded. Many of these clubs on the suspended list have been inactive for several years. As such, the clubs should be removed from the records. This list was substantially larger at the beginning of the administrative year. More than 100 clubs were reactivated and have been placed again on active status.

## Key Club

### Membership Development and Marketing/Growth Programs

#### Project 2000: A Decade Of Growth

Key Club International experienced record growth this past year in the areas of membership, new club building, total clubs, and dues paid. In order to maintain this pattern, the 1989-90 Key Club International Board is continuing to develop and will begin implementation of growth goals set forth in Project 2000: A Decade Of Growth first conceptualized by the 1987-88 Key Club Board and unveiled at the Orlando convention this past July. It is the intent of the program to increase service potential to the home, school, and community by reaching a membership of 200,000 by the year 2000. This will be accomplished by establishing growth goals on the club and district levels based upon club membership and numbers of clubs within the district as of September, 1989. Existing growth incentive programs are being tailored to this plan as are literature and program development. Whereas the focus is upon net growth, the program will stress membership retention, and club reactivation as well as new club building. The concept of the program is being integrated into the training programs at all levels of the organization.

#### Updated and Revised Programs

In conjunction with the goals of Project 2000: A Decade of Growth, existing literature and programs were updated and modified. Included are the Lieutenant Governor's Manual, Membership Recruitment Poster, and the Club Public Relations Kit.

#### New Promotional Programs

Several new programs and promotional efforts were also initiated to bolster recruitment efforts. This included the production of the Junior High Orientation Program and the establishment of a booth and literature targeted for the attendees at the National Hugh O'Brien Conference in Baltimore, Maryland this past July.

#### Magazine Advertisement Program

Because of the success (based upon resulting literature requests), the Key Club Department continued advertising in the Kiwanis Magazine, National Association of Secondary School Principals, and the National School Boards Association publications.

### Public Relations Intern

The Key Club Department utilized a public relations intern and counsellor for the summer months to increase the visibility of Key Club at the International convention in Orlando. The intern's efforts resulted in local television and newspaper coverage of the convention and charity event as well as exposure of Key Club in the hometown, high school and college newspapers for contest, scholarship, and election winners. Local Kiwanis clubs not sponsoring a Key Club received individualized invitations to participate in the convention.

### Key Club Promotion at Conferences

The following conferences held workshops/forums on Key Club: K-Family West, K-Family East, Kiwanis International Convention, Kiwanis International Council, Kiwanis Governors Elect Conference, and the Kiwanis District Secretaries Conference.

### Key Club International Recognition By Outside Organizations

Key Club International was recognized on network television by several charitable organizations. Immediate Past International President Doug Madenberg appeared on the Jerry Lewis Labor Day Telethon to present a check for \$150,000 to the Muscular Dystrophy Association. The donation was the largest by any youth group.

Immediate Past Governor of the California-Nevada-Hawaii District, Janelle McGlothlin represented Key Club International on network television to accept an award from the Juvenile Diabetes Foundation International for outstanding service. Janelle again represented the organization at the dedication of the Key Club International mobile wing of the Share Ourselves Free Medical Clinic which provides free prenatal care to women in need. The wing was funded by the 1988 Key Club International Convention charity twister event.

The Key Club International Convention is listed in the 1988-89 National Association of Secondary School Principals National Advisory List of Contests and Activities.

### Expansion of Key Club International Scholarship Opportunities

Seventeen districts participated in the Key Club International District Leadership Scholarship this year in comparison to 13 last year. In addition to the Sapaugh, Rhoads, and Arizona State University Scholarships, the organization was able to offer the Himmel Scholarship this year. This brings the value of the scholarships offered at the International Convention to approximately \$52,000 annually.

### Internationalization of Key Club International

With the addition of the Key Club of Saint Cecilia Catholic High School, Laguna, Philippines, the number of Key Club countries has been expanded to 13.

### Retention of Leadership Potential

Through amendments to the Constitution and Bylaws of the organization, the Key Club International Board proposed election procedures that prevented the loss of leadership potential via non-elected candidates for the office of International President and Secretary. At the discretion of the Nominating Conference, candidates for these two offices may run dually as president/secretary candidates as well as for a trustee position. Also by revision of the Key Club International Board Policy concerning the election procedure, a more deliberate consideration must be made on the behalf of persons contemplating candidacy for international office.

### Theme and Major Emphasis Program

The Key Club International Board developed and produced the 1989-90 Theme and Major Emphasis Program "Develop Within...Share Throughout." The program stresses the development of the individual in order to encourage service to others. The program concentrates on four aspects of personal growth--individuality, leadership, citizenship and service. The format of the Theme and Major Emphasis Program visual was a musical video format using state of the art video special effects.

### Future Key Club International Convention Sites

The 1988-89 Key Club International Board of Trustees selected San Antonio as the 1994 convention site thereby completing the following five year schedule:

June 30 - July 4, 1990	Washington D.C.
June 29 - July 3, 1991	Chicago, Illinois
July 4 - July 8, 1992	Toronto, Ontario, Canada (tentative)
July 11 - July 14, 1993	New Orleans, Louisiana (tentative)
July 2 - July 6, 1994	San Antonio, Texas (tentative)

### 1989 Convention

More than 2500 Key Club members, advisors and guests attended the 46th Annual Key Club International Convention in Orlando, Florida. Speakers included astronaut Alan Shepard, Rear Admiral US Navy (Retired), former Key Club International President, Congressman C. William Nelson, Henri Landwirth, President of Give Kids The World Foundation, motivational humorist Joe Griffith, President-designate Lusche, Secretary Krepinevich, 1988-89 President Mark Robertson, 1988-89 Trustee Joseph Powell, and 1988-89 Circle K President Oliver "Opy" Yandle.

The convention included a get acquainted charity dance-a-thon complete with Universal Studio characters. The event raised over \$21,000 for Give Kids The World Village. The funds will assist with the construction of villas to house terminally ill children and their families as they experience the many attractions of the Orlando area.

The election of Key Club International Officers was conducted with the following results:

President	Roger Woods, Los Alamos, New Mexico
Secretary	Shannon Lee Smith, Baton Rouge, Louisiana
Trustees:	Dee Botelho, Manchester, New Hampshire Nancy Considine, Chandler, Arizona Melanie Cook, Idaho Falls, Idaho Shawn Freeman, Columbus, Ohio Jeff Hancock, Dunwoody, Georgia Christopher M. Hill, Edmond, Oklahoma Amy Kay, Westbury, New York Michael J. Kopcsak, Cary, North Carolina Yolando K.A. Minott, St. Catherine, Jamaica Jim Ryan, Ellensburg, Washington Bryan Tharpe, Plantation, Florida Grady Trammell, Montgomery, Alabama Shawn Tresher, Altantic Beach, Florida Heather Woodaz, Escanaba, Michigan

### CIRCLE K

#### Statistics

The statistics for Circle K International are provided in the status report from Sponsored Program Services. It is important to note that the number of non-meeting clubs is at the lowest level, indicating that reactivation of clubs is occurring. There has also been an increase in new club building. Paid membership has topped 10,100 which is 150 more than last year at this time! Beginning April 15, pro-rated dues were accepted for the first time in CKI history. Staff will monitor this procedure to determine its impact on membership figures and projected income.

#### Affiliate Status Club Recognition

During the month of March, the International Office received chartering information for the first club to receive affiliate status recognition at Escuela Colombiana de Medicina, El Dorado, Bogata, Columbia. In early April, a second club received recognition at Caribe, Barranquilla, Columbia. On August 10, a third club submitted the required paperwork to receive recognition. Thirteen students at Nuestra Universidad Sede: La Universidad de Medellin, Medellin-Antioquia, Columbia seek affiliate status in Circle K! There is promise for more affiliate status clubs as the Kiwanis Field Operations Staff help promote the concept of Affiliate Status Club Recognition.

### Progress on the Formation of Circle K District Alumni Associations

Notice of the approval of the formation of Circle K District Alumni Associations was sent to Kiwanis District Governors, District Secretaries, Circle K Governors and Administrators. Copies of the Standard Form of Bylaws were sent to fifteen district alumni contacts. One charter request with the chartering fee has been received from the Ohio District. The request was acted upon by the Circle K International Board of Trustees during the pre-convention Board Meeting in Cincinnati.

### Program Development

#### Theme and Emphasis

The second year of the two-year theme, "Involve Tomorrow's Leaders Today," continued to be implemented. Criteria was developed to award and recognize those members participating in the Second Year Emphasis Program. The Kiwanis Career Contacts (KC 2) program was a highlighted program within Involve Tomorrow's Leaders Today. Staff also encouraged and observed more clubs sponsoring Student for Action (SFA), a program encouraging Circle K clubs to develop and implement projects aimed at involving peers in the decision-making process occurring on campuses, in communities and nations.

The Circle K International Board members also developed the 1989-91 Theme and Emphasis Program, "Invest In Our Future." The program encompasses the best ideas from the two previous themes, "Declare Your Commitment" and "Involve Tomorrow's Leaders Today." There are three major emphasis areas within "Invest In Our Future." They are, **Develop Human Potential, Promote Positive Lifestyles, and Confront Issues.** By completing projects in these areas, Circle K'ers will be investing in the future of ourselves, our peers, our campuses, our communities, our organization and our world. Pins, buttons, brochures, theme guides and district administration guides have been developed in conjunction with a video to promote the theme to club members.

#### Society of Distinguished Collegians

This Society was introduced to Circle K'ers at the 1988 Convention in Orlando. A part of the second year Theme and Emphasis Program, the Society of Distinguished Collegians (SDC) is designed to honor the organization's top two percent of students who have excelled in leadership, service and academic achievement. At the 1989 Convention in Cincinnati, 39 Circle K'ers were recognized as the first members of the Society of Distinguished Collegians.

### Updated and Revised Programs

The 1988-89 Circle K International Board of Trustees members have focused much of their efforts on enhancement of existing programs and materials. The following programs have been updated and modified: development of a Circle K Pledge (unveiled in Cincinnati); Society of Distinguished Collegiatants certificate and pins (presented in Cincinnati); District Officer Resource Manual (distributed at Leadership Training Conference in September 1989); Public Relations Manual; membership development poster (to be sold by the Supplies Department); On To International Convention Handbook (distributed prior to Spring 1989 District Conventions); New Club Building Manual; K Family Relations Award (will be presented at the Anaheim Convention in 1990); and Minimum Membership Requirements materials.

### Expansion of Circle K International Scholarship Opportunities

Twenty-two of the thirty districts participated in the Circle K International Matching District Scholarship Program. In addition to the Fields, Maertz, Rhoads and Leggett International Foundation Scholarships, the organization was able to offer two additional scholarships this year. The Lt. William C. Ewbank and Harry S. Himmel scholarships were presented for the first time in Cincinnati. This brings the value of the scholarships offered at the International Convention to approximately \$27,000 annually!

### Future Circle K International Convention Sites

The 1988-89 Circle K International Board of Trustees selected San Antonio, Texas for the site of the 1992 International Convention. The three-year schedule is:

August 18 - August 22, 1990	Anaheim, California
August 17 - August 21, 1991	Baltimore, Maryland (tentative)
August 15 - August 19, 1992	San Antonio, Texas (tentative)

### 1989 International Convention

August 19-23, over 850 Circle K'ers, Kiwanians and guests met in Cincinnati, Ohio to "Rockin' to the 90s!" This convention theme truly described the enthusiasm and excitement experienced by those in attendance. Conventioneers could participate in 19 workshops, two major seminars, two House of Delegates sessions, the Monday Night Outing to Coney Island, and even a pre-convention Cincinnati Reds double-header baseball game! The 1989-91 Theme and Emphasis Program was also unveiled and Circle K'ers learned how we can "Invest In Our Future!" Speakers and highlights included the following: Noris A. Lusche, President-designate of Kiwanis International; Roger Woods, President of Key Club International; Kevin W. Krepinevich, International Secretary of Kiwanis International; Randall S. Williams, Past President of Circle K International; the Germania Dancers of Cincinnati; and Club Coca-Cola Rock Video which raised money for Special Olympics (as the Convention Service Project).

The election of the Circle K International Officers was conducted. The officers and Board of Trustees members are:

President: Wendy Shrick, Lacey, Washington

Secretary: Beth Tarrell, Spokane, Washington

Trustees: Tom Adam, Quincy, Illinois  
Angela Banchieri, Laramie, Wyoming  
Joe Blasko, Jr., Quincy, Illinois  
Brenda Dayton, Point Moody, British Columbia, Canada  
Debra Dewberry, Kennesaw, Georgia  
Angie Salm, Newburg, Indiana  
Abby Shughart, Austin, Texas  
Margaret Siemer, Chatham, Illinois  
Rich Thigpen, Auburn, Alabama

REPORT OF TREASURER

to the

INTERNATIONAL BOARD OF TRUSTEES

September 30 - October 4, 1989

On August 31, 1989, Kiwanis International had cash and investments totalling \$8,050,362. The average current interest rate on investments at August 31 was 8.61%.

Net Account Receivables from clubs and districts for dues, magazine subscriptions and liability insurance premiums totalled \$124,061 at August 31, 1989.

The total net surplus (all funds combined) has increased by \$1,289,000 from the beginning of the fiscal year from \$9,387,000 to \$10,676,000 as of August 31. The annual budgeted surplus of \$131,362 is expected to be \$931,000 at September 30, 1989.

Respectfully submitted,

John D. Morton, Sr.  
Treasurer

INTERNATIONAL OFFICE ADMINISTRATIVE ACTION REPORT

## Meeting of the Board of Trustees

September 30 - October 4, 1989

The following actions have occurred since the last meeting of the Board of Trustees through September 30, 1989. Formal Board approval is required on these actions.

## A.

NEW KIWANIS CLUBS PROCESSED. (These clubs have been assigned a key number and have been routed.)

<u>CLUB NAMES</u>	<u>ORGANIZATION DATE</u>	<u>MEMBERSHIP</u>
Dupong Bay, Isabel, Philippines	10-02-88	42
San Andres-Islas, Colombia	11-15-88	21
La Capital Federal, Buenos Aires, Argentina	11-25-88	20
Tucuman, Argentina	12-22-88	21
Taiping, Taichung, Taiwan	02-19-89	24
Hsin Kuang, Taichung, Taiwan	02-28-89	28
Metropolitano-Manta, Ecuador	02-28-89	23
APO Duwaling Davao City, Philippines	03-16-89	28
Ping Chen, Taichung, Taiwan	03-17-89	26
Shih Fang, Yung Ho City, Taiwan	04-07-89	35
Chia Yi Hsien, Taiwan	04-12-89	22
Downtown Davao, Davao City, Philippines	04-13-89	22
San Pedro de Jujuy, Argentina	04-18-89	20
Sahel, Sousse-Monastir, Tunisia	04-20-89	31
Carouge, Switzerland	04-24-89	24
Ma-Chang, Changwon City, Korea	04-28-89	25
Bailey-Kensington, Buffalo, New York	05-09-89	25
Lancaster-Depew, New York	05-09-89	25
Kung Tung, Sinchu, Taiwan	05-12-89	30
Glen Cove, New York	05-13-89	25
Guahan, Tumon, Guam	05-22-89	25
Pao Shin, Taichung, Taiwan	05-24-89	50
Hsi Tun, Taichung, Taiwan	05-24-89	20
Colombia U.S.A. - Miami, Florida	05-25-89	41
Hannut Geer-Mehaigne, Belgium	05-31-89	20
Barichara, Colombia	06-03-89	21
Torino Host, Italy	06-06-89	20
Eastside Wichita, Kansas	06-06-89	28
Rock Road, St. Louis, Missouri	06-06-89	29
Chino Valley, Arizona	06-07-89	25
Uptown Daytona, Florida	06-08-89	27
Kapatiran, Angeles City, Philippines	06-09-89	30
Beverly Hills, Florida	06-12-89	30
Jipijapa, Ecuador	06-12-89	30

<u>CLUB NAMES</u>	<u>ORGANIZATION DATE</u>	<u>MEMBERSHIP</u>
Pullman-Roseland, Chicago Area, Illinois	06-14-89	25
Reykjavik Harpa, Iceland	06-15-89	20
Topeka Southwest, Kansas	06-15-89	25
Arnold Mid-Day, Missouri	06-16-89	27
Van, Texas	06-16-89	27
Ciudad Obregon, Mexico	06-16-89	25
Firenze Centro, Italy	06-16-89	37
Le Neubourg-Vallee De La Risle, France	06-19-89	20
Tri-County, Sidney, New York	06-20-89	29
Tunis-Kherddine-Pacha, Tunisia	06-20-89	30
Soo Jung, Seoul, Korea	06-20-89	33
Tannersville Area, Pennsylvania	06-21-89	33
Crossville, Tennessee	06-21-89	27
Traverse City Area-Golden K, Michigan	06-22-89	28
Waukesha, Golden K, Wisconsin	06-22-89	28
Fordham, Bronx, New York	06-23-89	25
Loudon County, Tennessee	07-07-89	26
Lake Village, Arkansas	07-12-89	30
Knute Rockne Memorial, Granger, Indiana	07-13-89	27
White Oak Golden K, Newnan, Georgia	07-13-89	25
De Soto, Texas	07-13-89	28
East Lake County, Florida	07-13-89	25
Elk River-Noel Area, Missouri	07-13-89	43
Amarillo-21st Century, Texas	07-14-89	26
Flagler Sunrise, West Palm Beach, Florida	07-14-89	55
Panabo North, Philippines	07-16-89	30
Suntan, Cagayan de Oro City, Philippines	07-17-89	20
Dryden, Ontario, Canada	07-18-89	25
Salon-Nostradamus, France	07-19-89	24
Summer Capital, Baguio City, Philippines	07-21-89	20
Lugoff, South Carolina	07-24-89	32
Greater Midway, Chicago, Illinois	07-25-89	26
West Valley-Phoenix, Arizona	07-25-89	28
La Hormiga, Bucaramanga, Colombia	07-25-89	25
100 Mile House, British Colombia, Canada	07-26-89	28
Golden Hill San Diego, California	07-27-89	30
Progressive Pura, Philippines	07-30-89	21
Prato, Italy	07-31-89	25
Great Valley, Malvern, Pennsylvania	08-02-89	26
Paracale, Philippines	08-02-89	28
Mathews County, Virginia	08-03-89	25
Weinviertel, Austria	08-03-89	20
Malden Area, Missouri	08-08-89	25
Achievers, Seattle, Washington	08-08-89	26
Agoura, California	08-10-89	27
Green Valley, Henderson, Nevada	08-10-89	25
Cimitarra, Colombia	08-12-89	25
Asingan, Philippines	08-12-89	30

<u>CLUB NAMES</u>	<u>ORGANIZATION DATE</u>	<u>MEMBERSHIP</u>
Oakridge, Oregon	08-15-89	25
San Gil, Colombia	08-16-89	21
Sunrise Golden K of North Arlington, Virginia	08-17-89	38
Melrose Park-Noon, Illinois	08-18-89	31
Y.S.L., Taichung, Taiwan	08-19-89	31
Ninoy Aquino, Concepcion, Philippines	08-21-89	20
Villasias, Philippines	08-21-89	28
Potsdam, New York	08-22-89	26
Campbell County, Tennessee	08-24-89	25
Smokey Point, Lakewood, Washington	08-25-89	27
United Nations, Ermita, Manila, Philippines	08-26-89	22
Adriatico, Malate, Manila, Philippines	08-26-89	20
Paco, Manila, Philippines	08-26-89	20
Mid-County of Nokomis-Osprey, Florida	08-26-89	25
Walled City, Intramuros, Manila, Philippines	08-27-89	20
Pasong Tamo East, Makati, Metro Manila, Philippines	08-28-89	20
Vito Cruz, Manila, Philippines	08-28-89	20
Cardona Central, Philippines	08-28-89	30
De Witt, Iowa	08-29-89	26
Alabaster, Alabama	08-29-89	27
Pedro Gil, Makati, Manila, Philippines	08-30-89	20
Manila Central, Philippines	08-30-89	20
Spring Lake, Sebring, Florida	08-30-89	25
Leslie County, Kentucky	08-31-89	35
Downtown Louisville, Kentucky	09-05-89	26
Marfa, Texas	09-05-89	26
Crater Golden K, Medford, Oregon	09-07-89	26
Owingsville, Kentucky	09-07-89	34
Junction City United, Kansas	09-09-89	30
Omro-Early Morning, Wisconsin	09-11-89	25
Golden K Woodburn, Oregon	09-11-89	25
Byram, Stanhope, New Jersey	09-12-89	25
Bronson, Florida	09-13-89	27
East Lyme, Connecticut	09-14-89	34
Linz-Nike, Austria	09-16-89	20
Miskolc, Hungary	09-16-89	23
Shelley, Idaho	09-19-89	28

TOTAL: 119

B. KIWANIS CLUBS REACTIVATED

(The following club(s) were previously placed on Not-Meeting status by district recommendation and have now been reactivated.)

<u>CLUBS</u>	<u>ORGANIZATION DATE</u>	<u>NOT-MEETING DATE</u>	<u>REACTIVATION DATE</u>	<u># OF MBRS.</u>
Milan, Michigan	09-22-49	09-30-88	09-07-89	18
<u>TOTAL:</u> 1				

C. CLUBS MERGED

(The following clubs have officially merged.)

<u>CLUB NAME</u>	<u>NAME OF CHARTER RETIRED</u>	<u>EFFECTIVE DATE OF MERGER</u>	<u>MEMBERSHIP</u>
Takapuna, Auckland, NZ	Birkenhead, Auckland, NZ	10-01-89	35
Grand Forks, Golden K, ND ND	Grand Forks, Golden K North, ND	08-01-89	32
Virginia Beach-Mid-City, VA	Hollyn-Virginia Beach, VA	05-02-89	11
Utica-Breakfast, NY	South Utica Breakfast, NY	09-01-89	15
West Side, Fort Worth, TX	Fort Worth Trail Lake, TX	09-13-89	38
San Pedro, CA	Westchester-Forum, Los Angeles, CA	09-30-89	32
<u>TOTAL:</u> 6			

D. CLUB NAME CHANGES

(The following clubs have changed their official names.)

From: Buford, Georgia  
To: North Gwinnett, Georgia

From: Golden K Copper Country, Hancock, Michigan  
Keweenaw, Hancock, Michigan

From: Jamaica Bay, Starrett City, New York  
Jamaica Bay, Brooklyn, New York

From: Kearsarge Area, Erie, Pennsylvania  
To: Millcreek Area, Pennsylvania

**D. CLUB NAME CHANGES, Continued...**

From: Woodbine, Nashville, Tennessee  
To: Nashville-South, Tennessee

From: Mid-Fair, Fairfield, Alabama  
To: Fairfield, Alabama

**TOTAL: 7**

**E. CLUB INCORPORATIONS**

(As required by the Kiwanis International Constitution, the following clubs have submitted Articles of Incorporation for approval by the Board of Trustees.)

St. Helens Day Breakers, Oregon  
Ensley-Pensacola, Florida  
Rice Lake Golden K, Wisconsin  
Meridian Hills, Indianapolis, Indiana  
Jamaica Bay, Brooklyn, New York  
Wiregrass Golden K, Dothan, Alabama  
Fairmont Golden K, Minnesota  
Tri-City, Tuttle, Oklahoma  
Keene, New Hampshire  
Kelowna Summit, British Columbia  
Pike County-Pittsfield, Illinois  
Greater Houston Golden K, Texas  
Cassadaga Valley, New York  
Central Alamance County, North Carolina  
Olivia, Minnesota

**TOTAL: 15**

**F. CLUB FOUNDATIONS**

(The following clubs have established non-profit foundations.)

Courtenay Kiwanis Village Society  
(Kiwanis Club of Courtenay, British Columbia)

Kiwanis Club of Cleveland Youth and Community Services Foundation, Inc.  
(Kiwanis Club of Cleveland, Tennessee)

The Kiwanis Club of Mason, Michigan Foundation  
(Kiwanis Club of Mason, Michigan)

The Kiwanis Club of Edward R. Murrow Golden K Foundation  
(Kiwanis Club of Edward R. Murrow Golden K of Greensboro, North Carolina)

The Kiwanis Club of Meridian Hills Foundation, Inc.  
(Kiwanis Club of Meridian Hills, Indianapolis, Indiana)

**TOTAL: 5**

**G. DISTRICT FOUNDATION**

(The following district has established a non-profit Canadian foundation.)

Pacific Northwest Kiwanis Foundation (Canada)

**H. DISTRICT FOUNDATION AMENDMENTS**

None

I. DISTRICT BYLAW AMENDMENTS

(The following districts have amended their Bylaws.)

- Alabama - Article XV, Section 1, increased district dues to \$13.75 per annum.
- California- - Article XII, Section 11, provided for an employment contract for the District Secretary.
- Capital - Article III, Section 1 & 2, deleted the specific boundaries of each of the divisions of the district and provided the District Board of Trustees with the authority to assign new clubs to divisions and to reassign, under certain conditions, an existing club to a different division.
- Carolinas - Article III, Section 1 & 2, redivisioned
- Eastern Canada- - Article X, Reworded article for clarification  
& Caribbean - Article XVI, Section 1, Increased district dues from C\$20.75 to C\$23.25.  
(Remaining article changed for clarification)
- Georgia - Updated bylaws to conform with Standard Form for District Bylaws.
- Louisiana- - Article VIII, Section 1, Split the Committee on Finance & Fund  
Mississippi- Raising into two sub-divisions: "District Budget Committee"  
W. Tennessee and "Committee on Fund Raising."
- Article XVI, Section 4, added statement stating that the report of the Treasurer shall include a statement of assets and liabilities.
- Article XII, revised nominations of Governor-elect.
- Article XV, Section 1, divided into sub-sections: Section 1(a)- increased district bulletin from \$1.50 to \$2.50. Section 1(b)- increased district dues for 1989-90 year from \$13.50 to \$16.50. (1990-01 year and thereafter dues will be \$13.50).
- Article XVI, added section to include an "Restricted Reserve Fund."
- Minnesota- - Article VII, Section 1(L), changed the committee on Laws and  
Dakotas Regulations to Committee on Bylaws and Policies.
- Article XVII, Section 4, amended to include a "Restricted Reserve Fund." (Renumbered Sections 4-8 to Sections 5-9. respectively)
- Article XV, Section 1, increased dues form \$10.00 to \$11.00.

DISTRICT BYLAW AMENDMENTS, Continued

- Missouri-Arkansas
- Article VII, Section 1, added a new sub-section "P. Past Lieutenant Governors." (Relettered paragraphs "p", "q", "r", "s", and "t", to "q", "r", "s", "t", and "u", respectively.)
  - Article VII, Section 3, added new standing committee: "Past Lieutenant Governors."
  - Article VIII, added a new Section 16 on the duties for the duties of the Committee on Past Lieutenant Governors. (Re-numbered remaining sections)
  - Article XV, Section 1, increased subscription price of the district bulletin from \$2.00 to \$2.50. Also increased amount of district dues from \$8.50 to \$9.00 per annum.
  - Article XV, Section 2, added new section which provides for a New Member Add fee in amount of \$2.00.
- Pacific Northwest
- Article X, Section 6, section 6 has been changed to read Section 6(a). A new Section 6(b) has been added to allow the Lt. Governor or past Lt. Governor to be a delegate for a club in their division.
  - Article X, Section 8, changed to conform with section 6 of this article.
  - Article XVII, added a section 2 to accommodate all references to gender.
- Pennsylvania
- Article XV, added a new member add fee in the amount of \$5.00.
- Rocky Mountain
- Article VII, Section 19, revised the Administrative Boundries Committee on when it must meet.
  - Article XII, Section 4, revised to bring current the bylaws to eliminate inconsistencies in this section.
  - Article XII, Section 6, revise and clarify by whom the Secretary/Treasurer of the district is appointed.
- Utah-Idaho
- Article III, Section 1, changed number of division from 7 to 8 (redivisioned)
  - Article XV, Section 1, added "New Member Interim Fee" in the amount of \$5.00.

J. CLUB CHARTER RESIGNATIONS

(The following clubs have resigned from Kiwanis International since the last Administrative Action Report; they have complied with the requirements of Article IV, Section 6, of the International Bylaws.)

<u>CLUB</u>	<u>KEY #</u>	<u>ORGANIZATION DATE</u>	<u>RESIGNATION DATE</u>
Lexington, MASS.	12021	06-17-87	08-30-89
Bloomfield, MO	01471	12-16-25	08-09-89

K. CANCELLED MEETINGS

(The following clubs have requested approval of cancelled meetings.)

None

L. CIRCLE K CLUBS

(These clubs have been completed since the last Administrative Action Report.)

<u>CLUB &amp; SPONSOR</u>	<u>DATE</u>
Bellevue College Bellevue, NE Bellevue-Offut, NE	06-14-89
Hawaii Pacific College Honolulu, HI	07-06-89
Mills College San Leandro, CA	07-07-89
The University of Indianapolis Indianapolis, IN South Indianapolis, IN	07-17-89
Idaho State University Pocatello, ID	08-10-89
Hutchinson Community College Downtown Hutchinson, KS	08-22-89
Instituto Miravelle Guaymas, Mexico	08-29-89
Metropolitan State College Denver, CO	09-12-89
Stonehill College Brockton, MA	09-13-89

TOTAL: 9

M. KEY CLUBS

(These clubs have been completed since the last Administrative Action Report.)

NEW CLUBS

C.E. Byrd High School  
Norton City High School  
Tuscola High School  
Torrey Pines High School  
Manhasset Senior High School  
Burnsville Senior High School  
North Clackamas High School  
Lincoln High School  
Portland High School  
St. Cecilia High School  
Schalmont High School  
Central Dauphin East High School  
Saint Maarten Academy High School  
Lavergne High School  
St. Thomas Aquinas Regional Diocesan  
Catholic High School  
Westminster Christian High School  
Jenkins High School  
Emporia High School

SPONSOR

Mid City, Shreveport, LA  
Norton, OH  
Waynesville, NC  
Sorrento Mesa, CA  
Manhasset, NY  
Minneapolis Airport, MN  
Milwaukie, OR  
El Dorado, Stockton, CA  
Portland, ME  
Queen City, NE  
Rotterdam, NY  
East Shore, Harrisburg, PA  
St. Maarten/St. Martin, Antilles  
Smyrna, TN  
Hammond, LA  
  
Gadsden, AL  
Jenkins, KY  
Emporia Hi-Noon & Emporia, KS

TOTAL: 18

N. CLUBS RETURNED TO GOOD STANDING FROM SUSPENDED

(Refer to EXHIBIT A for clubs which have been returned to Good Standing from the Suspended list, since the last Administrative Action Report.)

O. CLUBS RETURNED TO GOOD STANDING FROM NOT-MEETING

(Refer to EXHIBIT B for clubs which have been returned to Good Standing from the Not-Meeting List, since the last Administrative Action Report.)

P. ADDITIONAL SUSPENDED CLUBS

(Refer to EXHIBIT C for additional clubs which have been suspended since the last Administrative Action Report.)

Q. ADDITIONAL CLUBS NOT-MEETING

(Refer to EXHIBIT D for clubs which have been added to the Not-Meeting list since the last Administrative Action Report. The membership in these clubs have been eliminated from an active status.)

R. TOTAL CLUBS NOT IN GOOD STANDING

(Refer to EXHIBIT E for the total number of clubs in this status, including the related total accounts receivable, within each district, as of 09-30-89.)

S. TOTAL SUSPENDED CLUBS

(Refer to EXHIBIT F for the entire list of clubs in this status, as of 09-30-89.)

T. TOTAL CLUBS NOT-MEETING

(Refer to EXHIBIT G for the entire list of clubs in this status, as of 09-30-89. The membership in these clubs have been eliminated from an active status.)

# KIWANIS CLUBS RETURNED TO GOOD STANDING FROM SUSPENDED STATUS

9/25/89

## EXHIBIT A

DIST. ID.	DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	STATUS CHG. DATE	NO. OF MBRS.
05	FLORIDA	FLAMINGO-HIALEAH	K11400	02/21/85	06/22/89	21
18	NEW JERSEY	ROXBURY-SUCCASUNNA	K02801	09/09/46	06/21/89	25
19	NEW YORK	WAKEFIELD, BRONX	K11990	04/22/87	09/28/89	6
19	NEW YORK	GOLDEN K COUNCOURSE PL.	K12121	09/28/87	08/08/89	27
19	NEW YORK	SCARSDALE	K12145	09/30/87	09/11/89	38
19	NEW YORK	JFK AIRPORT, NEW YORK C	K12148	09/30/87	09/21/89	7
21	EC & C	SANTA CRUZ	K07550	08/13/74	07/12/89	15
21	EC & C	BASSE-TERRE	K10009	07/01/80	09/11/89	16
25	SOUTHWEST	LOVINGTON	K03999	06/04/53	02/28/89	28
31	INT'L EXTENSION	HWARANG, SEOUL	K12397	06/25/88	09/01/89	25
31	INT'L EXTENSION	SALTA	K06663	08/16/70	02/28/89	28
33	ANDEAN	MONTERIA	K09255	08/01/78	08/16/89	20
33	ANDEAN	LA MONTANA, MEDELLIN	K08850	09/10-/77	08/22/89	19
33	ANDEAN	MORAVIA, SAN JOSE3	K10608	11/20/81	08/30/89	10
33	ANDEAN	POPAYAN	K12318	06/01/88	09/20/89	9
34	AUSTRALIA	BENDIGO	K10985	09/15/83	07/20/89	29
35	NEW ZEALAND-S. PACIFIC	MANUREWA	K06618	04/06/70	06/29/89	14
35	NEW ZEALAND-S. PACIFIC	CAP 320, HOUAILLOU	K12414	09/06/79	09/11/89	14

EXHIBIT A

## KIWANIS CLUBS RETURNED TO GOOD STANDING FROM SUSPENDED STATUS

9/25/89  
EXHIBIT A

DIST. ID.	DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	STATUS CHG. DATE	NO. OF MBRS.
36	PHILIPPINE LUZON	CABANUTUAN CITY	K07530	06/12/74	09/15/89	18
36	PHILIPPINE LUZON	OLONGAPO CITY	K07477	03/09/74	09/15/89	15
36	PHILIPPINE LUZON	TOURIST BELT-MANILA	K11105	02/25/84	09/19/89	22
36	PHILIPPINE LUZON	INDANG, CAVITE	K10531	10/01/81	02/28/89	13
36	PHILIPPINE LUZON	SAN PEDRO	K09372	10/01/78	09/25/89	15
36	PHILIPPINE LUZON	SAN JOSE CITY	K09742	10/01/79	09/25/89	10
36	PHILIPPINE LUZON	PACITA COMPLEX, SAN PEDRO	K10978	07/23/83	09/25/89	19
36	PHILIPPINE LUZON	KALAYAAN, QUEZON CITY	K09824	12/18/79	09/25/89	7
36	PHILIPPINE LUZON	GUIMBA	K09022	10/17/77	02/28/89	25
36	PHILIPPINE LUZON	GREATER LAS PINAS, METRO	K10570	12/05/81	09/25/89	9
36	PHILIPPINE LUZON	BALANGA	K09916	02/28/80	09/30/88	17
36	PHILIPPINE LUZON	BAAO	K09682	08/26/79	09/25/89	17
36	PHILIPPINE LUZON	CHRYSANTHEMUM, SAN PEDRO	K11789	08/16/86	09/20/89	22
36	PHILIPPINE LUZON	DAGUPAN CITY	K07375	11/17/73	09/20/89	16
36	PHILIPPINE LUZON	TAGAYTAY CITY	K11616	11/23/85	09/20/89	16
36	PHILIPPINE LUZON	VALENZUELA, METRO MANILA	K09605	03/15/79	09/20/89	30

# KIWANIS CLUBS RETURNED TO GOOD STANDING FROM SUSPENDED STATUS

9/25/89  
EXHIBIT A

DIST. ID.	DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	STATUS CHG. DATE	NO. OF MBRS.
36	PHILIPPINE LUZON	MARIVELES, BATAAN	K10670	04/17/82	09/21/89	18
36	PHILIPPINE LUZON	SINAG NG CARMONA	K12424	08/07/88	09/21/89	20
36	PHILIPPINE LUZON	ST. JOHN, SAN JOAN, METRO	K12395	07/09/88	09/21/89	10
38	BELGM-LUXMBG-FRANC-MON	MENTON	K11273	07/30/84	09/01/89	24
42	PHILIPPINE SOUTH	METRO TACLOBAN	K10054	08/10/80	09/06/89	9
42	PHILIPPINE SOUTH	BADIANGON SPRING, GINGOOG	K12060	07/26/87	09/11/89	19
42	PHILIPPINE SOUTH	INDUSTRIAL CITY, ILIGAN	K07668	11/05/74	09/15/89	18
42	PHILIPPINE SOUTH	MARIA CRISTINA ILIGAN	K12472	09/12/88	09/15/89	15
42	PHILIPPINE SOUTH	PINEAPPLE COUNTRY	K10012	07/15/80	09/15/89	22
42	PHILIPPINE SOUTH	POWER CITY, ILIGAN CITY	K10306	04/13/81	09/15/89	17
42	PHILIPPINE SOUTH	PANABO	K08670	02/06/77	09/20/89	28
42	PHILIPPINE SOUTH	CENTRAL DIGOS, DAVAO DEL	K10869	11/27/82	09/21/89	22
42	PHILIPPINE SOUTH	EAST CAGAYAN DE ORO	K08974	11/13/77	09/21/89	17
44	REPUBLIC OF CHINA	KEE LUNG, CHILUNG CITY	K09603	05/15/79	09/28/89	53
44	REPUBLIC OF CHINA	YUH YING	K11499	07/26/85	05/01/89	23
44	REPUBLIC OF CHINA	MU LAN, CHI I CITY	K12297	04/02/88	07/27/89	17
44	REPUBLIC OF CHINA	PA-KUA-SHAN	K10902	03/29/83	07/27/89	27

# KIWANIS CLUBS RETURNED TO GOOD STANDING FROM SUSPENDED STATUS

9/25/89  
EXHIBIT A

DIST. ID.	DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	STATUS CHG. DATE	NO. OF MBRS.
44	REPUBLIC OF CHINA	YUE LI HUALIEN	K09825	11/10/79	07/27/89	39
44	REPUBLIC OF CHINA	CHIN LAN,M KAO HSIUNG CTY	K12379	06/04/88	08/18/89	17
44	REPUBLIC OF CHINA	TAICHUNG PORT	K09007	07/27/77	08/18/89	48
44	REPUBLIC OF CHINA	KEE LUNG, CHILUNG CITY	K09603	05/15/79	09/28/89	53
44	REPUBLIC OF CHINA	TA-TUNG	K09973	01/12/80	08/21/89	28
44	REPUBLIC OF CHINA	YUH YING	K11499	07/26/85	05/01/89	23
44	REPUBLIC OF CHINA	HSIN CHU	K09663	08/12/789	09/21/89	66

TOTAL

CLUBS --- 63

MEMBERS---- 1304

MEMOS1:STATUS4

KIWANIS CLUBS RETURNED TO GOOD STANDING FROM NOT MEETING STATUS

9/25/89

EXHIBIT B

DIST. ID.	DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	STATUS CHG. DATE	NO. OF MBRS.
12	MICHIGAN	MILAN	K03390	09/22/49	09/12/89	18
12	MICHIGAN	BURTON SOUTH- GRAND BLANC	K06069	10/26/65	12/01/88	17
19	NEW YORK	NEW YORK CITY	K00083	07/15/18	08/08/89	31
21	EC & C	KELLIGREWS	K04725	12/10/56	06/23/89	23
31	INT'L EXTENSION	DAKAR	K10000	06/14/80	09/25/89	0
31	INT'L EXTENSION	SINAN	K12165	09/18/87	09/28/89	0
33	ANDEAN	TUQUERRES	K12202	12/16/87	08/24/89	21
35	NEW ZEALAND-S. PAC.	DUNEDIN NORTH	K08470	08/24/76	08/07/89	23
36	PHILIPPINE LUZON	ANTIPOLO-VALLEY	K12157	10/11/87	12/01/88	22
42	PHILIPPINE SOUTH	METRO DUMAGUETE	K10819	09/26/82	09/15/89	16
42	PHILIPPINE SOUTH	PANITAN, CAPIZ	K10717	05/01/82	09/18/89	28
42	PHILIPPINE SOUTH	MATINA, DAVAO CITY	K12240	02/22/88	09/21/89	30
<u>TOTAL</u>			CLUBS ---	11	MEMBERS ---	229

MEMOS1:NOT-MTG

EXHIBIT B

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EXHIBIT C

ADDITIONAL SUSPENDED CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE	
ANDEAN	LA CRUZ-MARINO	K12246	2/05/88	8/01/89	3	393.86	
ANDEAN	TULCAN	K12201	12/10/87	8/01/89	2	402.00	
ANDEAN	AMBATO	K09048	1/25/78	9/01/89	14	105.00	
ANDEAN	CALI	K06543	8/05/69	9/01/89	13	97.50	
ANDEAN	DAVID	K09873	2/28/80	9/01/89	16	120.00	
ANDEAN	FUSACATAN, FUSAGASUGA	K11780	8/08/86	9/01/89	26	142.50	
ANDEAN	GUAYAQUIL NORTE	K09154	5/02/78	9/01/89	24	292.50	
ANDEAN	IPIALES	K10928	5/14/83	9/01/89	23	148.75	
ANDEAN	MANTA	K09940	5/01/80	9/01/89	14	127.50	
ANDEAN	METROPOLITAN, PANAMA CITY	K11513	7/04/85	9/01/89	32	37.50	
ANDEAN	OTAVALO	K12304	3/10/88	9/01/89	2	15.00	
ANDEAN	PASTO	K09866	2/25/80	9/01/89	18	130.26	
ANDEAN	QUILICHAO	K12480	8/18/88	9/01/89	30	165.00	
ANDEAN	QUITO	K06662	7/28/70	9/01/89	34	397.50	
ANDEAN					251	14	2,574.87
AUSTRALIA	BRISBANE	K12336	5/17/88	9/01/89	18	90.00	
AUSTRALIA	CASUARINA NORTHERN TERRIT	K10277	3/25/81	9/01/89	24	180.00	
AUSTRALIA	HEIDELBERG	K10945	6/09/83	9/01/89	16	120.00	
AUSTRALIA	KOREA-SYDNEY, CAMPSIE	K12342	5/19/88	9/01/89	24	187.50	
AUSTRALIA	PALMERSTON/RURAL	K11284	9/11/84	9/01/89	9	60.00	
AUSTRALIA	SHEPPARTON	K06887	12/14/71	9/01/89	42	277.50	
AUSTRALIA					133	6	915.00
CALIF-NEVADA-HAWAII	CAPITOLA-SOQUEL	K12363	6/07/88	8/01/89	11	141.35	
CALIF-NEVADA-HAWAII	PHIL-AM, LOS ANGELES	K11853	9/26/86	8/31/89	16	205.60	
CALIF-NEVADA-HAWAII	WAIMEA-KAMUELA	K12619	1/26/89	8/01/89	11	359.80	
CALIF-NEVADA-HAWAII					38	3	706.75
CAROLINAS	WEST CHARLOTTE	K12245	3/02/88	8/01/89	25	336.25	
CAROLINAS					25	1	336.25
E CANADA AND CARIBBEAN	ALMA	K06535	7/09/69	9/01/89	21	272.00	
E CANADA AND CARIBBEAN	BALACLAVA	K09098	3/02/78	9/01/89	14	82.50	
E CANADA AND CARIBBEAN	BELL ISLAND	K03569	11/30/50	9/01/89	20	223.80	
E CANADA AND CARIBBEAN	BONAIRE	K09234	6/29/78	9/01/89	11	82.50	
E CANADA AND CARIBBEAN	CAYENNE	K09295	5/13/78	9/01/89	28	210.00	
E CANADA AND CARIBBEAN	CHAPELTON	K07815	7/09/75	9/01/89	6	60.00	
E CANADA AND CARIBBEAN	ECKEL VILLAGE-WILLIAMSVIL	K12009	5/26/87	9/01/89	8	67.50	
E CANADA AND CARIBBEAN	MIDLAND	K01240	5/22/24	9/01/89	1	108.15	

EXHIBIT C

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## EXHIBIT C

## ADDITIONAL SUSPENDED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE
E CANADA AND CARIBBEAN	NICKERIE	K11680	9/17/85	9/01/89	15	60.20
E CANADA AND CARIBBEAN	NORANDA	K01786	8/27/28	9/01/89	37	505.65
E CANADA AND CARIBBEAN	O'NEARA-ARIMA	K12117	9/24/87	9/01/89	29	141.25
E CANADA AND CARIBBEAN	RAIZET-INTERNATIONAL	K12548	10/07/88	9/01/89	27	187.50
E CANADA AND CARIBBEAN	SAN JOSE	K12347	4/28/88	9/01/89	25	187.50
E CANADA AND CARIBBEAN	SOUTHERN CLARENDON	K07605	9/25/74	9/01/89	13	97.50
E CANADA AND CARIBBEAN	TACARIGUA-FIVE RIVERS	K12503	9/23/88	9/01/89	29	217.50
E CANADA AND CARIBBEAN	TUNAPUNA	K12119	9/27/87	9/01/89	30	90.00
E CANADA AND CARIBBEAN					314	2,593.55
INT'L EXTENSION	BUINFE, SEOUL	K12172	10/11/87	9/01/89	25	150.00
INT'L EXTENSION	BUPYEONG, INCHON	K06575	9/19/69	9/01/89	45	397.50
INT'L EXTENSION	CHINJU CITY	K06430	9/10/68	9/01/89	0	240.00
INT'L EXTENSION	COLOMBO CITY	K10806	9/30/82	9/01/89	29	225.00
INT'L EXTENSION	LEVITTOWN, TOA BAJA	K12617	1/26/89	9/01/89	20	257.00
INT'L EXTENSION	NAM SEOUL	K09506	2/20/79	9/01/89	0	322.50
INT'L EXTENSION	NAMBOO, KURO-KU, SEOUL	K12292	3/24/88	9/01/89	25	225.00
INT'L EXTENSION	OLIVE BRANCH, NAIROBI, KE	K11051	11/19/83	9/01/89	0	185.00
INT'L EXTENSION	PETALING JAYA	K11547	8/22/85	9/01/89	25	195.00
INT'L EXTENSION	SO MYUNG, SEOUL	K10710	6/09/82	9/01/89	32	105.00
INT'L EXTENSION	ST. GEORGE'S	K12512	9/26/88	9/01/89	29	217.50
INT'L EXTENSION					230	2,519.50
KENTUCKY-TENNESSEE	MARTIN COUNTY	K10023	7/30/80	8/01/89	50	647.85
KENTUCKY-TENNESSEE					50	647.85
LOUISIANA-MISS-W TENN	ALCORN STATE UNIV/LORMAN	K09868	3/03/80	8/01/89	28	346.95
LOUISIANA-MISS-W TENN	PONTOTOC	K12221	1/27/88	8/01/89	23	308.40
LOUISIANA-MISS-W TENN					51	655.35
MINNESOTA-DAKOTAS	WESTERN DULUTH	K08838	8/31/77	8/01/89	26	75.00
MINNESOTA-DAKOTAS					26	75.00
MISSOURI-ARKANSAS	GRANDVIEW	K05164	9/23/59	8/01/89	8	102.80
MISSOURI-ARKANSAS	HARRISBURG	K11115	3/08/84	8/01/89	17	189.13
MISSOURI-ARKANSAS	MARSHFIELD	K12104	9/16/87	8/01/89	14	179.90

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EXHIBIT C

ADDITIONAL SUSPENDED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBR.	A/R BALANCE
MISSOURI-ARKANSAS					39	471.83
MONTANA	TOBACCO VALLEY, EUREKA	K09716	9/27/79	8/01/89	8	102.80
MONTANA					8	102.80
NEW ENGLAND	CHICOPEE	K01046	6/03/23	8/01/89	14	182.05
NEW ENGLAND	LOWER CONNECTICUT RIVER V	K09944	5/14/80	8/01/89	11	77.10
NEW ENGLAND	MANCHESTER	K01196	3/12/24	8/01/89	33	25.70
NEW ENGLAND	SCITUATE	K10989	9/19/83	8/01/89	21	154.20
NEW ENGLAND					79	439.05
NEW JERSEY	FLORHAM PARK	K03819	4/24/52	8/01/89	3	38.55
NEW JERSEY					3	38.55
NEW YORK	FOREST HILLS	K09412	11/29/78	8/01/89	15	224.70
NEW YORK	HARLEM GATEWAY	K12112	9/23/87	8/01/89	6	321.25
NEW YORK	RAVENA-COEYMANS-SELKIRK	K12561	11/17/88	8/01/89	29	372.65
NEW YORK					50	918.60
NEW ZEALAND-SOUTH PACIFIC	BLLENHEIM	K08546	10/11/76	9/01/89	9	75.00
NEW ZEALAND-SOUTH PACIFIC	HORNBY	K12406	7/12/88	9/01/89	32	247.50
NEW ZEALAND-SOUTH PACIFIC					41	322.50
OHIO	FAIRFIELD	K12552	11/03/88	8/01/89	29	.00
OHIO					29	.00
PACIFIC NORTHWEST	CAPITOL-OLYMPIA	K12350	5/26/88	8/01/89	19	205.60
PACIFIC NORTHWEST	MILL CREEK	K11931	2/03/87	8/01/89	10	143.15
PACIFIC NORTHWEST					29	348.75
PENNSYLVANIA	AIRPORT AREA, MOON	K11357	11/15/84	8/01/89	25	199.15

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE
PENNSYLVANIA					25	1 199.15
PHILIPPINE LUZON	CAINTA	K08502	9/14/76	9/01/89	21	308.00
PHILIPPINE LUZON	DASMARINAS, CAVITE	K11898	11/21/86	9/01/89	29	157.20
PHILIPPINE LUZON	GUMACA, QUEZON	K10609	2/02/82	9/01/89	0	46.75
PHILIPPINE LUZON	IRIGA CITY	K07425	2/25/74	9/01/89	29	120.00
PHILIPPINE LUZON	MIDTOWN QUEZON CITY	K11716	5/14/86	9/01/89	9	352.50
PHILIPPINE LUZON	MORONG, BATAAN	K12241	2/27/88	9/01/89	16	127.50
PHILIPPINE LUZON	MUNTINLUPA, RIZAL	K08265	2/14/76	9/01/89	21	195.00
PHILIPPINE LUZON	PARANAQUE, RIZAL	K06954	3/24/72	9/01/89	17	345.00
PHILIPPINE LUZON	PASAY NORTH, SAN JOSE DIS	K12610	1/25/89	9/01/89	24	180.00
PHILIPPINE LUZON	SAN JUAN, RIZAL	K07559	8/05/74	9/01/89	13	120.00
PHILIPPINE LUZON	STO. TOMAS, PAMPANGA	K09822	10/31/79	9/01/89	26	108.50
PHILIPPINE LUZON	TAGIG, METRO-MANILA	K08489	8/08/76	9/01/89	36	193.30
PHILIPPINE LUZON	TANGLAW NG CAINTA	K12567	10/23/88	9/01/89	31	232.50
PHILIPPINE LUZON	TANGLAW NG POLANGUI	K12589	1/16/89	9/01/89	18	150.00
PHILIPPINE LUZON	TARLAC MOVERS	K11219	6/13/84	9/01/89	23	180.00
PHILIPPINE LUZON	URDANETA	K08490	8/14/76	9/01/89	12	180.68
PHILIPPINE LUZON					325	16 2,996.93
PHILIPPINE SOUTH	DATU SIKATUNA, TAGBILARAN	K11091	2/11/84	9/01/89	22	167.50
PHILIPPINE SOUTH	DAVAO-GULF	K11114	3/02/84	9/01/89	11	198.74
PHILIPPINE SOUTH	DUMAGUETE CITY, NEGROS OR	K08578	10/17/76	9/01/89	15	180.00
PHILIPPINE SOUTH	KALIBO	K09680	7/13/79	9/01/89	23	172.50
PHILIPPINE SOUTH	MARBEL	K08243	2/07/76	9/01/89	33	252.85
PHILIPPINE SOUTH	METRO BACOLOD	K11907	12/02/86	9/01/89	25	187.50
PHILIPPINE SOUTH	MIAGAO TOWN	K11933	1/11/87	9/01/89	4	60.00
PHILIPPINE SOUTH	NEW HORIZON, GENERAL SANT	K12435	8/14/88	9/01/89	15	435.00
PHILIPPINE SOUTH	SAN FRANCISCO, AGUSAN DEL	K07838	4/30/75	9/01/89	12	130.00
PHILIPPINE SOUTH	TAGBILARAN	K09038	0/00/00	9/01/89	18	592.50
PHILIPPINE SOUTH	TRENTO, AGUSAN DEL SUR	K11601	10/26/85	9/01/89	33	112.50
PHILIPPINE SOUTH					211	11 2,489.09
REPUBLIC OF CHINA	TAIPEI-DIANA	K12149	9/22/87	7/01/89	20	472.50
REPUBLIC OF CHINA	CHU SHAN	K10707	5/21/82	9/01/89	23	180.00
REPUBLIC OF CHINA	CHUNG HO, TAIPEI	K11749	6/19/86	9/01/89	66	112.50
REPUBLIC OF CHINA	HSIN CHUANG	K10641	2/27/82	9/01/89	24	202.50
REPUBLIC OF CHINA	TAICHUNG CENTER, TAIWAN	K08090	9/03/75	9/01/89	134	475.00
REPUBLIC OF CHINA	TIAN SHYANG, HUA LIEN	K10841	11/15/82	9/01/89	36	277.50
REPUBLIC OF CHINA					305	6 1,720.00

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EXHIBIT C

ADDITIONAL SUSPENDED CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBR.	A/R BALANCE
ROCKY MOUNTAIN	WHEATLAND	K08566	11/17/76	8/01/89	19	246.30
ROCKY MOUNTAIN					19	246.30
SOUTHWEST	BLOOMFIELD	K10362	6/11/81	8/01/89	11	141.35
SOUTHWEST					11	141.35
TEXAS-OKLAHOMA	OKEENE	K01883	10/15/29	8/01/89	33	469.05
TEXAS-OKLAHOMA					33	469.05
GRAND TOTAL					2,325	21,928.07

# ADDITIONAL CLUBS NOT-MEETING

09/29/89  
EXHIBIT D

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	NO. OF CLUBS	A/R BALANCE
ANDEAN	LE CEIBA, CALI	K12319	04/15/88	05/13/89	20		438.00
ANDEAN	AZUERO, CHITRE	K11638	08/04/85	09/30/69	17		568.00
ANDEAN	GUAYAQUIL	K07658	12/09/74	09/30/89	10		375.00
ANDEAN	GUAYAQUIL-EL DORADO	K11821	09/10/86	09/30/89	10		247.50
ANDEAN	MARACAIBO	K11414	03/13/85	09/30/89	18		610.00
					75	5	2,238.50
CALIF-NEVADA-HAWAII	SOUTH SAN LEANDRO	K05195	12/08/59	04/25/89 *	12		.00
CALIF-NEVADA-HAWAII	VENTURA BLVD, ENCINO	K12016	06/09/87	04/30/89 *	11		.00
CALIF-NEVADA-HAWAII	SOUTH STOCKTON	K11227	06/20/84	06/30/89 *	12		15.70
CALIF-NEVADA-HAWAII	SUNRISE, SEASIDE	K12084	09/02/87	06/30/89 *	14		.00
CALIF-NEVADA-HAWAII	NORTH CLAIREMONT-SUNRISER	K11550	09/24/85	07/22/89 *	10		.00
CALIF-NEVADA-HAWAII	CHATSWORTH	K09902	04/07/80	08/04/89 *	2		.00
CALIF-NEVADA-HAWAII	CLOVIS WEST	K12153	11/20/87	08/04/89 *	18		223.55
CALIF-NEVADA-HAWAII	DESERT HOT SPRINGS	K11516	08/13/85	08/04/89 *	15		159.65
CALIF-NEVADA-HAWAII	WILLIAMS	K01350	03/04/25	09/30/89 *	25		168.35
					119	9	567.25
EC & C	JUNCTION	K09729	09/28/79	09/30/89	9		170.00
EC & C	POINT FORTIN	K10370	05/30/81	09/30/89	12		486.60
EC & C	ST. THOMAS	K07039	08/30/72	09/30/89	12		133.75
					33	3	790.35
FLORIDA	NORTH TAMPA	K04406	03/29/55	06/30/89 *	11		.00
FLORIDA	KEY WEST	K03143	04/22/48	08/21/89 *	20		.00
					31	2	.00

EXHIBIT D

## ADDITIONAL CLUBS NOT-MEETING

09/29/89

EXHIBIT D

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	NO. OF CLUBS	A/R BALANCE
ILLINOIS-EAST. IOWA	ROCK RIVER/ROSCOE/S. BELO	K09888	03/26/80	03/31/89 *	6		.00
ILLINOIS-EAST. IOWA	WEST JOLIET	K10472	09/22/81	09/30/89	19		322.45
					---	---	-----
					25	2	322.45
INDIANA	SHERIDAN	K11484	06/25/85	05/26/89 *	11		141.35
					---	---	-----
					11	1	141.35
INT'L EXTENSION	AMMAN	K08718	03/29/77	09/30/89	23		345.00
INT'L EXTENSION	COMOROS, COMOROS REPUBLIC	K11288	08/21/84	09/30/89	16		289.90
INT'L EXTENSION	HAN YANG, SEOUL	K10720	04/11/82	09/30/89	37		832.50
INT'L EXTENSION	IPOH	K12251	01/31/88	09/30/89	20		300.00
INT'L EXTENSION	NOKPO	K11759	04/10/86	09/30/89	20		450.00
INT'L EXTENSION	NAMSAN, SEOUL	K09996	06/14/80	09/30/89	27		607.50
INT'L EXTENSION	SAE HANGANG, SEOUL	K12255	02/22/88	09/30/89	48		549.50
INT'L EXTENSION	SUH SEOUL	K12180	11/03/87	09/30/89	32		480.00
INT'L EXTENSION	TUNIS	K09974	06/03/80	09/30/89	37		238.00
					---	---	-----
					260	9	4,092.40
LOUISIANA-MISS-W-TENN	HAUGHTON	K11343	10/09/84	03/31/89 *	13		71.30
LOUISIANA-MISS-W-TENN	SOUTHWEST SHREVEPORT	K11699	04/23/86	03/31/89 *	17		.00
LOUISIANA-MISS-W-TENN	EAST GENTILLY, NEW ORLEAN	K04838	08/28/57	07/01/89 *	14		246.25
LOUISIANA-MISS-W-TENN	MARRERO WEST	K11179	05/02/84	07/01/89 *	7		75.76
LOUISIANA-MISS-W-TENN	METRO NEW ORLEANS	K12373	06/14/88	07/01/89 *	33		891.68
LOUISIANA-MISS-W-TENN	OCEAN SPRINGS	K07036	08/28/72	07/01/89 *	4		.00
LOUISIANA-MISS-W-TENN	ST. CHARLES, BOUTTE	K11675	03/13/86	07/01/89 *	7		.00
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					95	7	1,284.99

## ADDITIONAL CLUBS NOT-MEETING

09/29/89  
EXHIBIT D

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	NO. OF CLUBS	A/R BALANCE
MISSOURI-ARKANSAS	NEVADA	K12282	03/29/88	06/15/89 *	10		.00
MISSOURI-ARKANSAS	POPLAR BLUFF MORNING	K11419	03/19/85	08/04/89 *	6		77.10
MISSOURI-ARKANSAS	BLOOMFIELD	K01471	12/16/25	08/25/89 *	15		.00
MISSOURI-ARKANSAS	ELAINE	K03501	05/24/50	09/30/89	11		108.20
					42	4	185.30
NEW ENGLAND	LEXINGTON	K12021	06/17/87	08/30/89 *	15		.00
NEW ENGLAND	SHELTON-DERBY	K01181	02/22/24	09/30/89	24		650.00
					39	2	650.00
NEW JERSEY	IRONBOUND, NEWARK	K05700	12/17/62	07/01/89 *	9		.00
NEW JERSEY	LONG BRANCH	K12237	02/23/88	09/30/89	11		360.20
					20	2	360.20
NEW YORK	BINGHAMTON WEST	K06490	04/09/69	06/26/89 *	8		115.65
					8	1	115.65
OHIO	STRONGSVILLE	K03750	11/23/51	08/18/89	9		.00
					9	1	.00
PENNSYLVANIA	GERMANTOWN, PHILADELPHIA	K03062	11/25/47	09/15/89 *	7		.00
PENNSYLVANIA	GOVERNOR MIFFLIN, SHILLIN	K12025	06/23/87	09/15/89 *	35		321.25
PENNSYLVANIA	MAIN LINE (THE)	K01612	11/12/26	09/15/89 *	6		.00
PENNSYLVANIA	SUBURBAN BETHLEHEM	K05596	04/30/62	09/15/89 *	8		102.80
PENNSYLVANIA	REYNOLDSVILLE	K00832	08/18/22	09/29/89 *	12		.00
					68	5	424.05

ADDITIONAL CLUBS NOT-MEETING

09/29/89

EXHIBIT D

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	NO. OF CLUBS	A/R BALANCE
PHILIPPINE LUZON	LOPEZ	K09685	04/24/79	03/31/89	20		460.00
PHILIPPINE LUZON	MONCADA, TARLAC	K11243	07/14/84	03/31/89	17		527.88
PHILIPPINE LUZON	SAN MATEO, RIZAL	K12263	03/19/88	04/22/89	27		607.50
PHILIPPINE LUZON	CAPAS	K12278	03/27/88	04/25/89	21		472.50
PHILIPPINE LUZON	PRAWN CITY, SAN FABIAN	K12275	03/26/88	05/13/89	22		472.50
PHILIPPINE LUZON	QUEZON CITY NORTH, LAGRO	K12394	07/03/88	08/12/89	9		201.15
PHILIPPINE LUZON	TIMOG, QUEZON CITY	K12441	08/23/88	09/15/89	20		190.60
PHILIPPINE LUZON	ANTIPOLO CENTRAL	K12329	05/13/88	09/30/89	31		465.00
PHILIPPINE LUZON	BANGUS CITY, DAGUPAN CITY	K12298	04/08/88	09/30/89	21		459.90
PHILIPPINE LUZON	BATANGAS CITY	K07567	08/18/74	09/30/89	19		347.59
PHILIPPINE LUZON	BEPZ (MARIVELES)	K09683	08/28/79	09/30/89	25		197.50
PHILIPPINE LUZON	CAINTA GREENPARK, CAINTA, R	K11474	06/15/85	09/30/89	21		375.00
PHILIPPINE LUZON	CALAUAG	K10315	02/20/81	09/30/89	12		180.00
PHILIPPINE LUZON	FREEDOM PARK, MALACANANG	K12459	08/30/88	09/30/89	20		190.60
PHILIPPINE LUZON	GREATER SUCAT	K11410	03/13/85	09/30/89	13		260.00
PHILIPPINE LUZON	INDANG, CAVITE	K10531	10/01/81	09/30/89	13		195.00
PHILIPPINE LUZON	MANDALUYONG	K07285	08/03/73	09/30/89	2		247.50
PHILIPPINE LUZON	MANDALUYONG EAST	K11465	05/30/85	09/30/89	9		458.50
PHILIPPINE LUZON	MARAGONDON, CAVITE	K11520	08/18/85	09/30/89	33		1,335.00
PHILIPPINE LUZON	MASANTOL, PAMPANGA, PHILI	K11143	04/08/84	09/30/89	11		1,072.50
PHILIPPINE LUZON	SAN MANUEL BUILDERS	K12449	08/27/88	09/30/89	20		190.60
PHILIPPINE LUZON	SAN ROQUE, MARIKINA	K12451	08/28/88	09/30/89	21		199.38
PHILIPPINE LUZON	RANDANG SORA, QUESON CITY	K11696	04/20/86	09/30/89	7		258.90
					414	23	9,365.10

## ADDITIONAL CLUBS NOT-MEETING

09/29/89

EXHIBIT D

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	NO. OF CLUBS	A/R BALANCE
PHILIPPINE SOUTH	DEL MONTE	K11803	08/30/86	03/31/89	13		367.50
PHILIPPINE SOUTH	TALACOGON	K12276	03/26/88	04/25/89	26		592.50
PHILIPPINE SOUTH	KABANGKALAN	K12330	05/14/88	07/15/89	39		799.57
PHILIPPINE SOUTH	KAPALONG	K12341	05/17/88	08/19/89	21		164.96
PHILIPPINE SOUTH	ARAS-ASAN	K11731	04/13/86	09/30/89	20		712.50
PHILIPPINE SOUTH	BAYUGAN	K07656	10/19/74	09/30/89	25		554.54
PHILIPPINE SOUTH	KAPIS, ROXAS CITY	K09137	04/06/78	09/30/89	41		396.25
PHILIPPINE SOUTH	MACTAN, LAPU LAPU CITY	K12280	03/26/88	09/30/89	21		675.00
PHILIPPINE SOUTH	MASAWA, BUTUAN CITY	K12063	08/08/87	09/30/89	16		145.68
PHILIPPINE SOUTH	RAJAH BUAYAN	K08775	06/01/77	09/30/89	24		537.21
PHILIPPINE SOUTH	ROXAS CITY	K12161	10/24/87	09/30/89	25		418.25
					---	---	-----
					271	11	5,363.96
REPUBLIC OF CHINA	BUDDHA	K11582	10/01/85	09/30/89	44		710.00
REPUBLIC OF CHINA	CHUN YING, CHIA I CITY	K12209	12/31/87	09/30/89	40		483.75
REPUBLIC OF CHINA	EVERGREEN	K11385	11/20/84	09/30/89	21		267.50
REPUBLIC OF CHINA	PENG HU	K09594	04/25/79	09/30/89	26		400.00
REPUBLIC OF CHINA	TA CH'I, TAO YUAN HSIEN	K12197	12/24/87	09/30/89	25		416.25
REPUBLIC OF CHINA	TAI TUNG CITY	K12387	07/31/88	09/30/89	20		307.50
REPUBLIC OF CHINA	WU LIN, TAO YUAN HSIEN	K12205	11/28/87	09/30/89	23		291.50
					---	---	-----
					199	7	2,876.50
ROCKY MOUNTAIN	GOSHEN COUNTY, TORRINGTON	K10155	10/23/80	08/01/89 *	12		115.65
					---	---	-----
					12	1	115.65

## ADDITIONAL CLUBS NOT-MEETING

09/29/89  
EXHIBIT D

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	NO. OF CLUBS	A/R BALANCE
SOUTHWEST	LOS ALAMOS-WHITEROCK	K11604	10/29/85	08/04/89 *	8		.00
SOUTHWEST	SOUTH MOUNTAIN, PHOENIX	K10979	08/24/83	08/04/89 *	8		.00
					16	2	.00
TEXAS-OKLAHOMA	CLAREMORE	K07071	09/21/72	03/31/89 *	10		.00
TEXAS-OKLAHOMA	BOGATA	K12193	12/15/87	06/01/89 *	36		603.25
TEXAS-OKLAHOMA	SEAGOVILLE	K12422	08/04/88	06/01/89 *	16		79.25
TEXAS-OKLAHOMA	EAST FORT WORTH	K04244	07/27/54	06/20/89 *	9		.00
					71	4	682.50
WEST VIRGINIA	DUNBAR-INSTITUTE	K07512	06/05/74	07/01/89 *	5		38.55
					5	1	38.55
WISCONSIN-UPPER MICH	ELM BROOK	K10709	06/08/82	06/13/89 *	14		.00
WISCONSIN-UPPER MICH	JANESVILLE-BREAKFAST	K11703	05/01/86	06/23/89 *	17		218.45
WISCONSIN-UPPER MICH	TOMAHAWK AREA	K12510	09/27/88	06/23/89 *	26		341.90
					57	3	560.35
		GRAND TOTAL			1,880	105	30,175.10

\* DISTRICT ACTION

MEMOS1:ADDL-N-M-5

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EXHIBIT E

CLUBS NOT IN GOOD STANDING

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NGS DATE	NO. OF MBRS.		A/R BALANCE
E CANADA AND CARIBBEAN	WEST ST. ANDREW	K09625	5/30/79	8/01/89	57		.00
E CANADA AND CARIBBEAN					57	1	.00
INT'L EXTENSION	DONGMOON, SEOUL	K10639	2/15/82	8/01/89	41		135.00
INT'L EXTENSION	KWANGJU	K11600	10/01/85	3/01/89	30		75.00
INT'L EXTENSION	SEOUL	K06323	11/15/67	8/01/89	31		120.00
INT'L EXTENSION					102	3	330.00
PENNSYLVANIA	SULLIVAN COUNTY	K11634	12/27/85	9/15/89 *	20		.00
PENNSYLVANIA					20	1	.00
GRAND TOTAL					179	5	330.00

EXHIBIT E

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EXHIBIT F

TOTAL SUSPENDED CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE
ANDEAN	PACIFICO, BUENAVENTURA	K12398	5/19/88	2/28/89	13	298.37
ANDEAN	IBARRA	K12123	5/16/87	5/25/89	20	400.60
ANDEAN	LA CRUZ-MARINO	K12246	2/05/88	8/01/89	3	393.86
ANDEAN	TULCAN	K12201	12/10/87	8/01/89	2	402.00
ANDEAN	AMBATO	K09048	1/25/78	9/01/89	14	105.00
ANDEAN	CALI	K06543	8/05/69	9/01/89	13	97.50
ANDEAN	DAVID	K09873	2/28/80	9/01/89	16	120.00
ANDEAN	FUSACATAN, FUSAGASUGA	K11780	8/08/86	9/01/89	26	142.50
ANDEAN	GUAYAQUIL NORTE	K09154	5/02/78	9/01/89	24	292.50
ANDEAN	IPIALES	K10928	5/14/83	9/01/89	23	148.75
ANDEAN	MANTA	K09940	5/01/80	9/01/89	14	127.50
ANDEAN	MEIROPOLITAN, PANAMA CITY	K11513	7/04/85	9/01/89	32	37.50
ANDEAN	OTAVALO	K12304	3/10/88	9/01/89	2	15.00
ANDEAN	PASTO	K09866	2/25/80	9/01/89	18	150.26
ANDEAN	QUILICHAO	K12480	8/18/88	9/01/89	30	165.00
ANDEAN	QUITO	K06662	7/28/70	9/01/89	34	397.50
ANDEAN					284	3,273.84
AUSTRALIA	BRISBANE	K12336	5/17/88	9/01/89	18	90.00
AUSTRALIA	CASUARINA NORTHERN TERRIT	K10277	3/25/81	9/01/89	24	180.00
AUSTRALIA	HEIDELBERG	K10945	6/09/83	9/01/89	16	120.00
AUSTRALIA	KOREA-SYDNEY, CAMPSIE	K12342	5/19/88	9/01/89	24	187.50
AUSTRALIA	PALMERSTON/RURAL	K11284	9/11/84	9/01/89	9	60.00
AUSTRALIA	SHEPPARTON	K06887	12/14/71	9/01/89	42	277.50
AUSTRALIA					133	915.00
CALIF-NEVADA-HAWAII	CAPITOLA-SOQUEL	K12363	6/07/88	8/01/89	11	141.35
CALIF-NEVADA-HAWAII	PHIL-AM, LOS ANGELES	K11853	9/26/86	8/01/89	16	205.60
CALIF-NEVADA-HAWAII	WAIHEA-KAMUELA	K12619	1/26/89	8/01/89	11	359.80
CALIF-NEVADA-HAWAII					38	706.75
CAROLINAS	WEST CHARLOTTE	K12245	3/02/88	8/01/89	25	336.25
CAROLINAS					25	336.25
E CANADA AND CARIBBEAN	D'ABADIE	K12453	8/16/88	2/28/89	27	222.06
E CANADA AND CARIBBEAN	QUINTE, BELLEVILLE	K05891	4/27/64	2/28/89	16	307.35
E CANADA AND CARIBBEAN	ALMA	K06535	7/09/69	9/01/89	21	272.00
E CANADA AND CARIBBEAN	BALACLAVA	K09098	3/02/78	9/01/89	14	82.50
E CANADA AND CARIBBEAN	BELL ISLAND	K03569	11/30/50	9/01/89	20	223.80
E CANADA AND CARIBBEAN	BONAIRE	K09234	6/29/78	9/01/89	11	82.50

EXHIBIT F

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## EXHIBIT F

## TOTAL SUSPENDED CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE	
E CANADA AND CARIBBEAN	CAYENNE	K09295	5/13/78	9/01/89	28	210.00	
E CANADA AND CARIBBEAN	CHAPELTON	K07815	7/09/75	9/01/89	6	60.00	
E CANADA AND CARIBBEAN	ECKEL VILLAGE-WILLIAMSVIL	K12009	5/26/87	9/01/89	8	67.50	
E CANADA AND CARIBBEAN	MIDLAND	K01240	5/22/24	9/01/89	1	108.15	
E CANADA AND CARIBBEAN	NICKERIE	K11680	9/17/85	9/01/89	15	60.20	
E CANADA AND CARIBBEAN	NORANDA	K01786	8/27/28	9/01/89	37	505.85	
E CANADA AND CARIBBEAN	O'MEARA-ARIMA	K12117	9/24/87	9/01/89	29	141.25	
E CANADA AND CARIBBEAN	RAIZET-INTERNATIONAL	K12548	10/07/88	9/01/89	27	187.50	
E CANADA AND CARIBBEAN	SAN JOSE	K12347	4/28/88	9/01/89	25	187.50	
E CANADA AND CARIBBEAN	SOUTHERN CLARENDON	K07605	9/25/74	9/01/89	13	97.50	
E CANADA AND CARIBBEAN	TACARIGUA-FIVE RIVERS	K12503	9/23/88	9/01/89	29	217.50	
E CANADA AND CARIBBEAN	TUNAPUNA	K12119	9/27/87	9/01/89	30	90.00	
E CANADA AND CARIBBEAN					357	18	3,122.96
INT'L EXTENSION	KYUNGJU	K12528	8/30/88	6/01/89	26	423.28	
INT'L EXTENSION	BUINFE, SEOUL	K12172	10/11/87	9/01/89	25	150.00	
INT'L EXTENSION	BUYEONG, INCHON	K06575	9/19/69	9/01/89	45	397.50	
INT'L EXTENSION	CHINJU CITY	K06430	9/10/68	9/01/89	0	240.00	
INT'L EXTENSION	COLOMBO CITY	K10806	9/30/82	9/01/89	29	225.00	
INT'L EXTENSION	LEVITTOWN, TOA BAJA	K12617	1/26/89	9/01/89	20	257.00	
INT'L EXTENSION	NAM SEOUL	K09506	2/20/79	9/01/89	0	322.50	
INT'L EXTENSION	NAMDOO, KURO-KU, SEOUL	K12292	3/24/88	9/01/89	25	225.00	
INT'L EXTENSION	OLIVE BRANCH, NAIROBI, KE	K11051	11/19/83	9/01/89	0	185.00	
INT'L EXTENSION	PETALING JAYA	K11547	8/22/85	9/01/89	25	195.00	
INT'L EXTENSION	SO MYUNG, SEOUL	K10710	6/09/82	9/01/89	32	105.00	
INT'L EXTENSION	ST. GEORGE'S	K12512	9/26/88	9/01/89	29	217.50	
INT'L EXTENSION					256	12	2,942.78
KENTUCKY-TENNESSEE	MARTIN COUNTY	K10023	7/30/80	8/01/89	50	647.85	
KENTUCKY-TENNESSEE					50	1	647.85
LOUISIANA-MISS-W TENN	ALCORN STATE UNIV/LORMAN	K09868	3/03/80	8/01/89	28	346.95	
LOUISIANA-MISS-W TENN	PONTOTOC	K12221	1/27/88	8/01/89	23	308.40	
LOUISIANA-MISS-W TENN					51	2	655.35
MINNESOTA-DAKOTAS	WESTERN DULUTH	K08838	8/31/77	8/01/89	26	75.00	
MINNESOTA-DAKOTAS					26	1	75.00

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EXHIBIT F

TOTAL SUSPENDED CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBR.	A/R BALANCE
MISSOURI-ARKANSAS	SOUTH INDEPENDENCE	K12496	9/22/88	2/28/89	26	457.55
MISSOURI-ARKANSAS	GRANDVIEW	K05164	9/23/59	8/01/89	8	102.80
MISSOURI-ARKANSAS	HARRISBURG	K11115	3/08/84	8/01/89	17	189.15
MISSOURI-ARKANSAS	MARSHFIELD	K12104	9/16/87	8/01/89	14	179.90
MISSOURI-ARKANSAS					65	929.38
MONTANA	TOBACCO VALLEY, EUREKA	K09716	9/27/79	8/01/89	8	102.80
MONTANA					8	102.80
NEW ENGLAND	CHICOPEE	K01046	6/03/23	8/01/89	14	182.05
NEW ENGLAND	LOWER CONNECTICUT RIVER V	K09944	5/14/80	8/01/89	11	77.10
NEW ENGLAND	MANCHESTER	K01196	3/12/24	8/01/89	33	25.70
NEW ENGLAND	SCITUATE	K10989	9/19/83	8/01/89	21	154.20
NEW ENGLAND					79	459.05
NEW JERSEY	FLORHAM PARK	K03819	4/24/52	8/01/89	3	38.55
NEW JERSEY					3	38.55
NEW YORK	FOREST HILLS	K09412	11/29/78	8/01/89	15	224.70
NEW YORK	HARLEM GATEWAY	K12112	9/23/87	8/01/89	6	321.25
NEW YORK	RAVENA-COEYMANS-SELKIRK	K12561	11/17/88	8/01/89	29	372.65
NEW YORK					50	918.60
NEW ZEALAND-SOUTH PACIFIC	WELLINGTON BREAKFAST CLUB	K12490	9/19/88	5/01/89	20	300.00
NEW ZEALAND-SOUTH PACIFIC	BLENHEIM	K08546	10/11/76	9/01/89	9	75.00
NEW ZEALAND-SOUTH PACIFIC	HORNBY	K12406	7/12/88	9/01/89	32	247.50
NEW ZEALAND-SOUTH PACIFIC					61	622.50
OHIO	FAIRFIELD	K12552	11/03/88	8/01/89	29	.00
OHIO					29	.00
PACIFIC NORTHWEST	CAPITOL-OLYMPIA	K12350	5/26/88	8/01/89	19	205.60
PACIFIC NORTHWEST	MILL CREEK	K11931	2/03/87	8/01/89	10	145.15

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE
PACIFIC NORTHWEST					29	2 348.75
PENNSYLVANIA	AIRPORT AREA, MOON	K11357	11/15/84	8/01/89	25	199.15
PENNSYLVANIA					25	1 199.15
PHILIPPINE LUZON	CAINTA	K08502	9/14/76	9/01/89	21	308.00
PHILIPPINE LUZON	DASHARINAS, CAVITE	K11898	11/21/86	9/01/89	29	157.20
PHILIPPINE LUZON	GUMACA, QUEZON	K10609	2/02/82	9/01/89	0	46.75
PHILIPPINE LUZON	IRIGA CITY	K07425	2/25/74	9/01/89	29	120.00
PHILIPPINE LUZON	MIDTOWN QUEZON CITY	K11716	5/14/86	9/01/89	9	352.50
PHILIPPINE LUZON	MORONG, BATAAN	K12241	2/27/88	9/01/89	16	127.50
PHILIPPINE LUZON	MUNTINLUPA, RIZAL	K08265	2/14/76	9/01/89	21	195.00
PHILIPPINE LUZON	PARANAQUE, RIZAL	K06954	3/24/72	9/01/89	17	345.00
PHILIPPINE LUZON	PASAY NORTH, SAN JOSE DIS	K12610	1/25/89	9/01/89	24	180.00
PHILIPPINE LUZON	SAN JUAN, RIZAL	K07559	8/05/74	9/01/89	13	120.00
PHILIPPINE LUZON	STO. TOMAS, PAMPANGA	K09822	10/31/79	9/01/89	26	108.50
PHILIPPINE LUZON	TAGIG, METRO-MANILA	K08489	8/08/76	9/01/89	36	193.50
PHILIPPINE LUZON	TANGLAW NG CAINTA	K12567	10/23/88	9/01/89	31	232.50
PHILIPPINE LUZON	TANGLAW NG POLANGUI	K12589	1/16/89	9/01/89	18	150.00
PHILIPPINE LUZON	TARLAC MOVERS	K11219	6/13/84	9/01/89	23	180.00
PHILIPPINE LUZON	URDANETA	K08490	8/14/76	9/01/89	12	180.68
PHILIPPINE LUZON					325	16 2,996.93
PHILIPPINE SOUTH	DATU SIKATUNA, TAGBILARAN	K11091	2/11/84	9/01/89	22	167.50
PHILIPPINE SOUTH	DAVAO-GULF	K11114	3/02/84	9/01/89	11	198.74
PHILIPPINE SOUTH	DUMAGUETE CITY, NEGROS OR	K08578	10/17/76	9/01/89	15	180.00
PHILIPPINE SOUTH	KALIBO	K09680	7/13/79	9/01/89	23	172.50
PHILIPPINE SOUTH	MARBEL	K08243	2/07/76	9/01/89	33	252.85
PHILIPPINE SOUTH	METRO BACOLOD	K11907	12/02/86	9/01/89	25	187.50
PHILIPPINE SOUTH	MIAGAO TOWN	K11933	1/11/87	9/01/89	4	60.00
PHILIPPINE SOUTH	NEW HORIZON, GENERAL SANT	K12435	8/14/88	9/01/89	15	435.00
PHILIPPINE SOUTH	SAN FRANCISCO, AGUSAN DEL	K07838	4/30/75	9/01/89	12	130.00
PHILIPPINE SOUTH	TAGBILARAN	K09038	0/00/00	9/01/89	18	592.50
PHILIPPINE SOUTH	TRENTO, AGUSAN DEL SUR	K11601	10/26/85	9/01/89	33	112.50
PHILIPPINE SOUTH					211	11 2,489.09
REPUBLIC OF CHINA	CHUN FANG, TAO YUAN HSIEN	K12530	8/20/88	5/01/89	40	510.72
REPUBLIC OF CHINA	TAIPEI-DIANA	K12149	9/22/87	7/01/89	20	472.50
REPUBLIC OF CHINA	CHU SHAN	K10707	5/21/82	9/01/89	23	180.00
REPUBLIC OF CHINA	CHUNG HO, TAIPEI	K11749	6/19/86	9/01/89	66	112.50

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TOTAL SUSPENDED CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	SUSPENDED DATE	NO. OF MBRS.	A/R BALANCE
REPUBLIC OF CHINA	HSIN CHUANG	K10641	2/27/82	9/01/89	24	202.50
REPUBLIC OF CHINA	TAICHUNG CENTER, TAIWAN	K08090	9/03/75	9/01/89	134	475.00
REPUBLIC OF CHINA	TIAN SHYANG, HUA LIEN	K10841	11/15/82	9/01/89	38	277.50
REPUBLIC OF CHINA					345	2,230.72
ROCKY MOUNTAIN	WHEATLAND	K08566	11/17/76	8/01/89	19	240.30
ROCKY MOUNTAIN					19	240.30
SOUTHWEST	BLOOMFIELD	K10362	6/11/81	8/01/89	11	141.35
SOUTHWEST					11	141.35
TEXAS-OKLAHOMA	OKEENE	K01883	10/15/29	8/01/89	33	469.05
TEXAS-OKLAHOMA					33	469.05
GRAND TOTAL					2,513	24,848.00

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EXHIBIT G

TOTAL NOT-MEETING CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MTRS.	A/R BALANCE
ANDEAN	TUMACO	K11859	8/02/86	3/31/89	16	422.00
ANDEAN	LA CEIBA, CALI	K12319	4/15/88	5/13/89	20	438.00
ANDEAN	AZUERO, CHITRE	K11638	8/04/85	9/30/89	17	568.00
ANDEAN	EL RUIZ-MANIZALES	K11822	9/10/86	9/30/89	23	353.50
ANDEAN	GUAYAQUIL	K07658	12/09/74	9/30/89	10	375.00
ANDEAN	GUAYAQUIL-EL DORADO	K11821	9/10/86	9/30/89	10	247.50
ANDEAN	MALAGA	K11476	6/01/85	9/30/89	17	252.50
ANDEAN	MARACAIBO	K11414	3/13/85	9/30/89	18	610.00
ANDEAN					131	3,266.50
AUSTRALIA	PARRAMATTA	K11952	3/12/87	9/08/88 *	10	.00
AUSTRALIA	SYDNEY	K06425	8/12/68	9/30/88 *	7	.00
AUSTRALIA					17	.00
CALIF-NEVADA-HAWAII	STANTON	K05161	9/16/59	1/01/89 *	11	.00
CALIF-NEVADA-HAWAII	AGOURA-WESTLAKE	K11932	2/04/67	3/31/89 *	14	.00
CALIF-NEVADA-HAWAII	SOUTH SAN LEANDRO	K05195	12/08/59	4/25/89 *	12	.00
CALIF-NEVADA-HAWAII	VENTURA BOULEVARD, ENCINO	K12016	6/09/87	4/30/89 *	11	.00
CALIF-NEVADA-HAWAII	SOUTH STOCKTON	K11227	6/20/84	6/30/89 *	12	15.70
CALIF-NEVADA-HAWAII	SUNRISE, SEASIDE	K12384	9/02/87	6/30/89 *	14	.00
CALIF-NEVADA-HAWAII	NORTH CLAIREMONT-SUNRISE	K11550	9/24/85	7/22/89 *	10	.00
CALIF-NEVADA-HAWAII	CHATELWORTH	K09902	4/07/80	8/04/89 *	2	.00
CALIF-NEVADA-HAWAII	CLOVIS WEST	K12153	11/20/87	8/04/89 *	18	223.55
CALIF-NEVADA-HAWAII	DESERT HOT SPRINGS	K11516	8/13/85	8/04/89 *	15	159.65
CALIF-NEVADA-HAWAII	WILLIAMS	K01350	3/04/25	9/30/89 *	25	168.35
CALIF-NEVADA-HAWAII					144	567.25
E CANADA AND CARIBBEAN	HANOVER, LUCEA	K07406	3/04/74	3/31/89	15	399.55
E CANADA AND CARIBBEAN	PIARCO, ST. HELENA	K10750	7/26/82	3/31/89	17	601.25
E CANADA AND CARIBBEAN	JUNCTION	K09729	9/28/79	9/30/89	9	170.00
E CANADA AND CARIBBEAN	POINT FORTIN	K10370	5/30/81	9/30/89	12	486.60
E CANADA AND CARIBBEAN	ST. THOMAS	K07039	8/30/72	9/30/89	12	133.75
E CANADA AND CARIBBEAN					65	1,791.15
FLORIDA	PALM BEACH INTERNATIONAL	K11868	10/01/86	1/01/89 *	13	.00
FLORIDA	MIAMI-BAYSIDE	K05464	8/31/61	3/01/89 *	13	131.50
FLORIDA	LARGO	K03473	3/30/50	3/15/89 *	8	.00
FLORIDA	TAMPA-SUNRISE	K08570	11/22/76	3/15/89 *	16	.00
FLORIDA	HERNANDO-75	K07308	9/15/73	4/15/89 *	17	.00
FLORIDA	NORTH TAMPA	K04406	3/29/55	6/30/89 *	11	.00

EXHIBIT C

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	A/R BALANCE
FLORIDA	KEY WEST	K03143	4/22/48	8/21/89 *	20	.00
FLORIDA					98	131.50
ILLINOIS-EASTERN IOWA	SUMNER	K02553	9/20/44	12/17/88 *	10	.00
ILLINOIS-EASTERN IOWA	BEECHER CITY	K02923	3/31/47	12/31/88 *	5	.00
ILLINOIS-EASTERN IOWA	ROCK RIVER/ROSCOE/S. BELO	K09888	3/26/80	5/31/89 *	6	.00
ILLINOIS-EASTERN IOWA	MIDWAY, CHICAGO	K04970	6/10/58	5/01/89 *	40	514.00
ILLINOIS-EASTERN IOWA	WEST JOLIET	K10472	9/22/81	9/30/89 *	19	322.45
ILLINOIS-EASTERN IOWA					80	836.45
INDIANA	SCHERERVILLE	K08171	11/21/75	11/01/88 *	12	.00
INDIANA	HOOSIER HILLS, VERSAILLES	K11928	1/21/87	2/10/89 *	12	.00
INDIANA	SHERIDAN	K11484	6/25/85	5/26/89 *	11	141.55
INDIANA					35	141.55
INT'L EXTENSION	KOWLOON	K07185	3/22/73	1/20/89 *	7	57.50
INT'L EXTENSION	BUK INCHON	K10257	11/25/80	3/31/89	34	165.00
INT'L EXTENSION	BUSAN	K12173	11/31/87	3/31/89	33	420.59
INT'L EXTENSION	KANGNAM, SEOUL	K12230	1/30/88	3/31/89	24	422.00
INT'L EXTENSION	SIDI BOUSAID	K10676	3/30/82	3/31/89	28	420.00
INT'L EXTENSION	SINGAPORE	K06810	6/15/71	3/31/89	35	667.50
INT'L EXTENSION	IBN KHALDOUN	K11280	7/04/84	5/10/89 *	36	45.00
INT'L EXTENSION	AMMAN	K08718	3/29/77	9/30/89	23	345.00
INT'L EXTENSION	COMOROS, COMOROS REPUBLIC	K11288	8/21/84	9/30/89	16	269.90
INT'L EXTENSION	HAN YANG, SEOUL	K10720	4/11/82	9/30/89	37	632.50
INT'L EXTENSION	IPOH	K12251	1/31/88	9/30/89	20	300.00
INT'L EXTENSION	MOKPO	K11759	4/10/86	9/30/89	20	450.00
INT'L EXTENSION	NAMSAN, SEOUL	K09996	6/14/80	9/30/89	27	607.50
INT'L EXTENSION	SAE HANGANG, SEOUL	K12255	2/22/88	9/30/89	48	549.50
INT'L EXTENSION	SUH SEOUL	K12180	11/03/87	9/30/89	32	480.00
INT'L EXTENSION	TUNIS	K09974	6/03/80	9/30/89	37	236.00
INT'L EXTENSION					457	6,289.99
LOUISIANA-MISS-W TENN	CANTON	K08328	5/04/76	3/31/89	21	999.40
LOUISIANA-MISS-W TENN	HAUGHTON	K11343	10/09/84	3/31/89 *	13	71.50
LOUISIANA-MISS-W TENN	SOUTHWEST SHREVEPORT	K11699	4/23/86	3/31/89 *	17	.00
LOUISIANA-MISS-W TENN	EAST GENTILLY, NEW ORLEAN	K04838	8/28/57	7/01/89 *	14	240.25
LOUISIANA-MISS-W TENN	MARRERO WEST	K11179	5/02/84	7/01/89 *	7	75.76
LOUISIANA-MISS-W TENN	METRO NEW ORLEANS	K12373	6/14/88	7/01/89 *	33	891.68
LOUISIANA-MISS-W TENN	OCEAN SPRINGS	K07036	8/28/72	7/01/89 *	4	.00

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EXHIBIT G

TOTAL NOT-MEETING CLUBS

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DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE		NO. OF MBRS.		A/R BALANCE
LOUISIANA-MISS-W TENN	ST CHARLES, BOUTTE	K11675	3/13/86	7/01/89	*	7		.00
LOUISIANA-MISS-W TENN						116	8	2,284.39
MICHIGAN	ECORSE	K01652	3/17/27	3/31/88	*	0		.00
MICHIGAN	SOUTHFIELD	K02525	3/20/44	5/01/88	*	4		.00
MICHIGAN						4	2	.00
MISSOURI-ARKANSAS	FREDERICKTOWN	K11964	3/25/87	11/01/88	*	13		.00
MISSOURI-ARKANSAS	NEVADA	K12282	3/29/88	6/15/89	*	10		.00
MISSOURI-ARKANSAS	POPLAR BLUFF MORNING	K11419	3/19/85	8/04/89	*	6		77.10
MISSOURI-ARKANSAS	BLOOMFIELD	K01671	12/16/25	8/25/89	*	15		.00
MISSOURI-ARKANSAS	ELAINE	K03501	5/24/50	9/30/89		11		108.20
MISSOURI-ARKANSAS						55	5	185.30
MONTANA	POPLAR A	K10036	8/14/80	3/01/88	*	0		.00
MONTANA						0	1	.00
NEW ENGLAND	NORTH ATTLEBORO	K01995	3/19/34	3/31/89		14		308.85
NEW ENGLAND	LEXINGTON	K12021	6/17/87	8/30/89	*	15		.00
NEW ENGLAND	SHELTON-DERBY	K01181	2/22/24	9/30/89		24		650.00
NEW ENGLAND						53	3	1,018.85
NEW JERSEY	PARAMUS	K05302	7/31/58	9/30/88	*	5		.00
NEW JERSEY	IRONBOUND, NEWARK	K05700	12/17/62	7/31/89	*	9		.00
NEW JERSEY	LONG BRANCH	K12237	2/23/88	9/30/89		11		300.20
NEW JERSEY						25	3	300.20
NEW YORK	STARRETT CITY, BROOKLYN	K10527	2/24/82	3/03/89	*	11		.00
NEW YORK	BINGHAMTON WEST	K06490	4/09/69	6/26/89	*	8		115.65
NEW YORK						19	2	115.65
NEW ZEALAND-SOUTH PACIFIC	HASTINGS	K07107	11/01/72	11/09/88	*	14		90.00
NEW ZEALAND-SOUTH PACIFIC	AUCKLAND	K06238	4/26/67	3/31/89		16		307.50

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EXHIBIT G

TOTAL NOT-MEETING CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MTRS.	A/R BALANCE
NEW ZEALAND-SOUTH PACIFIC					30	2 397.50
OHIO	STRONGSVILLE	K03750	11/23/51	8/18/89 *	9	.00
OHIO					9	1 .00
PENNSYLVANIA	GERMANTOWN, PHILADELPHIA	K05062	11/25/47	9/15/89 *	7	.00
PENNSYLVANIA	GOVERNOR MIFFLIN, SHILLIN	K12025	6/23/87	9/15/89 *	35	321.25
PENNSYLVANIA	MAIN LINE (THE)	K01612	11/12/26	9/15/89 *	6	.00
PENNSYLVANIA	SUBURBAN BETHLEHEM	K05596	4/30/62	9/15/89 *	8	102.80
PENNSYLVANIA	REYNOLDSVILLE	K00832	8/18/22	9/29/89 *	12	.00
PENNSYLVANIA					68	5 424.05
PHILIPPINE LUZON	ANTIPOLO NORTH	K11979	4/05/87	3/31/89	26	421.74
PHILIPPINE LUZON	BETIS, GUAGUA, PAMPANGA	K12151	10/03/87	3/31/89	25	375.00
PHILIPPINE LUZON	CAINTA GREENLAND, CAINTA,	K12022	6/07/87	3/31/89	23	478.50
PHILIPPINE LUZON	CANDABA, PAMPANGA	K12088	8/28/87	3/31/89	22	505.00
PHILIPPINE LUZON	LOPEZ	K09685	4/24/79	3/31/89	20	460.00
PHILIPPINE LUZON	MARIKINA HEIGHTS, METRO M	K11818	9/10/86	3/31/89	12	180.00
PHILIPPINE LUZON	MONCADA, TARLAC	K11243	7/14/84	3/31/89	17	527.88
PHILIPPINE LUZON	SAN VICENTE, SAN PEDRO, L	K12178	11/21/87	3/31/89	20	400.00
PHILIPPINE LUZON	GOA	K09537	2/24/79	4/10/89	54	650.00
PHILIPPINE LUZON	SAN MATEO, RIZAL	K12263	3/19/88	4/22/89	27	607.50
PHILIPPINE LUZON	CAPAS	K12278	3/27/88	4/25/89	21	472.50
PHILIPPINE LUZON	PRAWN CITY, SAN FABIAN	K12275	3/26/88	5/13/89	22	472.50
PHILIPPINE LUZON	QUEZON CITY NORTH, LAGRO	K12394	7/03/88	8/12/89	9	201.15
PHILIPPINE LUZON	TIMOG, QUEZON CITY	K12441	8/23/88	9/15/89	20	190.00
PHILIPPINE LUZON	ANTIPOLO CENTRAL	K12329	5/13/88	9/30/89	31	465.00
PHILIPPINE LUZON	ASAC, ANGONO, RIZAL	K10703	5/27/82	9/30/89	21	172.50
PHILIPPINE LUZON	BANGUS CITY, DAGUPAN CITY	K12298	4/08/88	9/30/89	21	459.90
PHILIPPINE LUZON	BATANGAS CITY	K07567	8/18/74	9/30/89	19	347.59
PHILIPPINE LUZON	BEPZ (MARIVELES)	K09683	8/28/79	9/30/89	25	197.50
PHILIPPINE LUZON	CAINTA GREENPARK, CAINTA, R	K11474	6/15/85	9/30/89	21	375.00
PHILIPPINE LUZON	CAINTA VISTA VERDE, CAIN	K12029	6/28/87	9/30/89	35	355.91
PHILIPPINE LUZON	CALAUAG	K10315	2/20/81	9/30/89	12	180.00
PHILIPPINE LUZON	FREEDOM PARK, MALACANANG,	K12459	8/30/88	9/30/89	20	190.00
PHILIPPINE LUZON	GREATER SUCAT	K11410	3/13/85	9/30/89	13	260.00
PHILIPPINE LUZON	INDANG, CAVITE	K10531	10/01/81	9/30/89	13	195.00
PHILIPPINE LUZON	MANDALUYONG	K07285	8/03/73	9/30/89	2	247.50
PHILIPPINE LUZON	MANDALUYONG EAST	K11465	5/30/85	9/30/89	9	458.50
PHILIPPINE LUZON	MARAGONDON, CAVITE	K11520	8/18/85	9/30/89	33	1,335.00
PHILIPPINE LUZON	MASANTOL, PAMPANGA, PHILI	K11143	4/08/84	9/30/89	11	1,072.50

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## EXHIBIT G

## TOTAL NOT-MEETING CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE	NO. OF MBRS.	A/R BALANCE
PHILIPPINE LUZON	SAN MANUEL BUILDERS	K12449	8/27/88	9/30/89	20	190.80
PHILIPPINE LUZON	SAN ROQUE, MARIKINA	K12451	8/28/88	9/30/89	21	199.38
PHILIPPINE LUZON	TANDANG SORA, QUEZON CITY	K11696	4/20/86	9/30/89	7	258.90
PHILIPPINE LUZON					652	13,864.95
PHILIPPINE SOUTH	CALATRAVA	K12155	10/02/87	3/31/89	20	436.00
PHILIPPINE SOUTH	DEL MONTE	K11803	8/30/86	3/31/89	13	367.50
PHILIPPINE SOUTH	ESPERANZA	K12196	10/04/87	3/31/89	30	657.00
PHILIPPINE SOUTH	GENERAL SANTOS	K06445	11/03/88	3/31/89	19	307.50
PHILIPPINE SOUTH	KAUSWAGAN	K11760	6/22/86	3/31/89	13	195.00
PHILIPPINE SOUTH	MAIGO	K11762	6/16/86	3/31/89	20	245.00
PHILIPPINE SOUTH	ROSARIO, AGUSAN DEL SUR	K12166	10/31/87	3/31/89	33	700.59
PHILIPPINE SOUTH	SAMBOANGAN CITY	K10597	11/30/81	3/31/89	29	363.50
PHILIPPINE SOUTH	ST. JAMES, BUENA VISTA, A	K12105	9/16/87	3/31/89	36	655.00
PHILIPPINE SOUTH	ZILLOVIA	K12208	12/29/87	3/31/89	15	378.75
PHILIPPINE SOUTH	TALACOGON	K12276	3/26/88	4/25/89	26	592.50
PHILIPPINE SOUTH	KABANGKALAN	K12330	5/14/88	7/15/89	39	799.57
PHILIPPINE SOUTH	KAPALONG	K12341	5/17/88	8/19/89	21	164.96
PHILIPPINE SOUTH	ARAS-ASAN	K11731	4/13/86	9/30/89	20	712.50
PHILIPPINE SOUTH	BAYUGAN	K07556	10/19/74	9/30/89	25	554.54
PHILIPPINE SOUTH	KAPIS, ROXAS CITY	K09137	4/06/78	9/30/89	41	396.25
PHILIPPINE SOUTH	MACTAN, LAPU LAPU CITY	K12280	3/26/88	9/30/89	21	675.00
PHILIPPINE SOUTH	MASAWA, BUTUAN CITY	K12063	8/08/87	9/30/89	16	145.68
PHILIPPINE SOUTH	RAJAH BUAYAN	K08775	6/01/77	9/30/89	24	537.21
PHILIPPINE SOUTH	ROXAS CITY	K12161	10/24/87	9/30/89	25	418.25
PHILIPPINE SOUTH					488	9,504.50
REPUBLIC OF CHINA	BUDDHA	K11582	10/01/85	9/30/89	44	710.00
REPUBLIC OF CHINA	CHUN YING, CHIA I CITY	K12209	12/31/87	9/30/89	40	483.75
REPUBLIC OF CHINA	EVERGREEN	K11385	11/20/84	9/30/89	21	267.50
REPUBLIC OF CHINA	PENG HU	K09594	4/25/79	9/30/89	26	400.00
REPUBLIC OF CHINA	TA CH'1, TAO YUAN HSIEN	K12197	12/24/87	9/30/89	25	416.25
REPUBLIC OF CHINA	TAI TUNG CITY	K12387	7/31/88	9/30/89	20	307.50
REPUBLIC OF CHINA	WU LIN, TAO YUAN HSIEN	K12205	11/28/87	9/30/89	23	291.50
REPUBLIC OF CHINA					199	2,876.50
ROCKY MOUNTAIN	GOSHEN COUNTY, TORRINGTON	K10155	10/23/80	8/01/89	12	115.65
ROCKY MOUNTAIN					12	115.65

## EXHIBIT G

## TOTAL NOT-MEETING CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	NOT-MEETING DATE		NO. OF MURS.		A/R BALANCE
SOUTHWEST	COTTONWOOD	K10J82	9/24/80	12/03/88	*	23		.00
SOUTHWEST	LOS ALAMOS-WHITEROCK	K11604	10/29/85	8/04/89	*	8		.00
SOUTHWEST	SOUTH MOUNTAIN, PHOENIX	K10979	8/24/83	8/04/89	*	8		.00
SOUTHWEST						39	3	.00
TEXAS-OKLAHOMA	IRVING, MIDWEEK	K06516	5/22/69	2/01/89	*	19		.00
TEXAS-OKLAHOMA	MOORE GOLDEN K	K11858	9/30/86	3/15/89	*	2		.00
TEXAS-OKLAHOMA	CLAREMORE	K07071	9/21/72	3/31/89	*	10		.00
TEXAS-OKLAHOMA	EAGLE PASS	K08842	9/01/77	3/31/89	*	9		118.35
TEXAS-OKLAHOMA	WAGONER	K11704	5/02/86	3/31/89	*	17		.00
TEXAS-OKLAHOMA	BOGATA	K12193	12/15/87	6/01/89	*	36		603.25
TEXAS-OKLAHOMA	SEAGOVILLE	K12422	8/04/88	6/01/89	*	16		79.25
TEXAS-OKLAHOMA	EAST FORT WORTH	K04244	7/27/54	6/20/89	*	9		.00
TEXAS-OKLAHOMA	ANTLERS	K11172	4/24/84	9/30/89		18		501.55
TEXAS-OKLAHOMA	NORTH RESEARCH, AUSTIN	K12211	1/05/88	9/30/89		25		591.75
TEXAS-OKLAHOMA						161	10	1,894.15
WEST VIRGINIA	DUNBAR-INSTITUTE	K07512	6/05/74	7/01/89	*	5		38.55
WEST VIRGINIA						5	1	38.55
WISCONSIN-UPPER MICH	ELM BROOK	K10709	6/08/82	6/15/89	*	14		.00
WISCONSIN-UPPER MICH	JANESVILLE-BREAKFAST	K11703	5/01/86	6/23/89	*	17		218.45
WISCONSIN-UPPER MICH	TOMAHAWK AREA	K12510	9/27/88	6/23/89	*	26		341.90
WISCONSIN-UPPER MICH						57	3	560.35

GRAND TOTAL 3,029 166 45,664.58

\* = DISTRICT ACTION

MINUTES OF THE EXECUTIVE COMMITTEE SPECIAL MEETING

Indianapolis, Indiana

Thursday, September 7, 1989

Executive Committee Members Present:

Gene R. Overholt, Chairman  
W. J. "Wil" Blechman, M.D.  
Anton J. Kaiser  
Noris A. Lusche  
Robert A. Wagner

Executive Committee Members Excused:

William L. Lieber  
John D. Morton, Sr.

Other Participants

C. A. Dillon, Jr.  
Kevin W. Krepinevich  
W. Thomas Nelson, Jr.

A meeting of the Executive Committee was held at 9 a.m. EST on September 7, 1989, in the office of the International Secretary by conference telephone call. President Gene R. Overholt presided.

The Executive Committee reviewed the action taken by the Board of Trustees regarding the Provisional District of Korea at its June 30-July 1 and 7, 1988, Meeting. An excerpt from page 4 of the minutes of that meeting reads as follows:

RESOLVED, That the Provisional District of Korea be granted an additional year until September 30, 1989, to meet the requirements for full district status.

After discussion, a motion was duly made, supported, and carried as follows:

RESOLVED, That provisional district status not be extended to the Korea District past September 30, 1989.

BE IT FURTHER RESOLVED, That Governor-designate Sang-Won Hahn be invited to Council as a guest. Kiwanis International would be responsible for the costs associated with Governor Hahn's attendance except for transportation.

Respectfully submitted,

Kevin W. Krepinevich  
International Secretary

WAIVER OF NOTICE OF

SEPTEMBER 7, 1989

EXECUTIVE COMMITTEE OF KIWANIS INTERNATIONAL

We the undersigned, being all the members of the Executive Committee of the Board of Trustees of Kiwanis International, an Illinois not-for-profit corporation, hereby waive notice of the special meeting of the Committee held on September 7, 1989, and further, we consent to the action taken as reported in the minutes reported above.

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Gene R. Overholt, Chairman

---

W. J. "Wil" Blechman, M.D.

---

Anton J. Kaiser

---

William L. Lieber

---

Noris A. Lusche

---

John D. Morton, Sr.

---

Robert A. Wagner

1988-89 Board Committee on Finance  
Preliminary Budget Report  
September 30 - October 4, 1989\*\*  
(000's)

<u>Operating Budget 1989/90</u>	<u>Operating</u>	<u>Magazine</u>	<u>Int'l. Convention</u>	<u>General Liability Insurance</u>	<u>Capital Improvement</u>	<u>Total</u>
Projected September 30, 1989 Fund Balance as of July 31, 1989	\$4,072	\$ 443	\$ 348	\$ 414	\$4,861	\$10,138
Projected September 30, 1990 . fund balances	<u>4,900</u>	<u>490</u>	<u>367</u>	<u>414</u>	<u>4,875</u>	<u>11,046</u>
1989/90 Budget Surplus	\$ 828	\$ 47	\$ 19	\$ -0-	\$ 14	908

Changes from October 1989 meeting:

\*\* As submitted with the Board Committee on Finance report in the special meeting held July 30-31, 1989.

1988-89 Board Committee on Finance  
Preliminary Budget Report  
as amended by the 1989-90 Finance Committee  
September 30 - October 4, 1989  
(000's)

<u>Operating Budget 1989/90</u>	<u>Operating</u>	<u>Magazine</u>	<u>Int'l. Convention</u>	<u>General Liability Insurance</u>	<u>Capital Improvement</u>	<u>Total</u>
Projected September 30, 1989 Fund Balance as of August 31, 1989	<u>\$4,141</u>	<u>\$ 453</u>	<u>\$ 440</u>	<u>\$ 414</u>	<u>\$4,870</u>	<u>\$10,318</u>
1989/90 Budget Surplus as of August 1, 1989	\$ 828	\$ 47	\$ 19	\$ -0-	\$ 14	908
Adjustments at October Board Mtg. Increase in Interest Income	<u>-0-</u>	<u>-0-</u>	<u>30</u>	<u>-0-</u>	<u>26</u>	<u>56</u>
1989/90 Budget Surplus as of September 30, 1989	<u>\$ 828</u>	<u>\$ 47</u>	<u>\$ 49</u>	<u>\$ -0-</u>	<u>\$ 40</u>	<u>\$ 964</u>
Projected September 30, 1990 Fund Balances as adjusted October 2, 1989	<u>\$4,969</u> =====	<u>\$ 500</u> =====	<u>\$ 489</u> =====	<u>\$ 414</u> =====	<u>\$4,910</u> =====	<u>\$11,282</u> =====

This represents the final budget presented at the Board of Trustees Meeting in October 1989 as amended by the 1989/90 Board Committee on Finance.

1989-90 BUDGET  
OPERATING (UNRESTRICTED) FUND

The proposed budget and comparisons of revenue and expense to prior years are as follows:

		-----1989-----				
(000's)	Budget 1990	8/89 Proj.	Budget	1988	1987	1986
<u>REVENUES</u>						
Dues	5,610	4,589	4,539	4,456	4,418	4,449
Life Member	77	65	65	55	116	115
Processing Fee	700	687	623	604	397	388
Charter Fees	39	38	37	38	24	25
Interest	415	385	307	311	265	308
Supplies (Net)	917	884	865	836	755	723
Royalties	9	9	9	0	9	11
Grants	115	135	141	94	123	111
Miscellaneous	118	103	119	80	70	77
TOTAL REVENUE	<u>8,000</u>	<u>6,895</u>	<u>6,705</u>	<u>6,474</u>	<u>6,177</u>	<u>6,207</u>
<u>EXPENSES</u>						
Board Admin. & Struc.	378	350	343	343	330	253
Executive	227	204	204	429	573	567
Office Services	411	557	626	474	477	455
M.I.S.	686	626	623	469	473	596
Finance	308	269	287	260	311	358
Human Resources	115	108	108	130	64	74
Employee Wages & Bnf.	0	(54)	(25)	0	3	0
Meetings & Conv.	45	35	36	32	38	33
Budgetary	35	0	35	0	0	0
Supplies	553	475	491	539	566	525
Intl. Extension	740	660	666	579	430	346
Member Services	879	820	785	818	739	704
Club Services	302	224	228	202	200	211
Public Relations	286	282	281	244	280	267
Prog. Development	319	256	264	247	239	214
Education	365	310	351	271	249	221
Intl. Council	147	107	108	114	97	85
Special Services	229	153	158	124	116	90
Publications	109	103	104	97	93	34
Sponsored Youth Serv.	73	48	51	7	7	7
Circle K (subsidized)	234	250	247	202	178	110
Key Club (subsidized)	253	244	235	253	218	199
KIF Cost	51	60	60	67	80	75
K.I.E.	427	357	422	352	314	351
TOTAL EXPENSES	<u>7,172</u>	<u>6,444</u>	<u>6,688</u>	<u>6,253</u>	<u>6,075</u>	<u>5,775</u>
Net Surplus	828	451	17	221	102	432
	=====	=====	=====	=====	=====	=====
<u>RESERVES</u>						
Beg. of year	<u>Budget</u> 4,141	3,690	3,690	3,469	3,367	3,032
End of year	4,969*	4,141	3,707	3,690	3,469	3,369#

\* Projected

# Includes net income or expense from magazine

1989-90 BUDGET  
MAGAZINE FUND

The proposed budget and comparisons of revenue and expenses to prior years are as follows:

(000's)	Budget 1990	-----1989-----		Years Audited		
		8/89 Proj.	Budget	1988	1987	1986
REVENUES:						
Magazine	1,803	1,793	1,792	1,786	1,764	1,223
Advertising	510	402	508	326	445	424
Interest	58	54	35	35	23	0
TOTAL REVENUE	<u>2,371</u>	<u>2,249</u>	<u>2,335</u>	<u>2,147</u>	<u>2,232</u>	<u>1,647</u>
EXPENSES:						
Salaries	274	257	267	250	242	300
Emp. Benefits	0	1	0	0	0	1
Outside Services	2	0	2	0	0	0
Travel-Local	4	4	4	4	3	4
Travel-US/Can	30	29	28	28	32	24
Travel-Intl	8	5	8	0	0	0
Production:						
Editorial	60	59	59	53	56	56
Art	45	44	44	37	38	35
Manufacturing	993	966	957	855	849	738
Postage	425	419	396	377	355	368
Promotion	78	63	90	60	67	34
Audit Fees	6	3	5	3	6	4
Consultant Fees	0	0	0	0	0	0
Commissions	112	79	112	69	100	78
Supplies	3	3	3	2	2	0
Stationery	3	2	6	2	2	4
Dues/Subs.	2	2	2	2	2	2
Taxes	2	1	2	1	1	1
Cost Allocations:						
To: Circle K	(15)	(15)	(15)	(18)	(12)	(7)
Key Club	(23)	(22)	(22)	(24)	(15)	(8)
KIF	(1)	(1)	(1)	(1)	0	(7)
From: MIS	95	92	92	90	86	0
Finance	36	40	40	40	39	0
Human Res.	9	6	6	4	4	0
Publications	61	58	58	55	43	0
Alloc: Telephone	8	7	7	7	8	11
Printing	3	5	3	3	2	4
Office Supply	3	2	2	2	2	2
Emp Benefits	79	75	77	62	72	83
Bldg Occupancy	<u>22</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>14</u>	<u>15</u>
TOTAL EXPENSES	<u>2,324</u>	<u>2,199</u>	<u>2,247</u>	<u>1,978</u>	<u>1,998</u>	<u>1,742</u>
Net Surplus/(Deficit)	47	50	88	169	234	(95)
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	453	403	403	234	0	
End of Year	500	453	491	403	234	

1989-90 BUDGET  
INTERNATIONAL CONVENTION FUND

(000's)	-----1989-----					
	Budget 1990	8/89 Proj.	Budget	Years Audited		
				1988	1987	1986
REVENUES:						
Registration	726	728	670	693	645	505
Ticket Sales	181	163	200	152	148	82
Interest	45	34	9	14	12	20
Miscellaneous	56	74	53	58	57	27
TOTAL REVENUE	<u>1,008</u>	<u>999</u>	<u>932</u>	<u>917</u>	<u>862</u>	<u>634</u>
EXPENSES:						
Outside Services	11	6	13	7	11	18
Travel-US/Can	16	13	19	8	14	18
Committees & Conf.	13	9	14	9	12	16
Conv. Travel/Housing	54	32	56	32	46	48
Convention Daily	15	9	14	13	13	13
Meal Functions	40	22	39	16	36	32
Programmed Functions	4	4	3	3	1	1
Speakers & Entertain	122	114	101	103	114	75
Forums & Workshops	3	1	2	2	7	0
Publicity	20	14	20	18	20	19
Printed Programs	20	19	19	18	19	17
Office Equip. Rental	10	4	9	6	9	9
Conv. Host Committee	8	5	7	7	7	4
Transportation	152	108	131	140	128	121
General Sessions	160	152	152	152	156	132
Exhibit Hall	106	95	125	77	98	112
Postage & Express	20	20	18	21	20	20
Promotion	8	7	7	7	7	6
Consult. Fee	1	1	1	0	0	1
Translations	9	5	7	3	7	1
Supplies	20	17	19	13	16	16
Stationery	1	1	1	1	1	4
Forms	23	25	25	19	23	21
Licenses & Fees	8	10	7	8	8	5
Telephone & Telex	18	4	14	9	12	16
Equip-Rental/Maint	1	1	1	0	0	0
Cost Allocations:						
From: Office Serv.	1	1	1	1	1	1
Mtg. & Conv.	63	53	62	55	53	50
To: Circle K	0	0	0	0	0	0
Alloc: Telephone	7	3	3	3	3	4
Printing	3	6	3	3	4	0
Office Supply	0	1	1	0	1	0
Emp Benefits	15	13	16	12	12	15
Bldg. Ocpncy	7	5	5	6	7	7
TOTAL EXPENSES	<u>959</u>	<u>780</u>	<u>915</u>	<u>772</u>	<u>866</u>	<u>802</u>
Net Surplus/(Deficit)	49	219	17	145	(4)	(168)
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	440	221	221	76	80	248
End of Year	489	440	238	221	76	80

1989-90 BUDGET  
GENERAL LIABILITY INSURANCE FUND

(000's)	Budget 1990	-----1989-----		Years Audited		
		8/89 Proj.	Budget	1988	1987	1986
REVENUES:						
Liab. Insurance	1,119	1,250	1,320	1,301	1,291	558
Interest	99	127	111	77	34	13
TOTAL REVENUE	<u>1,218</u>	<u>1,377</u>	<u>1,431</u>	<u>1,378</u>	<u>1,325</u>	<u>571</u>
EXPENSES:						
Ins.-Liab. Insurance	<u>1,218</u>	<u>1,215</u>	<u>1,431</u>	<u>1,379</u>	<u>1,087</u>	<u>699</u>
Net Surplus/(Deficit)	0	162	0	(1)	238	(128)
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	414	252	252	253	15	143
End of Year	414	414	252	252	253	15

1989-90 BUDGET  
CAPITAL IMPROVEMENTS FUND

(000's)	Budget 1990	-----1989-----		Years Audited		
		8/89 Proj.	Budget	1988	1987	1986
REVENUES:						
Interest	40	49	12	27	14	13
Grants	0	0	0	0	4	9
Depreciation	243	253	253	230	252	230
Miscellaneous	0	0	0	0	(2)	0
TOTAL REVENUE	<u>283</u>	<u>302</u>	<u>265</u>	<u>257</u>	<u>268</u>	<u>252</u>
EXPENSES:						
Employment	0	0	0	0	0	(1)
Interest	0	0	0	1	2	3
Depreciation	243	253	253	230	252	230
TOTAL EXPENSES	<u>243</u>	<u>253</u>	<u>253</u>	<u>231</u>	<u>254</u>	<u>232</u>
Net Surplus	40	49	12	26	14	20
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	4,870	4,821	4,821	4,795	4,781	4,808
End of Year	4,910	4,870	4,833	4,821	4,795	4,828

REPORT OF THE BOARD COMMITTEE ON FINANCETO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJuly 30-31, 1989

Dates of Committee Meeting: July 30-31, 1989

Place of Committee Meeting: International Office

Present: Members	- W.J. "Wil" Blechman, M.D., William L. Lieber, Arthur D. Swanberg
Chairman	- John D. Morton, Sr.
Staff	- Donald R. Collins, Kevin W. Krepinevich, W. Thomas Nelson, Jr., and Robert M. Scroggin
Other	- Noris A. Lusche

1989-90 Budgets

The Committee continued its review of the proposed budgets for 1989-90. A list of the new initiative items was reviewed. It was decided that \$189,580 of the new initiative items should be retained in the proposed budget. The list of items is attached as Exhibit A. There were a total of \$554,812 in items removed from the proposed budget. This list of items is attached as Exhibit B.

The summary of the proposed operating final budget and comparisons of prior years is attached as Exhibit C. The proposed budget has a surplus of \$828,020.

## Recommendation #1

The Committee recommends that the 1989-90 Operating fund budget, as shown in Exhibit C, be adopted. (Pending modifications recommended at the October, 1989 Meeting of the Board of Trustees.)

I move that Recommendation #1 be adopted.

(Adopted)

Finance: 1989-90 Operating Fund

Procedure: In compliance

The summary of the proposed Magazine fund budget and comparisons of prior years is attached as Exhibit D. The proposed budget has an operating surplus of \$46,513.

## Recommendation #2

The Committee recommends that the 1989-90 Magazine fund budget, as shown in Exhibit D, be adopted. (Pending modifications recommended at the October, 1989 Meeting of the Board of Trustees.)

I move that Recommendation #2 be adopted.

(Adopted)

Finance: 1989-90 Magazine Fund

Procedure: In Compliance

The summary of the proposed International Convention fund budget and comparison of prior years is attached as Exhibit E. The proposed budget has an operating surplus of \$48,562.

Recommendation #3

The Committee recommends that the 1989-90 International Convention fund budget, as shown in Exhibit E, be adopted. (Pending modifications recommended at the October, 1989 Meeting of the Board of Trustees.)

I move that Recommendation #3 be adopted.

(Adopted)

Finance: 1989-90 International Convention Fund  
Procedure: In Compliance

The summary of the proposed General Liability Insurance fund budget and comparison of prior years is attached as Exhibit F. The proposed budget has an operating surplus of zero.

Recommendation #4

The Committee recommends that the 1989-90 General Liability Insurance fund budget, as shown in Exhibit F, be adopted. (Pending modifications recommended at the October, 1989 Meeting of the Board of Trustees.)

I move that Recommendation #4 be adopted

(Adopted)

Finance: 1989-90 General Liability Insurance Fund  
Procedure: In Compliance

The summary of the proposed Capital Improvements fund budget and comparison of prior years is attached as Exhibit F. The proposed budget has an operating surplus of \$40,000.

Recommendation #5

The Committee recommends that the 1989-90 Capital Improvements fund budget, as shown in Exhibit F, be adopted. (Pending modifications recommended at the October, 1989 Meeting of the Board of Trustees.)

I move that Recommendation #5 be adopted.

(Adopted)

Finance: 1989-90 Capital Improvements Fund Budget  
Procedure: In Compliance

Respectfully submitted,

W.J. "WIL" BLECHMAN, M.D.  
WILLIAM L. LIEBER  
ARTHUR D. SWANBERG  
JOHN D. MORTON, SR., Chairman

KIWANIS INTERNATIONAL  
1989-90 ADMINISTRATIVE YEAR BUDGET  
ITEMS TO REMAIN IN THE BUDGET

<u>ACCOUNT #</u>	<u>ITEM</u>	<u>AMOUNT</u>
114-7053-001	Staff Travel-Disaster Recovery Plan	3,000
131-7001-001	Part-time Translator-Mandarin	11,000
131-7103-081	FSR Europe	8,000
131-7211-081	FSR Europe Travel	7,500
131-8130-001	Translation Core Materials	15,000
131-9964-717	Part-time Translator-Mandarin Fringes	3,428
		<u>44,928</u>
132-7001-001	Sec. Field Operations - Starts 12/1/89	9,197
132-8041-032	Recruitment of Women Package	8,000
132-9964-717	Sec. Field Operations Fringes	4,349
		<u>21,546</u>
133-7001-001	Manager of Club Services - Starts 12/1/89	20,833
133-7001-001	Secretary Club Services - Starts 12/1/89	9,295
133-9964-717	Manager of Club Services Fringes	6,087
133-9964-717	Sec. Club Services Fringes	4,364
		<u>40,579</u>
141-8021-001	Presidential PR Postage	500
141-9962-713	Presidential PR Photocopy	500
		<u>1,000</u>
142-7001-001	Manager of Program Dev - Starts 1/1/90	14,400
142-8021-001	Train District Chairmen at Convention	45
142-8041-020	Telethon Video	3,150
142-8041-035	Train District Chairmen at Convention	3,450
142-9961-713	Manager - Office Supply	596
142-9964-717	Manager of Program Development Fringes	4,829
		<u>26,470</u>
143-7001-001	Manager Education - Starts 12/1/89	21,389
143-7001-001	Secretary for Education - Starts 1/1/90	8,277
143-7201-001	Manager of Education	300
143-7202-001	Operational Training Club Officers	3,600
143-7202-001	Operational Training Lt. Gov.	2,000
142-7463-008	Train District Chairmen at Convention	255
143-8021-001	Operational Training Club Officers	50
143-8021-001	Operational Training Lt. Gov.	50
143-8137-002	Manager of Education	500
143-8150-001	Manager of Education	500
143-8591-002	Operational Training Club Officers	500
143-8591-002	Operational Training Lt. Gov.	500
143-9961-713	Manager of Education	2,000
143-9962-713	Operational Training Club Officers	65
143-9962-713	Operational Training Lt. Gov.	15
143-9963-713	Manager of Education	400
143-9964-717	Manager Education Fringes	6,171
143-9964-717	Secretary for Education Fringes	3,915
		<u>50,487</u>

<u>ACCOUNT #</u>	<u>ITEM</u>	<u>AMOUNT</u>
160-7202-001	Staff Travel	710
160-7202-001	Staff Travel K-Family Conference	860
		<hr/> 1,570
	GRAND TOTAL	189,580

KIWANIS INTERNATIONAL  
BUDGET ADJUSTMENTS  
TO 1989-90 ADMINISTRATIVE YEAR BUDGET  
ITEMS REMOVED FROM THE BUDGET

REDUCTIONS IN EXPENSE

101-6001-901	Investment Fee	20,000
101-8501-001	Bad Debts Dues	32,000
		<u>52,000</u>
111-7223-011	Board Meeting #1 (increase)	(400)
111-7224-003	Key Club/Circle K (increase)	(1,157)
		<u>(1,557)</u>
113-8701-003	Repair (increase)	(5,500)
115-7202-001	Staff Travel International Currency	1,038
117-7001-AA	Dept Salaries Adjustments (increase)	(17,614)
117-7031-AA	Employee Taxes	5,155
117-7054-AA	Pension	9,509
117-7055-AA	Other Insurance	1,492
117-7056-AA	Medical Insurance	31,206
		<u>29,748</u>
129-4611-002	Key Club Sales (decrease)	(15,000)
129-4611-004	Circle K Sales (increase)	15,000
129-4612-002	Coupons Redeemed (decrease) program discount.	6,450
129-7203-001	Staff Travel Asia Distributor	2,679
129-8021-001	Office Postage (increase)	(2,563)
129-8021-051	Ship Parcel Post (decrease) all zero effect	2,563
		<u>9,129</u>
131-7001-001	Dir. Field Op. Europe	30,000
131-7001-001	Admin. Sec. non-N.A. Field Op.	16,000
131-7001-001	P-T Translator Portuguese	11,000
131-7001-001	P-T Translator (Ital., Ger.)	11,000
131-7103-079	Brazil FSR	6,000
131-7103-081	European FSR	10,999
131-7103-086	Second FSR Korea	12,452
131-7103-090	Contract Services -Phil Office (increase)	(6,000)
131-7103-104	KIAR Reimbursement ROC District	2,075
131-7103-105	S.E. Asia FSR FSR	12,452
131-7203-001	Staff Travel to Africa	14,528
131-7203-001	Staff Travel	6,330
131-7203-001	Staff Travel Asia	4,150
131-7203-001	Staff Travel South America	4,150
131-7211-081	European FSR Travel	10,053
131-7211-086	Second FSR Korea Travel	6,227
131-7211-105	S.E. Asia FSR Travel	12,453
131-7470-002	Expand non-North American BKO	8,000
131-9964-717	Dir. Field Op. Europe Fringes	8,052
131-9964-717	Ad. Sec. non-N.A. Field Op. Fringes	5,960
131-9964-717	P-T Trans. Portuguese Fringes	3,428
131-9964-717	P-T Trans. (Il., Gr.) Fringes	3,428
		<u>192,737</u>

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<u>ACCOUNT #</u>	<u>ITEM</u>	<u>AMOUNT</u>
132-7001-001	Sec. Field Operations Start 12/01/89	1,840
132-7001-001	Sixth N.A. FSR	25,000
132-7210-001	KIAR Reimbursement	9,000
132-7210-077	Sixth N.A. FSR travel	12,352
132-8041-032	Reduction in Research and Development	12,262
132-8041-032	non-North American Growth Picture	3,624
132-8041-032	Print Membership Growth Manual	4,500
132-8041-036	Reduction in Market Pilot	25,000
132-8041-036	Growth Video-Volunteers	25,000
132-9964-717	Sec. Field Operations Fringes Start 12/01/89	870
132-9964-717	Sixth N.A. FSR Fringes	7,305
		<hr/> 126,753
133-7001-001	Secretary Club Services	12,500
133-7001-001	Admin. Spec. IV Club Services	15,900
133-7001-001	Manager of Club Services Start 12/01/89	4,167
133-7001-001	Secretary Club Services Start 12/01/89	1,859
133-9964-717	Sec. Club Services Fringes	5,438
133-9964-717	Ad. Spec. IV Club Services Fringes	5,945
133-9964-717	Mgr. of Club Services Fringes Start 12/01/89	1,218
133-9964-717	Sec. Club Services Fringes Start 12/01/89	872
		<hr/> 47,899
141-7202-001	Staff Travel Presidential Promotion	3,113
141-8041-011	Kid's Day Public Relations Kit	10,000
		<hr/> 13,113
142-7001-001	Manager of Program Development Start 1/01/90	4,800
142-7202-001	Year-Long Youth Exchange Savings	300
142-7463-003	Typeset, print Youth Exchange (english)	10,444
142-7463-003	Translate, Print Youth Exchange (Fr., Sp.)	4,352
142-7463-003	Year-Long Youth Exchange Savings	150
142-7463-003	Prayer Week Kit	7,456
142-7463-005	Print Resolutions after Convention	759
142-7463-008	Committee Program Sheets (reduce revisions)	213
142-8021-001	Year-Long Youth Exchange Savings	35
142-8021-001	Project Resource Library	50
142-8041-022	Literature Promotion (1 Flyer)	360
142-8041-025	Project Resource Library	550
142-8041-025	Banner Patch Production Savings	300
142-8151-008	Reduce research material purchase	600
142-9941-713	Typeset, print Youth Exchange (english)	200
142-9961-713	Year-Long Youth Exchange Savings	130
142-9964-717	Mgr. of Prog. Dev. Fringes Start 1/01/90	1,609
		<hr/> 32,308
143-6499-003	Loss of Income from Program	(2,475)
143-7001-001	Manager Education Start 12/01/89	4,278
143-7001-001	Secretary for Education Start 1/01/90	2,760
143-7203-001	Travel to 4 District for training	6,790
143-7241-025	Reduction due to Travel Gov. Elect	3,500
143-7241-049	Training Materials 4 Districts	2,500

<u>ACCOUNT #</u>	<u>ITEM</u>	<u>AMOUNT</u>
143-7241-049	Reduction in material expense	2,475
143-7241-049	Training Trainers in St. Louis	500
143-7464-001	Duplication Fr., Sp. Guidebooks	4,955
143-8021-001	Duplication Follow-up	700
143-8021-001	Training of Trainers in St. Louis	115
143-8591-002	Training of Trainers in St. Louis	500
143-9961-713	Duplication Follow-up survey	1,750
143-9962-713	Duplication Follow-up survey	104
143-9962-713	Training of Trainers in St. Louis	150
143-9964-717	Manager Education Fringes Start 12/01/89	1,234
143-9964-717	Sec. for Education Fringes Start 1/01/90	1,304
		<u>31,140</u>
144-7620-005	Council Breakfast at Convention	2,105
160-7464-001	Builders Club Faculty Adv. Manual	800
160-8594-001	Kiwanianne Brochure Upgrade	2,800
160-8594-003	Kiwanianne Audio-visual	2,213
160-8594-003	Kiwanianne President's Guidebook	2,984
160-9962-713	Builders Club Directory	844
		<u>9,641</u>
161-9962-713	Materials for General Mailings to Kiwanis	2,258
161-6412-008	Materials for General Mailings to Kiwanis	(2,258)
		<u>-0-</u>
165-8596-002	Materials for General Mailings to Kiwanis	2,258
180-9998-001	Foundation Reimbursement to KI	<u>12,000</u>
	GRAND TOTAL	554,812

**EXHIBIT C**  
**EXHIBIT D**  
**EXHIBIT E**  
**EXHIBIT F**

Exhibit C of the Report of the 1988-89 Board Committee on Finance, "1989-90 Operating Fund Budget," is now Exhibit #9 of the September 30-October 4 and 8, 1989, Minutes.

Exhibit D of the Report of the 1988-89 Board Committee on Finance, "1989-90 Magazine Fund Budget," is now Exhibit #10 of the September 30-October 4 and 8, 1989, Minutes.

Exhibit E of the Report of the 1988-89 Board Committee on Finance, "1989-90 International Convention Fund Budget," is now Exhibit #11 of the September 30-October 4 and 8, 1989, Minutes.

Exhibit F of the Report of the 1988-89 Board Committee on Finance, "1989-90 General Liability Insurance Fund Budget," and "1989-90 Capital Improvements Fund Budget," is now Exhibit #12 of the September 30-October 4 and 8, 1989, Minutes.

1989-90 BUDGET  
OPERATING (UNRESTRICTED) FUND

EXHIBIT #9

The proposed budget and comparisons of revenue and expense to prior years are as follows:

	Budget	-----1989-----				
(000's)	1990	7/89 Proj.	Budget	1988	1987	1986
<u>REVENUES</u>						
Dues	5,610	4,565	4,539	4,456	4,418	4,449
Life Member	77	65	65	55	116	115
Processing Fee	700	700	623	604	397	388
Charter Fees	39	37	37	38	24	25
Interest	415	399	307	311	265	308
Supplies (Net)	917	886	865	836	755	723
Royalties	9	9	9	0	9	11
Grants	115	140	141	94	123	111
Miscellaneous	118	111	119	80	70	77
TOTAL REVENUE	<u>8,000</u>	<u>6,912</u>	<u>6,705</u>	<u>6,474</u>	<u>6,177</u>	<u>6,207</u>
<u>EXPENSES</u>						
Board Admin. & Struc.	378	349	343	343	330	253
Executive	227	204	204	429	573	567
Office Services	411	555	626	474	477	455
M.I.S.	686	626	623	469	473	596
Finance	308	287	287	260	311	358
Human Resources	115	108	108	130	64	74
Employee Wages & Bnf.	0	(70)	(25)	0	3	0
Meetings & Conv.	45	38	36	32	38	33
Budgetary	35	0	35	0	0	0
Supplies	553	484	491	539	566	525
Intl. Extension	740	666	666	579	430	346
Member Services	879	813	785	818	739	704
Club Services	302	225	228	202	200	211
Public Relations	286	284	281	244	280	267
Prog. Development	319	261	264	247	239	214
Education	365	315	351	271	249	221
Intl. Council	147	108	108	114	97	85
Special Services	229	153	158	124	116	90
Publications	109	106	104	97	93	34
Sponsored Youth Serv.	73	52	51	7	7	7
Circle K (subsidized)	234	249	247	202	178	110
Key Club (subsidized)	253	235	235	253	218	199
KIF Cost	51	60	60	67	80	75
K.I.E.	427	422	422	352	314	351
TOTAL EXPENSES	<u>7,172</u>	<u>6,530</u>	<u>6,688</u>	<u>6,253</u>	<u>6,075</u>	<u>5,775</u>
Net Surplus	828	382	17	221	102	432
	=====	=====	=====	=====	=====	=====
<u>RESERVES</u>						
Beg. of year	<u>Budget</u> 4,072	3,690	3,690	3,469	3,367	3,032
End of year	4,900*	4,072	3,707	3,690	3,469	3,369#

\* Projected

# Includes net income or expense from magazine

1989-90 BUDGET  
MAGAZINE FUND

The proposed budget and comparisons of revenue and expenses to prior years are as follows:

(000's)	Budget 1990	-----1989-----		Years Audited		
		7/89 Proj.	Budget	1988	1987	1986
REVENUES:						
Magazine	1,803	1,793	1,792	1,786	1,764	1,223
Advertising	510	396	508	326	445	424
Interest	58	50	35	35	23	0
TOTAL REVENUE	<u>2,371</u>	<u>2,239</u>	<u>2,335</u>	<u>2,147</u>	<u>2,232</u>	<u>1,647</u>
EXPENSES:						
Salaries	274	257	267	250	242	300
Emp. Benefits	0	1	0	0	0	1
Outside Services	2	0	2	0	0	0
Travel-Local	4	4	4	4	3	4
Travel-US/Can	30	30	28	28	32	24
Travel-Intl	8	5	8	0	0	0
Production:						
Editorial	60	59	59	53	56	56
Art	45	44	44	37	38	35
Manufacturing	993	964	957	855	849	738
Postage	425	421	396	377	355	368
Promotion	78	65	90	60	67	34
Audit Fees	6	3	5	3	6	4
Consultant Fees	0	0	0	0	0	0
Commissions	112	76	112	69	100	78
Supplies	3	3	3	2	2	0
Stationery	3	2	6	2	2	4
Dues/Subs.	2	2	2	2	2	2
Taxes	2	1	2	1	1	1
Cost Allocations:						
To: Circle K	(15)	(15)	(15)	(18)	(12)	(7)
Key Club	(23)	(22)	(22)	(24)	(15)	(8)
KIF	(1)	(1)	(1)	(1)	0	(7)
From: MIS	95	92	92	90	86	0
Finance	36	40	40	40	39	0
Human Res.	9	6	6	4	4	0
Publications	61	58	58	55	43	0
Alloc: Telephone	8	7	7	7	8	11
Printing	3	6	3	3	2	4
Office Supply	3	2	2	2	2	2
Emp Benefits	79	74	77	62	72	83
Bldg Occupancy	<u>22</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>14</u>	<u>15</u>
TOTAL EXPENSES	<u>2,324</u>	<u>2,199</u>	<u>2,247</u>	<u>1,978</u>	<u>1,998</u>	<u>1,742</u>
Net Surplus/(Deficit)	47	40	88	169	234	(95)
	=====	=====	=====	=====	=====	=====
RESERVES						
Beg. of Year	<u>Budget</u> 443	403	403	234	0	
End of Year	490	443	491	403	234	

1989-90 BUDGET  
INTERNATIONAL CONVENTION FUND

(000's)	-----1989-----					
	Budget 1990	7/89 Proj.	Budget	Years Audited		
				1988	1987	1986
REVENUES:						
Registration	726	725	670	693	645	505
Ticket Sales	181	161	200	152	148	82
Interest	45	26	9	14	12	20
Miscellaneous	56	72	53	58	57	27
TOTAL REVENUE	<u>1008</u>	<u>984</u>	<u>932</u>	<u>917</u>	<u>862</u>	<u>634</u>
EXPENSES:						
Outside Services	11	13	13	7	11	18
Travel-US/Can	16	13	19	8	14	18
Committees & Conf.	13	15	14	9	12	16
Conv. Travel/Housing	54	50	56	32	46	48
Convention Daily	15	9	14	13	13	13
Meal Functions	40	39	39	16	36	32
Programmed Functions	4	4	3	3	1	1
Speakers & Entertain	122	116	101	103	114	75
Forums & Workshops	3	2	2	2	7	0
Publicity	20	20	20	18	20	19
Printed Programs	20	19	19	18	19	17
Office Equip. Rental	10	6	9	6	9	9
Conv. Host Committee	8	7	7	7	7	4
Transportation	152	108	131	140	128	121
General Sessions	160	162	152	152	156	132
Exhibit Hall	106	100	125	77	98	112
Postage & Express	20	20	18	21	20	20
Promotion	8	7	7	7	7	6
Consult. Fee	1	1	1	0	0	1
Translations	9	7	7	3	7	1
Supplies	20	18	19	13	16	16
Stationery	1	1	1	1	1	4
Forms	23	23	25	19	23	21
Licenses & Fees	8	10	7	8	8	5
Telephone & Telex	18	5	14	9	12	16
Equip-Rental/Maint	1	1	1	0	0	0
Cost Allocations:						
From: Office Serv.	1	1	1	1	1	1
Mtg. & Conv.	63	52	62	55	53	50
To: Circle K	0	0	0	0	0	0
Alloc: Telephone	7	3	3	3	3	4
Printing	3	5	3	3	4	0
Office Supply	0	1	1	0	1	0
Emp Benefits	15	14	16	12	12	15
Bldg. Ocpncy	7	5	5	6	7	7
TOTAL EXPENSES	<u>959</u>	<u>857</u>	<u>915</u>	<u>772</u>	<u>866</u>	<u>802</u>
Net Surplus/(Deficit)	49	127	17	145	(4)	(168)
	=====	=====	=====	=====	=====	=====
RESERVES						
	Budget					
Beg. of Year	348	221	221	76	80	248
End of Year	397	348	238	221	76	80

1989-90 BUDGET  
GENERAL LIABILITY INSURANCE FUND  
-----1989-----

<u>(000's)</u>	<u>Budget 1990</u>	<u>7/89 Proj.</u>	<u>Budget</u>	<u>Years Audited</u>		
				<u>1988</u>	<u>1987</u>	<u>1986</u>
REVENUES:						
Liab. Insurance	1,119	1,250	1,320	1,301	1,291	558
Interest	99	127	111	77	34	13
TOTAL REVENUE	<u>1,218</u>	<u>1,377</u>	<u>1,431</u>	<u>1,378</u>	<u>1,325</u>	<u>571</u>
EXPENSES:						
Ins.-Liab. Insurance	1,218	1,215	1,431	1,379	1,087	699
Net Surplus/(Deficit)	0	162	0	(1)	238	(128)
	=====	=====	=====	=====	=====	=====
RESERVES	<u>Budget</u>					
Beg. of Year	414	252	252	253	15	143
End of Year	414	414	252	252	253	15

1989-90 BUDGET  
CAPITAL IMPROVEMENTS FUND  
-----1989-----

<u>(000's)</u>	<u>Budget 1990</u>	<u>7/89 Proj.</u>	<u>Budget</u>	<u>Years Audited</u>		
				<u>1988</u>	<u>1987</u>	<u>1986</u>
REVENUES:						
Interest	40	40	12	27	14	13
Grants	0	0	0	0	4	9
Depreciation	243	253	253	230	252	230
Miscellaneous	0	0	0	0	(2)	0
TOTAL REVENUE	<u>283</u>	<u>293</u>	<u>265</u>	<u>257</u>	<u>268</u>	<u>252</u>
EXPENSES:						
Employment	0	0	0	0	0	(1)
Interest	0	0	0	1	2	3
Depreciation	243	253	253	230	252	230
TOTAL EXPENSES	<u>243</u>	<u>253</u>	<u>253</u>	<u>231</u>	<u>254</u>	<u>232</u>
Net Surplus	40	40	12	26	14	20
	=====	=====	=====	=====	=====	=====
RESERVES	<u>Budget</u>					
Beg. of Year	4,861	4,821	4,821	4,795	4,781	4,808
End of Year	4,901	4,861	4,833	4,821	4,795	4,828

REPORT OF THE BOARD COMMITTEE ON POLICIES, PROCEDURES AND STRUCTURESTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESSeptember 30 - October 4, 1989

Date of the Committee Meeting: September 30 - October 1, 1989

Place of the Committee Meeting: Kiwanis International Office  
Indianapolis, Indiana

Present: Members - Andrew Batsis, D.M.D.; Ian Perdriau; Eyjolfur "Eddie" Sigurdsson  
Chairman - William L. Lieber  
Staff - William A. Brown, A. G. Terry Shaffer  
Guests - Noris A. Lusche, W.J. "Wil" Blechman, M.D., Kevin W. Krepinevich

Review of Committee Responsibilities

The Committee reviewed its responsibilities as delineated in Board Procedure Section 112.9 and found these responsibilities as defined to be satisfactory.

Insertion of Board Approved Policies and Procedures

The following new or revised policies and procedures adopted by the Board at its June, 1989 Meeting are approved and will be inserted into Policies and Procedures:

- Procedure 119 - Counselors' Visits to Non-Counseled Districts (new procedure - see June 1989 report of Committee on Policies, Procedures and Structures. Attached as Exhibit A is the new procedure.)
- Procedure 135 - Staff Voting at Conventions and Conferences (new procedure - see June 1989 report of Committee on Policies, Procedures and Structures. Attached as Exhibit B is the new procedure.)
- Procedure 136 - Records in the International Office (new procedure - see June 1989 report of Committee on Administration. Procedure number changed from #135 to #136. Attached as Exhibit C is the new procedure.)
- Procedure 318.3 - Jurisdiction (amended procedure ref.: Kiwanianne Clubs - see June 1989 report of Committee on Sponsored Programs. Attached as Exhibit D is the amended procedure.)
- Procedure 318.5 - Kiwanianne District Structure (new procedure - see June 1989 report of Committee on Sponsored Programs. Attached as Exhibit E is the new procedure.)
- Procedure 605 - Financing the Circle K International Convention (new procedure - see June 1989 report of Committee on Sponsored Programs. Attached as Exhibit F is the new procedure.)

Procedure 809.1 - Currency Exchange Rates for Payments of Accounts  
(replacement to existing procedure - see June 1989  
report of Committee on Finance. Attached as Exhibit G  
is the replacement procedure.)

Procedure 813.4 - Extension of Credit (amended procedure - see June 1989  
report of Committee on Administration. Attached as  
Exhibit H is the amended procedure.)

Constitution and Bylaws Committee Recommendation to Bring the Duties of the  
International Secretary and International Treasurer into Accord with Current  
Practices

The International Committee on Constitution and Bylaws, with concurrence of the auditors, has recommended that Article VII, Sections 6 and 7 of the Bylaws be amended to bring the duties of the International Secretary and International Treasurer into accord with current practices. These sections state that the Secretary receives all monies paid to Kiwanis International, which are then turned over to the Treasurer. The Treasurer deposits the monies received from the Secretary and keeps the financial accounts and books. This procedure has not been followed for many years. The Board Committee on Policies, Procedures and Structures concurs with the International Committee on Constitution and Bylaws and recommends that an amendment be considered for presentation at the 1990 St. Louis Convention.

Recommendation #1:

The Committee recommends that the third paragraph of Article VII, Section 6, and the entire Section 7 of Article VII of the International Bylaws be amended as follows and that such amendment be considered for presentation at the 1990 St. Louis Convention:

Article VII, Section 6 (3rd paragraph). The Secretary shall sign all documents issued by Kiwanis International when required; shall affix the corporate seal of the organization when required; shall keep the financial accounts and records; shall receive all monies paid to Kiwanis International, and shall turn the same over to the Treasurer within thirty (30) days after receipt thereof, taking the Treasurer's receipt therefor. be responsible for proper internal control procedures; and shall receive, deposit and disburse funds of Kiwanis International in the manner authorized and prescribed by the Board of Trustees.

Section 7. Treasurer. The Treasurer shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International, shall make a report at the Annual Convention, and shall perform such other duties as may be from time to time assigned by the President or the Board of Trustees.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: No impact  
Procedure: In compliance

Constitution and Bylaws Committee Recommendation with Reference to Filling a Vacancy in the Office of District Governor and Selecting an Acting Governor When the District Governor is Temporarily Incapacitated

The International Committee on Constitution and Bylaws has recommended that Article XIII, Section 10 of the Bylaws be brought into harmony with Article XIII, Section 12. Those sections involve filling a vacancy in the office of District Governor and selecting an Acting Governor when the District Governor is temporarily incapacitated, respectively. Those eligible to fill such a vacancy or to become Acting Governor are not identical but ought to be, in the opinion of the International Committee on Constitution and Bylaws. The Committee on Policies, Procedures and Structures concurs and recommends that Article XIII, Section 10, be brought into harmony with Section 12.

Recommendation #2:

The Committee recommends that Article XIII, Section 10 of the International Bylaws be amended as follows and that such amendment be considered for presentation at the 1990 St. Louis Convention:

Article XIII, Section 10. In the event of a vacancy in the office of District Governor for any district during the administrative year, by a two-thirds (2/3) vote of the entire district board of trustees, the vacancy shall be filled by the board of trustees of said district from ~~their own members or from former lieutenant governors a past governor, lieutenant governor, or a past lieutenant governor of that district, who are is an active, privileged, or senior members of a Kiwanis club thereof in the district.~~ However, in any year in which a condition of emergency compels the cancellation of the annual district convention, the district officers to be elected under the district bylaws at the annual convention shall be elected for the following year by a district council meeting held during the period provided for district conventions, such council to be comprised of the district board of trustees and other persons who would have had the status of delegates-at-large at the cancelled convention.

I move that Recommendation #2 be adopted.

(Adopted)

Finance: No impact  
Procedure: In compliance

Campaign Procedures at International Conventions

The Committee discussed means through which candidates for International Office may receive additional exposure to delegates at International Conventions as well as current campaign practices. In order to provide similar information on all candidates to every Kiwanis club, the Committee requested staff to research costs and other factors which might be involved in mailing the Biographical Sketches of Candidates to all clubs in advance of the Convention. It is recognized that due to budgetary considerations, this may not be possible for

the current year, but the Committee believes that initiating plans for this mailing in 1991 would assist in assuring that clubs receive detailed information in a single document prior to the Convention.

The Committee retains other aspects of this subject on its agenda for the January, 1990 meeting.

Eligibility of a Person Who Has Served As a Trustee for Four Years on the International Board As a Guaranteed Representative for a New Term

The Committee received a request to interpret whether a Kiwanian who has served as a Trustee for four years can be reappointed to the International Board as a guaranteed representative for a new three-year term. This issue involves Amendment #6, which became effective when adopted by the House of Delegates in Orlando, on June 27, 1989. Prior to that date, Article VIII, Section 7, read (in part): "No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee." A person could therefore be re-elected or reappointed as a guaranteed representative Trustee, provided at least one day intervened between the first four-year term and the second term. On June 27, the Constitution was amended, and the entire sentence was replaced as follows: "Except as provided in Section 7c(2), no person shall serve for more than four (4) years in the office of Trustee." The exception applies for 1990 and to Region III (Europe) only. It is the view of the Committee, therefore, that no other person who has served four years in the office of Trustee is eligible for either re-election or reappointment.

Recommendation #3:

The Committee recommends that the last sentence of Article VIII, Section 7a of the Constitution which reads: "Except as provided in Article VIII, Section 7c(2) of the Constitution, no person shall serve for more than four (4) years in the office of Trustee," be interpreted:

No person shall be eligible for election as Trustee who shall have served as a Trustee for four years prior to or following June 27, 1989, except as provided in Article VIII, Section 7c(2) of the Constitution. The exception applies for 1990 and to Region III (Europe) only.

I move that Recommendation #3 be adopted.

(Adopted)

(Interpretation -- Requires publication in Kiwanis magazine.)

Finance: None

Procedure: In compliance

Possible "District in Good Standing" Status

Although the Committee had received a request to study the matter of criteria for a "district in good standing" status, the Committee noted that this subject

is also on the agenda for the Member Services, Internationalization and Extension Committee and the agenda of the Committee of Past Presidents, which will be meeting at Council. The Committee therefore deferred action on this item pending the outcome of these other discussions.

#### Review of Provisional District Status

The Committee briefly discussed provisional district status and noted that the Member Services, Internationalization and Extension Committee also has this subject on its agenda. Accordingly, the Committee retains this item for further consideration, pending input from Member Services, Internationalization and Extension.

#### Committee of Past Presidents Recommendation That An Appropriate Bylaw Amendment Be Prepared for Consideration Prior to Utilizing An Alternative Source of Income

At its meeting during the Orlando Convention, the Committee of Past International Presidents noted with concern that the International Board is considering alternative sources of income and that Committee believes that to enter into such means of raising funds, particularly without an enabling Bylaw amendment, would be to establish a dangerous precedent. The Committee of Past Presidents further stated its belief that currently, the sources of income as specified in Article XIII of the Constitution should be utilized as the basis for funding of Kiwanis activities. A recommendation was adopted by the Past Presidents' Committee that consideration be given to an appropriate amendment to the Bylaws prior to utilizing an alternative source of income. The Policies, Procedures and Structures Committee does not concur. The Committee cites Article IX, Section 2 of the Constitution which reads, in part: "The Board of Trustees shall define the policies and shall have full administrative authority in all matters of Kiwanis International." Therefore, the Committee believes that the Board of Trustees has the responsibility of securing additional sources of income which will help to reduce overall costs to Kiwanis clubs.

#### Committee of Past Presidents Recommendation That Rule #11 of the Standing Rules for the House of Delegates be Rescinded

At its meeting during the Orlando Convention, the Committee of Past Presidents expressed its concern that Standing Rule #11 does not automatically provide that the presiding officer at the International Convention will assure that both sides of an issue will be adequately heard. The rule states, "If in the judgment of the chair, a proposed amendment to any proposed resolution or amendment is closely linked, then debate may proceed on both the proposed amendment and the proposed resolution or amendment together." The Committee of Past Presidents recommended that Standing Rule #11 be rescinded. Following discussion, the Policies, Procedures and Structures Committee concurred with that recommendation.

#### Recommendation #4:

The Committee recommends that Rule #11 of the Standing Rules for the House of Delegates be rescinded.

I move that Recommendation #4 be adopted.

(Adopted)

Finance: No impact  
Procedure: In compliance

Consideration of Constitution, Article IX, Section 1(c)(2) (Region Having A Selected Representative on the Board of Trustees and Also Having Another Individual From That Region Serving on the Board)

It has been suggested that the intent of the amendment at the Seattle Convention regarding Article IX, Section 1(c)(2) of the Constitution, be that a Trustee who has been selected by a region and is a candidate for another term as Trustee would have to run at-large for the office if someone else from the region is an incumbent. The Committee feels that once a person is selected by the region and there is also an at-large Board Member from that region, the person selected by the region should remain on the Board of Trustees as the guaranteed representative so long as the region endorses that person, subject to the agreement reached by the districts within that region. Staff has been requested to present appropriate wording to reflect that position for the Committee's consideration at the January, 1990 meeting. It is the intent of the Committee to present a proposed Constitutional amendment to the Board at that time.

Preliminary Report of Ad Hoc Committee on European Federation Bylaws

The Committee heard a brief report on deliberations of the special Kiwanis International Committee comprised of Kiwanis International and Kiwanis International European Federation Board Members which met in Catania, Italy, August 29-31, 1989 to discuss European Federation Bylaws. The Committee noted that the full Board is scheduled to hear a report at this meeting.

Possible Interpretation to Bylaws, Article XII, Section 3 Clarifying the "First Business Session" at an Annual Convention

Article XII, Section 3 of the Bylaws states, in part, that at the first business session of an Annual Convention, the President of Kiwanis International is to give notice of the Conference on Nominations. There is some difference of opinion as to when the "first business session" is held. Some feel the "business" of the Convention is done only in the House of Delegates (which currently convenes first on Tuesday morning). Others feel it is Monday morning. The Committee will present an interpretation to the Board at the January, 1990 meeting.

Possible Amendment to Article XII, Section 3f of the Bylaws re: Announcing the Time and Place of the Conference on Nominations

Article XII, Section 3f of the Bylaws does not provide for an announcement to the Convention of the time and place of the Conference on Nominations, and the Committee feels that such provision should be included. A proposed Bylaw amendment including this information will be presented to the Board in January, 1990 for consideration at the St. Louis Convention.

Possible Proposed Amendment to Article XII, Section 5 of the Bylaws re: "Votes Cast" to Read "Valid Votes Cast"

Article XII, Section 5 of the Bylaws states, in part, that a majority of all votes cast for each position shall be necessary for the election of the President, President-elect, and Treasurer. Conceivably, in a two-person race, there would be a situation in which one candidate could be declared the victor without receiving a majority of votes cast. Spoiled ballots, for instance, could create such a situation. The Committee is studying the desirability of an amendment which would add the word "valid" to the current section. The Committee will finalize its recommendation at the January, 1990 Board Meeting.

Need for Written Procedures from Region II, Region III, and Region IV re: Vacancies in Office During an Administrative Year

Currently, Region II (Canada), Region III (Europe), and Region IV (Asia-Pacific) have procedures whereby their respective guaranteed representatives to the Board of Trustees are chosen; however, none of these regions have included provisions for selection of a guaranteed representative in the event that the individual originally selected should be unable to complete the term for which he/she was elected. The Committee requested that staff call this to the attention of these regions and request said regions to draft and submit such procedures by the May, 1990 Board Meeting.

Review of Kiwanis International Policy B2a., b., and c., to Determine Necessity of Listing in Policies

Policy B2a., b., and c., define the duties and responsibilities, respectively, of the Board of Trustees, the President, and the Secretary. Since these duties are also enumerated in the Constitution and Bylaws, the Committee discussed the necessity of including them in Policies as well. The Committee concluded that there are a number of instances of repetition in which references are contained in both the Constitution/Bylaws and Policies and that both references should be retained for clarity, emphasis, and ease of understanding.

Review of Procedure 122.1 re: Scheduling of Official Visits of the International President

President Lusche requested the Committee to study Procedure 122.1 for possible clarification to include reference to the fact that multiple visits within a district are permissible. He also requested the Committee to consider substitution of another non-districted area for Africa in the current Year 3 schedule. The Committee agreed that the current Procedure should not be interpreted to prohibit several visits within a district. Upon studying the visitation schedules for Year 1, Year 2, and Year 3, the Committee also felt that the Mid-East and Far East areas should also contain substitutions.

Recommendation #5:

The Committee recommends that Procedure 122.1 be amended to contain the statement:

122 - Official Visits

122.1 - Scheduling

"Although this procedure limits Presidential travel to specific districts, when the President is in a district, visits to several locations within that district shall be at the President's prerogative when the need is apparent."  
(See Exhibit I)

I move that Recommendation #5 be adopted.

(Adopted)

Finance: No impact  
Procedure: Amended

Recommendation #6:

The Committee recommends deletion in Procedure 122.1 - Scheduling of Mid-East in Year 1 Visitations, Far East in Year 2, and Africa in Year 3 and the addition of the following statement in each of these three visitation schedules:

"A non-districted area to which a visit would be perceived to be beneficial by the International President." (See Exhibit I)

I move that Recommendation #6 be adopted.

(Adopted)

Finance: No impact  
Procedure: Amended

Bylaw Limitation on Number of Members on International Committees

President-elect Wil Blechman addressed the Committee about his concern with the limitation placed on the number of Kiwanians who may serve on International Committees. Article XV, Section 3 of the Bylaws reads: "The International Committees shall consist of not less than three (3) nor more than five (5) members, except as otherwise noted in this Article, with one (1) member of each committee being named as chairman by the President, or by the President-elect for those committees appointed by the President-elect. If an International Committee is subdivided geographically, each subdivision shall have no more than four (4) members."

The Committee concluded that the growth of Kiwanis throughout the world necessitates, in some instances, International Committees increasing in size to perform the activities assigned to them. In addition, augmenting Committee personnel by up to two more members would increase postage costs only negligibly. The Committee therefore recommends that a Bylaw amendment be considered for presen-

tation at the 1990 St. Louis Convention which would increase the number of Kiwanians who would be appointed to International Committees from five (5) to seven (7).

Recommendation #7:

The Committee recommends a proposed amendment to Article XV, Section 3 of the Bylaws be considered for presentation at the 1990 St. Louis Convention as follows:

Section 3. The International Committees shall consist of not less than three (3) nor more than ~~five (5)~~ seven (7) members, except as otherwise noted in this Article, with one (1) member of each committee being named as chairman by the President, or by the President-elect for those committees appointed by the President-elect. If an International Committee is subdivided geographically, each subdivision shall have no more than four (4) members.

I move that Recommendation #7 be adopted.

(Adopted)

Finance: Unknown

Procedure: In compliance

Standard Form for Club Bylaws, Article XIV, re: Public Activities

President-elect Blechman stated that certain activities being contemplated in connection with the three-year MEP could conceivably be interpreted as being "political" in nature and, if so, would be in conflict with Article XIV of the Standard Form for Club Bylaws. President-elect Wil requested the Committee to study this section in order to determine whether changes could be proposed which would not restrict clubs in their service activities, especially in view of the fact that many social issues now enter into the political arena. The Committee began discussion on the subject, noting that this is indeed a difficult area. The Committee would welcome input from other Board Members and suggests that this may be a topic for consideration when forming the agenda for the January, 1990 Board Meeting "think tank."

Constitution Article IX, Section 3 re: Interpretations of Constitution and Bylaws

Article IX, Section 3 of the Constitution reads, "The construction and the interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding, unless such construction and interpretation by the Board of Trustees are rescinded at a subsequent convention of Kiwanis International." The Committee refers this section to the International Committee on Constitution and Bylaws for clarification. It is currently unclear as to what mechanics would be acceptable for challenging an interpretation, and the term "construction" is also vague. The Committee requests feedback on this issue from the International Committee on Constitution and Bylaws by the January, 1990 Board Committee Meeting.

Election Procedure for Non-North American Board Members

President Lusche requested the Committee to study the methods by which non-North American Board Members are elected at International Conventions. Some confusion existed at the Orlando Convention in this regard. The Committee discussed the matter, noting that 1989 was the initial year in which delegates had voted under the provisions of Article IX, Section 1 of the Constitution. In addition, Article VIII, Section 7 of the Constitution -- the three-year term for Trustees -- also was adopted in Orlando. The Committee concluded that under these circumstances, some confusion understandably took place, and this system should not be altered at this time.

Respectfully submitted,

ANDREW BATSI, D.M.D.  
IAN PERDRIAU  
EYJOLFUR "EDDIE" SIGURDSSON  
WILLIAM L. LIEBER, Chairman

119 - Counselor Visits to Non-Counseled Districts

Board members shall not make any visits to a non-counseled district in their official capacity as a Board Member without the prior approval of the International President. (6/21-23 and 6/29/89)

135 - Staff Voting at Conventions and Conferences

A member of the Kiwanis International Office Staff shall not vote at Kiwanis International conventions and district conventions. A staff member shall also not vote during that portion of the division conference at which the lieutenant governor or lieutenant governor-elect is elected. In the event that a staff person is named as a delegate for the purpose of club representation credit, a registration fee for the appropriate convention shall be required. (6/21-23 and 6/29/89)

136 - Records in the International Office

Kiwanis International shall keep at a location within Indianapolis, Indiana, correct and complete books and records of account and correct and complete records of all transactions of Kiwanis International and also shall keep complete and correct minutes of the proceedings of its Board of Trustees and committees of the Board of Trustees and shall keep at its office records of its clubs, giving the names and addresses of all clubs. Financial or accounting records may be kept in written form or in any other form capable of being converted to written form within a reasonable time.

Any club, upon written demand stating the purpose therefor, shall have the right to examine in person, by agent or attorney, at any reasonable time or times for the parties, for any proper purpose, all of Kiwanis International's books, papers, records of account, minutes and record of clubs and to make copies thereof or extracts therefrom at the club's expense. Documents involved in litigation and personnel records shall not be subject to examination by such a club or by its agent or attorney in the absence of an order of a court of competent jurisdiction. (6/21-23 and 6/29/89)

318.3 - Jurisdiction

b. Sponsorship

- (2) The sponsoring Kiwanis club shall be responsible for the organization, supervision and guidance of its Kiwanianne club, which club shall be recognized and certified by Kiwanis International so long as its sponsorship by the Kiwanis club and its compliance with this Kiwanianne Club Program continue. (6/21-23 and 6/29/89)

318 - Kiwanianne Club Program Procedures318.5 - Kiwanianne District Structure (6/21-23 and 6/29/89)

- (1) The proposed area must include no less than thirty (30) active Kiwanianne clubs and no less than 450 active Kiwanianne members. Clubs must be in good standing with Kiwanis International.
  - (a) An "active" club shall be defined as a Kiwanianne club that has reported their club officer information to the International Office via the annual sponsorship form.
  - (b) An "active" member shall be defined as an individual whose name has been reported to the International Office via the annual sponsorship form.
  - (c) A club "in good standing" shall be defined as a Kiwanianne club whose sponsoring Kiwanis club has paid the current annual sponsorship fee.
- (2) A minimum of two-thirds of the eligible Kiwanianne clubs and their sponsoring Kiwanis clubs, within the district boundaries, shall have indicated their desire to form a Kiwanianne district. The Kiwanis governor shall certify that the Kiwanis district board of trustees has approved the request. These requests and certifications must be forwarded, in writing, to the International Secretary of Kiwanis International.
- (3) The Kiwanis International Board of Trustees, or its designated representative, shall act upon the request when all required letters have been received. If permission is granted to pursue the organization of a district, it shall be contingent upon the adoption of the Standard Form for Kiwanianne District Bylaws and any other requirements of Kiwanis International. These required documents must be prepared and forwarded to the International Office within six months of the day permission is granted by Kiwanis International.

605 - Financing the Circle K International Convention605.1 - Registration Fees

Circle K International conventions shall be financed by the registration fees of delegates and visitors. (6/21-23 and 6/29/89)

605.2 - Guidelines for Non-Dues/Registration Fees Revenue Generation To Complement the Circle K International Convention Budget

- a. Circle K International's intent is to identify, solicit, and establish approved alternate sources of income to defray a portion of the increasing costs of operation of the annual International Convention.
- b. All income shall be from sources or organizations whose activities shall not impugn the good name of Circle K and Kiwanis International. Such income shall be used for convention purposes, and such use must be consistent with policies, procedures, and practices of Circle K and Kiwanis International.
- c. Efforts will be made to coordinate these solicitations with, but not necessarily through the Convention Host Committee.
- d. All contracts, other than purchase orders and advertising agreements, must be signed by the International Secretary or his designee.
- e. Financial support of any individual event, activity, publication, etc., by an organization outside of Circle K and Kiwanis International family is not to be construed as an endorsement or promotion of that organization by Circle K and Kiwanis International.
- f. Monies generated must be processed through the Kiwanis International Finance Department consistent with its normal operations. Monies may be used only to defray expenses incurred in the planning, preparation, and/or execution of the Convention, its related events, activities, and/or materials.
- g. Arrangements must be sought and made only with reputable, reliable sources.
- h. All arrangements made are subject to review by the Circle K International Board of Trustees and appropriate Board Committees of the Kiwanis International Board of Trustees. (6/21-23 and 6/29/89)

809.1 - Currency Exchange Rates for Payment for Accounts

Effective on August 1 of each year, a calculation will be made to determine the average of the immediate prior 24 months currency exchange rate. The Currency exchange rate to be used in the calculation will be as of the first business day of each of the 24 months. The rates used will be those published in the Wall Street Journal or, if not therein, the average obtained from the principal banks used by Kiwanis International.

The August 1 date is two months prior to the October 1 semi-annual billing. The rate established on this date would be used for any amounts due from clubs required to convert their currency into the U.S. dollar equivalent.

Payments of financial obligations of clubs shall be in the equivalent of U.S. dollars.

Member clubs in the European Federation shall continue to pay financial obligations in Swiss Francs in the equivalent of U.S. dollars. (6/21-23 and 6/29/89)

813.4 - Extension of Credit

- a. A district may have credit extended for the purchase of supplies or other purposes. The credit limit for any district shall be \$5,000 and for a period not to exceed 90 days. (4/25-29/86)
  - (1) Prior to the beginning of each administrative year, the incoming district board shall provide the International Secretary with a list of names and titles of those district officials who may charge purchases to the district account during the administrative year. (6/21-23 and 6/29/89)
  - (2) In the event that no such list is received, only the district governor or district secretary may charge purchases to the district account. (6/21-23 and 6/29/89)
- b. Clubs or individuals are required to pay cash or by credit card for all amounts payable to Kiwanis International. (4/25-29/86)

## **EXHIBIT I**

Exhibit I of the Report of the Board Committee on Policies, Procedures, and Structures, "Procedure 122 - Official Visits," is now Exhibit #14 of the September 30-October 4 and 8, 1989, Minutes.

## 120 - INTERNATIONAL PRESIDENT

121 - Administrative Direction of International Office

Adequate time shall be spent on administrative direction in the International Office.

122 Official Visits122.1 - Scheduling

The President of Kiwanis International shall make one (and only one) official visit to a district or international area on the schedule shown below, with year one commencing in the 1981-82 administrative year, and the cycle repeating every three years. Although this procedure limits Presidential travel to specific districts, when the President is in a district, visits to several locations within that district shall be at the President's prerogative when the need is apparent.

YEAR 1	YEAR 2	YEAR 3
New England	New York	E.C. & C.-Northeast
New Jersey	Pennsylvania	Ohio
Capital	West Virginia	Carolinas
Georgia	Florida	Alabama
La.-Miss.-W.Tenn.	Kentucky-Tennessee	Missouri-Arkansas
Wisconsin-U. Michigan	Indiana	Michigan
E.C. & C. - Caribbean	E.C. & C.-Northwest	Illinois-Eastern Iowa
Minnesota-Dakotas	Nebraska-Iowa	Kansas
Western Canada	Rocky Mountain	Montana
Texas-Oklahoma-East	Texas-Oklahoma-West	Southwest
Utah-Idaho	Cal-Nev-Ha - South	Pacific Northwest - North
Pacific Northwest-South	Austria-Germany	Cal-Nev-Ha - North
Belgium-France-Lux-Monaco	Switzerland-Leich.	Iceland
Norden	New Zealand-S. Pacific	Italy
Australia	Philippine Luzon	Japan
Republic of China	Andean & Central America	Philippine South
South America	<del>Far East</del> * (see below)	Netherlands
<del>Mid-East</del> * (see below)	Puerto Rico	<del>Africa</del> * (see below)

\* A non-districted area to which a visit would be perceived to be beneficial by the International President.

The districts or international areas will be informed through their governors (or other Kiwanis officials in non-districted areas) when the President will be available in their areas as determined by the President in consultation with the International Office. Local projects, charter presentations, and meetings of like character should not be included in the President's official visit.

If the President's home district is not included among those to be visited in accordance with the above schedule, he may nevertheless make an official visit to his own district. (4/25-29/86)

REPORT OF THE BOARD COMMITTEE ON  
MEMBER SERVICES, INTERNATIONALIZATION, AND EXTENSION  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 30 - October 4, 1989

Date of Committee Meeting: October 1-2, 1989

Place of Committee Meeting: International Office  
Indianapolis, Indiana

Present: Members - A. S. "Buddy" Ammar, Robert L. McCurley, Jr., Ian Perdriau  
Chairman - Kenneth W. Smith, D.C.  
Staff - William A. Brown, C. Jeffrey De Witt, Robert E. Lee,  
Matthew C. Morris, W. Thomas Nelson, Jr., Korath C. Norin,  
Donald R. Collins, and Rene' Chapuis  
Others - W. J. "Wil" Blechman, M.D., Gene R. Overholt

\$25 Minimum Application Fee

The Committee reviewed a proposal from the District Secretaries that Kiwanis International establish a minimum \$25 application fee for individuals joining new clubs. It was concluded that such a minimum would guarantee a stronger financial base for new clubs without seriously affecting Kiwanis' new club building programs in North America and internationally.

Recommendation #1:

The Committee recommends that a minimum application fee of \$25 for members of new clubs be established effective October 1, 1990.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: None

Procedure: In compliance

Review of Long Range Plan - New Initiatives

The Committee reviewed and approved proposed new planning initiatives and requested staff to include these in the Long Range Plan. (See Exhibit A).

Review of Finance Committee Recommendations for Adjustments to the 1989-90 Budget

The Committee reviewed and approved proposed adjustments to the 1989-90 budget as they pertain to member services, club services, new club building, internationalization, and extension.

Lieutenant Governor Reports as Recommended by District Secretaries

The Committee agreed with a recommendation from the district secretaries that the number of reports required of the lieutenant governors be reduced commencing with the 1990-91 administrative year (e.g., for a lieutenant governor with 10 clubs, the required reports would be reduced from 35 to 13.)

Recommendation #2:

The Committee recommends that commencing with the 1990-91 administrative year, each lieutenant governor be required to file the following reports:

1. One report that will certify that the lieutenant governor has held a Divisional Leadership Training Conference for Club Officers and certify that a contact visit has been made to each club in the division.
2. Lieutenant Governor's Official Board Visit Report (one report for each club).
3. Lieutenant Governor's Official Club Visit Report (report all Official Club Visits on one report form).
4. Lieutenant Governor's Evaluation Report (one report form to report on all clubs by March 31).

I move that Recommendation #2 be adopted.

(Defeated)

Finance: None  
Procedure: In compliance

Disestablishment of the Provisional District of Korea

The Committee noted that the Provisional District of Korea, in spite of repeated deadline extensions, has not met the minimum requirements for full district status and has therefore been disestablished. It was noted that staff will continue to provide service and support to the Kiwanis clubs of Korea. (Staff reports that the long-term prospects of reaching full district status remain excellent.) The Committee felt it was appropriate for Mr. Sang-Won Hahn to use the title Governor-designate through September 30, 1990, even though the clubs in Korea have been placed on non-districted status, unless Korea reaches district status prior to that time.

REPORT2

### Division of the Austria-Germany District to Form Two New Districts

At its June 21-23, 1989 meeting, the Board of Trustees authorized a hearing to be conducted on October 3, 1989 to consider the merits of the proposed division of the Austria-Germany District into two new districts. Notice of this hearing was given to each affected club.

The Committee continued to review the merits of this proposed division, noted that only one negative response had been received from the 103 clubs affected, and concluded that the formation of two new districts was appropriate.

### Correction of the May, 1989 Report of the Board Committee on Member Services, Internationalization, and Extension

The Committee noted an editing error in the May, 1989 Committee Report to the Board. Under Administration of Procedure 319, which was reported as an information item, the first sentence of paragraph 3, page 3, refers to clubs which have been "suspended for at least 12 months." The word "suspended" should be changed to "on the Not-Meeting list." (See Exhibit B).

### Charter Revocations

The Committee reviewed a list of 197 clubs recommended for charter revocation. (See Exhibit C).

#### Recommendation #3:

The Committee recommends that the charters of the 197 clubs listed in Exhibit C of this report be revoked, effective September 30, 1989, and that the accounts receivable be charged against the reserve for bad debts in the amount of \$92,731.23 (U.S.).

I move that Recommendation #3 be adopted.

(Adopted)

Finance: Adjust accounts receivable \$92,731.23 (U.S.) as of September 30, 1989  
Procedure: In compliance

### Re-evaluation of the Distinguished Governors Award Programs

The Committee concurred that the Distinguished Awards Programs should be reviewed and re-evaluated at the January, 1990 Board Meeting, by which time we will have the results of the 1988-89 administrative year. The Committee has requested that staff review the present criteria for possible adjustments to the point allocations and to refer these to the Board prior to the January meeting of the Board.

President-elect Wil Blechman joined the meeting and made suggestions for the consideration of the Committee. Wil expressed his opinion that our awards must motivate governors, lieutenant governors, and club officers to meet Kiwanis' expectations. Awards must be reachable for our volunteers and must fit within the direction and goals of Kiwanis. He expressed his desire to see awards presented within the administrative year, as soon as possible, after they are earned. President-elect Wil also stated that he would like to see individual awards for clubs, divisions and districts in such areas as MEP; growth; sponsored programs; Kiwanis International Foundation; and, for participation in the Kiwanis International leadership training programs.

Staff has been requested to contact the various departments for their suggestions of possible awards for the 1990-91 administrative year.

#### Orientation to Cultural Differences within the Kiwanis World

The Committee discussed the need for Board members, their wives, and staff to have a better understanding of the various regions of the Kiwanis world. The Committee requested staff to explore the possibility of developing periodic orientation programs concerning the culture, customs, politics and history of regions and report their findings at the January meeting.

#### Review of Bylaws Article III, Sections 3, 4, and 5

The Ad Hoc Committee on Constitution and Bylaws and the Board Committee on Policies, Procedures, and Structures requested that the Committee review suggested changes to Article III, Sections 3, 4, and 5. After discussion, the Committee concluded that the proposed changes are not appropriate at this time and referred the matter back to the aforementioned Committees.

#### Possible Opening of Regional Offices

The Committee resumed the deliberations of last year's Committee regarding the possible future opening of additional regional offices. Staff was requested to continue its research and to present a formal proposal at the January meeting.

#### Review of Subsidy to the Eastern Canada and the Caribbean District

The Committee was orientated on the current subsidy to the Eastern Canada and the Caribbean District and decided to carry over the matter to the January, 1990 meeting. At that time, a recommendation to the Board regarding the continuance of the subsidy will be made in accordance with the provisions of Procedure 211.

#### Procedure for Interpreters for Board Counselors to Districts

The Committee discussed the need to ensure quality interpretation support to Board Counselors visiting assigned district conventions where the language of the counselor is not spoken. Staff was requested to develop a proposed procedure for review at the January Board meeting.

#### Maintenance of the Official List of Kiwanis Nations

The Committee reviewed the maintenance of the Official List of Kiwanis Nations and confirmed that a new nation is added at the time the first club is organized in that nation. A nation is dropped from the list 90 days following approval of charter revocation of the last club in that nation by the Board of Trustees in accordance with the provisions of Procedure 308 and 319.

#### Creation of List of Nations Approved for Extension

The Committee reviewed the need for the development of a list of Nations Approved for Extension, composed of current and past Kiwanis Nations in which growth activity may occur without prior re-authorization of extension by the Board of Trustees.

#### Recommendation #4:

The Committee recommends that a "Nations Approved for Extension" list be developed and, unless specifically excluded by the Board of Trustees, all past and current Kiwanis nations be placed on this list. Staff is to be granted the authority to resume growth activity in these nations without re-authorization of extension by the Board of Trustees.

I move that Recommendation #4 be adopted.

(Adopted)

Finance: None  
Procedure: To be written

#### Upgraded Qualifications for Kiwanis Membership and Retention

The Committee reviewed a number of recommendations from the Committee of Past International Presidents regarding upgraded qualifications for Kiwanis membership and retention. While the Past Presidents suggested, among other things, that a more rigid occupational classification system be reinstated, it was noted that the House of Delegates of the 1989 International Convention amended the Bylaws to eliminate the last vestiges of any classification system.

The Committee held over other recommendations from the Past Presidents for further review.

#### Authorization of Extension into Grenada and St. Vincent and the Grenadines

The Committee was informed that Kiwanis clubs in Barbados have recently organized new clubs in two neighboring island nations: Grenada and St. Vincent and the Grenadines. It was noted that these clubs will become part of Division 27 of the Eastern Canada and the Caribbean District.

Recommendation #5:

The Committee recommends that Grenada and St. Vincent and the Grenadines be authorized for extension.

I move that Recommendation #5 be adopted.

(Adopted)

Finance: None  
Procedure: In compliance

Authorization of Extension into Yugoslavia

The Committee reviewed a request from the Kiwanis Club of Augsburg-Fuggerstadt that Yugoslavia be authorized for extension. After discussion, it was decided to hold over this request to the January meeting pending the results of further staff research.

Authorization of Extension into Morocco

The Committee reviewed a recommendation from the Belgium-France-Luxembourg-Monaco District that Morocco be authorized for extension. In light of Kiwanis' inability to provide sustained service and support to a Moroccan extension effort, the Committee concluded that authorization is unadvisable at this time. Staff was requested to so inform the Belgium-France-Luxembourg-Monaco District.

Changes in the Pro-rata Dues Schedule

The Committee discussed a number of problems related to the current pro-rata dues schedule, which requires 13 adjustments in a six-month cycle. The Committee concluded that a simplified pro-rata dues schedule would eliminate a number of difficulties in the field without seriously compromising income. Staff was requested to research means of simplifying the schedule and any financial impacts involved therein. The Committee will continue its review of this matter at the January Board Meeting.

1990 Asia-Pacific Conference

The Committee reviewed a variety of information regarding the future of the Asia-Pacific Conference and, in particular, the April, 1990 meeting in Wellington, New Zealand. It was noted that the Committee of Past International Presidents is also considering this matter at its upcoming meeting and that further information may be forthcoming from governors of the region during the Council meeting. Staff was requested to offer as much support as possible to the planning and promotion of the 1990 meeting. Review on the future of the Conference will continue at the January meeting.

Growth Initiatives in England

Staff reported that preliminary discussions are underway with the Round Table organization of Great Britain regarding the possibility of forming Kiwanis clubs composed of Round Table alumni (who must leave their organization at age 40). This initiative is being coordinated by Hans Servais, Chairman of the International Committee on New Club Building - Europe.

Report on Club Administration Accounts Receivable Collection Efforts in Extension Areas

Various staff members reported ongoing efforts to strengthen support of club administration and accounts receivable collections in various extension areas. The Committee noted that important progress is being made on many fronts and commended staff for its inter-divisional teamwork.

Panamanian Dues Moratorium

The Committee reviewed the continuing difficulties of our Panamanian clubs due to political instability within their country. Panamanian clubs continue to render service to their communities, but remain unable to meet International Dues obligations.

Recommendation #6:

The Committee recommends a continuation of the current moratorium on payment of international dues by Panamanian clubs until May 31, 1990.

I move that Recommendation #6 be adopted.

(Adopted)

Finance: \$1,000 per six-month period, now totaling \$3,200 to be repaid in full at the end of the moratorium

Procedure: In compliance

Respectfully submitted,

A. S. "BUDDY" AMMAR  
ROBERT L. MCCURLEY, JR.  
IAN PERDRIAU  
KENNETH W. SMITH, D.C., Chairman

6/21/89

PROPOSED  
NEW LONG RANGE PLANNING INITIATIVES  
FOR CONSIDERATION BY THE  
MEMBER SERVICES, INTERNATIONALIZATION AND EXTENSION  
BOARD COMMITTEE

OBJECTIVE I: TO INCREASE RECRUITMENT SO THAT THE NEW MEMBER ADD GOAL  
EQUATES TO 18% OF THE PREVIOUS YEAR'S MEMBERSHIP BASE.

FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1989-90	<p>To develop and implement a world-wide Kiwanis International KIAR Training program.</p> <p>The intent of this strategy is to offer uniform KIAR training conducted by Kiwanis International in one or more selected sites.</p>
1989-90	<p>To develop and implement a world-wide Kiwanis International District Growth Chairmen training program.</p> <p>The intent of this strategy is to provide uniform district growth chairmen training to assist in the uniform implementation of the Kiwanis International growth programs.</p>
1989-90	<p>To develop and implement a Corporate Recruiting Program.</p> <p>The intent of this strategy is to develop a presentation program to be used by key Kiwanis officials to encourage major corporations to endorse the service club movement and to encourage Kiwanis members who are employees to assist in the recruitment of corporate members.</p>
1989-90	<p>Develop and implement a program for the targeting of metropolitan areas for new club building.</p> <p>The intent of this strategy is to identify potential, encourage development and monitor development of new clubs in metropolitan areas that should be able to sustain more than one Kiwanis club.</p>
1989-90	<p>To develop and implement a membership training guide for use by districts for membership forums at district mid-winter meetings and district conventions.</p> <p>The intent of this strategy is to develop a consistent training program to be used by growth facilitators at district mid-winters and conventions. This could include a script, overheads and even handouts to enhance the growth message.</p>

OBJ I (Continued)

FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1989-90	<p>To develop and implement a plan to involve past governors and past lt. governors in the growth process.</p> <p>The intent of the strategy is to involve these groups in the growth process.</p>
1990-91	<p>To develop and implement a demographic analysis for new members based on a variety of factors.</p> <p>The intent of this strategy is to determine and monitor the demographics of new members to be provided to a variety of levels of leadership in the organization to target areas that are not being addressed for new member recruitment.</p>
1990-91	<p>To develop and implement a program to recruit members from "closet" categories of job positions.</p> <p>The intent of this strategy is to develop and promote a listing of jobs and titles which are not normally considered when identifying new member prospects. Usually the accountant, bankers, insurance salesmen, etc. are considered but not the systems analyst or quality control analysts which we should consider for potential members. It is believed that the focus in the U.S. at least is toward service industries and that we should make clubs aware of the job titles available in service industries for potential members.</p>
<del>1990-91</del>	<p><del>To develop and implement a program to recruit members from "closet" categories of job positions.</del></p> <p><del>The intent of this strategy is to develop and promote a listing of jobs and titles which are not normally considered when identifying new member prospects. Usually the accountant, bankers, insurance salesmen, etc. are considered but not the systems analyst or quality control analysts which we should consider for potential members. It is believed that the focus in the U.S. at least is toward service industries and that we should make clubs aware of the job titles available in service industries for potential members.</del></p>
1990-91	<p>To develop and implement a demographic analysis for new members based on a variety of factors.</p> <p>The intent of this strategy is to determine and monitor the demographics of new members to be provided to a variety of levels of leadership in the organization to target areas that are not being addressed for new member recruitment.</p>

## OBJ I (Continued)

## FEASIBILITY

DATEITEM

- 1991-92 To develop relationships with other service, fraternal and educational associations to develop a new member feeder system.

The intent of this strategy is to identify associations which would have members that would be attractive to Kiwanis Clubs and to make regular contacts with those organizations to develop cooperative arrangements for educating members as to the benefits of Kiwanis.

- 1991-92 To develop and implement a program to be used by Kiwanis clubs as an orientation for parents of Key Club, Circle K and Builders Club members.

The intent of this strategy is to develop a program that could be conducted by Kiwanis Clubs explaining the benefits of Kiwanis membership to be offered to parents of members of our sponsored youth programs.

- 1992-93 To develop and implement a data base of club membership information to follow trends, identify weaknesses and prevent potential problems.

The intent of this strategy is to develop a data base for trends of individual clubs. This would offer the opportunity to red flag certain trends seen for clubs and to work with districts and divisions in addressing club needs before serious problems arise.

- 1993-94 To prioritize, develop and implement a plan for the development of non-districted clubs and areas into districts.

The intent of this strategy is to develop a prioritized plan for identifying areas that have non-districted clubs and to bring these areas into district status through better communication and service.

- 1996-97 To develop a once a year publication to past Key Club and Circle K members highlighting important events of the previous year in both organizations and the benefits of joining Kiwanis.

The intent of this strategy is to develop a once a year "alumni" type of publication to be sent to past Key Club and Circle K members that would keep their address file active for referral to Kiwanis clubs and to keep them informed of developments in these sponsored programs.

OBJECTIVE II: TO INCREASE RETENTION OF CURRENT MEMBERS TO ACHIEVE A YEARLY INCREASE OF .5% OF THE PREVIOUS YEAR'S MEMBERSHIP.

FEASIBILITY

DATE

ITEM

1990-91 To develop and implement a program to assist clubs in attaining a membership of 30 or more.

The intent of this strategy is to develop a program that would be a "care and feeding" program to provide some special assistance to clubs under thirty to encourage and provide input to assist these clubs to expand and maintain their membership to at least 30 or more members. This should eventually move Kiwanis International away from addressing needs when clubs drop below charter strength to addressing needs when they get below 30.

1991-92 To develop and implement a "distinguished member" program.

The intent of this strategy is to develop a recognition program for members with criteria that could be managed at the club level for activation of members.

1991-92 To develop and implement a new club support and nurturing program.

The intent of this strategy is to develop a series of support materials and systems to provide assistance, motivation and support to new clubs to reduce the number of new clubs lost in the first few years of existence.

1992-93 Develop a club classification system based on location within population areas.

The intent of this strategy is to develop a system to classify clubs into population base areas such as 850 or less, or 1.5 million or more for tracking and development of materials specific for the needs of the clubs with the resources available based on population density. Further research could be conducted in age, location and even lifestyles.

1992-93 To develop and implement concepts of pride in membership.

The intent of this strategy is to determine what constitutes pride in membership, define the concepts and to utilize those concepts in the development of materials.

1992-93 To develop and implement member service recognition.

The intent of this strategy is to develop a program to supplement perfect attendance by recognizing length of service or participation.

OBJ II (Continued)

## FEASIBILITY

DATEITEM

1994-95 To develop and implement an appropriate awards system.

The intent of this strategy is to develop the optimum awards program for club and officer involvement at all levels of the organization.

OBJECTIVE III: TO INITIATE FISCALLY RESPONSIBLE PROCEDURES AND PROGRAMS TO ENHANCE INCOME AND LIMIT EXPENSES.

(No strategies at this time)

OBJECTIVE IV: TO IMPROVE INTERNATIONALIZATION OF THE PROGRAMS, MATERIALS  
AND ORGANIZATION'S PROCEDURES.

FEASIBILITY

DATE

ITEM

1989-90 To develop and implement a plan for the expansion of Kiwanis into  
current or former iron and bamboo curtain countries.

The intent of this strategy is to develop a plan for involvement of  
Kiwanis in countries such as Hungary, China, the USSR etc.

1990-91 To develop and implement a plan for "twinning" between clubs.

The intent of this strategy is to develop a plan and encourage club  
"twinning" or sister clubs to encourage communication and assistance to  
strengthen international ties.

1990-91 To develop and implement a plan for the promotion of a club inter-  
national relations committee.

The intent of this strategy is to develop a plan for increasing club  
involvement and interest in international issues through an inter-  
national relations committee.

OBJECTIVE V: TO PROVIDE SUPPORT TO KEY CLUB INTERNATIONAL, CIRCLE K INTERNATIONAL, AND THE BUILDERS CLUB AND KIWANIANNE PROGRAMS FOR INCREASED GROWTH AND QUALITY SERVICE.

## FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1991-92	<p>To develop and implement a plan for the use of Field Service Representatives to assist with the building of new sponsored programs clubs. (S/M)</p> <p>The intent of this strategy is to develop a plan to utilize FSRs to assist the building of sponsored program clubs. This could be done through the re-defining the FSR role or even an FSR specifically for sponsored programs that would attack specific districts or markets.</p>
1994-95	<p>Develop and implement a referral program for former Builders Club members and graduating Key Club and Circle K members. (S/M)</p> <p>The intent of this strategy is to develop a referral program to be used by a Key club or Circle K club that would identify the school a student would be attending or a community the student will be moving to upon graduation to notify the community or school that the student would be available for membership in Kiwanis or Circle K.</p>
1996-97	<p>To develop and implement a plan for the publishing of a special edition of the youth publications. (S/M)</p> <p>The intent of this strategy is to develop a plan for the publishing of a special issue of the Keynoter Magazine that would highlight the benefits of joining CKI, or an edition of the Circle K magazine that would promote the benefits of joining Kiwanis, or a special magazine to Builders Club members promoting joining Key Club.</p>
1996-97	<p>To develop a once a year publication to past Key Club and Circle K members highlighting important events of the previous year in both organizations and the benefits of joining Kiwanis.</p> <p>The intent of this strategy is to develop a once a year "alumni" type of publication to be sent to past Key Club and Circle K members that would keep their address file active for referral to Kiwanis clubs and to keep them informed of developments in these sponsored programs.</p>

OBJECTIVE VI: TO DETERMINE AND IMPLEMENT THE OPTIMUM STRUCTURE OF KIWANIS INTERNATIONAL.

FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1992-93	<p>To revise and internationalize the standard form for club and dist bylaws.</p> <p>The intent of this strategy is to update and refine the club and district bylaws and request districts and clubs to make necessary adjustments.</p>
1993-94	<p>To develop and implement a plan to identify individuals who can represent Kiwanis International in non-districted areas.</p> <p>The intent of this strategy is to develop a plan to involve individuals who would be responsible for non-districted areas to provide assistance, support and communication on those clubs and their status.</p>
1994-95	<p>To develop and implement a series of membership classifications within the Kiwanis organization.</p> <p>The intent of this strategy is to develop a series of different membership classifications available to clubs from which potential new members would be able to choose when joining a Kiwanis Club.</p>

OBJECTIVE VII: TO PROVIDE SUPPORT TO AND ENHANCE THE GROWTH OF KIWANIS INTERNATIONAL'S SERVICE ACTIVITIES.

(No strategies at this time)

COMMITTEE REPORT

May, 1989

Administration of Procedure 319

The Committee reviewed staff's proposed changes in administrative practices which are intended to better implement Procedure 319. The Committee concurred with these changes.

Henceforth, when a district finds that a club is no longer meeting, the district should (under Procedure 319) categorize that club as "not in good standing" and refer the matter to the International Board of Trustees with a recommendation for further action (suspension or revocation).

Also, when a club has been ~~suspended~~ for at least 12 months, its charter will automatically be submitted to the International Board of Trustees for possible revocation unless, after receiving prior notice of the impending action, the district board or last known club president offers a persuasive written objection. In previous practice, no charter was presented for possible revocation unless the district board had requested the action.

The Committee also addressed the question of who should most properly initiate action against a club under the various provisions of Procedure 319. In the Committee's opinion, Kiwanis International should routinely pursue enforcement of the Procedure in regard to clubs which fail to pay financial obligations (319.4a). However, the Committee feels that enforcement in regard to "other causes" for which clubs may be found to be "not in good standing" should generally be left to district boards to initiate.

In light of the foregoing administrative interpretations, staff will proceed accordingly.

NOTE: The word "suspended" should be changed to the phrase "on the official Not-Meeting list"; paragraph three.

## **EXHIBIT C**

Exhibit C of the Report of the Board Committee on Member Services, Internationalization, and Extension, "Charters Revoked at the International Board Meeting, September 30-October 4 and 8, 1989," is now Exhibit #16 of the September 30-October 4 and 8, 1989, Minutes.

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBRS.	A/R BALANCE
ANDEAN	BARRANCABERMEJA	K09479	2/19/79	9/30/89	25	717.50
ANDEAN	DUITAMA, BOYACA	K08458	8/14/76	9/30/89	18	482.50
ANDEAN	HEREDIA	K09269	8/17/78	9/30/89	15	535.00
ANDEAN	PORTOVIEJO-CENTRAL	K11065	12/28/83	9/30/89	18	310.00
ANDEAN	SANTA ROSA DE VITERBO	K09429	10/23/78	9/30/89	21	630.00
ANDEAN	TULUA	K09146	5/02/78	9/30/89	15	255.00
ANDEAN	TUNJA	K09598	5/30/79	9/30/89	21	620.00
ANDEAN					133	7 3,550.00
AUSTRALIA	KATHERINE, NORTHERN TERRI	K10877	2/24/83	9/30/89 *	0	.00
AUSTRALIA	PAPUA NIUGINI-PORT MORESB	K11806	8/30/86	9/30/89 *	2	60.00
AUSTRALIA					2	2 60.00
CALIF-NEVADA-HAWAII	BELL GARDENS	K02844	11/13/46	9/30/89 *	11	118.35
CALIF-NEVADA-HAWAII	BLOOMINGTON	K09568	9/04/79	9/30/89 *	16	.00
CALIF-NEVADA-HAWAII	CERRITOS	K12101	9/11/87	9/30/89 *	7	407.65
CALIF-NEVADA-HAWAII	COLISEUM, LOS ANGELES	K12460	8/11/88	9/30/89 *	27	440.59
CALIF-NEVADA-HAWAII	FOOTHILLS-EL DORADO COUNT	K11197	5/16/84	9/30/89 *	9	236.70
CALIF-NEVADA-HAWAII	LAFAYETTE	K04794	5/21/57	9/30/89 *	14	.00
CALIF-NEVADA-HAWAII	LAKEWOOD	K05952	11/05/64	9/30/89 *	16	.00
CALIF-NEVADA-HAWAII					103	8 1,203.29
CAPITAL	GREATER LAUREL	K11935	2/10/87	9/30/89 *	18	.00
CAPITAL	LA PLATA	K08829	8/25/77	9/30/89 *	14	.00
CAPITAL	SOUTHERN PRINCE GEORGES C	K07014	7/25/72	9/30/89 *	11	.00
CAPITAL	VICTORIA-KENBRIDGE	K01408	7/24/25	9/30/89 *	16	.00
CAPITAL					59	4 .00
CAROLINAS	GOLDEN K, BENSON	K11714	5/13/86	9/30/89 *	1	.00
CAROLINAS	MONTGOMERY COUNTY, TRDY	K11774	7/30/86	9/30/89 *	15	.00
CAROLINAS	UPTOWN-CHARLOTTE	K12120	9/28/87	9/30/89 *	15	.00
CAROLINAS	WINDSOR	K11149	4/11/84	9/30/89 *	6	59.45
CAROLINAS					37	4 59.45
E CANADA AND CARIBBEAN	CARLINGWOOD, OTTAWA	K04865	10/17/57	9/30/89 *	18	249.50
E CANADA AND CARIBBEAN	FELICITY	K11980	4/08/87	9/30/89	14	510.00

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBS.	A/R BALANCE
E CANADA AND CARIBBEAN	GOLDEN MILE, SCARBOROUGH,	K03930	1/21/53	9/30/89 *	18	249.50
E CANADA AND CARIBBEAN	KETOWNA, ST. JOHN'S WEST	K07737	3/24/75	9/30/89 *	23	881.05
E CANADA AND CARIBBEAN	SANTA ROSA	K11290	9/10/84	9/30/89	24	785.25
E CANADA AND CARIBBEAN					97	2,675.30
EUROPE NON-DISTRICTED	PORTIMAO	K11752	6/09/86	6/30/89 *	19	.00
EUROPE NON-DISTRICTED					19	.00
FLORIDA	FOREST HILL, WEST PALM BE	K11775	7/31/86	9/30/89 *	0	.00
FLORIDA	NORTHWOOD, WEST PALM BEAC	K04801	5/23/57	9/30/89 *	18	.00
FLORIDA	SOUTH JACKSONVILLE	K03576	12/14/50	9/30/89 *	0	.00
FLORIDA	SOUTH WALTON-SANTA ROSA B	K11319	9/27/84	9/30/89 *	28	226.70
FLORIDA	WESTERN COMMUNITIES-WELLI	K11413	3/14/85	9/30/89 *	18	.00
FLORIDA					64	226.70
ILLINOIS-EASTERN IOWA	HANSON PARK, CHICAGO	K03186	7/12/48	9/30/89 *	8	.00
ILLINOIS-EASTERN IOWA	MORTON	K06273	7/10/67	9/30/89 *	13	.00
ILLINOIS-EASTERN IOWA	MILES	K05954	11/10/64	9/30/89 *	3	.00
ILLINOIS-EASTERN IOWA	ROSELAND, CHICAGO	K01150	12/12/23	9/30/89 *	24	.00
ILLINOIS-EASTERN IOWA					48	.00
INDIANA	GREENSBURG, TREE CITY	K09849	2/14/80	9/30/89 *	19	.00
INDIANA	GRIFFITH	K07300	9/06/73	9/30/89 *	11	.00
INDIANA					30	.00
INT'L EXTENSION	ABIDJAN	K11722	5/01/86	9/30/89	3	80.00
INT'L EXTENSION	AGANA	K07380	1/14/74	9/30/89	13	461.65
INT'L EXTENSION	ARIANA, TUNIS	K10918	4/13/83	9/30/89	33	742.50
INT'L EXTENSION	BANGKOK	K06927	2/25/72	9/30/89	16	360.00
INT'L EXTENSION	CAROLINA	K07682	1/28/75	9/30/89 *	0	53.75
INT'L EXTENSION	IBADAN	K11406	2/17/85	9/30/89	22	495.00
INT'L EXTENSION	KANO	K08384	5/31/76	9/30/89	36	810.00
INT'L EXTENSION	KANPUR	K08866	9/21/77	9/30/89	22	495.00
INT'L EXTENSION	NAIROBI	K09229	6/24/78	9/30/89	32	697.50
INT'L EXTENSION	NAIROBI-SPARTANS	K11113	3/02/84	9/30/89	14	315.00
INT'L EXTENSION	NORTH MOMBASA	K11127	3/03/84	9/30/89	22	495.00
INT'L EXTENSION	ONITSHA	K11715	4/23/86	9/30/89	25	562.50
INT'L EXTENSION	OWERRI	K11260	7/10/84	9/30/89	28	631.45

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBR.	A/R BALANCE
INT'L EXTENSION	POHNPEI, PONAPE	K10752	7/15/82	9/30/89	37	832.50
INT'L EXTENSION	SANTO DOMINGO	K08664	3/22/77	9/30/89 *	28	630.00
INT'L EXTENSION	SINGAPORE SOUTH	K11354	10/01/84	9/30/89	27	607.50
INT'L EXTENSION	STALLIONS, NAIROBI	K11126	2/19/84	9/30/89	37	1,085.10
INT'L EXTENSION	TUNIS-HANNIBAL	K10540	10/19/81	9/30/89 *	26	340.30
INT'L EXTENSION	YAOUNDE	K09323	8/22/78	9/30/89	35	787.50
INT'L EXTENSION					456	19 10,502.25
ITALY-MALTA	CHIARAVALLE-SOVERATO	K10634	2/10/82	6/30/89 *	21	.00
ITALY-MALTA					21	1 .00
KANSAS	HOLCOMB	K11263	8/14/84	9/30/89 *	5	.00
KANSAS	SOUTH HUTCHINSON	K12081	8/27/87	9/30/89	27	157.80
KANSAS					32	2 157.80
KENTUCKY-TENNESSEE	DICKSON	K02486	5/18/42	9/30/89 *	21	276.15
KENTUCKY-TENNESSEE	GOLDEN K OF RICHMOND	K12466	9/07/88	9/30/89 *	2	.00
KENTUCKY-TENNESSEE	JELICO	K00561	8/05/21	9/30/89 *	0	.00
KENTUCKY-TENNESSEE	LANCASTER	K02754	6/18/46	9/30/89 *	16	.00
KENTUCKY-TENNESSEE	STATE OF FRANKLIN, JOHNSO	K12141	12/29/87	9/30/89 *	12	249.85
KENTUCKY-TENNESSEE					51	5 526.00
LOUISIANA-MISS-W TENN	EARLY RISERS, JACKSON	K12248	3/08/88	9/30/89 *	24	368.15
LOUISIANA-MISS-W TENN					24	1 368.15
MICHIGAN	PETERSBURG	K03548	10/17/50	9/30/89 *	21	
MICHIGAN	NOVI	K10030	8/13/80	9/30/89 *	0	105.20
MICHIGAN	REDFORD TOWNSHIP	K03539	9/25/50	9/30/89 *	10	115.65
MICHIGAN					31	3 220.85
MINNESOTA-DAKOTAS	ABERDEEN GOLDEN K	K10321	5/06/81	9/30/89 *	11	236.70
MINNESOTA-DAKOTAS	HURON, BREAKFAST	K07545	8/05/74	9/30/89 *	8	.00
MINNESOTA-DAKOTAS	MANKATO AREA-DAY BREAKERS	K10924	5/11/83	9/30/89 *	0	.00
MINNESOTA-DAKOTAS						236.70

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBR.	A/R BALANCE
MISSOURI-ARKANSAS	MENA	K11536	9/10/85	9/30/89 *	15	197.25
MISSOURI-ARKANSAS	NIXA	K12086	9/03/87	9/30/89 *	27	553.30
MISSOURI-ARKANSAS	OAKVILLE	K11472	6/14/85	9/30/89 *	13	166.95
MISSOURI-ARKANSAS	SHERIDAN	K12116	9/24/87	9/30/89 *	30	249.85
MISSOURI-ARKANSAS	SHERWOOD AREA	K11560	9/26/85	9/30/89 *	33	120.00
MISSOURI-ARKANSAS					118	5 1,287.35
NEBRASKA-IOWA	IOWA FALLS DAY BREAKERS	K11832	9/22/86	9/30/89 *	0	.00
NEBRASKA-IOWA	MAPLETON	K11743	6/17/86	9/30/89 *	0	144.65
NEBRASKA-IOWA					0	2 144.65
NEW ENGLAND	BEDFORD	K08846	9/06/77	9/30/89 *	13	125.20
NEW ENGLAND	EAST LYME-NIANTIC	K10338	5/20/81	9/30/89	12	157.80
NEW ENGLAND					25	2 283.00
NEW JERSEY	MORRIS PLAINS-MORRIS TOWN	K02952	5/19/47	9/30/89 *	10	.00
NEW JERSEY	NORTH BERGEN-GUTTENBERG	K01381	5/05/25	9/30/89	33	959.95
NEW JERSEY					43	2 959.95
NEW YORK	COBLESKILL	K11199	5/17/84	9/30/89 *	9	122.05
NEW YORK	GOLDEN K, STAMFORD	K08455	8/19/76	9/30/89 *	9	.00
NEW YORK	GRAND ISLAND	K03530	9/07/50	9/30/89 *	0	.00
NEW YORK	ILION	K02000	5/21/34	9/30/89 *	17	216.05
NEW YORK	LINDEN-BROWNSVILLE	K11962	3/19/87	9/30/89 *	25	1,104.60
NEW YORK	SMITH-HAVEN, LAKE GROVE	K11537	9/11/85	9/30/89 *	5	65.75
NEW YORK						1,508.45
NORDEN	JOENSUU	K11666	2/28/86	6/30/89 *	24	.00
NORDEN	KUOPIO	K11947	2/26/87	6/30/89 *	19	.00
NORDEN					43	2 .00

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBRS.	A/R BALANCE
OHIO	MINGO JUNCTION	K01112	10/09/23	9/30/89	8	315.60
OHIO	OVERLIN	K03690	8/08/51	9/30/89 *	17	.00
OHIO					25	315.60
PACIFIC NORTHWEST	QUEEN ANNE-MAGNOLIA, SEAT	K08249	2/24/76	9/30/89 *	11	.00
PACIFIC NORTHWEST	WINSTON-DILLARD	K04162	3/25/54	9/30/89	8	.00
PACIFIC NORTHWEST					19	.00
PENNSYLVANIA	BRENTWOOD-WHITEHALL	K02296	5/11/39	9/30/89 *	19	.00
PENNSYLVANIA					19	.00
PHILIPPINE LUZON	AMADEO, CAVITE	K11941	2/21/87	9/30/89	26	813.28
PHILIPPINE LUZON	ANNAK TI CABUGAO, ILOCOS	K12035	7/11/87	9/30/89	42	759.15
PHILIPPINE LUZON	AYALA, MAKATI	K10060	6/19/80	9/30/89	46	637.50
PHILIPPINE LUZON	BAHAGHARI-ANTIPOLO, RIZAL	K12023	6/14/87	9/30/89	21	565.85
PHILIPPINE LUZON	BALATAN	K11712	5/06/86	9/30/89	32	1,200.00
PHILIPPINE LUZON	BARRA (MERCEDES), CAMARIN	K11878	10/16/86	9/30/89	26	941.98
PHILIPPINE LUZON	BATO, CAMARINES SUR	K11797	8/22/86	9/30/89	26	570.00
PHILIPPINE LUZON	BICOL EXPRESS-LIGAO	K11869	10/01/86	9/30/89	32	1,185.00
PHILIPPINE LUZON	BUHI	K09461	1/21/79	9/30/89	9	802.50
PHILIPPINE LUZON	BULA, CAMARINES SUR	K11894	11/15/86	9/30/89	20	622.50
PHILIPPINE LUZON	CALABANAGA, CAMARINES SUR	K11629	12/17/85	9/30/89	21	772.50
PHILIPPINE LUZON	CATTLE CITY, URDANETA, PA	K11817	9/09/86	9/30/89	28	515.15
PHILIPPINE LUZON	CAVITE CITY	K08788	6/27/77	9/30/89 *	0	.00
PHILIPPINE LUZON	CONCEPCION, TARLAC	K12042	7/18/87	9/30/89	23	574.54
PHILIPPINE LUZON	DARAGA	K07529	6/05/74	9/30/89	16	560.00
PHILIPPINE LUZON	DAUNGANG MAYNILA	K11702	4/24/86	9/30/89	21	787.50
PHILIPPINE LUZON	GENERAL TRIAS, CAVITE	K11873	10/01/86	9/30/89	27	1,012.50
PHILIPPINE LUZON	GUAGUA	K08500	10/29/76	9/30/89	21	472.50
PHILIPPINE LUZON	KUTANG BONIFACIO, MAKATI	K11253	8/01/84	9/30/89	7	290.00
PHILIPPINE LUZON	MAGALANG, PAMPANGA	K12064	8/12/87	9/30/89	25	609.50
PHILIPPINE LUZON	MAKILAS OF STA BARBARA, P	K11782	8/09/86	9/30/89	21	787.50
PHILIPPINE LUZON	MALABON	K11633	12/21/85	9/30/89	40	962.50
PHILIPPINE LUZON	MALATE-MANILA	K11576	10/01/85	9/30/89	27	1,012.50
PHILIPPINE LUZON	MARIKINA, RIZAL	K06646	6/19/70	9/30/89	8	500.00
PHILIPPINE LUZON	MASBATE	K11720	5/10/86	9/30/89	27	937.92
PHILIPPINE LUZON	MAY-NAR, GUINOBATAN	K11870	10/01/86	9/30/89	23	720.00
PHILIPPINE LUZON	MENDEZ, CAVITE	K11612	11/16/85	9/30/89	29	1,095.00
PHILIPPINE LUZON	NAGA CITY	K07445	2/24/74	9/30/89	31	930.00
PHILIPPINE LUZON	NASUGBU-LIAN	K07320	9/11/73	9/30/89	17	396.62
PHILIPPINE LUZON	NOVALICHES EAST, QUEZON C	K10283	3/22/81	9/30/89	13	487.50
PHILIPPINE LUZON	PASIG, GREEN PARK	K11128	3/17/84	9/30/89	37	1,320.00

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBRS.	A/R BALANCE
PHILIPPINE LUZON	PASONG TAMO	K11405	3/05/85	9/30/89	29	1,087.50
PHILIPPINE LUZON	PINES CITY, BAGUIO CITY	K12030	6/30/87	9/30/89	20	525.00
PHILIPPINE LUZON	PUERTO PRINCESA CITY	K11514	8/07/85	9/30/89	44	1,650.00
PHILIPPINE LUZON	PURA	K11533	9/09/85	9/30/89	20	750.00
PHILIPPINE LUZON	S G L MAKATI	K11592	10/03/85	9/30/89	30	1,125.00
PHILIPPINE LUZON	SAGNAY	K11713	5/09/86	9/30/89	30	1,125.00
PHILIPPINE LUZON	SAN FERNANDO CAPITAL	K11503	7/26/85	9/30/89	23	517.50
PHILIPPINE LUZON	SAN FERNANDO NORTH, SAN F	K12072	8/16/87	9/30/89	23	555.72
PHILIPPINE LUZON	SAN MANUEL, TARLAC	K11802	8/29/86	9/30/89	30	915.00
PHILIPPINE LUZON	SORSOGON	K08486	6/07/76	9/30/89	26	975.00
PHILIPPINE LUZON	SUMAGANG, IRIGA CITY	K11718	5/14/86	9/30/89	29	1,087.50
PHILIPPINE LUZON	TABACO MAYON	K11348	10/17/84	9/30/89	29	1,087.50
PHILIPPINE LUZON	TERESA EAST	K11871	10/01/86	9/30/89	18	600.00
PHILIPPINE LUZON	TINAMBAC	K11742	5/31/86	9/30/89	17	705.00
PHILIPPINE LUZON					1,110	35,147.21
PHILIPPINE SOUTH	BANSALAN, DAVAO DEL SUR	K11528	8/03/85	9/30/89	17	390.00
PHILIPPINE SOUTH	BILIRAN	K11183	3/13/84	9/30/89	27	1,012.50
PHILIPPINE SOUTH	CABADBARAN	K07211	4/30/73	9/30/89	21	832.50
PHILIPPINE SOUTH	DIPOLOG CITY	K07679	12/13/74	9/30/89	20	750.00
PHILIPPINE SOUTH	DIWATA, SAN FRANCISCO, AG	K11988	4/19/87	9/30/89	27	757.02
PHILIPPINE SOUTH	EBRO, SAN FRANCISCO, AGUSAN	K11602	10/26/85	9/30/89	25	907.50
PHILIPPINE SOUTH	ESCALANTE	K10598	12/13/81	9/30/89	21	465.00
PHILIPPINE SOUTH	IPIL, ZAMBOANGA DEL SUR	K11470	6/09/85	9/30/89	39	1,153.62
PHILIPPINE SOUTH	KABASALAN	K11763	6/09/86	9/30/89	30	1,077.04
PHILIPPINE SOUTH	KANCABATO BAY, TACLOBAN C	K11222	6/10/84	9/30/89	15	315.00
PHILIPPINE SOUTH	KANHURAW, TACLOBAN CITY	K11116	3/07/84	9/30/89	17	650.00
PHILIPPINE SOUTH	KWEEN CITY, ILOILO CITY	K08415	5/15/76	9/30/89	21	610.00
PHILIPPINE SOUTH	LAGAO, GENERAL SANTOS CIT	K10920	6/05/83	9/30/89	13	487.50
PHILIPPINE SOUTH	MAASIN, SOUTHERN LEYTE	K12179	12/21/87	9/30/89	42	841.26
PHILIPPINE SOUTH	MANGIMA CANYON, MANOLO FO	K12038	6/20/87	9/30/89	28	735.00
PHILIPPINE SOUTH	METRO BUTUAN	K11659	1/11/86	9/30/89	29	1,087.50
PHILIPPINE SOUTH	METRO CARIGARA	K10796	9/20/82	9/30/89	17	697.50
PHILIPPINE SOUTH	METRO CATBALOGAN, SAMAR	K11994	4/26/87	9/30/89	29	750.67
PHILIPPINE SOUTH	METRO OZAMIS	K11776	7/26/86	9/30/89	34	1,450.00
PHILIPPINE SOUTH	MIAGAO ILOILO	K11353	10/28/84	9/30/89	32	1,170.00
PHILIPPINE SOUTH	MT. MATUTUM, POLOMOLOK, S	K12071	8/18/87	9/30/89	25	575.61
PHILIPPINE SOUTH	NEW WASHINGTON	K11887	10/25/86	9/30/89	24	869.52
PHILIPPINE SOUTH	PROSPERIDAD, AGUSAN, DEL SU	K11378	12/09/84	9/30/89	33	1,237.50
PHILIPPINE SOUTH	SAINT MICHAEL, LEYTE	K11779	8/01/86	9/30/89	28	1,158.88
PHILIPPINE SOUTH	SARMIENTO, PARANG	K10781	9/12/82	9/30/89	23	602.50
PHILIPPINE SOUTH	SOGOD	K08633	10/10/76	9/30/89	28	1,050.00
PHILIPPINE SOUTH	SOUTH DAVAO	K11788	6/29/86	9/30/89	25	915.00
PHILIPPINE SOUTH	SURIGAO CITY	K07659	10/06/74	9/30/89	35	1,312.50
PHILIPPINE SOUTH	TANDAG CAPITAL	K11758	6/23/86	9/30/89	2	75.00
PHILIPPINE SOUTH	TANJAY, NEGROS ORIENTAL	K08823	8/06/77	9/30/89	24	900.00

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBR.	A/R BALANCE
PHILIPPINE SOUTH	TIMBER CITY-BUTUAN	K07128	1/13/73	9/30/89	26	975.00
PHILIPPINE SOUTH	TINOG DABAW	K06761	5/16/77	9/30/89	16	600.00
PHILIPPINE SOUTH					793	32 26,651.12
REPUBLIC OF CHINA	LONG SUN	K09426	11/15/78	9/30/89	26	555.00
REPUBLIC OF CHINA	MOUNTAIN CITY	K11498	7/28/85	9/30/89	27	1,012.50
REPUBLIC OF CHINA	PLUM FLOWER, TAIPEI	K10987	9/01/83	9/30/89	32	1,162.50
REPUBLIC OF CHINA	PU LI	K09406	10/28/78	9/30/89	28	995.00
REPUBLIC OF CHINA	TUNG NAN, TAIWAN	K10225	11/15/80	9/30/89	38	732.50
REPUBLIC OF CHINA					151	5 4,457.50
ROCKY MOUNTAIN	PARKER	K09172	5/18/78	9/05/89 *	10	105.20
ROCKY MOUNTAIN	CHEYENNE MOUNTAIN, COLORA	K10645	3/16/82	9/30/89 *	6	.00
ROCKY MOUNTAIN	KREMMLING	K03922	12/15/52	9/30/89 *	6	.00
ROCKY MOUNTAIN					22	3 105.20
TEXAS-OKLAHOMA	EUFULA	K09714	9/27/79	9/30/89 *	13	178.20
TEXAS-OKLAHOMA	GREATER HUGO	K12087	9/03/87	9/30/89 *	27	434.95
TEXAS-OKLAHOMA	HUGO	K06567	9/23/69	9/30/89 *	17	.00
TEXAS-OKLAHOMA	STRATFORD	K11783	8/10/86	9/30/89 *	20	289.30
TEXAS-OKLAHOMA	VALLIANT	K11913	12/29/86	9/30/89 *	30	473.40
TEXAS-OKLAHOMA						1,375.85
UTAH-IDAHO	HARRISVILLE	K06972	4/29/72	9/30/89 *	0	.00
UTAH-IDAHO	KANAB	K10567	12/02/81	9/30/89 *	16	407.65
UTAH-IDAHO	VERNAL	K02875	1/14/67	9/30/89 *	0	210.80
UTAH-IDAHO					16	3 618.45
WEST VIRGINIA	SOUTH BERKELEY, INWOOD	K12192	12/08/87	9/30/89 *	15	76.51
WEST VIRGINIA					15	1 76.51
WESTERN CANADA	FORT MCMURRAY	K11369	12/12/84	9/30/89 *	0	.00
WESTERN CANADA	YELLOWHEAD PARKLAND, SPRUC	K10350	6/02/81	9/30/89 *	6	55.90

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBR.	A/R BALANCE
WESTERN CANADA					6	33.90
WISCONSIN-UPPER MICH	BRISTOL GOLDEN K	K11442 *	5/02/85	9/30/89	16	.00
WISCONSIN-UPPER MICH	PLYMOUTH-SOUTH HORIZON	K11317 *	9/27/84	9/30/89	22	.00
WISCONSIN-UPPER MICH					38	.00

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ADDITIONAL CHARTER REVOKED CLUBS

DISTRICT NAME	CLUB NAME	CLUB KEY	DATE ORGANIZED	CHARTER REV. DATE	NO. OF MBR.	A/R BALANCE
GRAND TOTAL					3,838	92,731.23

\* DISTRICT ACTION

REPORT OF THE BOARD COMMITTEE ON ADMINISTRATION  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES  
OCTOBER 1-2, 1989

Dates of Committee Meeting:     October 1-2, 1989

Place of the Meeting:            International Office

Present:   Members:            Joe L. Griffeth, M.D.  
                                  Glenn E. Muggelberg  
                                  Robert E. Wales

          Chairman:            Gene R. Overholt

          Others:               Kevin W. Krepinevich

          Staff:                John Merski, Jr.

Review of Committee Responsibilities

The committee reviewed its responsibilities in relation to Supplies, Office Services, Human Resources and MIS departments as well as its relationships to the International Committee on Administration and the District Secretaries.

Review of the Year-End Status Report

The committee reviewed the Year-End status report.

Review of Proposed Long Range Plan Initiatives

The committee reviewed the long range plan initiatives and discussed with staff the ideas, priorities and directions of those listed. There were no suggested changes to the list at this time.

Review of the Finance Committee Recommendations for Adjustments to the 1989-90 Budget

The committee reviewed the recommendations for adjustments to the 1989-90 budget and have no suggested changes.

Toll Free Service

The committee reviewed the status of the 800 service. Effective October 1, 1989 the Toll Free service has been extended to Canada. The number now for Indiana, the United States and Canada is 1-800-879-4769.

Review of the New Supplies FAX Service

The committee reviewed the status of the new FAX service available in Supplies. Based on early information, it is estimated that the phone costs related to the service has been reduced from \$1.40/order to \$.22/order.

Report of the Electronic Vote Tabulating

The committee was provided with the final results of the effectiveness of the electronic vote tabulating at the Kiwanis International convention in Orlando. The report was favorable and the committee urges the continued use of such technology. The Board Committee on Administration now believes that the responsibility should be transferred to the Communications and Conventions Committee to be included in their planning of future conventions.

Review of the Past President Counselor Report

The committee was provided with insights brought forth by the Past President Counselor and wish to express their appreciation for his participation. The committee will consider the issues and address them as part of the committee's normal business.

Monthly Club Report

The committee discussed the merits of Kiwanis International receiving and its use of the monthly club report. Staff will continue to study the issue and provide the committee options which will permit more efficient use of the report.

Salary Administration/Personnel Policies

The committee was provided an update on the Salary and Wage Administration Program. Staff has also provided the chairman with a first draft of new revised personnel policies for his review.

Appointment of Committees for Salary Savings and Pension Plans

The committee discussed the legal requirement to continue two committees, the Salary Savings and Pension Plan committees, and to replace our former Treasurer with our current Treasurer on this committee. Therefore, both committees would have as its members John D. Morton Sr., Kevin W. Krepinevich, and John E. Merski Jr.

Recommendation #1

The committee recommends that John D. Morton Sr., be appointed to replace W.J. "Wil" Blechman, M.D. and that Kevin W. Krepinevich and John E. Merski Jr. be reappointed to the Salary Savings and Pension Plan Committees.

I move that Recommendation #1 be adopted.

(adopted)

Finance: None  
Procedure: in compliance

The committee addressed the possibility of having the incoming President appoint the Salary Savings and Pension Plan Committees as a normal part of business as in the case of other committee appointments. This would minimize the need for committee and board adoption annually.

Recommendation #2

The committee recommends that each year the President-designate recommend to the Kiwanis International Board of Trustees the appointment of the members of the Salary Savings and Pension Plan Committees at the Board Meeting immediately following the Kiwanis International Convention.

I move that Recommendation #2 be adopted.

(adopted)

Finance: None  
Procedure: to be written

KI-KIF Relationship Committee Recommendations

The Ad Hoc committee on the relationship between Kiwanis International and the Kiwanis International Foundation met July 28-29, 1989. The members of the Committee came to an agreement on three specific areas and submitted them to the Administration Committee for consideration.

The first recommendation of the Ad Hoc committee deals with the concepts regarding the relationship between Kiwanis International and the Kiwanis International Foundation. The Administration Committee reviewed and accepted the concepts.

Recommendation #3

The committee recommends that the "Concepts Regarding the Relationship between Kiwanis International and the Kiwanis International Foundation" submitted as Exhibit "A" be adopted.

I move that Recommendation #3 be adopted.

(adopted)

Finance: None  
Procedure: Refer to the Board Committee on Policies, Procedures, and Structures.

The Ad Hoc Committee's second recommendation deals with the Principles of the Intra-Office Operational Relationship between Kiwanis International and the Kiwanis International Foundation. The Administration Committee reviewed and accepted the principles.

Recommendation #4

The committee recommends that the "Principles of the Intra-Office Operational Relationship between Kiwanis International and the Kiwanis International Foundation" submitted as Exhibit "B" be adopted.

I move that Recommendation #4 be adopted.

(adopted)

Finance: None

Procedure: Refer to the Board Committee on Policies, Procedures, and Structures.

The final recommendation of the Ad Hoc committee relates to the Foundation Cost Allocations. The Administration Committee reviewed the recommendation and suggests the following recommendation be submitted to the Kiwanis International Foundation for consideration:

Recommendation #5

The committee recommends that the KI-KIF Ad Hoc Committee suggested cost-sharing proposal provided to the Kiwanis International Board of Trustees, Exhibit "D", be adjusted as outlined in Exhibit "C", and be sent to the Kiwanis International Foundation for consideration.

I move that Recommendation #5 be adopted.

(adopted)

Finance: None

Procedure: in compliance

Member Costs for General Liability Insurance in the 89-90  
Administrative Year

The General Liability Insurance billings for October 1989 have been sent with the scheduled \$.35 credit. The April 1990 billing is anticipated to include a \$.40 credit. Based on current information the calculated costs and charges for the October 1989 billing have not changed significantly. There is no need for any adjustment. Further review and recommendations will be submitted to the board at the January meeting for consideration regarding the April 1990 billing.

Capital Expenditure Request-Fax Machines

It is evident to the committee that the use of FAX machines has been beneficial to many aspects of the organization. Its use for membership results, communication, supplies and marketing strategies etc. have been extremely effective. The committee discussed the need for the purchase of two additional machines for the specific use of the President-elect and Treasurer. Currently the President and the Immediate Past President have need for use of the machine. By purchasing the recommended machines, no delays will be encountered in providing service to the President-elect and Treasurer.

Recommendation #6

The committee recommends the addition of a capital expenditure in the 89-90 budget for the purchase of two FAX machines in the amount of \$3,600.

I move that Recommendation #6 be adopted.

(adopted)

Finance: Capital expenditure of \$3,600, budget impact  
depreciation 1989-90, \$720.00  
Procedure: in compliance

Procedure for Compliance with the Public Disclosure/1986  
Omnibus Budget Reconciliation Act.

In 1986 the U.S. Congress approved the Omnibus Budget Reconciliation Act. This act requires that specific documents be made available for public inspection. As a result, the committee developed the following procedure titled "196.3 Public Disclosure Section - 1986 Omnibus Reconciliation Act".

Recommendation #7

The committee recommends the insertion of the following procedure which reads:

196.3 Public Disclosure Section - 1986 Omnibus  
Reconciliation Act

In order to comply with the Omnibus Reconciliation Act, documents indicated in the Act shall be maintained in the Human Resources Office and made available for public inspection.

I move that Recommendation #7 be adopted.

(adopted)

Finance: No impact

Procedure: Refer to the Board Committee on Policies,  
Procedures, and Structures.

Respectfully submitted,

JOE L. GRIFFETH, M.D.  
GLENN E. MUGGELBERG  
ROBERT E. WALES  
GENE R. OVERHOLT, Chairman

**EXHIBIT A**

**EXHIBIT B**

**EXHIBIT C**

**EXHIBIT D**

Exhibit A of the Report of the Board Committee on Administration, "Concepts Regarding the Relationship between Kiwanis International and the Kiwanis International Foundation," is now Exhibit #18 of the September 30-October 4 and 8, 1989, Minutes.

Exhibit B of the Report of the Board Committee on Administration, "Principles of the Intra-Office Operational Relationship between Kiwanis International and the Kiwanis International Foundation," is now Exhibit #19 of the September 30-October 4 and 8, 1989, Minutes.

Exhibit C of the Report of the Board Committee on Administration, "Cost Sharing Proposal Adjusted by the Board of Trustees," is now Exhibit #20 of the September 30-October 4 and 8, 1989, Minutes.

Exhibit D of the Report of the Board Committee on Administration, "KI-KIF Ad Hoc Committee Suggested Cost-Sharing Proposal," is now also Exhibit #20 of the September 30-October 4 and 8, 1989, Minutes.

CONCEPTS REGARDING THE RELATIONSHIP BETWEEN KIWANIS  
INTERNATIONAL AND THE KIWANIS INTERNATIONAL FOUNDATION

1. Kiwanis International and the Kiwanis International Foundation, although separately constituted, are closely aligned by Bylaw and Policy provisions and full cooperation between the two organizations is necessary for total success.
2. The Kiwanis International Foundation will actively support the goals and objectives of Kiwanis International and establish fundraising projects compatible with the objectives of Kiwanis International to enhance the Kiwanis International Foundation's fundraising ability.
3. The Kiwanis International Foundation has fundraising obligations to support Kiwanis related activities which may properly come from within the statement of purpose of the Kiwanis International Foundation as expressed in the Kiwanis International Foundation Bylaws Article II Section 1 "The Objects for which the corporation is formed."
4. The Kiwanis International Foundation should distribute grants solely to Kiwanis related activities.
5. The Kiwanis International Board and the Kiwanis International Foundation Board should work together to identify and appoint non-U.S. members to the Kiwanis International Foundation Board to assist the foundation with its internationalization and activities.
6. The selection of the Kiwanis International Foundation Board members shall be made as provided for in the Kiwanis International Foundation Bylaws.
7. The on-going success of Kiwanis International and the Kiwanis International Foundation relationship depends upon the complete understanding on the part of both organizations of the implications of the IRS designations as 501(c)(4) and 501(c)(3) organizations.

8. Since each Kiwanian is a member of the Kiwanis International Foundation, it becomes necessary that there be a joint effort on the part of Kiwanis International and the Kiwanis International Foundation to promote an understanding of this fact.
9. The Executive Committees of Kiwanis International and the Kiwanis International Foundation shall continue to conduct a joint meeting at least once each year.
10. The Kiwanis International Board and the Kiwanis International Foundation Board adopt Principals involving the Intra-Office Operational Relationship between Kiwanis International and the Kiwanis International Foundation.
11. The Kiwanis International Board and the Kiwanis International Foundation Board shall agree upon cost allocations and reimbursements as they pertain to costs of services provided by Kiwanis International to the Kiwanis International Foundation.
12. The Kiwanis International Foundation Administrator will prepare a status report to be submitted to the International Secretary for inclusion in the regularly scheduled Kiwanis International Office status report to the Kiwanis International Board of Trustees. This would not preclude that where possible that the President of the Kiwanis International Foundation would make a report to the Kiwanis International Board of Trustees.

EXHIBIT #19

PRINCIPLES OF THE INTRA OFFICE OPERATIONAL RELATIONSHIP  
BETWEEN KIWANIS INTERNATIONAL AND THE KIWANIS INTERNATIONAL  
FOUNDATION

1. The International Office is under the control of Kiwanis International.
2. Kiwanis International employs the International Secretary as the chief administrative officer. The policies under which the International Secretary functions are set forth by the Board of Trustees of Kiwanis International and/or as provided in the International Constitution and Bylaws.
3. The International Secretary is, therefore, responsible to the Kiwanis International Board for the efficient functioning of the International Office, which provides assistance to clubs and districts in the carrying out of their purposes. The office also gives full assistance to the President and the entire Board in the carrying out of their duties as set forth in the International Constitution and Bylaws.
4. While the Kiwanis International Foundation was created to raise funds to support Kiwanis related activities, the Kiwanis International Foundation is a separate corporation. The Bylaws and Policies of the Foundation set forth its purpose and determine the manner in which its Board shall function.
5. The Kiwanis International Foundation Board employs an administrator to coordinate all functions of the Foundation office. The administrator is responsible to the Foundation Board for carrying out all decisions of the Foundation Board which affect program development and the full promotion of the Foundation's efforts.
6. The Foundation Board determines the location of its office.
7. With the approval of the Kiwanis International Board, the Foundation office may be located in the Kiwanis International Office building. The length of such tenancy shall be determined by a written agreement between The Kiwanis International Foundation Board and the Kiwanis International Board.

8. While the Foundation Office is located in the Kiwanis International Office building, The Foundation Board must recognize that the Foundation office, operating through its Administrator, must coordinate any of its functions which have any impact on functioning of the International Office with the International Secretary. The Administrator of the Kiwanis International Foundation will schedule with the International Secretary the activities or projects to be completed by servicing entities of Kiwanis International.
9. The Foundation will be expected to use the services of Kiwanis International and to reimburse Kiwanis International for the services provided on an agreed upon basis.

The Kiwanis International Foundation Administrator, after consultation with the Kiwanis International Secretary, will submit to the International Secretary, by December 1st of each year, a proposed budget for services required, to be provided by Kiwanis International, for the following administrative year.

10. The control of those functions of the Foundation which impact on the day to day functioning of the Kiwanis International Office rests with the International Secretary, since he has supervisory responsibility for all functions of the International Office. The control of all other functions of the Foundation's day to day operations rests with the Administrator of the Foundation, who is responsible to the Foundation Board.

Therefore, it is agreed that the International Secretary and the Foundation Administrator must coordinate those functions which impact on the efficiency of the International Office.

11. If services required by the Foundation cannot be provided by Kiwanis International within the required time the Foundation Board may seek other suppliers of the needed services and pay whatever costs those suppliers require.
12. In the event of an impasse involving the carrying out of these principles, the resolution of such concerns rests with the President of Kiwanis International and the President of the Kiwanis International Foundation, and if needed, by the Boards of both organizations.

13. Subject to the principals contained herein, the employees of the Kiwanis International Foundation, will be required to operate under the same operating policies as Kiwanis International employees, which includes such policies as salary administration, personnel policies, utilization of the mailroom and duplicating services.

Benefits and activities available to Kiwanis International employees will also be made available to Kiwanis International Foundation employees.

EXHIBIT C

## EXHIBIT C

The Kiwanis International Board of Trustees suggests the following adjustment to exhibit D provided by the committee.

Replace the suggestion by the committee in Exhibit D which reads:

The Kiwanis International Foundation reimbursing Kiwanis International twenty (20) per cent of the amount budgeted in 1989-90 and increase the reimbursement by twenty (20) percent each year until 100% of the allocation is paid by the Foundation. The Foundation would also pay any increases in the budget in addition to regular payment.

With the following:

The Kiwanis International Foundation will assume reimbursement to Kiwanis International for actual expenses in the Kiwanis International 180 account based upon the following schedule in the years identified until such time that all costs related to services provided to the Kiwanis International Foundation are reimbursed each year in full.

Account #	Description
1989-90 Budget	
9964-717	60% of the Employee Benefits/Taxes
1990-91 Budget	
In addition to the items in the 1989-90 Budget the following items	
9965-711	Board Room Use
9964-717	The remaining 40% of the Employee Benefits/Taxes
1991-92 Budget	
In addition to the items in the 1990-91 Budget the following items	
9941-712	Executive
9941-713	Office Services
9941-714	Finance
9941-731	Translations
9941-714	MIS

Account #                      Description

1992-93 Budget

In addition to the items in the 1991-92 Budget the following items

9941-716	Personnel
9961-713	Telephone Service
9962-713	Printing Photocopy

1993-94 Budget

In addition to the items in the 1992-93 Budget the following item

9965-713	Building Occupancy
9941-741	Public Relations
9941-749	Production/Publications
9941-750	Magazine Editorial
9941-775	Convention

Any additional services required by the Kiwanis International Foundation at any time during this transition or in the future would be 100% reimbursable to Kiwanis International.

EXHIBIT D

Kevin Krepinevich and Jim Sheets met with various Finance Department personnel to discuss the Kiwanis International Foundation budget for services provided by Kiwanis International.

It was mutually agreed that the following allocations and expenses charged to the Foundation for services rendered by Kiwanis International are in order.

Salaries paid by Kiwanis International are reimbursed monthly by the Kiwanis International Foundation. Employee benefits will be charged as the funds are expended.

**COST ALLOCATIONS FOR 1989-90**

<u>ACCT #</u>		<u>88-89 BUDGET</u>	<u>89-90 BUDGET</u>
712	Executive	1000	1045
713	Office Services	2315	1000
714	MIS	2125	3300
715	Finance	4002	5640
716	Personnel	3609	3145
731	Translations	1413	1477
741	Public Relations	1600	1672
749	Production/ Publication	346	367
750	Magazine/Editorial	503	526
775	Convention	125	125
713	Telephone Service	4218	4944
713	Printing/Photocopy	3862	4036
717	Employee Benefits/ Taxes	19903	21184
711	Board Room Use	6899	3522
713	Building Occupancy	6739	9346
713	Office Supplies	1080	
712	Travel Arrangements	104	
		<u>59843</u>	<u>61329</u>

The Foundation will reimburse Kiwanis International 20% of the amount in 1989-90 and increase the reimbursement by 20% each year until 100% of the allocation is paid by the Foundation. The Foundation will also pay any increases in the budget in addition to regular payment.

<u>1989-90</u>	<u>90-91</u>	<u>91-92</u>	<u>92-93</u>	<u>93-94</u>
12,247.80	24,531.60	36,797.40	49,063.20	61,329.00

Kiwanis International will bill the Kiwanis International Foundation monthly for the agreed upon percentage of payment for services rendered.

REPORT OF THE BOARD COMMITTEE ON EDUCATION AND PROGRAM DEVELOPMENT

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 30-October 4 and 8, 1989

Dates of Committee Meeting: October 1-2, 1989

Place of Committee Meeting: International Office, Indianapolis, Indiana

Present: Members-- C. A. Dillon, Jr; William L. Lieber; Eyjolfur "Eddie" Sigurdsson

Chairman-- John D. Morton, Sr.

Staff-- Larry J. Horney; John E. Johnson; Kevin W. Krepinevich; Christopher J. Rice

Guests-- W.J. "Wil" Blechman, M.D.; Noris A. Lusche

Committee Responsibilities

The Committee reviewed its responsibilities and the annual activities of the Education and Program Development departments.

Year-end Status Report

The Committee reviewed the Communication Division's Year-end Status Report, especially noting the progress of the Education Department in implementing the leadership education program.

Long-Range Plan

The Committee reviewed the Long-Range Plan initiatives for the Education and Program Development Departments, noting that the list contained a number of ideas with sufficient merit for feasibility studies. The Committee was particularly interested in the initiative to coordinate planning of a facet of the Major Emphasis Program with the sponsored youth programs. The Committee feels the feasibility study on this should occur in the 1990-91 year.

Adjustments to the 1989-90 Budget

The Committee reviewed and concurred with the Finance Committee's recommendations for adjustments to the 1989-90 budgets for Program Development and Education.

PROGRAM DEVELOPMENT

Heifer Project

The Committee reviewed the request from the Heifer Project for a stronger working relationship with Kiwanis. The Heifer Project now receives the limited

support Kiwanis International offers to many organizations that are supported by Kiwanis clubs. The organization is listed in the International Relations Committee Program Sheet, which is sent to all clubs, and a file on the Heifer Project is maintained in the Program Development Department.

The only way to increase support for the Heifer Project would be to make it one of the three Special Relationships approved by the Board. Special Relationships are reviewed annually at the January Board Meeting. The Heifer Project will be considered at that time.

#### Kiwanis International Foundation Drug Program

The Committee learned that staff has assisted the administrator of the Foundation as an information resource and reviewed a staff report. The report lists current resources for a drug abuse program, possible additions, and methods of implementation.

#### March of Dimes

The Committee learned that the March of Dimes has been working with a small group of Kiwanis volunteers to develop strategies for working effectively with Kiwanis districts. Two of the Kiwanians are now preparing to talk to their district governors about working with the March of Dimes during this administrative year. The Committee asked staff to monitor this activity and keep the Committee informed.

#### AKTION Clubs

AKTION clubs, Kiwanis-sponsored clubs for mentally retarded citizens, have become a popular service activity in the Florida district, with 23 clubs now in existence and another 14 in formation. The Florida district passed a resolution at its district convention, asking that Kiwanis International make AKTION clubs a recognized activity. The Committee believes this program has great merit and requested staff to study the program further. Staff was also requested to establish communication with the Florida District leadership and develop plans for producing a service bulletin during the 1990-91 administrative year.

#### 1990-93 Major Emphasis Program

The Committee reviewed progress in the development of the 1990-93 Major Emphasis Program, noting the large number of organizations that will work with Kiwanis on the needs of young children and the importance of networking between clubs and other groups on the local level.

The Committee wishes to commend the efforts of President-elect W.J. "Wil" Blechman and the ad hoc committee that worked with him in formulating the basis for the three-year Major Emphasis Program.

### 1990-91 Goals

The Committee discussed with President-elect Blechman his vision for the 1990-91 year and developed with him a set of goals. These goals are intended to make Kiwanians aware of the inter-relationship between growth, education, and service and to urge all members to consider the changes we must make as we move toward the 21st century.

#### Recommendation #1:

The Committee recommends that the Board approve the following:

#### 1990-91 Goals

As our societies move through the 1990's, organizations like Kiwanis must become more involved in serving the needs of the world in which we live. To accomplish this, Kiwanians must:

- Increase our membership to make **YOUNG CHILDREN PRIORITY ONE.**
- Develop their skills and knowledge to make **YOUNG CHILDREN PRIORITY ONE.**
- Work with our sponsored youth to make **YOUNG CHILDREN PRIORITY ONE.**
- Strengthen our International Foundation to make **YOUNG CHILDREN PRIORITY ONE.**

I move that Recommendation #1 be adopted.

(Adopted)

Finance: Within budget  
Procedure: In compliance

### EDUCATION

#### Standardizing Titles of Kiwanis Training Programs

The Committee discussed the confusion that often results from having similar program titles for training programs that have different objectives or are intended for different audiences. The development of standardized program titles that accurately describe program content and the intended audience should help reduce this confusion.

#### Recommendation #2:

The Committee recommends that the Board approve the following standardized training program titles:

1. Governors-elect Training Conference
2. Kiwanis Leadership Development Program for Incoming Club Presidents and Lieutenant Governors
3. District Operations Training Conference for Incoming Lieutenant Governors
4. Division Operations Training Conference for Incoming Club Officers
5. Club Presidents' Conference for Incoming Officers and Appointees

I move that Recommendation #2 be adopted.

(Adopted)

Finance: Within budget  
Procedure: In compliance

#### Kiwanis Leadership Development Programs

The Committee reviewed the summary report on 1989 leadership development programs, examined the new Certificates of Completion and follow-up surveys of program participants, and discussed expansion plans for the 1989-90 administrative year.

#### Billing Clubs for Replacement Club Officer Packets

The Committee reviewed a staff report that examined the potential positive and negative consequences of billing clubs that request replacement copies of the Club Officer Packet. The number of such requests were less than 200 of the 7,115 clubs sent packets on May 15, 1989. This represents more than a 50 percent reduction in requests for replacement copies compared to 1987. Following a review, the Committee suggested that efforts should be made to further reduce replacement requests in 1990, but that we should not bill clubs for replacement copies at this time.

#### 1990 Governors-elect Training Conference

The Committee reviewed the draft agenda for the 1990 Governors-elect Training Conference with President-elect Blechman. Several suggestions were made to further improve the program.

Respectfully submitted,

C. A. DILLON, JR.  
WILLIAM L. LIEBER  
EYJOLFUR "EDDIE" SIGURDSSON  
JOHN D. MORTON, SR., Chairman

REPORT OF THE BOARD COMMITTEE ON FINANCE  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 30-October 4 and 8, 1989

Dates of Committee Meeting: September 30-October 1, 1989

Place of Committee Meeting: International Office  
Indianapolis, Indiana

Present: Members	- John D. Morton, Sr., Gene R. Overholt, Robert E. Wales
Chairman	- Arthur D. Swanberg
Staff	- Kevin W. Krepinevich, Donald R. Collins, Rene H. Chapuis, Robert M. Scroggin, Larry Smolecki
Others	- Noris A. Lusche

Committee Responsibilities

The Committee reviewed and discussed the responsibilities reflected in procedures. The Chairman asked for and received affirmation that the procedure had been read and understood.

Review of Year-end Status Report

The status report prepared by staff was discussed. The Regional Manager explained the transition of the financial and administrative functions from the European Federation Office to the Kiwanis International Regional Office in Zurich. It was noted that a more detailed report is to be presented later to the Board members.

Review of Long Range Plan - New Initiatives

The Committee reviewed the long range plan initiatives of the Finance Department and discussed with staff the items listed. There were no suggested changes to the list at this time.

Proposed Procedure for Establishing a Restricted Reserve Balance for Unrestricted Fund

The Board of Trustees at the January, 1989 Meeting approved a concept to establish a 50 percent reserve balance for the unrestricted fund. The concept needs to be expressed as a procedure and approved by the Board of Trustees.

The Committee noted that several organizations similar to ours have also established a minimum fund balance.

Maintaining such a reserve would serve two purposes. First, it would assure that sufficient funds were available to cover most unforeseen negative occurrences. Secondly, funds above the stated minimum balance could be made available to fund future deficit budgets. In order to fully implement the intent of this procedure, it is necessary to delete Procedure 804.7b and create a new Procedure 801.8b.

Proposal to Delete Kiwanis International Board Procedure 804.7b - Authorized Disbursements

The Committee believes Procedure 804.7b - Authorized Disbursements - should be deleted as it prohibits using reserve funds to offset budget deficits.

The procedure reads as follows:

Procedure 804.7b - Authorized Disbursements

- b. Disbursements in any year shall not exceed the gross amount of revenues in the annual budget.

Recommendation #1

The Committee recommends that Procedure 804.7b be deleted and Procedure 804.7c be renumbered as 804.7b.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: Would remove the prohibition as stated above

Procedure: Refer to Policies, Procedures, and Structures Committee for deletion

Proposal to Add New Procedure 801.8b - Funds/Reserve Balances

The Committee discussed the need to add a new procedure which would create a minimum reserve fund balance and which would permit the use of reserves to fund future deficit budgets.

Recommendation #2

The Committee recommends the current paragraph in Procedure 801.8 be lettered "a" and a new Procedure 801.8b - Funds/Reserve Balances, be adopted as follows:

Procedure 801.8

- b. Kiwanis International should maintain a reserve balance of fifty percent (50%) of the unrestricted fund annual budget expenses. Excess funds to this reserve may be used to cover unrestricted fund budget deficits.

I move that Recommendation #2 be adopted

(Adopted)

Finance: Would permit use of excess Unrestricted Fund Reserves as noted

Procedure: Refer to Policies, Procedures and Structures Committee for insertion

#### Budget Assumptions for the 1990-91 Budget and 1991-92 Forward Plan

Staff presented the budget assumptions for the next budget and forward plan. A revision is included which permits incorporating membership counts and income by geographic area. The Committee discussed several of the figures and asked staff to proceed on the development of the preliminary budget and operational plan with the understanding that the budget assumptions would be modified as more accurate information becomes available. The Committee will reconsider the proposed assumptions at the January, 1990 Board Meeting.

#### Review of Compliance with Financial Policies and Procedures

Staff reviewed with the Committee four instances of non-compliance with procedures, none of which are serious in nature. Staff suggested changes to correct the non-compliance with procedures. The Committee requested that these changes be brought to the January, 1990 Board Committee Meeting for review and possible recommendations.

#### New Chart of Accounts Numbers

Staff discussed the need to add new account code numbers in order to begin recording income by geographic area. Some additional account codes will be needed to record expenses by functions in some departments. These new codes will be implemented in the 1990-91 preliminary budget to be presented in January, 1990.

#### Amendment to Kiwanis International Bylaws, Article XX, Section 2, Requiring Publication of Financial Information in the Kiwanis Magazine

The Committee discussed the above amendment and felt that the financial information currently published in the Annual Report to clubs should also be published in the magazine. Staff is to suggest the method and timing of publishing the information and advise the Committee of the cost at the January, 1990 Board Meeting.

#### Review of Club Indebtedness Waivers Under \$200.00

Staff reported there were no requests approved by the International Secretary since the last Board Meeting, but a small number are being processed.

#### Philippine Districts Progress Report

Staff presented a progress report on Kiwanis International activities in the Philippine Districts. This report is being presented in more detail to the Members Services, Internationalization, and Extension Committee. Basically, plans are proceeding to modify and improve the financial and administrative procedures in these districts.

Zurich Office Finances

The Committee reviewed a copy of a recent invoice rendered to the European Federation Office in Zurich. This invoice is the result of the financial agreements reached recently in Catania, Sicily. As mentioned above, the report prepared by staff provides details of these activities.

Progress Report on New Banking Arrangements

Staff presented a summary of the various steps taken to implement the change of prior banking arrangements to a single bank, Indiana National Bank. All necessary changes have been accomplished and staff expressed considerable satisfaction with the new arrangements.

Review and Discussion of August Financial Statements

The Committee reviewed and discussed the August, 1989 financial results. Some time was spent in evaluating the unexpectedly large surplus in the Convention fund. Staff explained some of the other significant items in the report.

Review of Past President Counselor's Letters

The Committee Past President Counselor has directed three letters of comments to the Finance Committee. These letters were distributed to committee members but time did not permit adequate discussion. However, points raised by the Past President Counselor were acknowledged and will be helpful as the Committee starts the budget process. The Committee expressed appreciation for the Counselor's continuing interest.

Respectfully submitted,

JOHN D. MORTON, SR.  
GENE R. OVERHOLT  
ROBERT E. WALES  
ARTHUR D. SWANBERG, Chariman

1989-90 Board Committee on Finance  
Preliminary Budget Report  
as amended by the Board of Trustees  
September 30 - October 4, 1989  
Non-budgeted Fund Requests  
(000's)

<u>Operating Budget 1989/90</u>	<u>Operating</u>	<u>Magazine</u>	<u>Int'l. Convention</u>	<u>General Liability Insurance</u>	<u>Capital Improvement</u>	<u>Total</u>
Projected September 30, 1989 Fund Balance as of August 31, 1989	<u>\$4,141</u>	<u>\$ 453</u>	<u>\$ 440</u>	<u>\$ 414</u>	<u>\$4,870</u>	<u>\$10,318</u>
1989/90 Budget Surplus as of September 30, 1989	\$ 828	\$ 47	\$ 49	\$ -0-	\$ 40	\$ 964
Adjustments to the 1989/90 Budget Approved at October 1989 Board Meeting	<u>(14)</u>	<u>-0-</u>	<u>(48)</u>	<u>-0-</u>	<u>-0-</u>	<u>(62)</u>
Adjusted 1989/90 Surplus as of September 30, 1989	<u>\$ 814</u>	<u>\$ 47</u>	<u>\$ 1</u>	<u>\$ -0-</u>	<u>\$ 40</u>	<u>\$ 902</u>
Projected September 30, 1990 Fund Balances as adjusted October 4, 1989	<u>\$4,955</u> =====	<u>\$ 500</u> =====	<u>\$ 441</u> =====	<u>\$ 414</u> =====	<u>\$4,910</u> =====	<u>\$11,220</u> =====

This represents the final approved budget as amended by the Board of Trustees at the October 1989 Board Meeting.

1989-90 BUDGET  
OPERATING (UNRESTRICTED) FUND

The proposed budget and comparisons of revenue and expense to prior years are as follows:

(000's)	-----1989-----					
	Budget 1990	8/89 Proj.	Budget	1988	1987	1986
<b>REVENUES</b>						
Dues	5,610	4,589	4,539	4,456	4,418	4,449
Life Member	77	65	65	55	116	115
Processing Fee	700	687	623	604	397	388
Charter Fees	39	38	37	38	24	25
Interest	415	385	307	311	265	308
Supplies (Net)	917	884	865	836	755	723
Royalties	9	9	9	0	9	11
Grants	115	135	141	94	123	111
Miscellaneous	118	103	119	80	70	77
<b>TOTAL REVENUE</b>	<b>8,000</b>	<b>6,895</b>	<b>6,705</b>	<b>6,474</b>	<b>6,177</b>	<b>6,207</b>
<b>EXPENSES</b>						
Board Admin. & Struc.	379	350	343	343	330	253
Executive	227	204	204	429	573	567
Office Services	411	557	626	474	477	455
M.I.S.	686	626	623	469	473	596
Finance	308	269	287	260	311	358
Human Resources	115	108	108	130	64	74
Employee Wages & Bnf.	0	(54)	(25)	0	3	0
Meetings & Conv.	45	35	36	32	38	33
Budgetary	35	0	35	0	0	0
Supplies	553	475	491	539	566	525
Intl. Extension	738	660	666	579	430	346
Member Services	879	820	785	818	739	704
Club Services	302	224	228	202	200	211
Public Relations	286	282	281	244	280	267
Prog. Development	319	256	264	247	239	214
Education	365	310	351	271	249	221
Intl. Council	147	107	108	114	97	85
Special Services	229	153	158	124	116	90
Publications	111	103	104	97	93	34
Sponsored Youth Serv.	77	48	51	7	7	7
Circle K (subsidized)	234	250	247	202	178	110
Key Club (subsidized)	253	244	235	253	218	199
KIF Cost	49	60	60	67	80	75
K.I.E.	438	357	422	352	314	351
<b>TOTAL EXPENSES</b>	<b>7,186</b>	<b>6,444</b>	<b>6,688</b>	<b>6,253</b>	<b>6,075</b>	<b>5,775</b>
Net Surplus	814	451	17	221	102	432
	=====	=====	=====	=====	=====	=====
<b>RESERVES</b>						
Beg. of year	Budget 4,141	3,690	3,690	3,469	3,367	3,032
End of year	4,955*	4,141	3,707	3,690	3,469	3,369#

\* Projected

# Includes net income or expense from magazine

1989-90 BUDGET  
MAGAZINE FUND

The proposed budget and comparisons of revenue and expenses to prior years are as follows:

(000's)	Budget 1990	-----1989-----		Years Audited		
		8/89 Proj.	Budget	1988	1987	1986
REVENUES:						
Magazine	1,803	1,793	1,792	1,786	1,764	1,223
Advertising	510	402	508	326	445	424
Interest	58	54	35	35	23	0
TOTAL REVENUE	<u>2,371</u>	<u>2,249</u>	<u>2,335</u>	<u>2,147</u>	<u>2,232</u>	<u>1,647</u>
EXPENSES:						
Salaries	274	257	267	250	242	300
Emp. Benefits	0	1	0	0	0	1
Outside Services	2	0	2	0	0	0
Travel-Local	4	4	4	4	3	4
Travel-US/Can	30	29	28	28	32	24
Travel-Intl	8	5	8	0	0	0
Production:						
Editorial	60	59	59	53	56	56
Art	45	44	44	37	38	35
Manufacturing	993	966	957	855	849	738
Postage	425	419	396	377	355	368
Promotion	78	63	90	60	67	34
Audit Fees	6	3	5	3	6	4
Consultant Fees	0	0	0	0	0	0
Commissions	112	79	112	69	100	78
Supplies	3	3	3	2	2	0
Stationery	3	2	6	2	2	4
Dues/Subs.	2	2	2	2	2	2
Taxes	2	1	2	1	1	1
Cost Allocations:						
To: Circle K	(15)	(15)	(15)	(18)	(12)	(7)
Key Club	(23)	(22)	(22)	(24)	(15)	(8)
KIF	(1)	(1)	(1)	(1)	0	(7)
From: MIS	95	92	92	90	86	0
Finance	36	40	40	40	39	0
Human Res.	9	6	6	4	4	0
Publications	61	58	58	55	43	0
Alloc: Telephone	8	7	7	7	8	11
Printing	3	5	3	3	2	4
Office Supply	3	2	2	2	2	2
Emp Benefits	79	75	77	62	72	83
Bldg Occupancy	<u>22</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>14</u>	<u>15</u>
TOTAL EXPENSES	<u>2,324</u>	<u>2,199</u>	<u>2,247</u>	<u>1,978</u>	<u>1,998</u>	<u>1,742</u>
Net Surplus/(Deficit)	47	50	88	169	234	(95)
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	453	403	403	234	0	
End of Year	500	453	491	403	234	

1989-90 BUDGET  
INTERNATIONAL CONVENTION FUND  
-----1989-----

(000's)	Budget	8/89	Budget	Years Audited		
	1990	Proj.		1988	1987	1986
REVENUES:						
Registration	678	728	670	693	645	505
Ticket Sales	181	163	200	152	148	82
Interest	45	34	9	14	12	20
Miscellaneous	56	74	53	58	57	27
TOTAL REVENUE	960	999	932	917	862	634
EXPENSES:						
Outside Services	11	6	13	7	11	18
Travel-US/Can	16	13	19	8	14	18
Committees & Conf.	13	9	14	9	12	16
Conv. Travel/Housing	54	32	56	32	46	48
Convention Daily	15	9	14	13	13	13
Meal Functions	40	22	39	16	36	32
Programmed Functions	4	4	3	3	1	1
Speakers & Entertain	122	114	101	103	114	75
Forums & Workshops	3	1	2	2	7	0
Publicity	20	14	20	18	20	19
Printed Programs	20	19	19	18	19	17
Office Equip. Rental	10	4	9	6	9	9
Conv. Host Committee	8	5	7	7	7	4
Transportation	152	108	131	140	128	121
General Sessions	160	152	152	152	156	132
Exhibit Hall	106	95	125	77	98	112
Postage & Express	20	20	18	21	20	20
Promotion	8	7	7	7	7	6
Consult. Fee	1	1	1	0	0	1
Translations	9	5	7	3	7	1
Supplies	20	17	19	13	16	16
Stationery	1	1	1	1	1	4
Forms	23	25	25	19	23	21
Licenses & Fees	8	10	7	8	8	5
Telephone & Telex	18	4	14	9	12	16
Equip-Rental/Maint	1	1	1	0	0	0
Cost Allocations:						
From: Office Serv.	1	1	1	1	1	1
Mtg. & Conv.	63	53	62	55	53	50
To: Circle K	0	0	0	0	0	0
Alloc: Telephone	7	3	3	3	3	4
Printing	3	6	3	3	4	0
Office Supply	0	1	1	0	1	0
Emp Benefits	15	13	16	12	12	15
Bldg. Ocpncy	7	5	5	6	7	7
TOTAL EXPENSES	959	780	915	772	866	802
Net Surplus/(Deficit)	1	219	17	145	(4)	(168)
	=====	=====	=====	=====	=====	=====
RESERVES						
	Budget					
Beg. of Year	440	221	221	76	80	248
End of Year	441	440	238	221	76	80

1989-90 BUDGET  
GENERAL LIABILITY INSURANCE FUND  
-----1989-----

<u>(000's)</u>	<u>Budget</u> <u>1990</u>	<u>8/89</u> <u>Proj.</u>	<u>Budget</u>	<u>Years Audited</u>		
				<u>1988</u>	<u>1987</u>	<u>1986</u>
REVENUES:						
Liab. Insurance	1,119	1,250	1,320	1,301	1,291	558
Interest	99	127	111	77	34	13
TOTAL REVENUE	<u>1,218</u>	<u>1,377</u>	<u>1,431</u>	<u>1,378</u>	<u>1,325</u>	<u>571</u>
EXPENSES:						
Ins.-Liab. Insurance	<u>1,218</u>	<u>1,215</u>	<u>1,431</u>	<u>1,379</u>	<u>1,087</u>	<u>699</u>
Net Surplus/(Deficit)	0	162	0	(1)	238	(128)
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	414	252	252	253	15	143
End of Year	414	414	252	252	253	15

1989-90 BUDGET  
CAPITAL IMPROVEMENTS FUND  
-----1989-----

<u>(000's)</u>	<u>Budget</u> <u>1990</u>	<u>8/89</u> <u>Proj.</u>	<u>Budget</u>	<u>Years Audited</u>		
				<u>1988</u>	<u>1987</u>	<u>1986</u>
REVENUES:						
Interest	40	49	12	27	14	13
Grants	0	0	0	0	4	9
Depreciation	244	253	253	230	252	230
Miscellaneous	0	0	0	0	(2)	0
TOTAL REVENUE	<u>284</u>	<u>302</u>	<u>265</u>	<u>257</u>	<u>268</u>	<u>252</u>
EXPENSES:						
Employment	0	0	0	0	0	(1)
Interest	0	0	0	1	2	3
Depreciation	244	253	253	230	252	230
TOTAL EXPENSES	<u>244</u>	<u>253</u>	<u>253</u>	<u>231</u>	<u>254</u>	<u>232</u>
Net Surplus	40	49	12	26	14	20
	=====	=====	=====	=====	=====	=====
RESERVES						
	<u>Budget</u>					
Beg. of Year	4,870	4,821	4,821	4,795	4,781	4,808
End of Year	4,910	4,870	4,833	4,821	4,795	4,828

MINUTES OF THE HEARING OF  
THE PROPOSED DIVISION OF  
THE AUSTRIA-GERMANY DISTRICT  
INDIANAPOLIS, INDIANA U.S.A.

OCTOBER 4, 1989

The Board of Trustees of Kiwanis International met at the International Office in Indianapolis, Indiana, October 4, 1989 at 8:40 a.m. to discuss the proposed division of the Austria-Germany District into two districts.

Those present: Noris A. Lusche, President; W. J. "Wil" Blechman, M.D., President-elect; Gene R. Overholt, Immediate Past President; C. A. Dillon, Jr. and William L. Lieber, Vice-Presidents; John D. Morton, Sr., Treasurer; Kevin W. Krepinevich, Secretary; A. S. "Buddy" Ammar, Andrew Batsis, D.M.D., Joe L. Griffeth, M.D., Robert L. McCurley, Jr., Glenn E. Muggelberg, Don Miles, J.D., Ian Perdriau, Eyjolfur "Eddie" Sigurdsson, Kenneth W. Smith, D.C., Arthur D. Swanberg, Kun-Hua "Jeffery" Tseng, Robert E. Wales, Trustees.

Also present were: Willy Østholt, 1989-90 European Federation President; Donald R. Collins, Assistant Secretary for Finance and Management Information Services; Larry J. Horney, Assistant Secretary for Communications; John E. Merski, Jr., Assistant Secretary for Human Resources; W. Thomas Nelson, Jr., Assistant Secretary for Membership; A. G. Terry Shaffer, Assistant to the International Secretary; James P. Tinsley, Jr., Assistant Secretary for Sponsored Programs.

BACKGROUND INFORMATION

June 21-23 and 29, 1989, Meeting of the International Board of Trustees in Orlando, Florida

Pursuant to formal action at the Austria-Germany District Convention in Kassel, West Germany, on May 6, 1989, and subsequent notification by Austria-Germany Governor Wilfried Scheib (Exhibit A), The International Board of Trustees at its June meeting in Orlando preliminarily considered the request of the Austria-Germany District to separate and form two new districts effective October 1, 1990.

Kiwanis International-European Federation Endorsement

The Board noted that the proposed separation had been reviewed and unanimously endorsed by the Kiwanis International-European Federation Council at its June 9, 1989, Meeting in The Hague, The Netherlands.

Procedure 209

The Board also reviewed the provisions of Procedure 209 of the Board's Policies and Procedures which had a bearing on the proposal as follows:

Procedure 209 - Dividing an Existing District to Create an Additional New District

The Board of Trustees of Kiwanis International shall not consider a request from a portion of an existing district to be granted new district status unless such portion has a membership role of not less than 25 clubs and 1,000 members. (7/1/83)

The Board of Trustees noted at the June 1989 meeting that based upon current statistics, an Austria district would contain 46 clubs and 1,312 members; a Germany district would contain 63 clubs and 1,524 members.

Article VI, Section 1 of the Kiwanis International Constitution

Next, the provisions of Article VI, Section 1 of the International Constitution which require the Board to conduct a special hearing on the merits of the proposed separation prior to final action were reviewed. The relevant portion of Article VI, Section 1 reads as follows:

"...The Board of Trustees shall have the power to change the boundaries of districts in such manner as it may deem best. Prior to any proposed change becoming effective, sixty (60) days notice of a hearing before the Board of Trustees shall be given to all affected districts and clubs in the districts affected."

Therefore, at the June 1989 meeting of the International Board of Trustees, the following motion was duly made, supported, and carried:

RESOLVED, That pursuant to Article VI, Section 1 of the Constitution, a hearing be scheduled for October 4, 1989, in Indianapolis, Indiana.

AND BE IT FURTHER RESOLVED, That the clubs in the Austria-Germany District be so notified and the recommendation of the European Federation Board be obtained.

Letter Sent to All Clubs in Austria-Germany District

On August 1, 1989, a letter was sent to all Presidents of Kiwanis Clubs in the Austria-Germany District. (See Exhibit B.) It was noted that a special hearing would be held on October 4, 1989, in Indianapolis, Indiana U.S.A. regarding the separation of the Austria-Germany District and the creation of two new districts. Parties wishing to express an opinion regarding this proposal were to submit written statements in English to International Secretary Krepinevich no later than September 15, 1989.

HEARING AT THE INTERNATIONAL OFFICE, OCTOBER 4, 1989

Noris A. Lusche, 1989-90 International President, called the meeting to order at 8:40 a.m. on October 4, 1989, at the International Office in Indianapolis, Indiana. The purpose of the hearing was to consider the request of the Austria-Germany District to separate and form two new districts effective October 1, 1990.

The action taken at the June 21-23 and 29, 1989, Meeting of the Board of Trustees in Orlando, Florida, was reviewed (see Background Information on previous page).

The Board noted that only one letter was received in protest of the division of the Austria-Germany District (from the Innsbruck, Austria, Kiwanis Club).

After reviewing all of the accumulated information relative to the proposed division of the Austria-Germany District, noting in the process that the requirements of Article VI, Section 1 of the International Constitution and Procedure 209 of the Kiwanis International Policies and Procedures had been met, the hearing adjourned at 9:00 a.m. on October 4, 1989, so the Board could vote on the separation of the Austria-Germany District into two districts effective October 1, 1990.

\* \* \*

NOTE: For information regarding the Board's subsequent vote on this matter, please refer to page 12 of the September 30-October 4 and 8, 1989 Minutes.

UNANIMOUS SUPPORT BY EUROPEAN COUNCIL  
AT JUNE 9 IPPP MEETING → TO  
RECOMMEND THAT KI SPLITS DISTRICT #1



File

Distrikt 1 ÖSTERREICH/DEUTSCHLAND  
KIWANIS INTERNATIONAL-EUROPE

Es schreibt

To the  
Kiwanis International - Europe  
Board of Trustees

Dufourstraße 153

CH-8008 Zürich

Prof. Dr. Wilfried Scheib,  
Governor  
Egon Kuzmany, Secretary

Vienna, May 27, 1989.

Gentlemen,

As moved by the German Divisions # 21, 22, 24 and 2.10 we conducted a written poll, by which the clubs of the Austria - Germany District were asked whether they would propose or oppose a separation of the current District, thus creating by a division along the national boarder a new District # 8, Germany. The result of this poll, which took place before the District Convention in Kassel, May 6 was as follows:

of the 44 clubs from Germany, which cast valid votes, 36 clubs or 82 % were for a splitting of the District, 8 clubs or 18 % were against it.

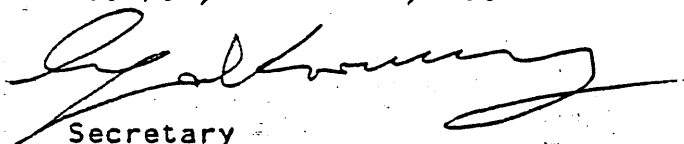
32 clubs of Austria sent in valid votes, 12 of them, or 37.5 % consenting, 20 clubs or 62.5 % dissenting a split.

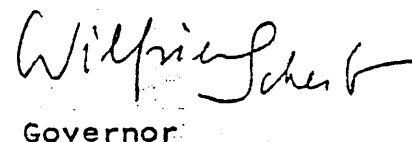
5 clubs sent abstentions or non-valid votes.

We are enclosing copies of the original ballot forms, as submitted by the clubs and signed by the president and secretary. The originals were forwarded to Kiwanis International.

We would like therefore to inform you about the outcome of this ballot. At the Kassel Convention the delegate body voted with 83 Aye, 65 Nay and 4 abstentions for a separation of the District.

Since 82 % of the German Kiwanis clubs are proposing separation from Austria we think that the creation of a new District # 8, Germany, and the continuation of the District # 1, called Austria, should be considered, starting with the administrative year 1990/91, October 1, 1990.

  
Secretary

  
Governor

Enclosure: copies of ballots re: separation of District # 1



## KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL HEADQUARTERS, 3636 WOODVIEW TRACE, INDIANAPOLIS, INDIANA 46268  
317-875-8755 CABLE ADDRESS: KIWANINTL IND TELEX/TWX 810-341-3471

August 1, 1989

MEMORANDUM

TO: Presidents, Kiwanis Clubs of the Austria-Germany District

FROM: Kevin W. Krepinevich, International Secretary *Kevin Krepinevich*

SUBJECT: Future of the Austria-Germany District

Pursuant to formal action at your District Convention in Kassel, West Germany on May 6, 1989 and subsequent notification by Governor Wilfried Scheib, the International Board of Trustees recently considered the request of the Austria-Germany District to separate and form two new districts effective October 1, 1990. The Board also considered the unanimous support of this proposal by the European Federation Council at its June 9, 1989 meeting.

The Kiwanis International Board of Trustees is favorably disposed toward this proposal and fully intends to formally approve it at the October 5, 1989 meeting. However, prior to final action, the requirements of Article VI, Section 1 of the International Constitution must be observed. The relevant portion of Article VI, Section 1 reads as follows:

"...The Board of Trustees shall have the power to change the boundaries of districts in such manner as it may deem best. Prior to any proposed change becoming effective, sixty (60) days' notice of a hearing before the Board of Trustees shall be given to all affected districts and clubs in the districts affected..."

Accordingly, notice is hereby given that the separation of the Austria-Germany District and the creation of a new Austria District and a new Germany District will be the subject of a special hearing on October 4, 1989 at 1:00 p.m. in Indianapolis, Indiana, U.S.A. Parties wishing to express an opinion regarding this proposal should submit written statements in English to me no later than September 15, 1989.

Once this constitutional requirement has been met, the Board will proceed with final approval of the proposal.

Thank you.

cc: Noris A. Lusche, International President-designate  
Kiwanis International Board of Trustees  
European Federation Board of Trustees  
Prof. Dr. Wilfried Scheib, Governor, Austria-Germany District  
Joachim Marx, Governor-designate, Austria-Germany District  
Egon Kuzmany, Secretary, Austria-Germany District  
Rene' Chapuis, Regional Manager, Kiwanis International - Zurich Office

REPORT OF THE BOARD COMMITTEE ON LONG RANGE PLANNING  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES  
SEPTEMBER 30-OCTOBER 4 AND 8, 1989

Date of Committee Meeting: September 30-October 1, 1989

Place of Committee Meeting: International Office, Indianapolis, Indiana

Present: Members - Don Miles, J.D., Glenn E. Muggelberg, Kun-Hua "Jeffery" Tseng  
Chairman - Robert L. McCurley, Jr.  
Staff - James P. Tinsley  
Paula Zhou  
Guest - Kevin W. Krepinevich

Review of Committee Responsibilities

The Committee reviewed its responsibilities as outlined in Board Procedures 112 and 116. The Committee discussed various approaches to long range planning and specifically how the Committee can simplify the current plan. The Committee believes that in order for the Long Range Plan to be truly effective it must be understandable by the board. The Committee set the goal of investigating means to clarify and simplify the plan.

Review of Other Long Range Plans

The Committee reviewed information concerning the long range plan from four organizations similar to Kiwanis (Lions, Rotary, Jaycees, and Junior League). It was noted that, with the exception of Lions, these organizations do not have a formal plan currently in use. Thus it appears that Kiwanis International is a leader among service organizations in the development of such a long range plan.

Long Range Plan Format

The Committee discussed the need to adjust the current long range plan format so that it is more easily understood. The Committee expressed appreciation of the offer from Trustee Muggelberg to have the plan reviewed by Kiwanian Bill Wesley Brown, an industrial strategic planner. Dr. Brown will assist Trustee Muggelberg and suggest ways the format of the plan can be improved.

The Committee heard a presentation from Dr. John Carver, a national expert in the field of non-profit corporate governance, as it relates to long range planning. Dr. Carver's presentation helped the committee focus on its role and responsibility as well as the distinction between staff and board functions. The presentation was made at no cost.

### Committee Responsibility for 1991-96 Plan

The Committee discussed the importance for all board committees to begin to review their current plan for 1990-95 and to extend the long range plan through 1995-96 year thereby maintaining a five-year Long Range Plan. Each board committee is responsible for the maintenance and updating of its portion of the plan including adjustment of the remaining years of the plan, the creation of new initiatives, and review of progress toward the plan to date. Each committee should review their plan at the January Board Meeting.

### Development of Conceptual Long Range Goals

The Committee discussed the fact that the current plan contains no conceptual goals that provide focus for our future plans. The Committee believes the plan will be strengthened by the establishment of broad statements of intent and purpose. Within each goal would be specific statements about where Kiwanis wants to be in such areas as membership, service programs, community impact, etc.

In order to develop these goals, the Committee believes there is a need for a full board think tank which would enable us to formulate the philosophies to guide the organization to the year 2000 and beyond.

### Promotion/Marketing of Plan to Clubs/Districts

The Committee discussed the importance of educating members, clubs and districts of the future direction of the organization. Since the plan outlines the direction of Kiwanis International, the Committee believes a magazine article should be developed to explain the Long Range Plan. The Committee suggests that such an article be presented in conjunction with the financial summary article which is required to be in the magazine.

#### Recommendation #1:

The Committee recommends that the International Secretary publish an article in the Kiwanis magazine which presents (in narrative form) the Long Range Plan.

I move recommendation 1 be adopted.

(Adopted)

Finance: No impact  
Procedure: In compliance

Measuring Effectiveness of the Long Range Plan

The Committee discussed the importance of measuring the effectiveness of the Long Range Plan. The Committee will investigate means of establishing a program to sample the effectiveness and success of the plan.

Solicitation of Board Input

The comprehensiveness of the Long Range Plan is dependent upon input from all levels of the organization. Of prime importance is the input from members of the International Board. Therefore, the Committee solicits ideas for possible new initiatives from each board member and asks that this input be submitted by December 1 to the Long Range Planning Committee for review and investigation at the January Board Meeting.

Respectfully submitted,

DON MILES, J.D.  
GLENN E. MUGGELBERG  
KUN-HUA "JEFFERY" TSENG  
ROBERT L. MCCURLEY, Jr., CHAIRMAN

REPORT OF THE BOARD COMMITTEE ON SPONSORED PROGRAMS  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 29-October 4 and October 8, 1989

Date of Committee Meeting: October 1-2, 1989

Place of Committee Meeting: International Office, Indianapolis, Indiana

Present: Members - Andrew Batsis, D.M.D., Arthur Swanberg, Kun-Hua "Jeffery" Tseng  
Chairman - Don Miles, J.D.  
Staff - James P. "Pete" Tinsley, Gayle L. Beyers, David A. Wohler,  
Kristen L. Miller, Paula Zhou

Review of Committee Responsibilities

The Committee reviewed its responsibilities as outlined in Board Procedure.

KIWANIANNE

Overview of the Kiwanianne Club Program

The Committee reviewed the Kiwanianne status report. The Committee was updated by staff on materials and projects new to the Kiwanianne program during the 1988-89 administrative year. The Committee was pleased with the work that had been done this past year to stabilize the program and verify the statistical records of the organization. The Committee sees the next two years as pivotal to the continuation of this program.

Kiwanianne District Chairmen

The Committee discussed the importance of the position of Kiwanianne District Chairman. It was noted that some districts do not have a 1989-90 Kiwanianne District Chairman, as required by Board Procedure #318. The Committee requested staff to write the governors of these districts and encourage them to appoint an individual to fill this position.

Standard Form for Kiwanianne District Bylaws

The Committee reviewed the suggested items for inclusion in the Standard Form for Kiwanianne District Bylaws. Discussion will continue at the January Board Meeting.

1989-90 Operational Plan and Budget

The Committee reviewed the list of items pertaining to the Kiwanianne Club Program which had been removed from the 1989-90 budget. The Committee believes the Kiwanianne President's Guidebook, at a cost of \$2,984, is important to the continued support and growth of this program. There is currently no such item for Kiwanianne clubs.

Recommendation #1:

The Committee recommends that \$2,984 for the production of a Kiwanianne President's Guidebook be added to the Sponsored Program Services 1989-90 budget.

I move that Recommendation 1 be adopted.

(Adopted)

Finance: Increases account 160-8594-003 by \$2,984.00 in 1989-90 budget.  
Procedure: In compliance.

**BUILDERS CLUB**

Overview of the Builders Club Program

The Committee reviewed the Builders Club status report. The Committee was updated by staff on materials and projects new to the Builders Club program during the 1988-89 administrative year. The Committee was pleased to see that regular, quarterly mailings to sponsoring Kiwanis clubs had been instituted and more accurate records kept on the actual number of active Builders Clubs. The Committee reviewed plans for the program for the 1989-90 year and believes the result will be continued growth of Builders Clubs.

1989-90 Operational Plan and Budget

The Committee discussed the two items pertaining to Builders Club deleted from the 1989-90 budget. Currently no materials exist for use by Builders Club faculty advisors. As this position is a critical one to the success of individual clubs, and the program in general, a manual for use by these individuals is important.

Recommendation #2:

The Committee recommends that \$800 for the production and distribution of a Builders Club Faculty Advisors Manual be added to the Sponsored Program Services 1989-90 budget.

I move that Recommendation 2 be adopted.

(Adopted)

Finance: Increases account 160-7464-001 by \$800.00 in 1989-90 budget.  
Procedure: In compliance.

## GENERAL DISCUSSION

### Review of Long Range Plan - New Initiatives

The Committee reviewed and approved proposed new planning initiatives and requested staff to include these in the Long Range Plan. (See Exhibit A)

### Improvement of Sponsorship Fee Collection

The Committee discussed sponsorship fees collection for Circle K, Builders Club, and Kiwanianne clubs. It was noted that the collection of these fees for Circle K has improved since they have been added to the Kiwanis semi-annual billing. The inclusion of the \$10 Builders Club sponsorship fee was completed with the October, 1989 semi-annual billing. The Committee asked staff to investigate the feasibility of sending a friendly reminder to those clubs not paying the fee and to have the fee appear on the second billing for non-paying clubs. Staff will report back to the Committee in January.

### Teacher/Administrator Appreciation Programs

The Committee reviewed the Key Club recognition programs for local advisors. The Committee expressed satisfaction concerning the efforts made to recognize advisors and administrators and their contributions to the Key Club Program. The Committee was also pleased to learn that Circle K has similar programs.

### Sponsored Youth Referral Programs

The Committee discussed the importance of a referral system within the K-Family which would facilitate the recruitment of K-Family members from one organization to the next. The Committee and staff will continue discussing methods to provide structure to this referral program.

## CIRCLE K

### Review of Circle K International Status Report

The Committee reviewed the Circle K Status Report. The Committee was pleased to see that for a second year in a row there was a membership increase for Circle K.

### Affiliate Status Clubs

The Committee reviewed recognition of three affiliate status clubs in Colombia, South America, and discussed future growth potential. Staff reported that the Circle K International Board of Trustees is placing emphasis on this area and is looking into the translation of materials and a possible buddy system between affiliate clubs and other clubs.

### Circle K District Alumni Associations

The Committee reviewed information regarding District Alumni Associations and noted that such associations have been approved in the Ohio and the Louisiana-Mississippi-West Tennessee Districts.

### 75th Anniversary Support

The Committee learned of a service emphasis the Circle K International Board has planned in honor of the 75th Anniversary of Kiwanis International. During the month of January, Circle K clubs will be encouraged to perform 75 hours of service for the Red Cross (one of Kiwanis' first supported charitable organizations).

### Approval of Amendments of Circle K Constitution and Bylaws

The Committee reviewed the proposed amendments to the Circle K International Constitution and Bylaws as approved by the House of Delegates at the 34th Annual Circle K Convention. After an explanation of the 20 amendments, the Committee found all but one to be acceptable and in accordance with procedure and constitutional requirements.

#### Recommendation #3:

The Committee recommends that the Amendments to the Constitution and Bylaws of Circle K International as presented in Exhibit B be approved.

I move that Recommendation 3 be adopted.

(Adopted)

Finance: No impact  
Procedure: In compliance

The Committee also reviewed an amendment to Article XII, Section 2 of the Constitution concerning selection of voting delegates from clubs for the International House of Delegates. The Committee expressed concern that the amendment infringes on the rights of clubs to determine their voting delegates. It was noted that the amendment as it appears now was not the original intent of the Circle K Board of Trustees as the amendment was amended on the floor of the House of Delegates. The Committee referred this amendment back to the Circle K International Board of Trustees for further study. (See Exhibit C)

### 1989-90 Operational Plan and Budget

The Committee reviewed the item removed from the 1989-90 Circle K Operational Plan and Budget. This item would allow the inclusion of Circle K promotional material into Kiwanis general mailings at a cost of \$2,258. This initiative would greatly increase the visibility of the Circle K program to Kiwanis clubs which would ultimately strengthen the program. Growth in new club building is the goal of this effort.

Recommendation #4:

The Committee recommends that \$2,258 for the production of materials for Kiwanis general mailings be added to the Circle K budgets as noted below.

I move that Recommendation 4 be adopted.

(Defeated)

Finance: Accounts affected are:

161-9962-713 (Non-subsidized expense)	\$2,258
161-6412-008 (Non-subsidized income)	(\$2,258)
165-8596-002 (Subsidized)	\$2,258
Total Cost:	<u>\$2,258</u>

Procedure: In compliance

Report on Circle K International Leadership Training Conference

Kiwanis Trustee and Circle K International Board Counselor Andy Batsis reported to the Committee on the International Leadership Training Conference held in Indianapolis, September 22-24, 1989. The Committee expressed its support for the continuation of the annual conference.

Review of the Results of the Circle K International Convention Evaluations

The Committee reviewed the results of the evaluations submitted by the 928 attendees at the Circle K International Convention held in Cincinnati, Ohio, August 19-23, 1989. Staff explained how these results are utilized in the planning of future conventions.

KEY CLUB

Amendments to the Key Club International Constitution and Bylaws

The Committee reviewed the two proposed amendments to the Key Club International Constitution and Bylaws as approved by the House of Delegates at the 46th Annual Key Club Convention. After an explanation of the amendments, the Committee found both to be acceptable and in accordance with procedure and constitutional requirements.

The first proposed change provides for the retention of leadership potential by providing a means for candidates not elected to the offices of president and secretary to be placed on the ballot for trustee.

The second amendment identifies the eight recommended projects of Key Club International.

Recommendation #5:

The Committee recommends that the amendments to the Constitution and Bylaws of Key Club International be approved. (See Exhibit D)

I move that Recommendation 5 be adopted.

(Adopted)

Finance: No impact  
Procedure: In compliance

Review of Key Club International Board Travel

The Committee reviewed the travel reports submitted by the Key Club International Board members. The reports were found to be within the established procedure.

Review of the Key Club International Status Report

The Committee reviewed the Key Club Status Report. The Committee noted with pride that Key Club membership and total clubs are presently at an all time high.

The Committee also reviewed the 1989-90 Key Club International Theme and Major Emphasis Program "Develop Within...Share Throughout" and was pleased to note that the four major points of the program -- individuality, leadership, citizenship, and service -- closely correlate with both the Kiwanis and Circle K International Theme and Major Emphasis Programs.

Report on Key Club Leadership Training Conference (Valley Forge)

Kiwanis Trustee and Key Club International Board Counselor Art Swanberg reported to the Committee on the Leadership Training Conference held in Valley Forge, Pennsylvania, September 1-4, 1989. The Committee expressed their support for the continuation of the annual conference.

Review of the Results of the Key Club International Convention Evaluations

The Committee reviewed the results of the evaluations submitted by attendees at the Key Club International Convention held in Orlando, Florida, July 1-5, 1989. Staff explained how these results are utilized in the planning of future conventions.

Review of Request to Amend Key Club International Constitution

The Committee reviewed a letter from the Kiwanis District Secretary of New Jersey requesting the Board to amend the Key Club International Constitution Article 6. The proposed amendment seeks to allow the formation of Key Clubs in educational institutions which are ungraded. Currently the Key Club Constitution only allows the chartering of Key Clubs in schools where the membership shall be from the "four upper classes...of the high school."

The Committee believes the Key Club International Board should be given the opportunity to review and comment on the request before the Committee takes action. The Key Club Board will review this at its October Board Meeting and the Committee will reconsider the request in January.

Respectfully submitted,

ANDREW BATSIS, D.M.D.  
ARTHUR SWANBERG  
KUN-HUA "JEFFERY" TSENG  
DON MILES, J.D., CHAIRMAN

6/21/89

PROPOSED  
NEW LONG RANGE PLANNING INITIATIVES  
TO BE CONSIDERED BY THE  
SPONSORED PROGRAMS  
BOARD COMMITTEE

FEASIBILITY  
DATE

ITEM

- OBJECTIVE I: TO INCREASE RECRUITMENT SO THAT THE NEW MEMBER ADD GOAL  
EQUATES TO 18% OF THE PREVIOUS YEAR'S MEMBERSHIP BASE.  
  
(No strategies at this time)
- OBJECTIVE II: TO INCREASE RETENTION OF CURRENT MEMBERS TO ACHIEVE A YEARLY  
INCREASE OF .5% OF THE PREVIOUS YEAR'S MEMBERSHIP.  
  
(No strategies at this time)
- OBJECTIVE III: TO INITIATE FISCALLY RESPONSIBLE PROCEDURES AND PROGRMS TO  
ENHANCE INCOME AND LIMIT EXPENSES.  
  
(No strategies at this time)
- OBJECTIVE IV: TO IMPROVE INTERNATIONALIZATION OF THE ORGANIZATION'S  
PROGRAMS, MATERIALS AND PROCEDURES.  
  
(No strategies at this time)
- OBJECTIVE V: TO PROVIDE SUPPORT TO KEY CLUB INTERNATIONAL, CIRCLE K  
INTERNATIONAL, AND THE BUILDERS CLUB AND KIWANIANNE PROGRAMS  
FOR INCREASED GROWTH AND QUALITY SERVICE.
- 1990-91 To develop and implement a plan for the refocusing of attention or  
highlighting of sponsored programs to Kiwanis clubs.  
  
The intent of this strategy is to develop a plan to give a higher pro-  
file to the sponsored programs of Kiwanis International by placing a  
stronger emphasis in the MEP or a resolution at an international con-  
vention.
- ~~1990-91~~ 1992-93 Develop and implement a plan for the targeting of second year Kiwanis  
clubs for the promotion of the building of sponsored programs.  
  
The intent of this strategy is to develop materials to be sent to  
Kiwanis clubs that are beginning their second year if they have not yet  
built a sponsored program in their community to promote the building of  
a sponsored program.

OBJ V (Continued)

FEASIBILITY

<u>DATE</u>	<u>Item</u>
1990-91	<p>To develop and implement a clear direction and focus for the target market for the Kiwanianne program.</p> <p>The intent of this strategy is for the Kiwanis International Board to clearly define the market that Kiwanis clubs should address when pursuing the development of a Kiwanianne club. At this time it is not clear what market should be pursued and it may create a conflict with the markets Kiwanis is focusing upon.</p>
1990-91	<p>To develop and implement a plan for the computerization of the membership of sponsored programs. (S/A)</p> <p>The intent of this strategy is to begin to compile a data base for other strategies discussed in the suggested strategies. The first step of this strategy would possible be the inclusion of graduating seniors.</p>
1991-92	<p>To develop and implement a consistent organization-wide training program for sponsored Kiwanis programs advisors and or club chairmen.</p> <p>The intent of this strategy is to develop a consistent script at least and possibly to use "qualified" trainers to provide training for club advisors and chairmen for sponsored programs to enhance the quality of the support to the sponsored programs.</p>
1991-92	<p>To develop relationships with other service, fraternal and educational associations to develop a new member feeder system.</p> <p>The intent of this strategy is to identify associations which would have members that would be attractive to Kiwanis Clubs and to make regular contacts with those organizations to develop cooperative</p>
1991-92	<p>To study, evaluate and revise the subsidies paid by Kiwanis International for sponsored programs.</p> <p>The intent of this strategy is to more clearly define Kiwanis International's role in the development of new clubs in the sponso programs area and the costs associated with these activities.</p>
1991-92	<p>To develop and implement a public education program to be used by Kiwanis clubs to encourage schools to adopt sponsored youth progra</p> <p>The intent of this strategy is to develop materials to be used by Kiwanis clubs to educate school boards and school administrators t benefits derived from sponsored programs to gain assistance in the founding of new sponsored youth clubs.</p>

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OBJ V (Continued)

## FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1991-92	To study, evaluate and revise the subsidies paid by Kiwanis International for sponsored programs.  The intent of this strategy is to more clearly define Kiwanis International's role in the development of new clubs in the sponsored programs area and the costs associated with these activities.
1991-92	To develop and implement a public education program to be used by Kiwanis clubs to encourage schools to adopt sponsored youth programs.  The intent of this strategy is to develop materials to be used by Kiwanis clubs to educate school boards and school administrators to the benefits derived from sponsored programs to gain assistance in the founding of new sponsored youth clubs.
<del>1991-92</del> 1990-91	To develop and implement a plan for the use of Field Service Representatives to assist with the building of new sponsored programs clubs. (S/M)  The intent of this strategy is to develop a plan to utilize FSRs to assist the building of sponsored program clubs. This could be done through the re-defining the FSR role or even an FSR specifically for sponsored programs that would attack specific districts or markets.
1992-93	To develop and implement a plan for the possible corporate sponsorship of programs. (S/A)  The intent of this strategy is to consider the possibility of securing corporate sponsorship of some of the leadership programs offered by sponsored programs.
1992-93	To develop and implement a plan to coordinate planning of at least one facet of the MEP for Kiwanis International and its sponsored programs that each can address cooperatively. (S/E)  The intent of this strategy is to develop a plan for the leadership of Kiwanis International and its sponsored programs to agree upon a special emphasis that can be part of each organizations MEP that Kiwanis clubs and its sponsored programs could work on cooperatively that is promoted by all parts of the K-Family.
<del>1992-93</del> 1991-92	To develop and implement a plan for international extension of the sponsored programs.  The intent of this strategy is to develop a plan for the expansion of the sponsored programs outside North America. This would include club support materials and possible co-payment of such services as translations between the sponsored programs and Kiwanis International.

OBJ V (Continued)

FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1992-93	<p>To develop and implement a plan to include a sponsored programs staff member in each regional office. (A/S)</p> <p>The intent of this strategy is to provide a staff person well versed in sponsored programs to be placed in each regional office to assist the expansion of sponsored programs world-wide.</p>
1993-94	<p>To develop and implement a plan for the expansion of the Leadership Education Program to members of sponsored programs and their advisors.</p> <p>The intent of this strategy is to develop a plan to expand the Leadership Education Program, possibly through current trainers, to include the leadership and advisors of sponsored programs.</p>
1993-94	<p>To develop and implement a plan for a sponsored programs video presentation.</p> <p>The intent of this strategy is to develop a promotional video to be used by Lt. Governors or district chairmen to promote the benefits of a club sponsoring one or more of the Kiwanis International sponsored programs.</p>
1994-95	<p>Develop and implement a referral program for former Builders Club members and graduating Key Club and Circle K members. (S/M)</p> <p>The intent of this strategy is to develop a referral program to be used by a Key club or Circle K club that would identify the school a student would be attending or a community the student will be moving to upon graduation to notify the community or school that the student would be available for membership in Kiwanis or Circle K.</p>
1994-95	<p>To develop and implement a plan for the improvement in size and quality of the sponsored youth magazines.</p> <p>The intent of this strategy is to develop a plan for the expansion in size and quality of the sponsored youth publications to attract prospective members.</p>
1995-96	<p>To develop and implement a plan for the promotion of the sponsored programs in the Kiwanis Magazine and the BKO. (S/C)</p> <p>The intent of this strategy is to determine the best medium for the promotion of sponsored programs and the costs associated with such promotion.</p>

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## OBJ V (Continued)

## FEASIBILITY

<u>DATE</u>	<u>ITEM</u>
1996-97	To develop and implement a plan for the publishing of a special edition of the youth publications. (S/M)
	The intent of this strategy is to develop a plan for the publishing of a special issue of the Keynoter Magazine that would highlight the benefits of joining CKI, or an edition of the Circle K magazine that would promote the benefits of joining Kiwanis, or a special magazine to Builders Club members promoting joining Key Club.

## OBJECTIVE VI: TO DETERMINE AND IMPLEMENT THE OPTIMUM STRUCTURE OF KIWANIS INTERNATIONAL.

1996-97 To develop and implement a plan for inclusion of various "splinter" groups for official recognition by Kiwanis International.

The intent of this strategy is to clearly define how Kiwanis International wishes to recognize, control, or support various splinter groups such as Kiwanettes, Sky Clubs, Aktion Clubs.

## OBJECTIVE VII: TO PROVIDE SUPPORT TO AND ENHANCE THE GROWTH OF KIWANIS INTERNATIONAL'S SERVICE ACTIVITIES.

(No strategies at this time)

**EXHIBIT B**

Exhibit B of the Report of the Board Committee on Sponsored Programs, "Proposed Amendments to the Constitution and Bylaws of Circle K International," is now Exhibit #26 of the September 30-October 4 and 8, 1989, Minutes.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE The members of the International Board consider it necessary to clarify this section of the Constitution that allows current and immediate past elected district officers to serve as delegates in the International House of Delegates.

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Current Reading-Constitution Article XII,  
Section 2 - Conventions

Each member Circle K Club in good standing with Circle K International and its respective District shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates and as many non-voting delegates as may be allowed by the Administrator and the Board of Trustees. Each member Circle K Club is expected to have representation at each Circle K International Convention. No delegate shall be certified unless the delegate's name appears on the official membership lists submitted during the year. A lieutenant governor, or immediate past lieutenant governor, for a club in that division, or District secretary, District treasurer, or district secretary/treasurer, or District editor, if one is elected, for any club in the District, may represent, by vote, a club not otherwise represented by two (2) voting delegates at the International convention, providing that person has the authority to do so in writing from the club to be represented. The status of the immediate past lieutenant governor as an immediate past lieutenant governor or editor as an elected editor shall be certified by the District Governor or Circle K District Administrator.

Proposed Reading-Constitution Article XII,  
Section 2 - Conventions

Each member Circle K Club in good standing with Circle K International and its respective District shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates and as many non-voting delegates as may be allowed by the Administrator and the Board of Trustees. Each member Circle K Club is expected to have representation at each Circle K International Convention. No delegate shall be certified unless the delegate's name appears on the official membership lists submitted during the year. ~~A lieutenant governor, or immediate past lieutenant governor, for a club in that division, or District secretary, District treasurer or District secretary/treasurer or District editor, if one is elected, for any club in the District, may represent, by vote, a~~ A club not otherwise represented by two (2) voting delegates at the International Convention may be represented by a current or immediate past elected District officer providing that a letter or delegate certification form signed by the club president or District Governor is received by the International Office or the Credentials Committee Chairman at the Convention. Lieutenant Governors may represent only a club within their division. Immediate Past Lieutenant Governors may represent only clubs within the division they served. Upon the request of the Credentials Committee, a District Governor or District Administrator shall certify that an individual is a current or immediate past officer of the District.

AMENDMENT TO CIRCLE K CONSTITUTION

(Continued)

Proposed Reading (Continued)

, providing that person has the authority to do so in writing from the club to be represented. The status of the immediate past lieutenant governor as an immediate past lieutenant governor or editor as an elected editor shall be certified by the District Governor or Circle K District Administrator.

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Original Amendment submitted by: The Circle K International Board of Trustees.  
(This amendment was amended during the House to this reading and is not the original intent desired by the Board of Trustees.)

**EXHIBIT D**

Exhibit D of the Report of the Board Committee on Sponsored Programs, "Proposed Amendments to the Constitution and Bylaws of Key Club International," is now Exhibit #27 of the September 30-October 4 and 8, 1989, Minutes.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE This amendment is an attempt to clarify who is eligible to be an honorary member and the purpose of honorary membership.

---

Current Reading-Constitution Article VI,  
Section 4 - Clubs

Any person who has performed some distinguished public service and who is not a member of a club may be elected an honorary member of a club for a period of one (1) year. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Proposed Reading-Constitution Article VI,  
Section 4 - Clubs

Any person ~~who has performed some distinguished public service and who is not a member of a club~~ not otherwise eligible for active membership who has made a significant contribution to a club campus or community may be elected an honorary member of a club for a period of one (1) year. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND1

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

The purpose of this amendment is twofold. To insure materials prepared at the January Board Meeting of the International Board of Trustees are received by all thirty districts prior to conventions, it is necessary to limit the beginning of the convention season. The members of the International Board also believe the effectiveness of the outgoing board is greatly reduced after the district convention, and therefore, a short period of officer transition is preferable.

Secondly, the members of the International Board believe it is important for the entire District Board of Officers, particularly the Governor, to be involved in choosing the time and location of a convention.

---

Current Reading-Constitution Article VII-  
Section 5 - Districts

Each district shall hold an annual convention prior to March 31, the exact time and place of which shall be determined by the District Administrator. A District may petition the International Board of Trustees to hold their annual convention at a later date; however, no convention shall be held after April 15 in any given year.

Proposed Reading-Constitution Article VII-  
Section 5 - Districts

Each district shall hold an annual convention ~~prior to March 31~~, after the second weekend in February and before the first full weekend in April. The exact time and place of which shall be determined by the District Board of Officers in consultation with District Administrator. A District may petition the International Board of Trustees to hold their annual convention at a later date; however, no convention shall be held after April 15 in any given year.

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND2

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE All Districts of Circle K International must abide by the Constitution and Bylaws of Circle K International. The amending of this section as proposed will simply further reiterate this point.

---

Current Reading-Constitution Article VII-  
Section 7 - Districts

If permitted by state, provincial or national law, a District, after receiving its Charter of Organization, may incorporate under the name given on said Charter of Organization, and said district shall agree, as a condition of incorporation, that it will as a corporate body, abide by the Bylaws of the District then in force and thereafter as amended.

Proposed Reading-Constitution Article VII-  
Section 7 - Districts

If permitted by state, provincial or national law, a District, after receiving its Charter of Organization, may incorporate under the name given on said Charter of Organization, and said district shall agree, as a condition of incorporation, that it will as a corporate body, abide by the Bylaws of the District and the Constitution and Bylaws of Circle K International then in force and thereafter as amended.

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND3

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE This information is included in the Circle K International Board Policy Code and should be deleted from the Constitution.

---

Current Reading-Constitution Article IX-  
Section 4 - Board of  
Trustees

Proposed Reading-Constitution Article IX-  
Section 4 - Board of  
Trustees

The Board of Trustees shall report on official Board action by summarizing such action in the next possible issue of the Circle K International Magazine following each Board meeting, such summary to be prepared by the International Secretary within 15 days of the close of the Board meeting and endorsed by the International President and the International Administrator.

Delete entire Section 4

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND5

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE This amendment simply involves a grammatical change.

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Current Reading-Constitution X-  
Section 1 - International  
Council

There is hereby created the International Council of Circle K International, which shall consist of the officers of Circle K International, as defined in Article VII, Section 1 of this Constitution...

Proposed Reading-Constitution X-  
Section 1 - International  
Council

~~There is hereby created~~ The Inter-  
national Council of Circle K Inter-  
national; which shall be established  
and consist of the officers of Circle K  
International, as defined in Article VII,  
Section 1 of this Constitution...

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND6

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE This amendment simply changes a deadline to one that is consistent with the Circle K International Office convention mailing schedule.

---

Current Reading-Constitution Article X-  
Section 3 - International  
Council

...Meetings of the International Council may also be held on the opening day of the annual International Convention, and at such other times and places as shall be determined by the Board of Trustees of Kiwanis International. For all meetings of the International Council, written notice shall be sent to each member of the Council, said notice to be mailed at least eighteen (18) days prior to the beginning of the meeting.

Proposed Reading-Constitution Article X-  
Section 3 - International  
Council

...Meetings of the International Council may also be held on the opening day of the annual International Convention, and at such other times and places as shall be determined by the Board of Trustees of Kiwanis International. For all meetings of the International Council, written notice shall be sent to each member of the Council, said notice to be mailed at least ~~eighteen (18)~~ fourteen (14) days prior to the beginning of the meeting.

---

Submitted by: The Circle K International International Board of Trustees

AMENDMENTS/AMEND7

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE The members of the International Board consider it unnecessary to include an incomplete list of International Convention activities in the Constitution. Such information already appears in the International Policy Code.

---

Current Reading-Constitution Article XII-  
Section 1 - Conventions

There shall be for the purpose of education, fellowship, inspiration, and the transaction of business, including the election of officers, an annual convention of Circle K International at such time and place as shall be determined by the Board of Trustees.

Proposed Reading-Constitution Article XII-  
Section 1 - Conventions

There shall be ~~for the purpose of education, fellowship, inspiration, and the transaction of business, including the election of officers~~ an annual convention of Circle K International at such time and place as shall be determined by the Board of Trustees.

---

Submitted by: The Circle K International International Board of Trustees

AMENDMENTS/AMEND8

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE International Board and Special Committees are established to develop programs and set policy to guide and direct the organization. Because the needs of the organization change from year to year, the members of the Circle K International Board believe it is necessary to allow for greater flexibility in establishing such committees. These amendments will allow the President and the International Board the flexibility of appointing committees that are responsive to the needs of the organization at any given time.

Current Reading-Constitution Article XIII,  
All Sections

Section 1. The Standing Committees of the Board of Trustees of Circle K International shall be as listed in the Bylaws, Article XII.

Section 2. The Standing Committee shall be appointed by the President of Circle K International, with the advice and consent of the Board of Trustees, one member of each committee being designated by the President to chair the committee. Each committee shall consist of at least three (3) but no more than five (5) members of the Board of Trustees. The duties of the Standing Committee shall be as defined in the Bylaws.

Section 3. The President may appoint special committees, with the advice and consent of the Board of Trustees and the Administrator of Circle K International, to study and/or handle specific areas of work as defined by the President in the charge of committee(s). The term of each such committee shall expire coincident with the expiration of the term of the President, or at the President's pleasure.

Section 4. All standing and special committees shall report to the President and Board of Trustees. Committees shall meet at the call of the Chairman upon the approval of the President, the International Counselor and the Administrator of Circle K International, with at least fifteen (15) days notice of the meeting being given to all concerned. Any costs accruing to the operation of a committee shall be budgeted in accordance with normal budgeting procedures.

Proposed Reading-Constitution Article XIII,  
All Sections

The Standing Committees President, with the advice and consent of the Board of Trustees of Circle K International, shall be as listed in the Bylaws, Article XII, appoint an Executive Committee consisting of the International Secretary and at least two (2) International Trustees. The President shall preside over the Executive Committee. In the absence of the President, the Committee shall elect a chairman.

Section 2. The Standing Committee shall be appointed by the President of Circle K International, with the advice and consent of the Board of Trustees and the Administrator, shall appoint a Finance and Administration Coordinator, one member of each committee being designated by the President to chair the Committee. Each Committee shall consist of at least three (3) but no more than five (5) members of the Board of Trustees. The duties of the Standing Committee shall be as defined in the Bylaws. The Finance and Administration Coordinator shall serve as a member of the Executive Committee.

Section 3. The President may appoint sSpecial Committees of the Board of Trustees shall be appointed by the President, with the advice and consent of the Board of Trustees and the Administrator of Circle K International, to study and/or handle specific areas of work as defined by the President in the charge of committee(s). Such committees will consist of at least three members. The terms of each such committees shall expire coincident with the expiration of the term of the President at the President's pleasure.

AMENDMENT TO CIRCLE K CONSTITUTION

(Continued)

Current Reading (Continued)

Section 5. Correspondence originating in any committee addressed external to Circle K International shall have the prior approval of the Circle K Administrator before release.

Proposed Reading (Continued)

Section 4. Special Ad-hoc Committees may be appointed by the President, with the advice and consent of the Board of Trustees and the Administrator. Such committees shall consist of at least three members. The terms of such committees shall expire at the discretion of the President, with the advice and consent of the Board of Trustees and the Administrator.

Section 5. All Special Board and Ad-hoc Committees shall report to the President and the Board of Trustees. Committees shall meet at the call of the President, or the Chairman with the approval of the President, the International Counselor and the International Administrator of Circle K International, with at least fifteen (15) days notice of the meeting being given to all concerned. Any costs accruing to the operation of the committee shall be budgeted in accordance with normal budgeting procedure

Section 6. Correspondence originating in any committee addressed external to Circle K International shall have the prior approval of the Circle K International Administrator before release.

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND10-B

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE The members of the International Board are concerned that there is an insufficient time period for members of Circle K clubs at schools on the quarter system to pay International dues. This amendment will allow clubs an extra month to collect International dues.

---

Current Reading-Constitution Article XIV-  
Section 1 - Revenue

Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of eight (\$8.00 U.S. currency) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for International dues. First time...

Proposed Reading-Constitution Article XIV-  
Section 1 - Revenue

Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of eight (\$8.00 U.S. currency) per annum, due on October 1 of each year ~~and payable no later than thirty (30) days thereafter, for International dues.~~ A club in good standing will be placed on delinquent status if no dues are received by December 1st of that same year. First time...

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND11

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE This amendment would clarify the correct procedure for proposing amendments to the Circle K International Constitution and Bylaws. There would also be a simple grammatical change.

---

Current Reading-Constitution Article XVII,  
Section 1 - Bylaws and  
Amendments to Bylaws

Bylaws for the government of Circle K International, not inconsistent with this Constitution, shall be enacted and may be amended from time to time by...

...Proposed amendments to the Bylaws to be voted upon at a convention may be submitted in writing by Circle K Clubs in good standing, Circle K Districts, the Board of Trustees of Circle K International or the Administrator of Circle K International and shall be received by the Administrator at least sixty (60) days prior to the opening of the Convention. The Administrator...

---

Proposed Reading-Constitution Article XVII,  
Section 1 - Bylaws and  
Amendments to Bylaws

Bylaws for the government of Circle K International, ~~not inconsistent~~ consistent with this Constitution, shall be enacted and may be amended from time to time...

...Proposed amendments to the Bylaws to be voted upon at a convention may be submitted in writing by Circle K Clubs in good standing, Circle K Districts, the Board of Trustees of Circle K International or the Administrator of Circle K International and shall be received by the Administrator at least sixty (60) days prior to the opening of the Convention. District proposals must be approved by a simple majority of the District's House of Delegates or the District Board of Officers. Club proposals must be approved by a simple majority of the members present at a regularly-scheduled meeting. The Administrator...

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND12

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE The Vision of Circle K International is a concise statement of what Circle K is as an organization and provides direction for the future. The members of the International Board believe any such statement of purpose or direction by any club should be the same as that of Circle K International.

---

Current Reading-Bylaws Article I,  
Section 4 - Clubs

Proposed Reading-Bylaws Article I,  
Section 4 - Clubs  
(Would not replace  
current Section 4)

None

The Vision of a club shall be the same as  
the Vision of Circle K International.  
(Following sections would be renumbered.)

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND14

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE This amendment includes a simple grammatical change and will allow district boards, with approval, to create additional elected district board positions such as an administrative or recording secretary.

---

Current Reading-Bylaws Article V,  
Section 1 - Districts

The officers of a district shall be the District Governor, the Secretary-Treasurer, and such Lieutenant Governors as deemed essential by the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees, with approval of the Circle K International Board of Trustees. A Circle K District may petition the Circle K International Board of Trustees, providing they have the approval of the sponsoring Kiwanis District Board of Trustees, to allow separation of Secretary-Treasurer. Such petition shall define the duties for each officer and the reason for such a division. The officers of a district may include a District Editor, if deemed desirable by the Circle K District Board of Officers and the Kiwanis District Board of Trustees, with the approval of the Circle K International Board of Trustees.

Proposed Reading-Bylaws Article V,  
Section 1 - Districts

The officers of a district shall be the District Governor, the Secretary-Treasurer, and such Lieutenant Governors as deemed essential by the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees, with approval of the Circle K International Board of Trustees. A Circle K District may petition the Circle K International Board of Trustees, providing they have the approval of the sponsoring Kiwanis District Board of Trustees, to allow separation of the Secretary-Treasurer position or to create a new, elected position. Such petition shall define the duties for each officer and the reason for such a division. The officers of a district may include a District Editor, ~~if deemed desirable~~ if the position is approved by the Circle K District Board of Officers and the Kiwanis District Board of Trustees, with the approval of the Circle K International Board of Trustees.

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND16

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE This amendment is a "housekeeping" measure in line with the proposed change in Bylaws Article V, Section 1.

---

Current Reading-Bylaws Article V,  
Section 3 - Districts

The District Board of Officers shall consist of the District Governor, the District Secretary-Treasurer (or the District Secretary and the District Treasurer), the District Editor, if one is elected, and the elected Lieutenant Governors, or alternatively, the elected representatives from each club serving on the Council of Representatives.

Proposed Reading-Bylaws Article V,  
Section 3 - Districts

The District Board of Officers shall consist of the District Governor, the District Secretary-Treasurer (or the District Secretary and the District Treasurer), ~~the District Editor, if one is elected,~~ and the elected Lieutenant Governors, ~~or alternatively,~~ elected District officers and any elected representatives from each club serving that may serve on the a Council of Representatives.

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND17

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE This amendment simply involves a grammatical change.

---

Current Reading-Bylaws Article VI,  
Section 5 - Duties of  
Officers

The Administrator shall oversee the  
planning and conduction of the annual  
convention of Circle K International.  
This person...

Proposed Reading-Bylaws Article VI,  
Section 5 - Duties of  
Officers

The Administrator shall oversee the  
planning and ~~conduction~~ execution of  
the agenda of the annual convention of  
Circle K International. This person...

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND18

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE The members of the International Board understand it has not been the recent policy of the Kiwanis and Circle K Officers to have the Kiwanis International Convention Manager also serve as Circle K International Convention Manager; therefore, it is recommended the following section be deleted.

---

Current Reading-Bylaws Article VIII,  
Section 2 - Conventions

...The Convention Manager of Kiwanis International shall be the Convention Manager of the Circle K Convention and shall serve as an adviser to the Board of Trustees. The administrator...

Proposed Reading-Bylaws, Article VIII,  
Section 2 - Conventions

Delete entire Sentence.

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND19

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE The members of the International Board consider it unnecessary to list vague requirements for the location of an International Convention and general contents of a convention agenda in the Bylaws. Such necessary information appears in the International Policy Code.

---

Current Reading-Bylaws Article VIII,  
Section 3 - Conventions

Each International Convention shall be held in a location chosen well in advance for its accessibility, interesting and educational setting, appropriate accommodations, and general suitability. The program of the convention shall include worthwhile assemblies featuring addresses by prominent Kiwanians and Circle K members and other outstanding persons, Circle K training conferences, and general convention business, such as the election of officers.

Proposed Reading-Bylaws Article VIII,  
Section 3 - Conventions

Delete entire section. Renumber the following sections.

---

Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND20

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE This amendment was written in conjunction with Constitutional Amendment #10 to allow for greater flexibility in establishing International Committees and in assigning the responsibilities of those committees.

Current Reading-Bylaws Article XII,  
all sections - Committees

Section 1. The Executive Committee shall be chaired by the President of Circle K International and shall include in its membership the International Secretary and at least two (2) International Trustees. The Chairman of the Finance and Administration Committee shall be one of the members of the Executive Committee. The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the Board of Officers.

Section 2. The Committee on Awards, Laws and Regulations shall recommend the rules for judging international contests and criteria for all international awards. It shall investigate those nominated to receive the Circle of Service and the Humanitarian Award and report its findings to the Board of Trustees. Likewise, it shall make recommendations to the Board on nominations for other international awards. The Committee shall review the Constitution and Bylaws, and the Standard Forms of Club and District Bylaws, each year to determine the need, if any, for amendments or revisions. It shall develop appropriate international Policies and Procedures for adoption by the Board of Trustees, and incorporate additions and revisions from time to time, as directed by action of the Board of Trustees. It shall also review proposed amendments to the Constitution and Bylaws of Circle K International received from Districts and Clubs, requesting clarification for additional information as needed. The Committee shall review all requests from Clubs and Districts for approval of amendments to their respective bylaws, making appropriate recommendations in these matters to the Board of Trustees. The Committee shall also perform such other duties as may be assigned by the Board of Trustees.

Proposed Reading-Bylaws Article XII,  
all sections - Committees

Section 1. The Executive Committee shall be chaired by the President of Circle K International and shall include in its membership the International Secretary and at least two (2) International Trustees. The Chairman of the Finance and Administration Committee shall be one of the members of the Executive Committee. The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the Board of Officers Trustees.

Section 2. The Finance and Administration Coordinator, in conjunction with the International Administrator, shall develop and maintain the Circle K International and convention budget for submission to the Board of Trustees. S/he will perform such other duties as may be assigned by the President, with the advice and consent of the Board of Trustees and the Administrator of Circle K International.

Section 3. The President shall appoint Board Committees for the purpose of assisting in the development of policies, programs and procedures. Such committees shall be responsible for areas such as: Membership Development and Education, Laws and Regulations, Awards, Conventions and Conferences, Club Building, K-Family Relations, Public Relations, Leadership Development, Issue and Long Range Planning, the Theme and Emphasis Program and Service.

Section 4. The President shall appoint Ad-Hoc Committees for the purpose of studying or investigating various issues of importance to Circle K International, or for developing specific programs or policies deemed necessary by the Board of Trustees of Circle K International. The nature and duties of such committees shall be determined by the Board of Trustees.

AMENDMENT TO CIRCLE K CONSTITUTION

(Continued)

Current Reading (Continued)

Section 3. The Committee on Club Growth and Retention shall study causes and effects, devise appropriate programs and informational material and otherwise deal with matters relating to building new Circle K Clubs, reactivating non-meeting clubs, strengthening weak and substandard clubs, promoting membership growth in existing clubs and retaining club members. The committee shall also perform such other duties as may be assigned by the Board of Trustees.

Section 4. The Committee on Conventions and Conferences shall study and evaluate proposed sites for future international conventions and conferences, reporting on its findings and making appropriate recommendations on sites and dates to the Board of Trustees. It shall work closely with convention committees in planning the program of the annual convention, and with the Administrator of Circle K International and the Kiwanis International Convention Manager in planning convention details. Annually, it will assess the value of various convention sessions and recommend appropriate changes. It will establish the dates, sites and agendas for various international and regional training and other conferences involving Circle K International for recommendation to the Board of Trustees, and will evaluate the effectiveness of these conferences. The committee shall also perform such other duties as may be assigned by the Board of Trustees.

Section 5. The Committee on Finance and Administration shall develop the budget for the next administrative year for submission to the Board of Trustees. It shall carefully review monthly income and expense statements, comparing actual performance against the budget and periodically forecasting the year-end financial position, making necessary recommendations to the Board of Trustees to preserve a balanced budget. The Committee shall counsel with other Standing Committees to assist these committees in remaining fiscally solvent and within their budgets. It shall also prepare and monitor annual international convention budgets,

Delete Remaining Sections  
5 through 11.

AMENDMENT TO CIRCLE K CONSTITUTION

(Continued)

Current Reading (Continued)

making appropriate recommendations to the Board of Trustees. Both budgets shall have the endorsement of the Administrator of Circle K International and the Kiwanis Counselor to Circle K International. It shall study office administration matters, making suggestions for the improvement of office efficiency to the Board of Trustees and the Administrator of Circle K International, and shall develop and maintain such administrative manuals and forms in the areas of finance and administration as may be necessary or useful. The committee shall also perform such other duties as may be assigned by the Board of Trustees.

Section 6. The Committee on International and Public Relations shall concern itself with the development of methods and programs to publicize Circle K International and to assist the Districts and Clubs to effectively inform the public of the ideals, vision, objects, programs and achievements of the Circle K organization. The committee also shall deal with all matters involving the affiliation of clubs beyond the established district, the translation of materials into other languages, and the international extension of Circle K, as authorized by the policies of Kiwanis International and Circle K International. It shall also perform such other duties as may be assigned by the Board of Trustees.

Section 7. The Committee on K-Family and International Projects shall deal with matters concerning the relationship between all Kiwanis sponsored organizations, being responsible for developing projects and programs to expand and strengthen said relationships. The committee shall also deal with all projects sponsored on an international level, developing the resource and promotional material, as well as incentives for local club and District participation in such projects. It shall also perform such other duties as may be assigned by the Board of Trustees.

AMENDMENT TO CIRCLE K CONSTITUTION

(Continued)

Current Reading (Continued)

Section 8. The Committee on Leadership Development shall be responsible for the development, implementation and evaluation of programs for the training and development of International and District officers of this organization, making such recommendations to the Board of Trustees of Circle K International as shall be necessary in the discharge of this responsibility. The committee shall also develop such training materials as may be necessary for the conduct of the aforesaid training, and for the encouragement and enlightenment of candidates for International and District office. In addition, the committee shall prepare material for the effective training of club officers in their duties and responsibilities. It shall also perform such other duties as may be assigned by the Board of Trustees.

Section 9. The Committee on Membership Development and Education, in conjunction with the Administrator of Circle K International, shall be responsible for the annual review, evaluation and revision of all literature in the portfolios of Circle K International, including the manuals for club members, faculty advisors and district administrators. It shall deal with all matters concerning the education and development of the individual club member, and shall develop aids for the recruitment of members. The committee shall have the responsibility of maintaining the history and the archives of Circle K International. It shall also perform such other duties as may be assigned by the Board of Trustees.

Section 10. The Committee on Theme and Emphasis Program shall be responsible for the development for the International Theme and Emphasis Program, either Phase I or Phase II as appropriate in any administrative year, making recommendations in this regard to the Board of Trustees of Circle K International. It shall also concern itself with the preparation and dissemination of information and support material for the education and promotion among the membership of the Theme and Emphasis, including the audio-visual material used in various presentations. It shall also perform such other duties as may be assigned by the Board of Trustees.

AMENDMENT TO CIRCLE K CONSTITUTION

(Continued)

Curent Reading (Continued)

Section 11. The duties and responsibilities of Special Committees shall be those delineated by the President of Circle K International when each committee is appointed, or as may be subsequently assigned by the president. Special Committees shall report as directed to the President and, if requested, to the Board of Trustees of Circle K International.

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND21-5

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE This amendment involves a simple grammatical change.

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Current Reading-Bylaws Article XVI,  
Section 1 - Parliamentary  
Authority

The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically designed by the Constitution and Bylaws of Circle K International or outlined in the special rules of order of this organization.

Proposed Reading-Bylaws Article XVI,  
Section 1 - Parliamentary  
Authority

The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically ~~designed~~ outlined by the Constitution and Bylaws of Circle K International or outlined in the special rules of order of this organization.

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND22

AMENDMENT TO CIRCLE K BYLAWS

PREAMBLE The Circle K International Board believes this "emergency" amending clause is unnecessary and inconsistent with other K-Family policies.

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Current Reading-Article XVII, Amendments  
Section 2

Section 2. These Bylaws may also be amended by a two-thirds (2/3) affirmative vote of all International Officers duly elected and serving at that time, provided that:

- a. Such amendments may be adopted only at a regularly called meeting of the Board of Trustees, and not adopted by mail ballot or telephone conference.
- b. The amendment shall not be effective unless and until approved by the Board of Trustees of Kiwanis International.
- c. Amendments adopted by the Board of Trustees of Circle K International and approved by the Board of Trustees of Kiwanis International shall remain in force unless disapproved at the next succeeding convention of Circle K International.

Proposed Reading-Article XVII, Amendments  
Section 2

Delete Article XVII, Section 2.

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Submitted by: The Circle K International Board of Trustees

AMENDMENTS/AMEND 23



## PROPOSED AMENDMENTS

### TO THE CONSTITUTION AND BYLAWS OF KEY CLUB INTERNATIONAL

To be Submitted To The 46th Annual International Convention  
Orlando, Florida - July 5, 1989

To All Key Clubs:

The following proposed amendment to the Bylaws of Key Club International will be officially presented for action at the Annual International Convention in Orlando, Florida on Wednesday, July 5, 1989.

Copies of the proposed amendment are being sent to each active Key Club in accordance with the provisions of Articles 17 & 18 of the Constitution. At the convention, the proposed amendment will be presented to the delegate body for consideration and action.

You will note that the column parallel to the proposed amendment, the present Article and Section of the Bylaws which is referred to in the proposed amendments, is included. All proposed changes are underlined.

### BYLAWS

(Article 17, Section 1 of the Constitution reads, in part: "Bylaws, not inconsistent with the Constitution, shall be enacted and may be amended by a majority vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International.")

#### Present

#### Proposed

### ARTICLE 10. NOMINATION AND ELECTION OF OFFICERS

#### Section 3 (e)

(2) The conference shall next proceed to the consideration of candidates for the office of Trustee. The conference shall determine the number of candidates to be selected by it and submitted to the convention, provided, however, the number so selected and submitted shall not be less than the number to be elected plus one (1) and not more than the number to be elected plus three (3).

#### Section 3 (e)

(2) The conference shall next proceed to the consideration of candidates for the office of Trustee. If the Nominating Conference so desires, these selections of Trustee candidates to be submitted to the House of Delegates may include either none or both of the Presidential and Secretarial candidates previously selected by the Nominating Conference, or both of either the Presidential or the Secretarial candidates previously selected by the Nominating Conference. Hence, those dually nominated candidates' names shall appear on the ballot twice. The Conference shall determine the number of candidates to be selected by it and submitted to the convention, provided, however, the number so selected and submitted shall be in accordance with one of the following options:

BYLAWS

Present

Proposed

ARTICLE 10. NOMINATION AND ELECTION OF OFFICERS

Section 3 (e) continued

a. In the case that no Presidential or Secretarial candidates become dually nominated, the number so selected and submitted shall not be less than the number to be elected plus one (1) and not more than the number to be elected plus three (3); or

b. In the case that either the Presidential or the Secretarial candidate become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus three (3), for a total of seventeen (17) nominees, or

c. In the case that all of the Presidential and Secretarial candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five (5), for a total of nineteen (19) nominees.

(3) If in the event that the candidates whose names appeared on the ballot more than once received at least a majority of of votes in more than one office, the candidate would be elected to the highest office and thereby forfeit his candidacy for the office of Trustee.

ARTICLE 3, CLUB STRUCTURE

Present

Section 6.

In fulfilling the objectives of Key Club International, each club should complete the eight recommended Key Club projects every year in addition to its active program of school and community service.

Proposed

Section 6.

In fulfilling the objectives of Key Club International, each club should complete the eight recommended Key Club projects: Major Emphasis Programs, Model Program for Kiwanis Club, Buddy Program, Support of School, Vocational Guidance, Inter-Club Meeting, Support of Churches in Their Spiritual Aims, and Support of Home every year in addition to its active program of school and community service.

REPORT OF THE BOARD COMMITTEE ON COMMUNICATIONS AND CONVENTIONSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESSeptember 30-October 1, 1989

Dates of Committee Meeting: September 30 and October 1, 1989

Place of Committee Meeting: Indianapolis, Indiana

Present: Members - A. S. "Buddy" Ammar, Joe L. Griffeth, M.D.,  
Kenneth W. Smith, D.C.  
Chairman - C. A. Dillon, Jr.  
Staff - David Blackmer, Larry J. Horney, John E. Johnson,  
Chuck Jonak, Kelly Sears, A. G. Terry Shaffer,  
David Williams  
Other - W. J. "Wil" Blechman, M.D., Kevin W. Krepinevich,  
Noris A. Lusche

Committee Responsibilities

The Committee first conducted a general review of its responsibilities in relation to the Magazine, Advertising, Publications, Meetings and Conventions, and Public Relations departments.

Year-end Status Report

The Committee reviewed the Communications Division's Year-end Status Report, noting that the Staff's numerous accomplishments deserve commendation.

The Committee also heard a report on Immediate Past President Gene Overholt's visit with U.S. President George Bush at the White House on September 21. This meeting proved to be successful with President Gene assuring Mr. Bush that his "thousand points of light" initiative on voluntarism had the full support of Kiwanians.

In addition, the Committee discussed plans for a new editorial department in Kiwanis magazine--"CEO Corner"--which will offer practical business advice from chief executive officer to small-business owner. (See Exhibit A) The column will be introduced in the February 1990 issue.

Unfinished BusinessLong Range Plan

The Committee reviewed the Long Range Plan initiatives for the Advertising, Magazine, Meetings and Conventions, Publications, and Public Relations departments, noting that it contained numerous ideas worthy of feasibility studies. The Committee agreed, however, that three items did not merit inclusion in the plan. They are: To develop and implement a convention discount for long-term members; to develop and implement a magazine subscription discount for long-term members; and to develop and implement a plan for a minimum charge for convention transportation.

## Adjustments to 1989-90 Budget

The Committee reviewed and concurred with the Finance Committee's recommendations for adjustments to the 1989-90 budgets for Public Relations and Council.

## Information/Discussion

### 75th Anniversary Celebration

The minutes of the 75th Anniversary Committee meeting held in Orlando were reviewed. The Committee found the report to be in order and believes that plans are progressing smoothly.

### Rose Bowl Parade Float Funding

As of September 29, 1989, 7,665 Rose Parade pins and charms have been sold at \$7 each. Float sponsor plaques have also been purchased by 42 donors at \$150 each. The total net income is \$48,963.00. Staff reported that mail and phone orders for pins and charms continue at a steady pace. In addition, more than 1300 pins and charms are currently on consignment to district public relations chairmen for continued sale at district and club meetings. With almost three months remaining, it appears that the fund-raising goal for this special project will be achieved.

### World Service Medal Criteria

In response to discussion at the January 1989 Board meeting, the Committee reviewed the procedures and criteria for the Kiwanis World Service Medal and determined that the guidelines established for nominations were very broad in character. The Committee believes this is appropriate and serves as an encouragement to ensure a wide range of worthy nominations from clubs.

Because of the difficulty of selecting a winner from many worthy nominees, however, it is important for each nominee to be evaluated in a consistent manner. To accomplish this, the Committee has adopted a set of eight criteria for judging nominations (see Exhibit B). To select a recipient for recommendation to the Board, the committee members will give each nominee a score of up to 10 points for each of the criteria. The scores will be compared, and any differences will be resolved by further discussion.

So that the full Board can be familiar with the nominees, the Committee has requested staff to provide the summary of nominees and biographical sketches to each Board member prior to the January meeting. In addition, the complete supporting materials for each nominee will be placed on exhibit at the International Office during the meeting.

### 1989 Kiwanis Magazine Subscriber Study

The Committee made a general review of the June 1989 Kiwanis magazine subscriber study conducted by Aaron Cohen Marketing Services, LTD. The results continue to show strong readership interest and approval of Kiwanis International's official publication, and that the magazine's audience, is an attractive one for potential advertisers.

### New Zealand/Australia Magazine Campaign

The Committee reviewed materials that will be used to conduct the pilot Kiwanis magazine circulation campaign and readership survey among all Kiwanians in New Zealand and Australia, which was approved at the May 1989 Board meeting. The circulation campaign has started, with a letter of explanation being sent to club presidents and secretaries, and the October 1989 Kiwanis magazine being bulk mailed to clubs in those nations. This will be followed by mailings of the November/December 1989 and January 1990 issues and a readership survey.

### Andean-Central America District Magazine

The Committee discussed the proposed continuation of Kiwanis International's funding assistance for the Andean and Central America District magazine. The editor of Kiwanis Español, Alvaro Tamayo, has supplied the information requested at the May 1989 Board meeting. (See Exhibit C.) The Committee determined that the magazine is serving as a valuable tool to solidify the Kiwanis movement in that district, and that the \$500 per issue subsidy for this quarterly publication is being put to good use. In addition, the Committee suggested that staff investigate the possibility of making Kiwanis Español an "official" regional publication of Kiwanis International.

#### Recommendation #1:

The Committee recommends that no more than \$2,000 in funding be provided to the Andean and Central America District by Kiwanis International during the 1989-90 administrative year to assist in publishing its district publication, and that this amount be added to the 1989-90 Publications budget.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: 1989-90--\$2,000. Account #149-7470-03.  
Procedure: Refer to Finance Committee.

### Annual Financial Report Summary in Kiwanis Magazine

The Committee briefly discussed the amendment to the International Bylaws' Article XX, Section 2, that was adopted by delegates to the 1989 International Convention which states: "A financial summary shall be published in Kiwanis magazine prior to the annual convention." The matter was referred to the Finance Committee for review.

### European Federation Newsletter

The Committee discussed a proposal that a special European newsletter be developed and published for all European Kiwanis club members. President Noris Lusche explained that the Kiwanis International European Federation currently does not have funds available to publish its KI-E News bulletin, and he noted that it is important at this time to inform European Kiwanians about the proposed European Federation bylaw

revisions, as well as the improved relations between Kiwanis International and the European Federation. This one-time newsletter would be published in four language editions--English, French, German, and Italian--and it would replace the first 1989-90 edition of the European Bulletin for Kiwanis Officers.

Recommendation #2:

The Committee recommends that in keeping with the agreement reached between the European Federation Board and members of the Kiwanis International Board in Catania, Sicily, that Kiwanis International approve \$12,000 to be added to the 1989-90 Regional Office-Europe budget for funding of a Fall 1989 special edition of the Kiwanis International-Europe News. This newsletter will be in four languages and mailed to all European Kiwanians.

I move that Recommendation #2 be adopted.

(Adopted)

Finance: 1989-90--\$12,000. Account #190-7470-001.  
Procedure: Refer to Finance Committee.

Convention Attendance

Staff presented a report on Convention attendance, pointing to the shortage of repeat attendees and the lack of growth among delegate/non-delegate registrations. The Committee discussed the absence of scientific data which would offer concrete evidence to be used in planning and promoting the International Convention. In an effort to discover ways to improve and justify the structure, offerings, promotion, and attendance, the Committee requested that staff develop a proposal for research and analysis strategies relating to attendance and program development for future annual conventions to be presented at the January Board meeting.

St. Louis Sessions Agenda

The proposed Sessions Agenda for St. Louis was reviewed and approved (Exhibit D). Entertainment possibilities for the Sunday night opening session were discussed, and staff was requested to check availability and price of two groups: Danny Davis and the Nashville Brass and the original Canadian Brass.

The Committee noted that some complaints were received regarding the length of time some volunteer groups performed in Orlando, and staff was encouraged to limit interlude performances to a maximum of 12 minutes.

During the review of the Wednesday delegate session, the Committee unanimously agreed that the session should begin in the morning, with an 8:30 a.m. prelude and a 9:00 a.m. Call to Order.

The Committee also suggests that resolutions be presented to the delegate body in a synopsis or highlights format rather than read in their entirety.

As discussed at the St. Louis Planning Conference, the Committee reaffirmed its desire to hold the Prayer Breakfast at the Adam's Mark Hotel on Sunday morning at 8:00 a.m. The International Council Meeting will take place at the hotel immediately following the Prayer Breakfast but will not include a meal.

Superstar night will be held on both Monday and Tuesday at the Fox Theater, featuring the Gatlin Brothers. District dinners may be scheduled also on Monday and Tuesday nights. So as not to conflict with Superstar night, districts have been assigned alternate dates. The ticket will be the same as last year---\$20.

#### 1995 Convention Site Selection

Staff informed the Committee that Vancouver, B.C. declined to bid on the 1995 Convention, because recent changes in the policies of the city would prohibit them from offering Kiwanis complimentary meeting space or the room rebate necessary to cover the costs of meeting space. Vancouver has expressed a desire to bid in 1996, as they believe that the current situation will be resolved by that time.

The remaining cities were reviewed, and the Committee recommends that Atlanta and Pittsburgh receive staff site visits. A final report, with recommendations, will be presented at the January Board meeting.

#### St. Louis Convention Forum Agenda

The proposed forum schedule was reviewed and approved (Exhibit E). The Committee has requested staff to acquire Barbara Bush for the Contemporary Issues Session and, if staff is successful, to move that forum from Tuesday to Wednesday afternoon, so that more persons will stay in St. Louis for the closing session. The Committee wishes to point out that, while the overall number of forums has been reduced by combining similar topics, more forums and workshops will be repeated. Additionally, by combining topics, staff was able to make better use of the larger rooms.

#### St. Louis Registration Fees

Fees for the St. Louis Convention were discussed, and the Committee believes that the proposed increases are necessary to achieve a balanced budget. The Committee also noted that since no concrete evidence or scientific data is available at present to associate registration costs with the willingness of spouses and non-delegates to register, the fees should remain as presented. Staff was also urged to develop spouse and non-delegate programs which would be attractive and worthwhile.

#### Recommendation #3:

The Committee recommends that the St. Louis registration fees be set at \$85 for Kiwanis members and \$40 for guests and spouses, and that the late fees be set at \$100 and \$50 respectively.

I move that Recommendation #3 be adopted.

(See substitute motion below)

Finance: No impact.

Procedure: In compliance.

A substitute motion was moved, supported, and duly carried as follow:

RESOLVED, That registration fees for the 1990 St. Louis International Convention be set at \$80 for Kiwanis members and \$30 for guests and spouses, and that the late fees be set at \$90 and \$35 respectively.

Unfinished Business

Travel Procedures

The Committee reviewed the Travel Management procedures and also reviewed changes suggested by Board members which were submitted prior to the Committee meeting. Alterations to the plan are included in the final draft. (Exhibit F)

Recommendation #4:

The Committee recommends the adoption of new Procedure 905: The Travel Management Procedures, subject to review and reconsideration after one (1) year from the date of implementation (Exhibit F).

I move that Recommendation #4 be adopted.

(Adopted)

Finance: To be determined after history is established.

Procedure: Refer to Policies, Procedures, and Structures for insertion.

Respectfully submitted,

A. S. "BUDDY" AMMAR  
JOE L. GRIFFETH, M.D.  
KENNETH W. SMITH, D.C.  
C. A. DILLON, Jr., Chairman

## "CEO CORNER" GUIDELINES

### Purpose:

Kiwanis has a substantial number of members who are involved in small-business management. In past readership surveys, Kiwanis magazine readers have indicated a preference for business-oriented articles. "CEO Corner" will address this interest.

### Authors:

"CEO Corner" is written by chief executive officers for chief executive officers. These guest authors--CEOs of companies, organizations, and associations--will be selected based upon their knowledge of significant business and management issues and for their understanding of how these issues affect businesspersons worldwide.

### Topics:

Authors may propose specific topics, but the final decision is to be made by the Kiwanis magazine Executive Editor. These business-oriented topics should address issues, trends, or subjects to inform and educate chief executive officers and small-business owners. "CEO Corner" material shall include practical, new ideas and proven successes that apply to small businesses, rather than theoretical concepts.

### Contents:

"CEO Corner" must be informational and educational, spiced with business-oriented advice. For example: "How to deal with . . ." "How to find . . ." or "How to get help with . . ." Its articles must be forward-looking--not outdated--examining trends and issues that will affect businesses today and tomorrow. Attempts should be made to make articles appeal to Kiwanis magazine's international readers. An article should not be self-serving, nor should it promote an individual, a product, or a specific program or cause.

### Style:

Use anecdotes to illustrate key points or difficult subjects. Avoid legalese or "language of the trade," and avoid personal pronouns. Articles should be written to a length of 250 words.

### In-House Editing:

"CEO Corner" will be published with a byline and title line; no photograph. Each article will be given one-half page. For the first three publications the department will be placed in the front third of Kiwanis magazine; thereafter, the department will be featured in the back third of the magazine. Preferably, themes of "CEO Corner" articles will be published in a rotation of subjects: A) Financial/Taxes/Accounting; B) Marketing/Promotion/Advertising; C) Production/Technical/Mechanical; D) Personnel/Human Resources/Training; and E) Miscellaneous. The Executive Editor of Kiwanis magazine has the authority to make exceptions to these guidelines.

## THE KIWANIS WORLD SERVICE MEDAL

### CRITERIA FOR NOMINATION

Broad criteria were adopted for the Kiwanis World Service Medal to encourage the widest range of worthy nominees for consideration. Nominees should be involved in a service activity that:

1. Is actual, not merely the espousal of a position or philosophy
2. Enhances the quality of life
3. Benefits (a) a significant number of people in (b) a substantial way
4. Provides an inspiring example to others

Nominees may be either:

1. Working as a volunteer, or
2. Exercising professional skills in ways that sacrifice personal gain and exemplify outstanding dedication beyond ordinary requirements of employment or professional duty

The task of the Board Committee is to recommend a medal recipient from all the nominees who meet these general criteria. The evaluations of each Committee member are ultimately based, of course, on subjective judgement. Different members may consider one kind of service activity to be more needed than other kinds, and some aspects of a particular service activity as more important than other aspects.

It is therefore desirable to adopt guidelines for judging that will, as far as possible, permit each nominee to be evaluated on the same basis. Staff proposes a "point system" that each member can apply to each nominee. Then the final selection can be made by comparing the individual point totals and settling any differences through further discussion.

### POINT SYSTEM FOR JUDGING

The following categories and point totals are offered for consideration:

- 10 pts. -- To what degree is the service activity "actual," that is, meeting a specific need in an direct way rather than merely publicizing the need or promoting public involvement in a general way?
- 10 pts. -- How extensive is the service activity's impact, that is, how many people and how wide a geographic area is served?

- 10 pts. -- How substantially does the service activity improve the quality of life for those who are served?
- 10 pts. -- To what degree does the nominee's service involvement serve as an inspiration to others -- for example, has the nominee's involvement inspired others to join in the service activity?
- 10 pts. -- To what degree is the nominee's involvement a voluntary commitment or professional sacrifice to service?
- a) if a volunteer, to what degree has the nominee devoted him/herself to the activity?
- b) if a professional, to what degree has the nominee sacrificed considerations of a normal professional career and remuneration and exceeded the ordinary requirements of professional duty?
- 10 pts. -- Initiative: How unique is the service activity? Has the nominee found a way to address a previously neglected or largely unmet need, or is it also being served by others? Has the nominee found a new and more effective way to meet a service need?
- 10 pts. -- Creativity: How imaginative and resourceful has the nominee been in creating a response to the service need?
- 10 pts. -- Dedication: For how long has the nominee been highly involved in the service activity? How much of the nominee's personal time, assets, and energy has been devoted to the service activity?

TRANSLATION FROM SPANISH: LETTER FROM ALVARO TAMAYO C., EDITOR-PUBLISHER OF "KIWANIS EN ESPAÑOL" MAGAZINE, TO CHUCK JONAK, DIRECTOR OF PUBLICATIONS.

DATE OF DOCUMENT: September 10, 1989

DATE OF TRANSLATION: September 14, 1989

With cordial greetings for you and all our valued friends at the International Office, I thank you for your great interest in the future of "Kiwaniis en Español" as well as for your concern for my country and my family.

I am attaching the report you requested in your letter of August 24, striving to best determine what you will need. If you need anything else, I can add to it.

Our greatest concern now, supported by the International, is to increase the number of paid subscriptions and to improve our finances. We consider the income from advertising, and we need to reduce the deficit on our side. However, for explainable reasons, our ad rates need to be kept low. In fact, a considerable number of our advertisers are members of the Club. None of those of us who work on the magazine earn anything from it. We only pay outside persons.

The costs of each edition <sup>var</sup> vary according to the specifics of each one, and due to the constant increase in the commercial prices of goods, labor and services. For example, the price of paper went up 28% as of September 1. Other costs, which are not included in the report, include goodwill and PR expenses, as well as the cost of the prizes for the Gold, Silver and Bronze Page prizes (photos attached) which were instituted for our correspondents, and are in their third year.

I hope to receive good news from you soon.

SIGNATURE OF ALVARO TAMAYO C.

cc: Arthur D. Swanberg  
Robert Lee

## TRANSLATION FROM SPANISH: REPORT FROM ALVARO TAMAYO C.

DATE OF TRANSLATION: September 15, 1989

TO THE KIWANIS INTERNATIONAL BOARD COMMITTEE ON COMMUNICATIONS AND CONVENTIONS:

REPORT FROM "KIWANIS EN ESPAÑOL" MAGAZINE, EDITED BY THE KC BOGOTA D.E., FOR  
LATIN AMERICA

Expenses, Income, Distribution, Usefulness, Benefits.

1.0 EXPENSES (Based on the latest issue, No. 39)

1.1 EDITORIAL PRODUCTION: Composition of texts, diagramming, set-up, final art, photomechanics, lithographic plates, printing, finishing and packing:	\$ 850,000.00	<u>US</u> \$2,266.
1.2 DISTRIBUTION: Labels, mailing	330,000.00	880
1.3 ADMINISTRATIVE: Publicity arrangements, collections, photos, correspondence, stationery, long distance tele- phone, etc.	136,000.00	362.
TOTAL	\$1,316,000.00	<u>\$3,509.</u>

2.0 INCOME (Based on the latest issue, No. 39)

2.1 Advertising:	650,000.00	\$1,733.
2.2 Member subscriptions (partial, for 1 issue)	315,000.00	).
2.3 Contribution from Kiwanis International	193,500.00	516.6
2.4 Contribution, KC Bogotá D.E.	157,500.00	420.6
TOTAL	\$1,316,000.00	<u>\$3,509.</u>

3.0 DISTRIBUTION

3.1 Paid subscriptions	315
3.2 Governor	20
3.3 District Committee Chairmen	15
3.4 District Treasurer	2
3.5 District Secretary	2
3.6 KIARs	26
3.7 FSRs	30
3.8 Clubs (10 copies ea.)	680
3.9 Club Presidents	68
3.10 Correspondents	40
3.11 Dignitaries and officers of Kiwanis International	30
3.12 Clubs in Argentina, Brazil, Mexico, Puerto Rico, Dominican Republic, Surinam, Spain and exchanges	70
3.13 Officers of principal private businesses and public entities, politics and government (elected officials)	500
3.14 Remainder available for distribution at events, for promotion of new clubs and file copies	202
TOTAL	<u>2,000</u>

[TRANSLATOR'S NOTE: at time of printing: approx 375 Col. pesos to the dollar.]

#### 4.0 USEFULNESS

Since its foundation, the "Kiwani en Español" magazine has promoted the extension of the Kiwanis movement in the territory it covers. It disseminates news and educational information. It publishes the activities of the clubs. It serves as a means of public relations for the clubs and for the attraction of new members by means of sending complementary copies to interested persons. It is sent free of charge to District officers. It has constituted the principal activity of the KC Bogotá for 15 years.

#### 5.0 BENEFITS DERIVED FROM KIWANIS INTERNATIONAL'S SUPPORT

This economic support has permitted us to increase the number of copies printed for each edition by 25% and to increase the geographic areas covered. It is very important to have been able to stabilize the magazine's publication schedule on a quarterly basis (4 in the last administrative year) with 56-64 pages, which previously was subject to our financial uncertainty. It has been possible to provide more space for the clubs' participation, to augment the International content (Operation K-World) and maintain good editorial quality, with the addition of color.

#### 6.0 EXPLANATIONS AND COMMENTS

In 1986 the Club decided to make a major investment in the magazine, to transform it entirely and look for results which would allow us to determine whether to continue or terminate this program. By introducing color, increasing the number of pages and content, and improving it in all aspects, we obtained an encouraging response from readers and advertisers, later reinforced by the economic support of Kiwanis International.

We now have plans for other promotional and educational publications for Kiwanis. Our magazine is the result of a continuous 15-year effort. It first appeared on December 6, 1974 in Quito, Ecuador, on the occasion of the III Latin American Kiwanis Conference.

Today, we can include information from the other Latin American countries and increase our circulation there. We have already agreed on Brazilian and Argentinian correspondents, and to publish information on their clubs. We are offering the same opportunity to clubs in Mexico and the Caribbean. We hope to hear from them soon. For Brazil, we can include a pull-out section in Portuguese.

Attachments: Magazine #29 for comparison, and photos of the Gold and Silver Page awards.

PROPOSED SESSIONS AGENDA  
St. Louis, Missouri  
Page one

Sunday, June 24

OPENING SESSION (Doors open at 6:00 p.m.)

6:30 p.m.	Prelude
7:00 p.m.	*75th Anniversary Video (preceded by off stage "Welcome to the 75th Annual...")
	Introduction of the International President and First Lady
	Call to Order (Request for Courtesy)
	*Invocation/In Memoriam, George M. Sheer, Jr.
	Introduction of Board of Trustees and Wives, Kevin W. Krepinevich
	Recognition of Flags of Kiwanis Countries
	Presentation of Host Flag and National Anthem
	Introduction of Governors and wives
	Introduction of European Federation President and wife
	Welcome from the District, Robert Johnson, Governor, Missouri-Arkansas District
	*Presentation of World Service Medal
	Announcements
	Entertainment
	Adjournment

\*Indicates changes

PROPOSED SESSIONS AGENDA  
St. Louis, Missouri  
Page two

Monday, June 25

CONVENTION SESSION (Doors open at 8:00 a.m.)

8:30 a.m.	Prelude
9:00 a.m.	Call to Order
	Invocation
	Greetings from European Federation
	*Address, Key Club International President
	Recognition of Honor Clubs and Presentation of Awards, Gene R. Overholt, Immediate Past President
	Recognition of Legion of Honor Members (standing recognition)
	President's Address, Noris A. Lusche
	Musical Entertainment
	Greetings from Rotary International
	Speaker, Merlin Olsen
	Announcements
	Adjournment

\*Indicates change

PROPOSED SESSIONS AGENDA  
St. Louis, Missouri  
Page three

Tuesday, June 26

DELEGATE SESSION (Doors open at 8:00 a.m.)

8:30 a.m.

Prelude

9:00 a.m.

Call to Order

Invocation

\*Introduction of International Committee Chairmen

\*Address, Circle K International President

Report of the International Treasurer and Report of the  
Committee on Finance, John D. Morton, Sr.

Report of the International Secretary, Kevin W.  
Krepinevich

Musical Entertainment

Report of the Committee on Credentials, Alvin Kroeter,  
Chairman

Presentation of Proposed Amendments, Members of the Board  
of Trustees

Announcements

Adjournment

\*Indicates change

PROPOSED SESSIONS AGENDA  
St. Louis, Missouri  
Page four

Wednesday, June 27

DELEGATE SESSION (Doors open at 8:00 a.m.)

8:30 a.m.

Prelude

9:00 a.m.

Call to Order

Invocation

Report of the Committee on Credentials, Alvin Kroeter,  
Chairman

First Report of the Conference on Nominations  
(Nominations for Officers above the level of Trustee),  
Kevin W. Krepinevich

Nomination and election of Officers above the level of  
Trustee

\*Introduction of Kiwanis International Foundation Board

\*Presentation of Kiwanis International Foundation Tablet  
of Honor and George F. Hixson Fellows

\*Presentation of Robert P. Connelly Medal

\*Report of Committee on Resolutions (**highlights** of Resolu-  
tions only)

Second Report of the Conference on Nominations  
(Nominations for the Office of Trustee), Kevin W.  
Krepinevich

Nomination and election of Trustees

Announcements

Adjournment

\*Indicates change

PROPOSED SESSIONS AGENDA  
St. Louis, Missouri  
Page five

Wednesday, June 27

CLOSING SESSION (Doors open at 6:00 p.m.)

6:30 p.m.

Prelude

7:00 p.m.

Call to Order

Invocation

Introduction of Past Presidents and Wives

On-to-Anaheim, Robert Gibbons, 1991 Host Committee  
Chairman

Report by the Committee on Elections, Alonzo J. Bryan,  
Chairman

Presentation of Officers-designate

Address by the President-designate, Wil Blechman

Convention Slide Show

Benediction

Auld Lang Syne

1990 INTERNATIONAL CONVENTION FORUMS,  
OPEN DISCUSSIONS, AND TRAINING SESSIONS

Review of 1989 Sessions

Kiwanians who attended the 1989 International Convention generally expressed a very positive reaction to the 52 scheduled forums, open discussions, and training sessions. Continued efforts to design programs with concrete and clearly stated objectives and to invite panelists based solely on their content expertise and verbal skills are paying dividends.

Of the 52 programs, at least 35 were at or above seating capacity. Training programs for incoming club and district officers and programs that had a direct bearing on common club issues and concerns (new membership, retention, increased member involvement, orientation programs for new members, spiritual aims, etc.) played to overflow crowds. Special interest service program areas such as Special Olympics and Children's Miracle Network Telethon did not draw well, but the program on the 1989-90 Major Emphasis Program had a full house. It would appear that programs on Kiwanis history, 75th Anniversary, and on sponsored youth programs attract special segments of attendees, but could be held in somewhat smaller rooms. Finally, certain programs listed under forums and training sessions were really meetings for special groups such as incoming international committees, on-to-convention chairmen, and orientation programs for non-English speaking Kiwanians.

Suggested Changes for 1990

To better meet the needs and interests of Kiwanians and to further improve the quality and practical value of programs, the following suggestions might be considered:

1. Forums and training sessions should focus on club issues and concerns and the training of incoming club and district officers.
2. Wherever possible, topics should be combined and the time for topics expanded from 75 to 90 minutes.
3. To meet demand, fewer topics should be presented and most of these should be repeated. To maintain consistent quality, the same volunteers should be utilized as panelists. Therefore, topics should be repeated only twice.
4. Programs intended as meetings for special groups should be listed separately in the program as special meetings.
5. Each program should have clearly stated objectives based upon what those attending will take with them of practical value.
6. The Convention Department budget should contain a separate line item for audiovisuals to encourage use of audiovisuals in the sessions.

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7. Meaningful handouts should be developed for distribution at each session.
8. "Meet the Candidates" should begin at 1:00 p.m. so those attending 1:30 p.m. sessions would have the opportunity to visit with candidates for office.

Comparison of Room Availability and Capacity (Orlando vs. St. Louis)

St. Louis will provide one additional room compared to Orlando, and overall seating capacity will expand to 5,540 from 4,447 in Orlando. Room availability for forums will be dependent on the location and timing of other events such as luncheons and "Showtime." Also, the scheduling of delegate sessions could have a significant impact on the forums, open discussions, and training sessions. For example, if the Wednesday Delegate Session was moved from the afternoon to the morning, there is a good possibility that attendance at Wednesday's forums would suffer a significant decline. Also, if sessions are expanded to two hours, there is a likelihood that we would be able to offer only one set of programs per day.

Room comparisons between Orlando and St. Louis appear below:

<u>Orlando</u>	<u>St. Louis</u>
1 room @ 172 theatre	4 rooms @ 100 theatre each
2 rooms @ 180 theatre each	4 rooms @ 275 theatre each
5 rooms @ 198 theatre each	6 rooms @ 480 theatre each
1 room @ 224 theatre	1 room @ 540 theatre
1 room @ 366 theatre	1 room @ 620 rounds of 10
1 room @ 533 theatre	
1 room @ 540 theatre	
1 room @ 310 rounds of 10	
1 room @ 400 rounds of 10	
<hr/>	
15 rooms @ total capacity of 4,447	16 rooms @ total capacity of 5,540

BREAKDOWN OF FORUMS AND TRAINING SESSIONS

I. Training of Club and District Officers

1990-91 Club President	Sun.	1:30 - 3:00	620 (R of 10)
Training	Mon.	3:15 - 4:45	620 (R of 10)
	Tues.	3:15 - 4:45	620 (R of 10)
1990-91 Lieutenant Governor Training	Sun.	1:30 - 3:00	540 Theatre

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I. Training of Club and District Officers (Con't)

Basics for New Club Secretaries	Mon.	3:15 - 4:45	480 Theatre
Current Club Presidents and Secretaries	Mon.	3:15 - 4:45	540 Theatre

II. Service Projects and Programs

1990-93 Major Emphasis Program	Mon.	1:30 - 3:00	550 Theatre
	Wed.	1:30 - 3:00	540 Theatre
Human and Spiritual Values Projects	Mon.	1:30 - 3:00	480 Theatre
	Tues.	3:15 - 4:45	480 Theatre
Successful Community and Youth Service Projects	Mon.	3:15 - 4:45	480 Theatre
	Wed.	3:15 - 4:45	540 Theatre

III. Growth

1990-91 KIAR and Lieutenant Governor Training on New Club Building	Sun.	3:15 - 4:45	540 Theatre
Recruiting and Retaining Members	Mon.	1:30 - 3:00	620 (R of 10)
	Tues.	1:30 - 3:00	620 (R of 10)
	Wed.	1:30 - 3:00	620 (R of 10)

IV. Sponsored Organizations

Sponsored Youth	Sun.	3:15 - 4:45	480 Theatre
	Tues.	1:30 - 3:00	480 Theatre
	Wed.	1:30 - 3:00	480 Theatre
Kiwanianne Clubs	Wed.	1:30 - 3:00	275 Theatre

V. Club Issues and Concerns

Stimulating More Active Member Involvement	Sun.	3:15 - 4:45	480 Theatre
	Tues.	1:30 - 3:00	540 Theatre
Public Relations	Mon.	1:30 - 3:00	480 Theatre
Club Bulletins	Tues.	3:15 - 4:45	480 Theatre

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IV. Club Issues and Concerns (Con't)

How to Build the	Mon.	1:30 - 3:00	480 Theatre
Club's Administrative	Wed.	1:30 - 3:00	480 Theatre
Account			
Fund Raising	Tues.	1:30 - 3:00	480 Theatre
	Wed.	3:15 - 4:45	480 Theatre
Orientation Program	Mon.	3:15 - 4:45	550 Theatre
for New Members	Tues.	3:15 - 4:45	480 Theatre
Liability Insurance	Mon.	3:15 - 4:45	480 Theatre
	Tues.	1:30 - 3:00	275 Theatre
Conducting the Club	Mon.	3:15 - 4:45	275 Theatre
and Community Analyses	Tues.	1:30 - 3:00	480 Theatre
Conducting Successful	Tues.	3:15 - 4:45	480 Theatre
Club and Board Meetings	Wed.	3:15 - 4:45	480 Theatre

V. Others

Kiwanis International	Sun.	3:15 - 4:45	275 Theatre
Resolutions and			
Amendments			
Forum for Spouses	Mon.	1:30 - 3:00	540 Theatre
Ask the Experts	Mon.	3:15 - 4:45	275 Theatre
Contemporary Issue	Tues.	3:15 - 4:45	540 Theatre
Program			
Kiwanis History	Tues.	3:15 - 4:45	275 Theatre
Club Success Stories	Tues.	3:15 - 4:45	480 Theatre
Why You Should Want	Wed.	3:15 - 4:45	275 Theatre
to be a District			
Governor			
Why You Should Want	Wed.	3:15 - 4:45	275 Theatre
To Be a Lieutenant			
Governor			

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Draft Schedule

<u>Day</u>	<u>Time</u>	<u>Location</u>	<u>Seating Capacity</u>	<u>Title</u>
SUNDAY	1:30 - 3:00	121,122,123 125,126,127	620 (R of 10)	1990-91 Club Presidents Training
	1:30 - 3:00	261,262 265,266	540 Theatre	1990-91 Lieutenant Governor Training
	3:15 - 4:45	261,262, 265,266	540 Theatre	1990-91 KIAR and Lieutenant Governor Training on New Club Building
	3:15 - 4:45	121,122,123 125,126,127	620 (R of 10)	1990-91 Int.'l Committees
	3:15 - 4:45	274	480 Theatre	Sponsored Youth
	3:15 - 4:45	275	480 Theatre	Stimulating More Active Member Involvement
	3:15 - 4:45	260	275 Theatre	Kiwanis Int.'l Resolutions and Amendments
MONDAY	1:30 - 3:00	261,262 265,266	540 Theatre	Forum for Spouses
	1:30 - 3:00	120,124	550 Theatre	1990-93 Major Emphasis Program
	1:30 - 3:00	121,122,123 125,126,127	620 (R of 10)	Recruiting and Retaining Members
	1:30 - 3:00	274	480 Theatre	Public Relations
	1:30 - 3:00	275	480 Theatre	Human and Spiritual Values Projects
	1:30 - 3:00	276	480 Theatre	How to Build the Club's Administrative Account
	3:15 - 4:45	120,124	550 Theatre	Orientation Program for New Members

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<u>Day</u>	<u>Time</u>	<u>Location</u>	<u>Seating Capacity</u>	<u>Title</u>
MONDAY (CON'T)	3:15 - 4:45	274	480 Theatre	Liability Insurance
	3:15 - 4:45	275	480 Theatre	Successful Community and Youth Service Projects
	3:15 - 4:45	276	480 Theatre	Basics for New Club Secretaries
	3:15 - 4:45	261,262 265,266	540 Theatre	Current Club Presidents and Secretaries
	3:15 - 4:45	260	275 Theatre	Ask the Experts
	3:15 - 4:45	264	275 Theatre	Conducting the Club and Community Analyses
	3:15 - 4:45	121,122,123 125,126,127	620 (R of 10)	1990-91 Club President Training
TUESDAY	1:30 - 3:00	261,262 265,266	540 Theatre	Stimulating More Active Member Involvement
	1:30 - 3:00	121,122,123 125,126,127	620 (R of 10)	Recruiting and Retaining Members
	1:30 - 3:00	130	480 Theatre	Fund Raising
	1:30 - 3:00	131	480 Theatre	Conducting the Club and Community Analyses
	1:30 - 3:00	132	480 Theatre	Sponsored Youth
	1:30 - 3:00	260	275 Theatre	Liability Insurance
	3:15 - 4:45	121,122,123 125,126,127	620 (R of 10)	1990-91 Club President Training
	3:15 - 4:45	261,262 265,266	540 Theatre	Contemporary Issue Program
	3:15 - 4:45	130	480 Theatre	Conducting Successful Club and Board Meetings

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<u>Day</u>	<u>Time</u>	<u>Location</u>	<u>Seating Capacity</u>	<u>Title</u>
TUESDAY (CON'T)	3:15 - 4:45	131	480 Theatre	Orientation Program for New Members
	3:15 - 4:45	132	480 Theatre	Human and Spiritual Values Projects
	3:15 - 4:45	274	480 Theatre	Club Bulletins
	3:15 - 4:45	260	275 Theatre	Kiwanis History
	3:15 - 4:45	275	480 Theatre	Club Success Stories
WED.	1:30 - 3:00	261,262 265,266	540 Theatre	1990-93 Major Emphasis Program
	1:30 - 3:00	121,122,123 125,126,127	620 (R of 10)	Recruiting and Retaining Members
	1:30 - 3:00	130	480 Theatre	Sponsored Youth
	1:30 - 3:00	131	480 Theatre	How to Build the Club's Administrative Fund
	1:30 - 3:00	264	275 Theatre	Children's Miracle Network Telethon
	1:30 - 3:00	260	275 Theatre	Kiwanianne Clubs
	3:15 - 4:45	260	275 Theatre	Why You Should Want To Become a District Governor
	3:15 - 4:45	264	275 Theatre	Why You Should Want to Become a Lieutenant Governor
	3:15 - 4:45	261,262 265,266	540 Theatre	Successful Community and Youth Service Projects
	3:15 - 4:45	130	480 Theatre	Fund Raising
	3:15 - 4:45	131	480 Theatre	Conducting Successful Club and Board Meetings

WPFILE/B:CV-REVW

**EXHIBIT F**

Exhibit F of the Report of the Board Committee on Communications and Conventions, "Procedure 905, The Travel Management Procedures iw now Exhibit #29 of the September 30-October 4 and 8, 1989, Minutes.

Procedure 905: THE TRAVEL MANAGEMENT PROCEDURES

Designated Agent \_\_\_\_\_

Telephone for Reservations \_\_\_\_\_

24-hour Service \_\_\_\_\_

Philosophy

Travel is a necessary part of doing business, but it should be undertaken with careful consideration.

Effective and sensible control of expenses is a very important part of business and significantly contributes to sound fiscal policies. It is the responsibility of Kiwanis International, both volunteer and staff, to control expenses where possible.

Travel is one of the largest expenses in every company, therefore this policy is designed to provide an official statement covering all business related travel and to provide best value for the dollar.

When travel and other business expenses are necessary, it is the responsibility of each person to incur expenses that are reasonable and justifiable in relation to the business being conducted.

All exceptions to the policies and procedures of this document must have prior approval by the International Secretary or his designate with the exception of those pertaining to the Board of Trustees whose exceptions must be approved by the International President or his designate. All exceptions must be noted and explained in the expense report.

This procedure is effective \_\_\_\_\_ and remains in effect for one year.  
(Date)

### TRAVEL PROCEDURES

These procedures apply to all persons traveling in an authorized status for Kiwanis International or any of its Sponsored Organizations, including but not limited to Key Club International or Circle K International.

1. Kiwanis International Officers and Board of Trustees.
2. Kiwanis International Staff.
3. Kiwanis International Council participants.
4. Past International Presidents.
5. Secretaries Emeriti.
6. Governors-elect for annual Indianapolis Training Seminar.
7. International Committee Chairpersons and Committees.
8. Special Assignments by International President.
9. Participants in all special events authorized by the International President and where reimbursement is made.
10. Kiwanis International Foundation Board.
11. Circle K and Key Club members and advisors.

All Kiwanis International travelers must submit a personal profile to \_\_\_\_\_, showing preferences and special requests before  
(Agency)  
arranging travel. Profile requests will be honored when practical. These forms will be sent by the designated agent and updated annually or upon request of traveler.

All travel should be scheduled as far in advance as possible, taking into account the business mission and traveler's personal travel availability and must be made through \_\_\_\_\_, the Kiwanis International designated agency. Billing for all authorized air travel will be made directly to Kiwanis International.

Kiwanis International will not reimburse travel expenses incurred through any other agency without approval from the International President, International Secretary or their respective designates as previously described in paragraph 5 of the philosophy section of this document.

Kiwanis International Travel Procedures are on file with \_\_\_\_\_ and will be monitored by both (Agency) the agency and Kiwanis International. Each transaction will be recorded by the agency: fare offered, fare accepted/refused, savings earned, and reasons.

Hotel reservations, and ground transportation (car rental, rail, local tour arrangements, limousine), can, if practical, be arranged with \_\_\_\_\_.

(Agency)

Reservations can be made directly with \_\_\_\_\_, (Agency) either by sending a travel request form or by calling \_\_\_\_\_. If out of U.S., individual services will be established according to locale and need, however, the traveler may make such emergency travel plans as the circumstances may require. Travel forms will be sent prior to scheduled meetings and are available upon request from the International Office.

#### GUIDELINES FOR AIR TRAVEL

Class of Service

Policy:

The authorized class of service for Kiwanis International business is the "Very Lowest Fare" or day coach, economy, or the equivalent with meals.

\_\_\_\_\_ should be advised of cancellations as soon as possible. (Agency)

Frequent flyer programs should never, in any way, influence airline choices when an acceptable alternative exists at a lower cost. Refusal of a lower rate will be documented and included in a monthly management report. If the cost is the same, the traveler's preference will be honored.

Travelers should request and accept the "Very Lowest Fare" offered at the time requested. Acceptable reasons for refusal may include:

1. Scheduled times of meetings do not coincide with flight times.
2. Flight times are before 6:30 a.m. and after 11:00 p.m. (or two hours before and after these times, according to schedule requirements.)
3. Layover time exceeds 1-1/2 hours or under 40 minutes.
4. Lowest fare flights are sold out or cancelled prior to trip or during travel.
5. A domestic flight plan includes more than 1 plane change.
6. Type of aircraft.
7. Airline carrier.
8. Conflicts with traveler's business needs.

Most "Very Lowest Fares" often preclude the use of any "OPEN" segments on the air ticket. Therefore, "OPEN" segments which are more expensive are discouraged.

A trip should not be extended only to take advantage of a lower fare unless the savings would be sufficient to cover the cost of added hotel and meal expenses.

All non-reimbursable tickets requested for spouse or other family members should be charged to the individual's personal account. When making a reservation, inform the agent that you wish to charge fares to your

personal credit card for those not covered by Kiwanis International.

Approved air travel for Kiwanis business will be billed directly to Kiwanis International.

The extension of a Kiwanis International business trip for personal reasons is permissible so long as the airfare charges to Kiwanis International are no more expensive than from the original return location, and all auto, hotel, meal, and additional airfare attributable to the personal trip are paid directly by the individual.

Any time a change in routing after departure is required, a copy of the revised ticket plus charge/credit slip should be provided to Kiwanis International with the Expense Account as well as a statement giving the reason (business or personal) for the change indicated on the charge/credit slip.

In keeping with the best interest of Kiwanis International, no more than three Board members should travel together on the same flight.

Airline tickets are to be treated as cash. Lost or missing tickets should be reported to the Kiwanis International Secretary or \_\_\_\_\_ (Agency) immediately. Unused tickets should be returned immediately to the agent.

#### HOTEL ACCOMMODATIONS

\_\_\_\_\_ is able to make hotel reservations at \_\_\_\_\_ (Agency) special corporate and/or discount rates throughout the world. Therefore persons traveling for Kiwanis International are encouraged (but not required) to make hotel reservations at the same time as airline arrangements.

Selection of hotels should be based upon comfort and convenience, meeting both business and personal needs at good value. For a list of preferred hotels in any city, call \_\_\_\_\_ for rates and reservations.

All hotel reservations made with \_\_\_\_\_ will be guaranteed \_\_\_\_\_ (Agency) for late arrival by using the traveler's credit card number. A reserved room which will not be used, must be cancelled. A cancellation number must be

requested and recorded as proof of cancellation. Travelers failing to cancel a reservation, or advising the Kiwanis International Secretary or

\_\_\_\_\_ to do so, could be held personally responsible for  
(Agency)  
any no-show charges incurred.

Kiwanis International will reimburse actual room rental costs supported by the hotel bill for each day that lodging away from home is required for Kiwanis business reasons. The daily cost of lodging includes only the single occupancy room rate and applicable taxes, except when ones spouse is an authorized traveler. Kiwanis International will also reimburse travelers for incidentals related to travel: laundry, telephone, tips, valet service, and meals. In lieu of meal costs, Kiwanis International may pay a per diem. Standard and/or moderately priced accommodations are considered the norm. Rooms with prestige locations, suites, or other larger accommodations must be authorized in writing by the International President, International Secretary or their designate. All lodging, taxes, and incidentals will be paid for by travelers and submitted with receipts on the official expense report.

If accommodations are to be shared with a spouse or other person(s) who are not on Kiwanis business, the traveler is responsible for payment of any rate differences between single and double/twin rate. This amount is due upon receipt of the Expense Report.

On occasion a traveler may wish to stay at the home of friends or relatives while on a business trip. This is acceptable and, if a gift is given or any entertainment costs are incurred, that cost may be included on the Expense Report under "Other Expenses" with the notation "Gift in Lieu of Lodging." In all cases the gift or entertainment would cost less than hotel room rental.

RENTAL CARS/GROUND TRANSPORTATION

\_\_\_\_\_ may also reserve rental cars.  
(Agency)

The cost of rental cars is reimbursable when the nature of the trip is such that the use of public transportation (trains, buses, subways, and taxis) is not practical, more expensive, or when desired by the traveler, provided the traveler pays any costs which exceed the cost of public transportation.

Kiwanis Association discounts are available through \_\_\_\_\_  
(Agency)  
and many of the major car rental companies. Insurance coverage is not necessary, when \_\_\_\_\_ provides that service; there-  
(Agency)  
fore, the purchase of optional insurance will not be reimbursed. Travelers should provide coverage through their personal car insurance for rental cars.

Railroad Travel

Although not used extensively, train travel should be considered for short distances.

In these situations, the most reasonable class should be taken. (In Europe, first class is acceptable and speedy/express trains are recommended.)

RESERVATION PROCEDURE

Designated Agent \_\_\_\_\_.

Procedures for making reservations:

All reservations for airline travel must be made with \_\_\_\_\_  
(Agency)  
unless exceptions are approved in advance by the International President,  
International Secretary, or their designate.  
(Agency)  
They may be made by mailing the Kiwanis International Travel Request form to:

\_\_\_\_\_  
\_\_\_\_\_  
Indianapolis, IN

Attention: \_\_\_\_\_

or by calling 1-800-\_\_\_\_ Monday thru Friday 8:00 a.m.-5:00 p.m. Eastern  
Standard Time or 1-800-\_\_\_\_ after working hours and weekends. FAX #  
\_\_\_\_\_. You must identify yourself as a Kiwanis traveler and  
refer to the personal profile you placed with the \_\_\_\_\_.

(Agency)

All travelers should have a traveler's profile with \_\_\_\_\_,  
(Agency)  
complete with preferences and special requests, frequent flyer numbers,  
seating preferences, and smoking or non-smoking.

All tickets, hotels, and car rentals should be placed at the same time  
so that complete itineraries can be created.

\_\_\_\_\_ will confirm reservations and requests and  
(Agency)  
deliver or express tickets and itineraries to travelers. The traveler should  
check for errors after receiving his/her packet and immediately inform  
\_\_\_\_\_ if problems occur.  
(Agency)

Airline transportation will be paid by Kiwanis International to  
the agent. All other costs should be paid by the traveler. Kiwanis Inter-  
national will receive the agency statements and a complete report of all  
transactions and reimburse the agency. Kiwanis International will pay all  
other costs directly to the traveler. Individual transaction reports will be  
available on request.

REPORT OF COMMITTEE ON  
KIWANIS INTERNATIONAL'S 75TH ANNIVERSARY  
TO THE INTERNATIONAL BOARD OF TRUSTEES

September 30-October 4, 1989

Date of Committee Meeting: June 24, 1989

Place of Committee Meeting: Unicorn Room, Stouffers Resort Hotel,  
Orlando, Florida

Present: Ex-Officio Members: Anton J. "Tony" Kaiser, William A.  
Thacher, and A. M. "Andy" Waters

Members: Raymond B. Allen, R. Tyler Bland, Jr.,  
L. A. Hapgood, Noris A. Lusche,  
William L. Martin, R. P. "Reg" Merridew,  
Ted R. Osborn, Richard L. Prada, and  
John T. Roberts

Consultants: Egon Kuzmany

Chairman: James D. Heymes

Staff: David L. Blackmer, Larry J. Horney,  
Kevin W. Krepinevich, Patricia J. Nash,  
and A. G. Terry Shaffer

Guest: Arthur D. Swanberg, Chairman, Board  
Committee on Communications and Conventions

Chairman's Welcome and Remarks

Chairman Jim Heymes welcomed the Committee members to the last scheduled Committee meeting. Special greetings were extended to Consultant Egon Kuzmany and to California-Nevada-Hawaii Governor Dick Prada, who was added to the Committee membership. Chairman Jim also conveyed the good wishes of the Honorary Chairman, Past International President Walter Ray, and Consultant, Past International President Bob Weber, and reviewed the three-fold objectives of the Committee:

1. To celebrate the 75th Anniversary of Kiwanis by appropriate functions, projects, and activities at club, division, district, and International levels;
2. To increase pride of membership worldwide;
3. To celebrate the 50th Anniversary of the Kiwanis International Foundation.

### Kiwanis International Foundation Plans for 50th Anniversary

Tyler Bland, 1988-89 President-elect of the Kiwanis International Foundation, reported on activities that had been approved by the KI Foundation Board for the 50th Anniversary of the Foundation. These activities are designed by the Foundation as being in support of Kiwanis' 75th Anniversary. They are:

- Adoption of substance abuse by children as a service focus, with Kiwanis International Foundation promotions during the Anniversary year featuring this theme;
- Request of clubs for a \$7.50 per-member donation to the Foundation during the Anniversary year, with an appropriate banner patch awarded to clubs who attain a donation of \$7.50 per member;
- Effort to obtain individual donations of \$75, with a poster depicting the cover of the January, 1990, Kiwanis Magazine awarded to these donors.

It was emphasized that these special activities will be undertaken in addition to the ongoing Foundation programs.

### 75th Anniversary Kit

Preliminary copies of the 75th Anniversary kit were distributed to the Committee and the contents enumerated and described by staff. It was noted that the kit will be mailed to 1988-89 club secretaries during the first week of August, to be passed on to 1989-90 club presidents. In addition, kits will be mailed to the following: International Boards of Kiwanis, Foundation, Key Club, and Circle K; Past International Presidents; International Committees; district officers; district chairpersons of 75th Anniversary; and district Public Relations chairpersons. Translations of appropriate materials will also be done.

### Comments by President-elect Lusche/Sale of Rose Parade Float Pins

President-elect Noris Lusche expressed sincere appreciation to the Committee for all its efforts. He emphasized his concern over sales of Rose Parade float pins to date and stated his desire for additional promotion of the pins and individual donor plaques.

Following discussion, the Committee recommended that Rose Float pins be sold at district conventions with the consent of the current governors, and that governors-elect be responsible for consignment of the pins. It was suggested that the number of pins to be consigned be based on a formula of one pin for every four attendees at 1988 district conventions.

### 75th Anniversary Supplies Items

Chairman Heymes displayed samples of supplies items created for the 75th Anniversary, namely: coffee cup, pocket calendar, T-shirt,

bannerette, silver and bronze medallions, key chain, golf cap, pin/charm, and stickers. He stated that a ball point pen and all-purpose plaque are being developed. 75th Anniversary items will be sold at the October 5-8 Council Meeting and at the Detroit events in January, 1990, and through the Official Supplies Catalog. The Supplies Department was commended for its efforts in developing these items.

#### Anniversary Commemorative Stamp (U.S.)

Staff reported that according to a section of the U.S. Postal regulations, adopted June 19, 1988, service clubs are among the groups that do not qualify for any type of commemorative stamp. Efforts to obtain a stamp began at least five years ago and were intensive, exhaustive, and widespread but without success.

#### Congratulatory Message from U.S. President Bush and Other Messages/Proclamations

Staff reported that appropriate officials at the White House have agreed that President Bush will provide a videotaped congratulatory message to Kiwanis in honor of our 75th Anniversary. A proposed text has been forwarded, and it is hoped that the message will be received prior to October 1. It was suggested by Chairman Heymes that this message should first be shown at the Detroit events.

The Committee also noted that each 1989-90 district governor has been requested to attempt to secure a proclamation commemorating the 75th Anniversary from state/provincial governors and/or other heads of state throughout the Kiwanis world. These will be displayed January 20-21, 1990, in Detroit.

#### Rose Parade Float

An enlarged photograph of the builder's concept of Kiwanis' 75th Anniversary float was displayed at the meeting, and Dick Prada reported that the construction is progressing in good order.

Following discussion as to the individuals who are to ride on the float, the Committee resolved that those persons are to be as follows: the California-Nevada-Hawaii District Key Club Governor, Circle K Governor, Keywanette Governor, Builders Club representative (who wins an essay contest in the California-Nevada-Hawaii District), and a representative of the Braille Institute. An additional five seats will be sold and funds retained by the California-Nevada-Hawaii District for float expenses. This pattern is consistent with that followed in the past several years.

#### Promotions at the Orlando Convention

Chairman Heymes briefly noted the promotion for the 75th Anniversary which will take place at the Orlando Convention, specifically:

- A booth in the exhibit hall;
- Supplies for sale at the Supplies Booth;
- A forum;
- Emphasis on the 75th Anniversary in President-designate Noris Lusche's address on the closing evening (Wednesday, June 28, 1989).

The Committee expressed its approval of this excellent exposure.

#### Continuing Promotional Role of Committee

Committee members agreed to accept the role of promoting the 75th Anniversary throughout 1989-90. Accordingly, members will each be assigned several districts with which to communicate. These assignments will be made by September 1 and communicated to the Committee.

Staff noted that on a regular basis, a special "Bulletin" will be mailed to each 75th Anniversary district chairperson and 1989-90 governors. The bulletin will highlight success stories, projects, and other activities, as well as pinpointing what ideally should be emphasized in districts. It was noted that the first issue of this publication had been mailed in early June and the second will be sent during the second week of July, 1989.

#### Detroit Events

The Committee learned that a detailed letter to members of the Service Club Leaders Conference inviting representatives to attend the Detroit events will be mailed shortly after the Orlando Convention. Judging from preliminary informal inquiries to and from Service Club Leaders Conference members, a very good response may be expected.

On the subject of ticket sales for the banquet, since seating is limited to 2,000 persons in the Westin Ballroom, the Committee suggested a ticket allotment system for districts be utilized.

Following discussion, the Committee resolved that reserved tickets should be held until October 1 for the official family of each district. Enough tickets would still be available for Kiwanians other than district officers, so such a plan would not result in reserving all available tickets. Following October 1, all tickets would revert to a "first-come, first-served" basis. The Committee requested that each 1989-90 governor be informed of this plan. (NOTE: BECAUSE OF MAILING SCHEDULES AND TIME FRAMES, THE DATE OF NOVEMBER 1 WAS ULTIMATELY ESTABLISHED BY STAFF AFTER CONFERRING WITH CHAIRMAN HEYMES.)

Some additional clarification and discussion regarding the Detroit events schedule took place. Agendas for the Saturday afternoon

session, Saturday evening banquet, and Sunday prayer breakfast are attached as Exhibits A, B, and C, respectively.

The Committee learned that a special souvenir, tentatively a clock with appropriate logo and wording, would be given to each person attending the Saturday evening gala banquet on January 20, 1990.

Several classes of governors, including those from 1988-89 and 1989-90, as well as the Past International Presidents, plan dinners for Friday evening, January 19, 1990, and those planning these events will be urged to communicate details early to everyone involved. The Kiwanis International Foundation Board will arrive on January 18 and hold their meeting on January 19-20, 1990.

#### 1989-90 Budget

Chairman Heymes reviewed the 1989-90 budget as approved by the Kiwanis International Board at its May, 1989 Meeting. It is attached as Exhibit D. A shortfall of \$6,706 was noted, and Chairman Jim stated that the host committee felt comfortable that this amount is attainable through contributions. In addition, he emphasized that every effort will be made to reduce expenses wherever possible. It was noted that registration fees and prayer breakfast costs for the members of the 75th International Committee members and spouses would be paid.

The Chairman concluded by expressing profound thanks to all committee members for their efforts and to staff for implementing the plans which had been approved.

Respectfully submitted,

James D. Heymes, Chairman



EXHIBIT A

SATURDAY AFTERNOON PROGRAM

Westin Hotel, Detroit, Michigan, January 20, 1990

1:30 - 1:45	Musical Prelude:	Orchestra or Band from Detroit Area
1:45 - 1:50	Presiding:	President, Kiwanis Club of Detroit
1:50 - 1:55	Invocation:	Michigan District Spiritual Aims Chairman
1:55 - 2:25	Presentation of the Flags:	Presentation of Flags of Kiwanis Nations R. P. Merridew, Secretary Emeritus and Past President, Kiwanis Club of Detroit
	Anthem:	The Star Spangled Banner
2:25 - 2:35	Welcome:  (Gene Overholt presiding to close)	Past International President Walter J. L. Ray (Honorary Chairman of the 75th Anniversary Committee) and Immediate Past International President Gene Overholt
2:35 - 2:45	Introduction of District Governors Present:	Roy Klay, Governor, Michigan District
2:45 - 2:55	Introduction of President of the Kiwanis Inter- national Foundation	Tyler Bland will give a brief statement about the 50th Anniversary of the activation of the Foundation
2:55 - 3:10	Musical Selection	
3:10 - 3:30	Greetings from Areas of Kiwanis: 1. Canada with special reference to founding of the first club and recognition of the date when the Internationality of Kiwanis began 2. Europe 3. Asia-Pacific Area 4. South America	
3:30 - 3:45	Highlights of Kiwanis History:	Brief presentation of major historical facts, Larry Hapgood, Associate Secretary Emeritus
3:45 - 3:50	Introduction of the President of Kiwanis International and the President's Comments	
3:50 - 4:00	Finale	A selected Kiwanis song with audience participation



EXHIBIT B

SATURDAY EVENING BANQUET

Westin Hotel, Detroit, Michigan, January 20, 1990

5:45 - 6:45	Reception
	(banquet hall doors open following reception)
7:00 - 7:20	*Introduction of Kiwanis International Board and Kiwanis International Foundation Board -- Kevin Krepinevich
7:20 - 7:22	Welcome and Call to Order by Detroit #1
7:22 - 7:25	Invocation -- George Scheer, Chairman, International Committee, Human and Spiritual Values
7:25 - 8:25	Meal
8:25 - 8:40	**Introduction of Past International Presidents -- Jim Heymes
8:40 - 8:45	***Official Welcome to Detroit and Michigan
8:45 - 9:00	Video of Kiwanis History
9:00 - 9:20	Introduction of President Noris Lusche and his Remarks
9:20 - 10:05	Entertainment
10:05 - 10:10	Benediction -- President of Detroit #1
	Auld Lang Syne
10:10	Dancing

NOTES

- \* - Introductions include wives, also Sponsored Youth Presidents. As introduced, the individual(s) will stand briefly at their seats, then be seated.
- \*\* - Introductions include spouses of Past Presidents. Past Presidents and spouses to be brought onto stage, in reverse order, ending with Walter Ray, who will cut the birthday cake.
- \*\*\* - The welcome by either the mayor of Detroit or the Governor of the State of Michigan. If neither can be secured, this segment to be deleted and the timing for the remainder of the program adjusted by five minutes.



EXHIBIT C

SUNDAY MORNING PRAYER BREAKFAST

Westin Hotel, Detroit, Michigan, January 21, 1990

8:30 - 9:00	(appropriate inspirational music piped into room)
9:00 - 9:05	Invocation
9:05 - 9:45	Breakfast
9:45 - 10:00	Musical selection by Detroit group
10:00 - 10:10	Memorial Service for Past International Presidents and other deceased Kiwanians
10:10 - 10:30	Inspirational speaker (Mort Krim)
10:30 - 10:35	Closing remarks by Kiwanis International Foundation President
10:35 - 10:40	Closing remarks by Kiwanis International President
10:40	Benediction

(crowd estimate - 600)



## EXHIBIT D

75TH ANNIVERSARY  
1989-90 BUDGET

	75th Anniversary <u>Revised Budget</u>
Banner Patch Responses	\$ 420
<u>Kiwanis</u> Magazine Mailing to Non-North Americans (January 1990 Commemorative Issue)	18,770*
<b>DETROIT EVENTS</b>	
Photo Reception for Dignitaries	500
Entertainment	15,000
Lights, Sound, A/V, Camera, Labor	26,000
Scripts	50
Shipping of Materials to and from Detroit	600
"History of Kiwanis" for Program (video)	14,000
Orchestra	2,500
Decorations (including draping, "stage" birthday cake, plants, skirting)	2,500
Photographs	200
Programs (Saturday afternoon, Saturday evening, Sunday morning)	1,700
Brown/Kraft envelopes (registration), tickets	260
Staff travel	4,460*
Youth Presidents to attend	1,764*
Service Club Leaders Conference Dignitaries (20 couples)	1,920
Expenses for 75th Anniversary Committee to Attend Events (Registration fee and Sunday Prayer Breakfast -- Committee Members and spouses)	1,200*
Contingency (5% of total of Detroit Events)	<u>3,632</u> <u>\$ 95,476</u>

\* Added items not included in the approved \$70,000 budget

Board approved expenses	\$ 88,770
Projected expenses	95,476
Projected corporate sponsorships	<u>\$ (6,706)</u>

REPORT OF THE COMMITTEE OF PAST INTERNATIONAL PRESIDENTS  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 30 - October 4 and 8, 1989

Date of Committee Meeting: October 6-7, 1989

Place of Committee Meeting: Westin Hotel  
 Indianapolis, Indiana

Present: Members     - Wes H. Bartlett, Roy W. Davis, William M. Eagles, M.D.,  
                              Merald T. Enstad, Anton J. "Tony" Kaiser, Raymond W.  
                              Lansford, E. B. "Mac" McKittrick, James M. Moler,  
                              Ted R. Osborn, John T. Roberts, Mark A. Smith, Jr.,  
                              Hilmar L. "Bill" Solberg, Robert F. Weber, Donald E.  
                              Williams

Chairman     - Frank J. DiNoto

Staff         - James P. "Pete" Tinsley, Jr.

Others        - Noris A. Lusche, W. J. "Wil" Blechman, M.D., John D.  
                              Morton, Sr., Gene R. Overholt, Kevin W. Krepinevich,  
                              L. A. "Larry" Hapgood, R. Tyler Bland, Jr.,  
                              James D. Heymes

Following an invocation by Bill Eagles, members who were unable to attend were remembered, as were the widows and families of Past International Presidents.

Review of 75th Anniversary Plans

The Committee heard a report on plans for the Detroit celebration from Chairman Jim Heymes. The Committee was pleased to learn that plans are progressing well. Most members of the Committee present are planning to attend the festivities. Bob Weber will arrange a dinner for the Committee members arriving on Friday, January 19, 1990 in Detroit.

Report of Kiwanis International Foundation

The Committee was updated on activities of the International Foundation by President Tyler Bland and Secretary/Treasurer Larry Hapgood. It was agreed that better communication between the Foundation and the Committee and the Board was needed, and steps would be taken to improve communications.

Discussion with International Officers

The Committee received reports from President Lusche, President-elect Blechman, Immediate Past President Overholt, Treasurer Morton and Secretary Krepinevich on the current status of and future directions for the organization. The

Committee was briefed on the new wage and salary administration program that has been instituted. The Committee expressed concern that this new program be maintained and monitored by the Board to assure consistency and continuity.

Recommendation #1:

The Committee recommends that the Board consider establishing a policy of having a committee of Board Members charged with the responsibility of annually reviewing the personnel administration in the International Office and certifying to the International Board of Trustees that:

- (1) each employee's job performance has been fairly evaluated during the current year in accordance with established Board Policies and Procedures; and
- (2) each employee's salary is properly administered in accordance with these Policies and Procedures and is within the guidelines currently set for each job classification.

Mr. President, I respectfully request that this recommendation be referred to the appropriate Board Committee for consideration.

**(Referred to the Board Committee on Administration)**

Travel Management Program

The Committee was informed that the Board of Trustees has adopted a travel management program. The Committee commends the Board whenever it adopts programs or procedures that result in cost-saving measures.

To assure the effectiveness of this program, the Committee submits that:

1. No non-competitive implementation be required, and
2. The factors of the amount of travel time required and convenience of travel be considered.

Travel reimbursement by Kiwanis generally applies to three groups:

1. Staff;
2. Governors, governors-elect and sponsored youth, who have reimbursements over a one or two-year period of Kiwanis leadership; and
3. Board members, past presidents and special committee members.

To avoid non-competitive implementation, which often can result in increased costs and inconvenience to our members, persons should be able to use their own travel agency, and then be reimbursed the amount that would have been paid by Kiwanis under this program.

Although most persons who would seek or prefer to retain a good business relationship with their own travel agency would be in the third category listed above, to assure that competitive prices are being secured by the designated travel agency, this option could be extended to all persons.

In addition, since many Kiwanians are still actively employed in a business or profession, the amount of travel time and convenience of the travel are also important. Remember that current professional rates range from \$100 to \$300 per hour, or higher, and they must be considered under any program that is adopted. Also, a minor adjustment to the lowest fares may be counterproductive and discourage volunteers to accept Kiwanis assignments.

**Recommendation #2:**

The Committee recommends that any Kiwanis International travel management program permit Kiwanians to use their own travel agency for the purchase of airline tickets, and to be reimbursed in the amount equal to the sum that otherwise would be paid by Kiwanis under this travel program.

Mr. President, I respectfully request that this recommendation be referred to the appropriate Board Committee for consideration.

**(Referred to the Board Committee on Communications and Conventions)**

Criteria for District in Good Standing

The Committee discussed the concept of developing criteria for districts in good standing. Since a criteria has been established for a club in good standing, for proper administration, a definition for a district in good standing should now be developed. By majority vote, the following recommendation was adopted.

**Recommendation #3:**

The Committee recommends that the Board develop criteria for districts in good standing.

Mr. President, I respectfully request that this recommendation be referred to the appropriate Board Committee for consideration.

The Committee offers its support in the development of said criteria.

**(Referred to the Board Committee on Policies, Procedures and Structures)**

Reimbursement Policies for Past Presidents

The Committee discussed the disparity which currently exists between reimbursement of expenses for Board Members and the Past Presidents. The Committee believes the tradition of reimbursing the Past Presidents at the same rate as Board members, except the President, should be reinstated. By a majority vote, the following recommendation was adopted.

Recommendation #5:

The Committee recommends that Board Procedure be changed to parity for reimbursement procedures for Board members and Past Presidents.

Mr. President, I respectfully request that this recommendation be referred to the appropriate Board Committee for consideration.

(Referred to the Board Committee on Administration)

Other Items

The Committee discussed various other subjects.

Immediate Past President Anton J. "Tony" Kaiser was admitted to membership of the Committee.

E. B. "Mac" McKittrick

The Committee was informed of the death of Past President E. B. "Mac" McKittrick. The Committee expressed its deepest sympathy to his wife, Doris, and their entire family, and adjourned the meeting in his memory.

Respectfully submitted,

FRANK J. DINOTO, Chairman