

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

June 30-July 1, 1983

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

June 30-July 1, 1983

A meeting of the Board of Trustees of Kiwanis International was held at the Hilton Hotel in Vienna, Austria, on June 30-July 1, 1983. Those present: John T. Roberts, President; Aubrey E. Irby, President-elect; E. B. "Mac" McKittrick, Immediate Past President; James B. Richard and Donald E. Williams, Vice-Presidents; Raymond W. Lansford, Treasurer; Raymond B. Allen, Mark Arthur, Jr., Arthur J. DeLorenzo, Frank J. DiNoto, Jean Ed. Friedrich, Harris G. Hunter, J. Donovan Jackson, Anton J. "Tony" Kaiser, Noris A. Lusche, Henry L. "Les" Myers, Jr., Gene R. Overholt, Robert G. Sinn, Trustees. Also present: J. William Kleindorfer, Secretary; Leslie M. Atwood, Assistant Secretary for Administrative Services.

1. Message of the President

Message of the President is attached as Exhibit #1.

2. Message of the President-elect

Message of the President-elect is attached as Exhibit #2.

3. Report of the Secretary

Report of the Secretary is attached as Exhibit #3.

4. Approval of Summary of Minutes of Board Meeting, May 6-10, 1983

Voted, that the Summary of Minutes of the Board Meeting of May 6-10, 1983, be approved.

5. Consideration and Approval of General Office Administrative Action

General Office Administrative Action is attached as Exhibit #4.

Voted, that the action of the General Office in approving the following be confirmed:

Elimination of Membership of Not-Meeting Clubs from
Active Membership Files

New Kiwanis Clubs Organized Since Last Meeting of
International Board of Trustees

Club Incorporations Completed

Club Name Changes

Circle K Clubs Completed

Key Clubs Completed

Cancelled Meetings

6. Reports of Board Committees

Member Services

Report of the Committee is attached as Exhibit #5. It was presented by Chairman Henry L. "Les" Myers, Jr.

Recommendation 1. That the processing fee for members leaving one club and joining another within six months be waived.

Voted, that this recommendation be adopted and referred to Program Services for inclusion in Procedures.

Recommendation 2. That the Board Procedure be amended to read: "Reimbursement of Accredited Representatives shall be limited to actual expenses incurred in the performance of assigned duties. The reimbursement of expenses shall not exceed \$100 per club organized."

Voted, that this recommendation be adopted and referred to Program Services for inclusion in Procedures.

Question was raised and there was discussion as to the method of insuring that the suggestions made in the preamble to the recommendation would be implemented.

It was moved and seconded that the recommendation be reconsidered. Motion lost.

President Roberts asked the Member Services Committee to continue its study of the job description of the KIAR's and to submit to next year's committee the results of their study so that it can be brought up at the next Board Meeting.

It was further pointed out that the narrative in any report should never be interpreted as action the Board has taken. It merely indicates that the Committee has approved it.

Report received.

Program Services

Report of the Committee is attached as Exhibit #6. It was presented by Chairman Frank J. DiNoto.

Recommendation 1. Due to the impact of administrative expenses now being charged to Key Club International and Circle K International, which in the past have been paid by Kiwanis International, the Committee recommends that \$.30 per Sponsored Youth member be allocated to Key Club International and Circle K International as an additional subsidy for the 1983-84 administrative year, and that this amount be based upon the paid membership of each organization as of December 15, 1983.

Voted, that this recommendation be adopted and referred to the Finance Committee for implementation.

Report received.

Special Committee on Provisional District Criteria

Report of the Committee is attached as Exhibit #7. It was presented by Chairman Noris A. Lusche.

Recommendation 1. That the procedure for establishing a Provisional District, as contained in Exhibit A, be adopted.

Exhibit A, as submitted, was discussed and suggestions made for changes.

Voted, that Recommendation 1, as revised, be adopted.

Recommendation 2. That the Board shall not consider a request from a portion of an existing district to be granted new district status unless such portion has a membership roll of not less than 25 clubs and 1,000 members.

Voted, that this recommendation be adopted.

Recommendation 3. That no portion of an existing district may organize as a provisional district.

Voted, that this recommendation be adopted.

The above three recommendations were all referred to Program Services for inclusion in Procedures.

Report received.

7. Report of the Treasurer

The Report of the Treasurer was presented by Raymond W. Lansford. It is attached as Exhibit #8.

Report received.

8. Report of Committee on Finance and Administration

The report of the Committee is attached as Exhibit #9. It was presented by Chairman Raymond W. Lansford.

Recommendation 1. Effective August 1, 1983, Kiwanis shall provide to the Senior Management group health insurance (including dependents), life insurance equal to their annual salary, and 24-hour travel accident insurance with no contribution by the employee.

Voted, that this recommendation be adopted.

Recommendation 2. Effective October 1, 1983, Kiwanis shall provide to the Senior Management group a non-qualified pension supplement based on expected length of service as follows:

<u>Years of Service</u>	<u>Pension Supplement (*)</u>
10	10.00%
15	13.75
20	17.50
25 and over	26.25

(*) A full year-by-year schedule will be drawn.

This will be funded to the employee annually by a tax deferred vehicle.

It was suggested that the Staff put together a complete explanation of the employee benefits, both those for the rank and file and those for the top echelon.

Voted, that this recommendation be tabled.

President Roberts referred this matter back to the Committee for recommendation at the next meeting.

Recommendation 3. Effective August 1, 1983, Kiwanis shall increase the reimbursement for automobile mileage allowance to \$.20 per mile.

It was moved and seconded that the recommendation be amended to provide for automobile mileage allowance to \$.20 per mile for travel in North America and actual gasoline expense in other parts of the world. Amendment defeated.

Voted, that the recommendation be adopted.

President Roberts directed the Finance Committee to give thought to the problem of gasoline expense outside of North America and to bring in a recommendation for the handling of such expense.

Recommendation 4. The purchasing of single premium deferred annuities for six (6) individuals on August 1, 1983, at an approximate cost of \$37,000.

Voted, that this recommendation be adopted.

Recommendation 5. Approval of the purchase of a graphic arts camera system and a collator totaling approximately \$27,000.

Voted, that this recommendation be adopted.

Recommendation 6. Approval of the 1983-84 Operating Budget as submitted by Staff and adjusted by the Board comments.

Voted, that there be added to the budget a \$5,000 subsidy for Benelux-France-Monaco to service the clubs in French-speaking Africa.

Voted, that the Asia-Pacific Conference subsidy of \$1,000 be omitted, item 05-13001.

It was moved and seconded that item 01-15804 be amended to provide for \$5,000. Motion failed.

Voted, to amend item 11-11003 by striking the \$2,000 increase and reducing it to zero.

Voted, that Recommendation 6, as amended, be adopted.

Report received.

9. Joint Meeting with Past International Presidents

The Board and Past Presidents met in a joint luncheon meeting. Comments were made by the President of Kiwanis International and the Chairman of the Past Presidents Committee.

10. Next Board Meeting

The Post-Convention Meeting of the Board will be held on July 7.

Adjournment.

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

July 7, 1983

A post-convention meeting of the Board of Trustees of Kiwanis International was held at the Hilton Hotel in Vienna, Austria, on July 7, 1983. Those present: John T. Roberts, President; Aubrey E. Irby, President-elect; E. B. "Mac" McKitrick, Immediate Past President; James B. Richard and Donald E. Williams, Vice-Presidents; Raymond W. Lansford, Treasurer; Raymond B. Allen, Mark Arthur, Jr., Arthur J. DeLorenzo, Frank J. DiNoto, Jean Ed. Friedrich, Harris G. Hunter, J. Donovan Jackson, Anton J. "Tony" Kaiser, Noris A. Lusche, Henry L. "Les" Myers, Jr., Gene R. Overholt, Robert G. Sinn, Trustees. Also present: J. William Kleindorfer, Secretary; Wilbur J. "Wil" Blechman, M.D., A. F. "Al" Lough, and Avelino V. "Beling" Tanjuakio, Trustees-designate.

Also present: Maurice Gladman, Ted R. Osborn, Mark A. Smith, Jr., Hilmar L. "Bill" Solberg, Merle H. Tucker, and Robert F. Weber, Past International Presidents; Ralph C. Keyes, President, Kiwanis International Foundation; and Egon Kuzmany, General Convention Chairman.

1. Introduction of Egon Kuzmany, Chairman, Host Convention Committee

President Roberts introduced Egon Kuzmany and presented him with a plaque in appreciation for his dedicated efforts in making the convention an outstanding success. Mr. Kuzmany responded with comments in regard to the convention.

2. KI and KI-E Agreement

President Roberts reported that the KI-E Board had approved the proposal of the joint committee with modification. The changes proposed by KI-E are attached as Exhibit #10.

Voted, that the agreement between KI and KI-E as amended be adopted.

3. Report of Committee of Past International Presidents

Report of the Committee is attached as Exhibit #11. It was presented by Chairman Mark A. Smith, Jr.

Report received.

President Roberts expressed appreciation to the Committee and to Chairman Smith for the help they have provided.

4. Report of Meeting of Kiwanis International Foundation

Report of the Foundation, given by Ralph C. Keyes, is attached as Exhibit #12.

5. Remarks

Retiring Board Members

Comments were received from Immediate Past President McKittrick, Vice-President Richard, and Trustee Hunter.

Past International Presidents

Past Presidents Tucker, Solberg, Gladman, and Weber made brief comments .

Thereupon, the Past Presidents retired from the meeting of the Board.

6. Comments by President-Designate

President-Designate Irby called attention to the appointments for the 1983-84 Administrative Year: Counselors to Districts (Exhibit #13), District Convention Assignments (Exhibit #14), and Board Committee Appointments (Exhibit #15).

He also referred to the Proposed Calendar for 1983-84 (Exhibit #16), the International Officer list, the information forms for new members, and any changes for current Board members in address for directory or stationery.

7. Next Board Meeting

Next Board meeting will be October 6-10, 1983, in Indianapolis.

8. Other Business

The matter was brought up of accepting an invitation to attend a mid-winter conference. It was stated that it was the policy that a Board member is to attend officially only the district convention to which he is assigned. It was also stated should there be a unique circumstance where it would be imperative for the betterment of a district to attend another meeting, contact should first be made with the President.

Voted, that Staff be commended for their excellent work not only in preparing for the Board Meeting but in all things that went into making the convention a success.

Appreciation was expressed to Secretary Kleindorfer for his untiring efforts throughout the convention.

Adjournment.

MESSAGE OF THE PRESIDENT
TO THE
INTERNATIONAL BOARD OF TRUSTEES
JUNE 30, 1983

Welcome to Vienna. I trust that all of you, by now, have overcome jet lag and the leg cramps resulting from three tours a day--and that we are ready to get down to hard work. Usually, the June board meeting agenda has little other than last minute convention items on the agenda--and the scheduled time is correspondingly abridged, so that there rarely is time to approach matters in a calm, relaxed manner, even with the shortened agenda. This year, unfortunately, the agenda is longer, and it must be handled in the same limited time frame. We will all have to work more efficiently--but I have great confidence in you, and I know we shall meet our obligations.

Since our last meeting in May, Patsy and I have completed our official visits with meetings in our final three Districts--as usual, the response to our discussions with the District leadership teams was very positive--and I believe that the support of most Kiwanis delegates in the New York and Pennsylvania Districts for the dues proposal is assured. Even though the possibility of organized opposition exists in the California-Nevada-Hawaii District, I am convinced that the support of a substantial majority of this District's delegates will be forthcoming. In all other respects, these Districts appear to be healthy, although Governors Rowe, McGowan, and French have expressed concern about the lack of substantial growth in membership in existing clubs. Plans to accelerate membership growth programs are underway.

The most pressing problem arising since our May board meeting is the resignation of our Secretary, Bill Kleindorfer. I'm sure that most of you are aware of this--but for the record, I should note briefly what has transpired and what moves are underway. During the May meeting, Secretary Bill informed me (and at my request, President-elect Aubrey and Treasurer Ray) in strictest confidence that he had received an offer of employment that was very attractive, both professionally and financially. Bill indicated that he was not at all sure whether or not he would accept the offer--he felt sincerely that there were a number of organizational steps still to be taken in Kiwanis, and he wanted to see this work completed. On the other hand, the offer he had received was a once-in-a-lifetime possibility--if declined, a similar offer might never be made. After much deliberation, he decided, on May 19 to accept the offer, effective August 1. A telephone conference of the Executive Committee was held on May 23, at which time it was moved and adopted to engage the services of Ernst & Whinney (E & W) to assist us in finding a suitable replacement---the preliminary Secretary's job description, and a letter of agreement with E & W are attached as Exhibit A for your information.

Since being engaged by Kiwanis, E & W has placed advertisements in the Wall Street Journal and the weekly bulletin of the American Society of Association Executives (ASAE), and they have made some private contacts, also. We had previously made known our search to all District leaders, Past Presidents, and Senior Staff personnel. As of the last report from E & W, they had received applications from 3 Senior Staff persons and 8 other Kiwanians; however, it was too early to have received responses from the advertisements or private contacts. We would expect E & W to

evaluate all responses, and review their evaluations with Finance and Administration Committee Chairman Ray Lansford and myself. The resumes of qualified applicants will be investigated and reviewed with the Executive Committee, followed by interviews in Indianapolis. The choice of the Executive Committee will be presented to the entire Board, either by telephone conference or at a special board meeting, for final approval. Our target is to arrive at a decision by August 1.

I am disappointed at not hearing from some of you in response to my request that you survey your counselled districts and let me know what the prospects are for the passage of the dues amendment. Please see me today and let me know what you have learned. Incidentally, it is my intention to vote on all amendments by written ballot. Also, I will ask some of you to be prepared to speak on these issues, if necessary.

The other most important item facing us is the completion and adoption of the 1983-84 Budget. Each member of the Board has had the opportunity to study the budget proposal and comment on his suggested changes to Chairman Ray Lansford. If all have done so, we should be able to reach agreement without too much difficulty. The Board must stay in session until a budget is adopted.

The matter of the Republic of China District bylaws has been satisfactorily resolved and we no longer need to consider suspension of the District. I'm sure that all members of the Board are as relieved as I am that the R.O.C. District's bylaws are now essentially in conformity with the Standard Form. The "Supervisors" required by Chinese law has been designated as the Outside Audit Team to review and report on the District Financial Accounts annually. The "Directors" required by Chinese law will be the District Board of Trustees, supplemented (if a larger number

is required by the government) by the Lt. Governors-elect and Immediate Past Lt. Governors if necessary.

There are five additional items that I would ask the Board to finalize at this meeting--items carried over from earlier Board meetings:

1. The creation of a South Asia Provisional District.
2. The development of a policy guaranteeing the building of more than one club (in undistricted areas) before opening a new country.
3. A recommendation for the nurture and development of the clubs in Africa, both French-speaking and otherwise.
4. The development of a Kiwanis Basic Library, first in English and then in French, German, Italian, and Spanish.
5. A recommendation for more stringent requirements for the building of new clubs, to insure solid building and more comprehensive sponsorship (e.g., the "Club in Formation" concept, and a "One Year Sponsorship Program".)

Please target final action on these items for our pre-convention Board session.

I have taken the liberty of inviting on your behalf Trustees-Designate Beling Tanjuakio and Al Lough to sit in our meetings as guest observers. Hopefully, this will give them a head start on their term of office beginning next October.

I would also express for all of you our pleasure in seeing Trustee Harris Hunter here, following his recent surgery. We are indeed thankful for his speedy recovery. I can also report that Past President Albert Tully is recovering well from his slight stroke and surgery--and that Convention Manager, Ray Jeanes, is also recovering well from his surgery. For all of this we are grateful.

This will be an unusual, yet most enjoyable, convention experience.
Your help in making it so is greatly appreciated.

Respectfully submitted,

John T. Roberts, President

Ernst & Whinney

150 South Wacker Drive
Chicago, Illinois 60606

312/368-1800

June 15, 1983

Mr. John T. Roberts
President
Kiwanis International
6636 Sheffield Avenue
Baton Rouge, Louisiana 70806

Dear John:

As we discussed, enclosed are the revised Letter of Understanding and Position Description. I will plan on talking with you early next week.

Best regards.

Very truly yours,



Richard Foxman

RF:ey

cc: Mr. Aubrey Irby
Mr. Raymond Lansford
Mr. Bill Kleindorfer

bcc: EBM, JBR, DEW, JEF

Ernst & Whinney

150 South Wacker Drive
Chicago, Illinois 60606

312/368-1800 -

June 13, 1983

Mr. John T. Roberts
President
Kiwanis International
6636 Sheffield Avenue
Baton Rouge, Louisiana 70806

Dear Mr. Roberts:

We appreciate your contacting Bill May and the opportunity afforded Bill and Richard Foxman to meet with Bill Kleindorfer in Indianapolis to discuss Kiwanis International's requirements for an International Secretary. We now wish to confirm our understanding of the discussion and to set forth the services we can provide in assisting you and other members of the Search Committee in assessing candidates for this position.

As a result of this discussion and our extensive involvement two years ago in conducting the search for your current International Secretary, Bill Kleindorfer, we believe we have an awareness of the organizational and operational characteristics of Kiwanis International. In addition, our firm has had extensive experience in conducting executive search and management assessment services for the more than 60 societies and associations we serve out of our Chicago office.

Specifically, we can provide the following services:

- Definition of the scope of responsibilities and personal specifications required.

Our discussion with Mr. Kleindorfer was helpful in providing much of these data. We would suggest, however, that the duties and responsibilities of the International Secretary position be formally documented in writing. Attached is a draft of a Position Description. This proposed description is forwarded to you for final review and approval. The final description would ultimately be given to prospective candidates as evidence that all parties to the selection concur with the expectations from and requirements of candidates for this position.

Mr. John T. Roberts

June 13, 1983

- Identification of qualified and interested candidates.

We understand that because you prefer candidates who are Kiwanians by background, and in the interest of time and the sense of urgency for making this appointment of International Secretary, you have contacted in writing selected officials of Kiwanis asking for their nominations and/or recommendations of candidates.

To supplement your internal sourcing efforts, we would utilize the full resources and personal contacts of our firm in identifying qualified and interested candidates. Many of our executives may be personally familiar with sources of potentially qualified candidates. In addition, we will advertise the position in selected newspapers and business periodicals. And, as appropriate, we would present to you the materials of any candidates coming to our attention through these means.

Candidates will come from three sources: from within Kiwanis International; from the ads to be run in selected publications; and from direct telephone contact of targeted service and professional associations. We will review with you targeted associations as they are identified.

- Assessment of potential candidates, both internal and external.

As discussed in our meeting, the primary service you would expect from Ernst & Whinney is the evaluation of candidates contacting us. For both internal and external candidates, we propose to conduct in-depth interviews to determine the administrative and technical competence of all candidates. This assessment would include the identification of those personal characteristics, strengths and limitations that relate to the International Secretary responsibilities.

- Presentation of candidates to the Search Committee.

After our evaluation of the candidates, those persons who merit further consideration would be referred to the Committee for its final assessment. We would at this point recommend a personal meeting with the Committee for the purpose of providing verbal and summary written commentary on each candidate submitted. This report would include commentary regarding the candidates' work history, overall acceptability for the assignment, administrative skills, technical competency and future growth potential within Kiwanis International. In addition, reference checks and credit, criminal and litigation records can be checked for those candidates whom you deem worthy of consideration. We would also assist the Committee in identifying a time, place and format for the interview of finalist candidates. And we could, of course, assist in the scheduling and introduction of candidates to the Committee. While we believe the final selection decision should be reserved to you and the Committee, we would provide whatever assistance necessary to help you in reaching a final decision.

Mr. John T. Roberts

June 13, 1983

The initial research period will take place within two to three weeks. During this period, we will identify suitable executives in Kiwanis and in other targeted organizations. We will then review these results with you and/or Ray Lansford. The interviewing, evaluation, and presentation of candidates should begin during the third through sixth weeks of this assignment. We will consult with you prior to and following our interviews with candidates and would expect to develop along with you a prospective summary list of candidates that you wish to interview.

Richard Foxman will serve as Project Director on this assignment. Bill May, our Regional Director of Management Consulting Services, will serve as your Account Executive and will have overall responsibility for our services to Kiwanis.

The professional fees for the above services will be based on our standard rates for the time required, plus out-of-pocket expenses. We do understand that Kiwanis is desirous of keeping the cost of this search below \$20,000 and while, in an assignment of this nature, we cannot provide any guarantee this will be possible, we can certainly assure you that we will work efficiently and expeditiously on behalf of Kiwanis. Out-of-pocket expenses would include air fare, meals, telephone and other sourcing expenses. We will bill for our services on a monthly basis.

We certainly look forward to serving Kiwanis International and the Search Committee of the Board of Trustees, and will be pleased to provide any clarification you may require.

Very truly yours,

Ernst & Whinney

JOB DESCRIPTION FOR
KIWANIS INTERNATIONAL SECRETARY

The Secretary is the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. He is advisor to the International President, working closely with him to achieve the President's goals for all Kiwanis clubs in service to community, growth and general welfare. He is required to be constantly aware of federal and state/provincial regulations which affect the operation and growth of Kiwanis clubs and districts. He shall be in executive charge of the headquarters of Kiwanis International and its several departments, and shall be responsible for the selection and the supervision of the staff and workers, subject to the direction and control of the Board of Trustees.

The Board of Trustees fully recognizes the administrative responsibility of the Secretary for the departments of the General Office and his function as the active managing officer of all departments. The authority of the Secretary is broad, in that it specifically includes, but it is not limited to, the following management actions:

1. The Secretary shall employ qualified personnel, terminate the employment of unsatisfactory employees, assign employees to a position, transfer them to other positions, promote and demote; provided that the employment, termination, promotion or demotion of all top management level employees (Director and above) at the General Office shall be submitted to the Board of Trustees for final approval.
2. While the Board of Trustees shall fix the number of positions on the General Office staff and shall establish broad descriptions for each position, the Secretary will establish the specific duties, responsibilities, authority and accountability for each position, and the qualifications required of the holder of each position.
3. The Secretary shall establish and administer the programs of employee evaluation, counselling, training, development and discipline within the framework of the policies established by the Board, and shall include a summary of these activities in each of his reports to the Board.
4. Within the budgetary limits and salary administration policies established by the Board, the Secretary shall administer the salaries of all employees except his own (which shall be administered by the Board Committee on Finance and Personnel); such administration shall include the fixing of starting salaries, and interim salaries for acting managers, directors and assistant secretaries, so long as these salaries are within the salary range authorized for the position by the Board and are subsequently ratified by the Board Committee on Finance and Personnel; and provided that salary adjustments for all top management level employees shall be given final approval by the Board Committee on Finance and Personnel.

Suggest including all of the Bylaw VII wording.

5. The Secretary shall execute written employment contracts with employees holding positions that the Board has specifically deemed to require such contracts; provided that each such contract will be subject to ratification by the appropriate Board Committee. This shall not preclude the reduction to writing of the compensation and conditions of employment for other employees when, in the Secretary's judgment, this is in the best interest of Kiwanis.
6. The Secretary shall have the basic responsibility for long-range planning, including the development of new ideas for program content and new administrative techniques to increase the efficiency of the total organization. He shall maintain harmonious and effective operations within the General Office.
7. It is the Secretary's responsibility to develop an effective Public Relations program which will build the image of Kiwanis throughout the world. He must also maintain a contact between Kiwanis International and the many other organizations with which Kiwanis has a working relationship, and he may develop new contacts where desirable. <The Secretary maintains close association with other service organizations, youth groups and the like in order to promote the cooperation of Kiwanis International with them in matters of common interest.>
8. The Secretary has the primary responsibility for budget development and control, subject to the review, advice and final approval of the Board Committee on Finance and Personnel.
9. The Secretary, with the advice and approval of the Board Committee on Convention, shall be responsible for the program and the management of conventions. <He supervises selection of convention cities, as approved by the Board, some seven years in advance to insure reservation of sufficient first class hotel rooms. He also works closely with the Board Committee on Convention in programming each convention, particularly in the selection of major speakers and professional entertainment. He has similar responsibilities for the annual Fall Council, a smaller gathering of the district and international officers, requiring special hotel arrangements and selection of program for some three hundred people, all with the guidance of the International Board.>
10. Working closely with young people is important to the Secretary since he also has supervisory responsibility for Key Club International (high school age), Circle K International (college age), and Builders Clubs (junior high school age). He also approves all copy for the youth publications.
11. The Secretary serves as the Editor of Kiwanis magazine, approving all copy both from the standpoint of adherence to official policy and for acceptability in such areas as spelling, grammar, etc. He also must approve all advertising copy.
12. *The Secretary serves as Secretary of the Kiwanis International Foundation, and in this position, oversees the work of the Foundation staff personnel.*

*Items 1 thru 9
(ex bracketed matter)
are from policies.*

In addition to these specific actions, the Secretary shall have the authority to do, or to have done, such other actions as are normally incumbent upon the managing officer of any business office or operation.

The successful candidate will have superior managerial ability allowing him to fulfil the above outlined duties of the International Secretary. As the senior executive of the international headquarters, the Secretary should be able to accomplish his responsibilities without being obvious. He should also be able to adopt to changes since a new President assumes office every year. He will have patience and be adept at counseling, motivating and persuading subordinates. He should have good perception of himself and others. The new Secretary must be self-confident and out-going. He must be articulate and have excellent communication skills, both one-on-one and in front of groups.

As a representative of Kiwanis, the Secretary must have or will develop an in-depth understanding of the history, issues, needs, and objectives of Kiwanis International.

VI. Duties of Officers

Section 1. President. The President shall preside at all conventions and at all meetings of the Board of Trustees, Executive Committee, and the International Council of Kiwanis International. He shall be its chief executive officer, exercising general supervision over the work and activities of Kiwanis International. He shall perform such other duties as usually pertain to the office of President.

Section 2. President-elect. The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees.

Section 3. Immediate Past President. The duties of the Immediate Past President, except as otherwise provided in the Constitution and Bylaws, shall be such as are from time to time assigned by the Board of Trustees.

Section 4. Vice-Presidents. Subject to the provisions of Article XII, Section 6, of these Bylaws, and in the event of the inability of the President to perform his duties, the Board of Trustees by a two-thirds (2/3) vote of the entire Board of Trustees shall elect one of the Vice-Presidents to perform the duties of, and to have the same authority as, the President. Upon the removal of his inability, the President shall resume the duties of his office. The Vice-Presidents shall also perform such other duties as usually pertain to the office or as may be assigned to them by the President or the Board of Trustees.

Section 5. District Governors. Under the direction and supervision of the Board of Trustees of Kiwanis International, each District Governor shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the chartered clubs within his district.

Section 6. Secretary. The Secretary shall be the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. He shall assist the President and the Board of Trustees in conducting the business of Kiwanis International, and shall perform such duties as are specified or implied in the Constitution and Bylaws, or as may be assigned to him by the Board of Trustees.

He shall attend all meetings of the Board of Trustees, the Executive Committee, and the International Council, and all conventions of Kiwanis International, and shall act as the Secretary thereof but shall have no vote.

He shall sign all documents issued by Kiwanis International when required; shall affix the corporate seal of the organization when required; shall keep the accounts; 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.

He shall make a report to Kiwanis International at the Annual Convention and such other reports as directed by the President or the Board of Trustees. His records and books shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as are required by the Board of Trustees.

He shall be in executive charge of the headquarters of Kiwanis International and its several departments, and shall be responsible for the selection and the supervision of the staff and workers, subject to the direction and control of the Board of Trustees. He shall act as Editor of the official publication of Kiwanis International with duties as defined in Article XVI of these Bylaws.

Section 7. Treasurer. The Treasurer shall receive from the Secretary all funds paid to Kiwanis International and shall deposit the same in the official depositories designated by the Board of Trustees, and shall disburse the same by order of said Board of Trustees. His accounts and books shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees.

He shall make a report at the Annual Convention of Kiwanis International and at such other times as the President or the Board of Trustees may require. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as are required by the Board of Trustees.

MESSAGE OF THE PRESIDENT-ELECT

TO THE

INTERNATIONAL BOARD OF TRUSTEES

JUNE 30, 1983

I would like to say that everything is looking extremely good. Actually, it is looking better than I anticipated from the standpoint of the reception on the part of the district governors-elect, the International committee chairmen and committee members for 1983-84. You will be interested to know that I have not received a single letter or telephone call from any governor-elect saying that he would not attempt to do the things that were presented to them at the Conference in March. I think this is most pleasing.

I have stressed on each occasion two things: one is that the 1982-83 leadership be given full opportunity to do everything they can in 1982-83, and the 1983-84 leadership-elect give them full and unreserved cooperation in all their efforts so as to have their year completely successful. At the same time I have requested that today's leadership give full cooperation.

You may have received a copy of the audits, as I term them at this time. They may have been mailed only to the people alluded to and referred to in the audits, so everyone might not have received a copy of the mailing. As I mentioned there, we are going to urge strongly that the 1982-83 leadership at all levels give full cooperation to the 1983-84 leadership in their programs of building, etc. We are going to try to alert all possible to assist.

The future is looking very good, and I look forward to the time of working with each of you.

Respectfully submitted,

Aubrey E. Irby
President-elect

REPORT OF THE SECRETARY

to the

INTERNATIONAL BOARD OF TRUSTEES

June 30, 1983

The arrangements for the Convention are well in place and will provide some innovative touches to the Convention scene. As many of you know we will project the image of each member of the Kiwanis family on a 20 foot screen through a television monitor. This process will enable us to handle introductions in a new and exciting way.

I would like to commend the efforts of the senior management staff in putting our new Indianapolis House in order. Les Atwood has fully moved into his administrative services role and has provided a financial, personnel and office management system which will serve you well. Nick Geannopoulos, in addition to his continued excellence in directing the magazine, has equally pursued our efforts in the public relations field. His careful selection of David Blackmer has given you a great opportunity to develop some meaningful P.R. continuity. Your continued support of that program will be vital in taking full advantage of that opportunity.

Terry Shaffer has successfully assumed many of the responsibilities of Fay McDonald and Percy Shue and is filling a very important staff role. He too has carefully recruited a young, talented program coordinator in Tom Nelson.

Jim Sheets has completed his organization of the Member Services Team and is prepared to provide the necessary support for a greatly expanded membership effort. Bob Detloff has moved very effectively into the International scene on a full-time basis and provides an informed source for development in that area.

I am very proud of their joint and individual efforts and earnestly encourage you to continue to utilize the talent of this new senior management team.

I believe that we have turned some very important corners in the past two years, providing sound financial management, a sound top management team, a new staff organization with many new people, a successful move into a new headquarters office and the near completion of our first over-seas convention. There are a number of corners yet to turn, but the basic structure is in place. The single most important immediate concerns, in my view, are the development of a systematic, carefully organized, long range plan for membership, financial stability and programmatic emphasis. This plan can best be developed by the Executive Committee, followed by full exposition and commitment by the Board. Only with such planning, can our limited dollars be utilized in the most effective way and our sustained growth be assured.

I thank you for the support which you have given to me in permitting me to organize our staff support. I sincerely urge your continued support in the same degree for my successor as International Secretary.

Respectfully submitted,

J. William Kleindorfer
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

June 30 - July 1 & July 7, 1983

A. ELIMINATION OF MEMBERSHIP OF NOT-MEETING CLUBS FROM ACTIVE MEMBERSHIP FILES

<u>CLUBS BY DISTRICT</u>	<u>DIV.</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT MEETING</u>
<u>California-Nevada-Hawaii</u> Paradise Pines, CA	14	18	11/23/77	3/31/83
<u>Nebraska-Iowa</u> Elma, Iowa	1	26	10/30/81	10/30/82
<u>New York</u> Coyne Park Golden K, NY Chinatown, NY	2 15	37 14	9/23/80 1/08/76	12/4/82 12/4/82
<u>Pacific Northwest</u> E. Salem, Oregon Toppenish, WA Union Gap, WA	70 50 50	21 15 19	7/25/78 9/27/77 1/31/74	5/14/83 5/16/83 5/16/83
<u>Rocky Mountain</u> Casper Mountain, WY	1	17	12/8/81	4/26/83
<u>Western Canada</u> Uranium City, Saskatchewan	5	12	8/16/54	4/1/83

B. NEW KIWANIS CLUBS ORGANIZED SINCE LAST MEETING OF INTERNATIONAL BOARD OF TRUSTEES

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Ariana, Tunis	4-13-83	26
Victoria Golden K, British Columbia	5-04-83	26
Lagao, General Santos City, Philippines	11-25-82	30
Bruxelles St. Michel, Belgium	4-18-83	20
Beaufort, North Carolina	5-06-83	26
Roxboro Golden K, North Carolina	5-11-83	26
Mankato Area-Day Breakers, Minnesota	5-11-83	24
Shendandoah Breakfast Club, West Virginia	5-12-83	29
Gulf Shores, Alabama	5-12-83	23
Riverside of Ottawa, Ontario	5-04-83	24
Ipiiales, Colombia	5-14-83	22
Auglaize Valley-Oakwood, Ohio	5-16-83	27
Locri-Siderno, Italy	5-11-83	38
Feldbach, Austria	5-10-83	20

B. NEW KIWANIS CLUBS ORGANIZED SINCE LAST MEETING OF INTERNATIONAL BOARD OF TRUSTEES (CONT.)

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Agrigento, Italy	5-05-83	53
Kitzbuehel, Austria	5-04-83	20
Dunkerque, France	4-27-83	20
Greater West Memphis, Arkansas	5-18-83	21
Point Isabel-Port Isabel, Texas	5-19-83	21
Collingwood Golden Kay, Ontario Canada	5-29-83	21
Lier, Norway	5-17-83	20
Kill Devil Hills, The Outer Banks, N. Carolina	5-12-83	25
Greater Pulaski, New York	5-31-83	21
Grand Saline, Texas	6-02-83	25
Jay-Livermore Falls Area, Maine	6-01-83	30
Big Rapid, Michigan	5-26-83	25
Antipolo-South, Philippines	6-01-83	25
Heidelberg, Victoria, Australia	5-16-83	21
Kodiak, Alaska	6-10-83	27
San Marcos Evening, Texas	6-07-83	21
Marshalltown P.M., Iowa	6-14-83	21

Total 31

C. CLUB INCORPORATIONS COMPLETED:

Atwater-Winton, California	McKenzie River, Springfield, Oregon
East Salem, Oregon	Peninsula Great Neck, New York
Fishers Station, Indiana	Phenix City, Alabama
Gresham Earlyrisers, Oregon	Rockway, Golden K, Kitchener, Ontario
Haugen, Wisconsin	Saginaw West-Shields, Michigan
Hialeah, Florida	Shepherdstown, West Virginia
Keizer, Salem, Oregon	Tualatin Valley, Oregon
Livingston, Montana	Webb City, Missouri

D. CLUB NAME CHANGES:

From: South Richmond Hills, New York
 To: Lefferts-Liberty, Queens County, New York

From: Windsor Gallery, Ontario
 To: Windsor, Rose City, Ontario

E. CIRCLE K CLUBS COMPLETED

Circle K Clubs

Wytheville Community College
Universite Du Quebec A Trois-Rivieres
University of Redlands
The Auraria Campus
Fairmont State College
Texas Wesleyan College
University of Maine at Orono

Kiwanis Sponsor

Wytheville, VA
Trois-Riviers, Quebec
Redlands Moring, CA
Mile High, Denver, CO
Fairmont, WV
West Side, Fort Worth, TX
Orono-Old Town, ME

Total 7

F. KEY CLUBS COMPLETED

Key Club

Rogers High School
West Brook Senior High School
Ramona High School
Dominique-Racine High School
Airport High School
Lassiter High School
Talbot County Vocational-Technical Center
Southern Columbia Area High School
Kempsville High School
C. E. King High School
Chantilly High School
West Seneca West Senior High School
Cedar Grove High School
North Springs High School
San Ramon Valley High School
Central Secondary School
John Carroll High School
Merrillville High School
Cyprus High School
Saint Joseph's Academy
Oriskany Central High School
Massena Central High School
Bellwood-Antis High School
Crisp County High School
United High School

Kiwanis Sponsor

Rogers, Breakfast, Arkansas
Beaumont, Texas
Ramona, California
Chicoutimi, Quebec, Canada
Cayce, West Columbia, SC
East Cobb County, Georgia
Easton, Maryland
Danville, Pennsylvania
Virginia Beach, Pembroke, Virginia
North Channer, Houston, Texas
Fairfax, Virginia
West Seneca, New York
South Decatur, Georgia
North Springs, Atlanta, Georgia
San Ramon Valley, Danville, California
North London, Ontario, Canada
South Fort Pierce, Florida
Merri-Glenn, Indiana
Bonneville, Salt Lake City, Utah
Baton Rouge, Louisiana
Whitestown, New York
Massena, New York
Eldorado, Altoona, Pennsylvania
Cordele, Georgia
Laredo, Texas

Total 25

G. INCORPORATION OF KIWANIS CLUB FOUNDATIONS

None

H. CANCELLED MEETINGS (Severe weather conditions made it impossible to hold
a club meeting on the date indicated.)

Denison Golden K, Iowa

February 3, 1983

I. DISTRICT BYLAWS AMENDMENTS

None

REPORT OF BOARD COMMITTEE ON MEMBER SERVICES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 30, July 1, and July 7, 1983

Date of Committee Meeting: June 30, 1983
Place of Committee Meeting: Vienna, Austria
Present: Members - Harris G. Hunter, E. B. "Mac" McKitrick, Robert G. Sinn
Chairman - Henry L. "Les" Myers, Jr.
Staff - Robert M. Detloff, James L. Sheets

1. Budget

The Committee discussed the budgets for Departments 05, 06, 19 and 20 for 1983-84 as amended and recommended by staff. In the 05 budget, the Committee recommends budget item 05-110-10 be cut from \$4400 to \$2000 and item 05-110-06 be increased to \$33,900. It is also suggested that in item 19-145-01, the \$50,000 include research in the amount of \$10,000.

2. Membership Statistics

Current statistics are unavailable at this time. The certified membership of March 31, 1983 was down approximately 3000 members from one year ago. New member adds from April 1 through mid-June were 10,092.

3. New Club Building Statistics

New clubs organized through June 24, 1983 numbered 135 compared to 195 a year ago.

4. Processing Fee for "Transferring" Members

At the May Board Meeting, staff was requested to study how the waiving of the processing fee for members deleted from one club and joining another would be handled administratively. Staff recommended that a card be included in the mailing to all members dropping membership in Kiwanis, notifying them that if they join another club within six months of their deletion date, they should present this card to the new club secretary; he, in turn would attach the card to the New Member Add Form and the processing fee would be waived.

Recommendation #1:

The Committee recommends that the processing fee for members leaving one club and joining another within six months be waived.

I move that recommendation 1 be adopted.

(Adopted and referred to Program Services for
inclusion in Procedures.)

5. Kiwanis International Accredited Representatives

Discussion was held concerning the motivation and responsibilities of KIAR's. The Committee also encourages new governors to reappoint the effective KIAR's in their districts and to avail themselves of the assistance and recommendations of their Field Service Representative.

Reimbursement of KIAR's for expenses incurred in the completion of their assigned duties to organize a new Kiwanis club was also discussed.

Recommendation #2:

The Committee recommends that Board Procedure be amended to read:

"Reimbursement of Accredited Representatives shall be limited to actual expenses incurred in the performance of assigned duties. The reimbursement of expenses shall not exceed \$100 per club organized."

I move that recommendation 2 be adopted.

(Adopted and referred to Program Services
for inclusion in Procedures)

Respectfully submitted,

HARRIS G. HUNTER

E. B. "MAC" MCKITRICK

ROBERT G. SINN

HENRY L. "LES" MYERS, JR., Chairman

REPORT OF BOARD COMMITTEE ON PROGRAM SERVICES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

JUNE 30 - JULY 1, 1983

Dates of Committee Meetings: June 30, 1983

Place of Committee Meetings: Hilton Wien

Present: Members - Mark Arthur, Jr., J. Donovan Jackson,
Gene R. Overholt
Chairman - Frank J. DiNoto
Staff - Kenneth Ayers, Fay McDonald, Thomas Nelson,
A. G. Terry Shaffer, Gloria C. Wilhelm

The Committee noted that for the Vienna Convention sessions on Tuesday morning J. J. Johnston will discuss the subject of growth with a presentation entitled, "Kiwanis Kommitment" and Wednesday morning, Dr. Kenneth Barkhauer will discuss Kiwanis service with a presentation entitled, "They Ought To Fix It."

Due to unforeseen circumstances, the Vienna Boys Choir will be unable to appear at the convention on Sunday night. The famous Mozart Boys Choir will be appearing in their place.

The latest figures reveal that there are 8,746 paid registrations and 9,378 total registrations. The Committee especially wishes to express its appreciation to Gloria Wilhelm for her extraordinary efforts during the illness of Convention Manager Ray Jeanes.

The Policies, Interpretations, and Procedures, including those adopted at the May Board meeting, will be part of the 1983-84 Board Briefs. The Committee was also informed that the Kiwanis Magazine will publish policies within the time deadline.

The Committee suggests that the 1983-84 Program Services Committee review the sponsored youth financial procedures to determine if proper allocation of expenses has been made between those which should be borne by Kiwanis International and those that should be borne by each of the sponsored youth organizations. The Committee also submits that the impact of the sponsored youth administrative expenses which have been paid by Kiwanis International should be lessened on such organizations for the coming year.

Recommendation #1:

Due to the impact of administrative expenses now being charged to Key Club International and Circle K International, which in the past have been paid by Kiwanis

International, the Committee recommends that \$.30 per Sponsored Youth member be allocated to Key Club International and Circle K International as an additional subsidy for the 1983-84 administrative year, and that this amount be based upon the paid membership of each organization as of December 15, 1983.

I move that Recommendation 1 be adopted and referred to the Finance Committee for implementation.

(Adopted and referred to the Finance Committee for implementation)

Respectfully submitted,

Mark Arthur, Jr.
J. Donovan Jackson
Gene R. Overholt
Frank J. DiNoto, Chairman

REPORT OF SPECIAL BOARD COMMITTEE ON PROVISIONAL DISTRICT CRITERIA
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 30 and July 1, 1983

Date of Committee Meeting: June 30, 1983
Place of Committee Meeting: Vienna, Austria
Present: Members - Mark Arthur, Jr., J. Donovan Jackson
Chairman - Noris A. Lusche

This Committee wishes to recognize the help and suggestions of recently retired staff member Fay H. McDonald and express our sincere appreciation for his help.

Attached as Exhibit A is a copy of "Proposed Procedures for Establishing A Provisional District."

Recommendation #1:

The Committee recommends that the procedure for establishing a Provisional District as contained in Exhibit A be adopted.

I move that recommendation 1 be adopted.

(Adopted as revised and referred to Program Services for inclusion in Procedures)

Recommendation #2:

The Committee recommends that the Board shall not consider a request from a portion of an existing district to be granted new district status unless such portion has a membership roll of not less than 25 clubs and 1,000 members.

I move that recommendation 2 be adopted.

(Adopted and referred to Program Services for insertion into Procedures.)

Recommendation #3:

The Committee recommends that no portion of an existing district may organize as a provisional district.

I move that recommendation 3 be adopted.

(Adopted and referred to Program Services for insertion into Procedures.)

Concerning the delineation of the differences between a provisional and a regular district, time does not permit the necessary in-depth study of this matter. We expect this could be completed by the October Board Meeting.

Respectfully submitted,

MARK ARTHUR, JR:

J. DONOVAN JACKSON

NORIS A. LUSCHE; Chairman

Submitted by Fay H. McDonald

June 13, 1983

PROCEDURES FOR ESTABLISHING A PROVISIONAL DISTRICT

1. Whenever a group of not less than ten clubs in a non-districted area with a combined minimum of 400 members having compatible geographic areas and customs desires to create a provisional district, a request for such may be submitted to the Board of Trustees of Kiwanis International through the president of one of the clubs involved. This said request shall be accompanied by a resolution from each of the clubs proposed to be involved stating whether or not it is the desire of each club to establish a provisional district and that the club agrees to be a member of said provisional district if and when it shall be established. Such resolution shall be adopted by at least a two-thirds majority of the members present at the club meeting where the resolution is to be considered. Each club shall give its membership at least two weeks' written notice of the date of the club meeting at which such resolution is to be presented.
2. Upon receipt of the request and the club resolutions prescribed in paragraph 1, the Board of Trustees of Kiwanis International shall determine whether or not the creation of said provisional district is in the best interests of Kiwanis International and the clubs involved. Said request shall be either approved or rejected within a reasonable period of time, and the Board of Trustees shall advise all clubs involved as to its decision.
3. If the request for a provisional district shall be approved by the Board of Trustees of Kiwanis International, the following procedures shall be followed:
 - a. The President of Kiwanis International shall appoint an Acting Chairman and an Acting Secretary to provide the local area leadership in establishing a provisional district. The Acting Chairman shall serve as a coordinator of the procedures to be followed. He shall serve as the convener of as well as the presiding officer of the pre-organizational meeting of the clubs and of the organizational convention. In making these appointments, the President may consult with the presidents of the clubs involved.
 - b. The Acting Chairman shall issue the call for a pre-organizational meeting of all clubs involved at a mutually convenient date and place.
 - c. The pre-organizational meeting of clubs:
 - (1) Each club shall be entitled to three (3) delegates to the pre-organizational meeting.
 - (2) The presiding officer shall be the Acting Chairman as prescribed in paragraph 3 a. The Acting Secretary shall keep all records and minutes of this meeting.
 - (3) The agenda for this pre-organizational meeting shall include:

Procedures for Establishing a Provisional District (Continued)

- (a) Preparation and approval of a proposed set of provisional district bylaws utilizing the Standard Form for Provisional District Bylaws. Decisions to be made include: the number of divisions and their boundaries, whether there are to be two separate offices of Secretary and Treasurer or the combining of these two offices into one office of Secretary-Treasurer, and the amount of provisional district dues.

NOTE: The Acting Chairman may create a committee which would propose to the pre-organizational meeting the number of divisions and their boundaries, a proposed budget which dictates the amount of the provisional district dues. (Refer to Articles III and XV of the Standard Form for Provisional District Bylaws which contain limitations on these matters.

- (b) Selection of a proposed date and location for the organizational convention of the provisional district.

NOTE: The date of the organizational convention should not be set earlier than three months following the pre-organizational meeting for the following reasons:

--It will take some time for the Acting Secretary to prepare the minutes of the pre-organizational meeting and the approved proposed bylaws referred to in paragraph 3 c (3) (a) above, and for these to reach the General Office in Indianapolis for review and response prior to at least a month before the date of the organizational convention.

--The Board of Trustees of Kiwanis International may desire to send a representative to attend and participate in the organizational convention, so the date would have to be mutually agreed upon by Kiwanis International and the proposed provisional district.

- (c) Arrangement for the delegates at the pre-organizational meeting from each club in a division to meet separately as a division group for the purpose of selecting a Kiwanian who would serve as a convener of and a presider over a division meeting at which the first lieutenant governor of the division would be elected.

--Such a division meeting would be held approximately one month prior to the organizational convention.

Procedures for Establishing a Provisional District (Continued)

--This said convener would, by ten days written notice to the president of each club in the division, call a conference for electing the first lieutenant governor. The time and place of such conference would be designated by said convener unless such were determined by the delegates from a division at the pre-organizational meeting.

--The personnel of the conference would be the president and immediate past president of each club in the division or their duly elected alternates.

--At this division conference, nominations will be received for the office of the first lieutenant governor of the division. No person shall be submitted as a candidate without the consent of said person having been obtained. Each candidate shall give assurance that he will attend the leadership education conference held for his district, division, and clubs as outlined by Kiwanis International, and that he will officially visit the clubs of his division.

--Immediately following the division conference, the convener will report the name and address of this first lieutenant governor to the Acting Chairman and Acting Secretary.

NOTE: Thereafter the lieutenant governor for each division shall be elected as prescribed in Article XII of the Standard Form for Provisional District Bylaws.

(d) Within thirty days after the pre-organizational meeting, the Acting Secretary should send to Kiwanis International a copy of the minutes of the meeting and a copy of the proposed provisional district bylaws as approved at the pre-organizational meeting.

4. Following receipt by Kiwanis International of the minutes of the pre-organizational meeting and the proposed provisional district bylaws as approved at the pre-organizational meeting, the Acting Chairman, Acting Secretary, and the presidents of each club in the proposed provisional district shall be advised of the acceptability or non-acceptability of the proposed provisional district bylaws, and there will be consultation with the Acting Chairman on the date for the organizational convention.
5. The Organizational Convention of the Provisional District (a minimum of two full days)
 - a. Each club in the proposed provisional district shall be entitled to three (3) delegates. Other club members may attend and would find the convention most beneficial, but only the three delegates may vote at the business session.

Procedures for Establishing a Provisional District (Continued)

- b. The presiding officer shall be the Acting Chairman previously appointed by the President of Kiwanis International. The secretary of the organizational convention shall be the Acting Secretary previously appointed by the President of Kiwanis International.
- c. The business session shall include:
 - (1) Official adoption of the provisional district bylaws previously approved at the pre-organizational meeting.
 - (2) Election of the Governor, the Governor-elect, and the Treasurer. (If there is to be one person serving as both Secretary and Treasurer, then there is no election of a Treasurer.) The Secretary-Treasurer or the Secretary is selected by the provisional district Board of Trustees immediately following the organizational convention.
- d. At least one-half day should be devoted to educational meetings on club administration and club service projects.
- e. There should be periods of fellowship such as meal functions and perhaps an evening of entertainment.
- f. Immediately following the organizational meeting, there should be at least a brief meeting of the new Board of Trustees of the Provisional District. The board is composed of the Governor, Governor-elect, Treasurer, Secretary (or combined Secretary-Treasurer), and the Lieutenant Governors who have been elected by the respective divisions as prescribed in paragraph 3 c (c). This brief meeting should officially select the Secretary or Secretary-Treasurer, and should set a time for a meeting of the provisional district board of trustees which would include not only the handling of the business of the district, adoption of the budget, and a training session on the duties of each district officer.
- g. Within thirty days following the organizational convention, the secretary must send to Kiwanis International the names and addresses of each district officer.
- h. Not later than thirty days following the organizational convention, the Secretary must send to Kiwanis International the minutes of the organizational convention.
- i. Within thirty days after the organizational convention, the Governor shall appoint the provisional district committees as prescribed in Article VII of the Standard Form for Provisional District Bylaws.
- j. At succeeding annual conventions of the district, the election of district officers shall be as prescribed in Article XII of the Standard Form for Provisional District Bylaws.

REPORT OF THE TREASURER
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

JULY 1, 1983

The financial condition at May 31, 1983 is: Total assets, \$4,413,193; we have liabilities of \$2,901,829 leaving a net worth of \$1,511,364.

Our projected revenues and expenses are on target for this year and should yield \$772,000 to apply against deficit retirement.

Respectfully submitted,

Raymond W. Lansford
Treasurer

REPORT OF BOARD COMMITTEE ON FINANCE AND ADMINISTRATION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

JUNE 30 - JULY 1, 1983

Dates of Committee Meetings: June 30, 1983

Place of Committee Meetings: Hilton Wien

Present: Members - Anton J. "Tony" Kaiser, Donald E. Williams,
James B. Richard
Chairman - Raymond W. Lansford
Staff - Les Atwood

1. Staff reported on recently becoming aware that a list of Kiwanis clubs is available to anyone thru the U.S. Government and the Freedom of Information Act. In at least one known incident, a list company is selling such lists to direct mail businesses. The Committee asked staff to review the situation further and report at the next Committee meeting.
2. The Committee reviewed the possibility of extending the general liability insurance program to areas outside the U.S. and Canada. The same coverage is available at the same cost anywhere in the world. Staff was instructed to contact the Governor and Governor-elect of all districts not currently participating (except those in countries where cash is impounded) and determine if they wish to begin participation in October, 1983.
3. The Committee reviewed the cost of Presidential gifts presented during official visits to Heads of State dignitaries, City Mayors, etc. Staff was asked to present guidelines at the next Committee meeting assuming three levels of gifts (Heads of State, other State dignitaries, and others).
4. Staff reviewed the continuing problem with fiscal agents in countries with impounded funds. After discussion, staff was asked to ascertain the cost of having a professional fiscal agent handle our accounts.
5. During review of the 1983-84 budget, discussion took place concerning the kinds of items charged to the youth groups beginning in 1983-84. The Youth Services and Finance staffs were requested to propose guidelines for development of a procedure establishing a definition for Kiwanis' cost of sponsored youth compared to actual youth group expenses. This will lead to final determination of those items which should be paid for by Kiwanis and those to be paid for by the youth group.

6. The Committee reviewed a proposal concerning benefits for the Senior Management group as requested at the previous Committee meeting. After review and discussion, the Committee recommends the following:

Recommendation #1:

Effective August 1, 1983, Kiwanis shall provide to the Senior Management group health insurance (including dependents), life insurance equal to their annual salary, and 24-hour travel accident insurance with no contribution by the employee.

I move Recommendation 1 be adopted.

(Adopted)

Recommendation #2:

Effective October 1, 1983, Kiwanis shall provide to the Senior Management group a non-qualified pension supplement based on expected length of service as follows:

<u>Years of Service</u>	<u>Pension Supplement (*)</u>
10	10.00%
15	13.75
20	17.50
25 and over	26.25

(*) A full year by year schedule will be drawn.

This will be funded to the employee annually by a tax deferred vehicle.

I move Recommendation 2 be adopted.

(Tabled--President Roberts referred this matter back to the Committee for recommendation at the next meeting.)

It was suggested that the Staff put together a complete explanation of the employee benefits, both those for the rank and file and those for the top echelon.

7. After being brought to our attention by the Member Services Committee, we reviewed the desire to increase Kiwanis' reimbursement for mileage from \$.19 to \$.20. Finding the \$.20 to be in accordance with IRS guidelines, we recommend its approval.

Recommendation #3:

Effective August 1, 1983, Kiwanis shall increase the reimbursement for automobile mileage allowance to \$.20 per mile.

I move Recommendation 3 be adopted.

(Adopted--President Roberts directed the Finance Committee to give thought to the problem of gasoline expense outside of North America and to bring in a recommendation for the handling of such expense.)

8. The Committee reviewed the status of the Building (Capital Improvements) Fund. Certain individuals not relocated to Indianapolis are eligible for makeup of pension shortfalls due to early retirement. The monthly payments are to be made for a minimum of 10 years or life.

Recommendation #4:

The Committee recommends the purchasing of single premium deferred annuities for six (6) individuals on August 1, 1983, at an approximate cost of \$37,000.

I move Recommendation 4 be adopted.

(Adopted)

9. The Committee discussed staff's request for approval to purchase capital assets of a camera system (\$8,600) for magazine graphics and a collator (\$18,400) for the mail room.

Recommendation #5:

The Committee recommends approval of the purchase of a graphic arts camera system and a collator totaling approximately \$27,000.

I move Recommendation 5 be adopted.

(Adopted)

10. The Committee reviewed the proposed 1983-84 Operating Budget as resubmitted by staff. After thorough consideration of Board member comments and staff's recommendations, it was agreed the budget, with minor changes, now meets both the criteria for holding expenses at five percent (5%) above the 1982-83 projection and providing \$2 for deficit retirement and building of cash reserves.

The acceptance of this budget by the Committee and the subsequent approval of this budget by the Board of Trustees is not to be construed as an automatic authorization for funds to be spent as indicated in this budget. Rather it is to serve as a guideline which is to be reviewed each month in terms of both income and expense. Such review may result in monthly adjustments being made in expenses to insure that at the end of the administrative year, expenses will not exceed income. These monthly adjustments are the responsibility of the International Secretary and his executive staff with approval of the Finance Committee. No adjustment may be made in this budget which would result in an overall increase in the total budget without the recommendation of the Finance Committee and the approval of the Executive Committee or the Board of Trustees.

Recommendation #6:

The Committee recommends approval of the 1983-84 Operating Budget as submitted by staff and adjusted by the Board comments.

I move Recommendation 6 be adopted.

(Adopted--with the following changes:

A \$5,000 subsidy for Benelux-France-Monaco to service the clubs in French-speaking Africa was added to the budget.

Item 05-13001 in the amount of \$1,000 for the Asia-Pacific Conference subsidy be omitted.

Item 11-11003 be amended by striking the \$2,000 increase and reducing it to zero.)

Respectfully submitted,

Anton J. "Tony" Kaiser
James B. Richard
Donald E. Williams
Raymond W. Lansford, Chairman



KIWANIS INTERNATIONAL-EUROPE

DUFOURSTRASSE 153
CH-8008 ZÜRICH SWITZERLAND
TELEPHONE 01-55 74 60
CABLE ADDRESS KIWANINTL

Kiwaniis International
Indianapolis USA

Vienna, 5. July 1983

Dear President Johnny,
Dear Members of the Board,

Herewith I have pleasure in informing you on the results of the discussions and decisions of our Board of Trustees concerning the Committee report and working paper on the "Relationship between Kiwanis International and Kiwanis International-Europe" of 16. April 1983:

the above paper was adopted by the KIE Board by unanimous vote with the suggestion that the first sentence of point 11. be reworded as follows: "An annual budget for Europe shall be prepared by a joint committee of Kiwanis International and Kiwanis International-Europe". It was accepted for a trial period of one administrative year starting on October 1, 1983. If necessary, modifications may be introduced after the trial period, or else the agreement shall be automatically renewed.

I am glad to be able to inform you in this sense - please consider the above during your next meeting.

Eyjolfur Sigurdsson
President
KIWANIS INTERNATIONAL-EUROPE

Egon L Eplattener
Secretary
Kiwaniis International-Europe

President:
Eyjolfur Sigurdsson
Tungubakki 26
Reykjavik, Iceland
T. 16031

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A-6851 Dornbirn
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Secretary General:
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Dufourstr. 153
CH-8008 Zürich
T. 01-557460

Proposal from KI/KIE Relations Committee prepared after a committee meeting in Indianapolis March 4-5, 1983 and revised by committee members in March 1983. Rewritten by Bjarni B. Asgeirsson April 16, 1983. Amended July 7, 1983.

THE RELATIONSHIP BETWEEN KIWANIS INTERNATIONAL
AND KIWANIS INTERNATIONAL-EUROPE

1. The relationship relies on these four basic principles
 - a. All clubs have equal status in Kiwanis.
 - b. The continuing existence of Kiwanis International-Europe is assured.
 - c. Kiwanis International has the same obligation to provide similar service to Kiwanis in Europe as it has anywhere else in the Kiwanis world, (see attached list of said services).
 - d. All clubs will pay equal dues to Kiwanis International as stated in the Constitution and Bylaws of Kiwanis International.
2. The Zurich office is the current registered office of Kiwanis International and Kiwanis International-Europe, subject to Swiss laws and regulations. While the contents of the office are the property of Kiwanis International-Europe, this will not limit the ability of Kiwanis International to use that facility, not only to provide service to the leadership of Kiwanis International-Europe but also to areas outside Kiwanis International-Europe.
3. Kiwanis International-Europe in its present form provides an excellent means of serving the districts of Kiwanis International-Europe and, at the same time, preserving the European culture, traditions and way of living. This will not limit in any way the preservation and furtherance of the Kiwanis ideals as spelled out in the six permanent Objects.
4. Every member club of Kiwanis International-Europe shall pay for each and every member the same annual International dues (as fixed by the House of Delegates at the annual Kiwanis International Conventions) to Kiwanis International as every other Kiwanis club world-wide. This will qualify Kiwanis International-Europe, its Kiwanis International-Europe Board, districts, clubs and members to receive similar service to that given comparable Kiwanis bodies throughout the world.
5. The procedures at the Zurich office will envision mutual access between Kiwanis International and Kiwanis International-Europe to all documentations and files maintained in that office.
6. The member of the Kiwanis International Board who has his residence in Europe is without question a full member of the Kiwanis International Board and is obligated to consider all matters coming before the Kiwanis International Board which relate to every aspect of the functioning of Kiwanis world-wide.

7. Kiwanis International will assign to Kiwanis International-Europe a Counselor who may or may not be the European member of the Kiwanis International Board to announce existing policies and to explain new services, administrative procedures and printed materials. Such new elements and changes shall be carefully planned and checked in advance with the Kiwanis International-Europe Board in order to achieve the best possible results from them.
8. The Kiwanis International Board will consult with the Kiwanis International-Europe Board before making decisions related to new administrative initiatives or regarding personnel to be employed within the territories of Kiwanis International-Europe, as well as procedures which affect the language problems, the nationalistic problems, the political differences and the mores, customs and traditions of clubs in Kiwanis International-Europe.
9. It will be the aim of Kiwanis International, in operating within the Zurich office, to do so in complete accordance with pertinent Swiss laws and regulations. Kiwanis International will have executive authority in all matters pertaining to Kiwanis International-Europe.
10. The method of financing these procedures places upon the Zurich office the responsibility for collecting all dues and fees required by action of the Kiwanis International and Kiwanis International-Europe Conventions. The Zurich office will then pay to a Kiwanis International account the International dues (currently totaling U.S. \$15.00 per member, including the \$1.00 for international extension); processing fees for members and charter fees for clubs as set by the Convention of Kiwanis International and the gross income from the sales of Kiwanis International supplies items. This will indicate that the revenue of Kiwanis International-Europe will consist of those funds remaining after the indicated monies are deposited to Kiwanis International Account.
- 11.* An annual budget for Europe shall be prepared by a joint committee of Kiwanis International and Kiwanis International-Europe. This expense budget will include: all direct expenses incurred in providing services to the clubs and districts of Kiwanis International-Europe; travel expenses of the European Council and the Board of Trustees of Kiwanis International-Europe as required to service the districts and clubs of Europe; travel expenses of the Kiwanis International-Europe president as required in Europe and to represent the Kiwanians of Europe at Kiwanis International conventions.
12. In constructing the budget of Kiwanis International related to the Zurich office, all items of expense will be covered except those specifically allocated to Kiwanis International-Europe. The results of a financial year of Kiwanis International remain within the control of Kiwanis International as do the Kiwanis International-Europe results remain within the control of Kiwanis International-Europe.

*The first sentence in 11 above originally read: "An annual expense budget for Europe shall be prepared by Kiwanis International in cooperation with the leadership of Kiwanis International-Europe." This sentence was amended as shown above on July 7, 1983.

13. It is anticipated that upon approval implementation will become effective as of October 1, 1983. In the event that these procedures find favor with all concerned, it will be necessary that they be described in the official minutes of both Kiwanis International and Kiwanis International-Europe so that there will be no question about their validity.

A LISTING AND GENERAL DEFINITION OF KIWANIS INTERNATIONAL RESPONSIBILITIES IN PROVIDING THE SIMILAR SERVICES TO KIWANIS IN KIWANIS INTERNATIONAL-EUROPE AS ARE PROVIDED TO KIWANIS WORLD-WIDE BASED UPON ESTABLISHED BUDGETS.

1. Leadership Education of Incoming Governors
All costs related to this educational conference would be paid for by Kiwanis International. All materials related to this conference would be provided, including personal manuals and sample materials related to the educational conferences which lieutenant governors would hold for their club officers and materials for club presidents to use in preparing for their year.
2. Materials for leadership education for lieutenant governors and club presidents mentioned above as samples for the governors would be provided in the necessary quantities for all to use in their various leadership capacities. Existing Kiwanis International-Europe materials for leadership education will be utilized along with new materials as they are developed. All such material will be approved by Kiwanis International-Europe.
3. Reporting Forms
Standard Contact and Evaluation forms for use for the lieutenant governors and monthly club reports both as desired by Kiwanis International-Europe.
4. New Club Building
 - A. Support materials and Field Service support will be provided.
 - B. Standard procedures used in regard to presentation of charters.
5. Membership development materials, including awards for sponsorship of new members in established clubs.
6. Distinguished award program for governors, lieutenant governors, and club presidents, including the actual awards to be presented.
7. An Overseas Newsletter adapted to Europe.
8. Achievement awards for clubs and districts.
9. Club service bulletins as they relate to club activity interests.
10. Life Member Status available.
11. Translation of material as agreed upon.
12. Unification of membership records as such becomes feasible, including listing of members on the General Office computer.
13. All other services as usually performed by Kiwanis International.

REPORT OF THE COMMITTEE OF PAST PRESIDENTSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJuly 7, 1983

Date of Committee Meeting: July 1, 1983

Place of Committee Meeting: Vienna, Austria

Present: Members - Merle H. Tucker, Charles A. Swain, James M. Moler, Robert F. Weber, Wes H. Bartlett, William M. Eagles, M.D., Roy W. Davis, Ted R. Osborn, Maurice Gladman, Hilmar L. Solberg, Merald T. Enstad

Chairman - Mark A. Smith, Jr.

Absent - Walter J. L. Ray, Donald T. Forsythe, Reed C. Culp, Albert J. Tully, J. O. Tally, Jr., I. R. Witthuhn, Edward C. Keefe, Stanley E. Schneider
O. E. Peterson (Honorary)

Staff - A. G. Terry Shaffer

The Chairman called the meeting to order, and Past President Jim Moler gave the invocation. The absentees were noted, and Past President Merle Tucker reported that Past President Albert Tully, who had recently undergone surgery, was recuperating satisfactorily. The Chairman noted that Past President Joe Tally was presently hospitalized, had also undergone surgery, and is expected to recover fully. A notice of his hospitalization has been sent to all Past Presidents not in attendance at the Vienna Convention, and flowers have been sent.

The Minutes of the Meeting of the Past International Presidents, held on July 1, 1982 at the Minneapolis Convention, were approved.

ITEMS FOR DISCUSSION Membership and New Club Building

The Committee discussed the current membership and new club building trends within the organization. James L. Sheets, Director of Member Services, reported that as of March 31, the certified membership was approximately 3,000 members below the same time last year. 135 new Kiwanis clubs have been built compared with 195 at this time last year. The Membership Roundup Program was reviewed, and it was reported that results so far indicate a substantially positive reaction in our districts. In addition, a member referral system will be put into effect October 1, 1983. During 1983-84, up to \$10,000 has been budgeted for a study to develop a marketing plan for membership.

During the discussion, several Past Presidents confirmed that a number of extensive membership surveys have been conducted and the Committee feels that this data should be utilized rather than conducting another survey.

RECOMMENDATION #1:

The Committee strongly encourages the creation of a long-range study on membership and that it be updated annually, making use of the considerable amount of data from studies already on file rather than conducting another study.

International Extension

Robert M. Detloff, Assistant Secretary for Extension, presented a report on that area of Kiwanis. The Past Presidents, after discussion, wish to express their concern over the fact that Kiwanis clubs in many existing countries need assistance, and considerable effort should be expended in strengthening those areas before extending Kiwanis into new areas, especially those in which future growth potential is questionable and maintenance of communication and fiscal relationships may be difficult.

New International Secretary Criteria

The Committee reviewed procedures employed by the International Board in selecting an International Secretary to replace Bill Kleindorfer, including the utilization of an independent search firm, Ernst & Whinney. The Committee is in agreement that the International Secretary must possess solid, basic administrative skills but also believes that such a man can be found within the ranks of our organization.

RECOMMENDATION #2:

The Committee strongly recommends that anyone who is employed as International Secretary have substantial Kiwanis experience.

Report of Special Committees

On behalf of Past President Albert Tully, Past President Roy Davis read Albert's letter related to the Special Committee on Membership Growth appointed by President Roberts. The Committee consists of Al Tully (Chairman), Roy Davis, and Walter Ray. Albert stated that the procedures utilized by many clubs in recruiting and introducing new members do not, in his judgement, build pride of membership. He also feels that the way we recruit members still falls within the area of "playing the numbers game." Albert also noted a lack of communication from any other group within the organization assigned to work on the same problem.

Past President James M. Moler, Chairman of the Special Committee to study Kiwanis International Elections, presented a brief report on behalf of his Committee, also including members Bill Eagles and Nick Swain.

Some surveys of political procedures to select men to run for Trustees in various districts have been conducted. Several current International officers, and others who have been involved in the campaigning process, were also contacted. This particular special committee indicated that its findings are at this point not finalized and requested permission to continue their activity so that a full report may be presented. On proper motion and passed, the committee was directed to continue the study with emphasis upon the selection and election of Trustees for the International Board. Special requests were made for alternative ways of selecting Trustees.

Chairmen of several other Special Committees indicated that they had submitted their reports directly to President John Roberts.

Kiwanianne Club Program

Chairman Smith reviewed the history of the new Kiwanianne Club program as it was adopted by the Board at its May, 1983 Meeting. The Past Presidents believe that this program will create numerous problems for our organization, placing the International Board in a position of having to arbitrate local problems. In addition, a number of members present felt that many women would not want to become members of a "sponsored group," and would look upon this as being more or less second-class citizens" and prestige would be reduced because of this. Chairman Smith also feels that women are now becoming members of Kiwanis through Board action, which is contrary to the action taken by the delegates.

RECOMMENDATION #3:

The Committee recommends that the Kiwanis International Board reconsider the entire matter of the Kiwanianne Club Program and reverse its decision to proceed with implementation of this program.

Proposed Amendments to Constitution and Bylaws

The Proposed Amendments to the Constitution and Bylaws of Kiwanis International, as well as the Proposed Resolutions to be acted upon by the House of Delegates, were presented to the Committee as a matter of information.

Status of Sponsored Youth Organizations

The Committee was informed that there are currently 782 chartered Circle K clubs with a total paid membership (as of 6/24/83) of 11,519. 69 new Circle K clubs have been built compared with 66 at this time last year. Circle K will hold its International Convention in Atlanta, Georgia, August 20-24, with an expected attendance of 1,000.

There are currently 3,682 chartered Key Clubs with a paid membership of 106,135. 184 new Key Clubs have been built since October 1, compared with 159 at the same time last year. The Key Club International Convention will be held in Hollywood, Florida, from July 10-13, and from 2,500-3,000 are expected to attend.

The newest member of the K Family, Builders Club, now has 720 clubs compared with 602 last year. 106 new clubs have been built, and the membership stands at 13,775. A record number of requests for Builders Club organizational kits has been received by the General Office.

DISCUSSION WITH THE INTERNATIONAL PRESIDENT

President John T. Roberts visited the meeting, and the subjects of the Kiwanianne Club Program and the financial condition of Kiwanis International continued to be discussed.

In particular, President Johnny reviewed the steps being taken to select a new International Secretary. He stated that at the current time, eleven (11) resumes have been received, but there has been no chance for a response to the recently-placed advertisements in selected newspapers. He said that everyone in the Official Family - as well as others - have been urged to suggest names to Ernst & Whinney, or to President Johnny, for contact to determine their possible interest in the position.

President Johnny was thanked for his time and the substance of his discussions with the Past Presidents.

DISCUSSION WITH THE PRESIDENT-ELECT

President-elect Aubrey Irby visited the meeting and reviewed his plans for growth during 1983-84. He emphasized that he was stressing growth with a purpose and not simply "the numbers game," but he said that Kiwanis must grow in order to flourish and to be of greater service. Aubrey also noted that the Distinguished Award criteria will be extremely stringent, that there will be 14 International Committees, and that the International Board Committee structure will basically have the same format as this year.

OTHER BUSINESS

A discussion was held relative to the merits of an International Council Meeting, and the Past Presidents feel most strongly, and unanimously, that it does serve a definite purpose and should be reinstated.

RECOMMENDATION #4:

The Committee unanimously urges that the Kiwanis International Board of Trustees reconsider the matter of holding a Council Meeting and reinstate this event.

The Past Presidents also feel that their services should be more fully utilized in long-range planning and in aspects of research into various subjects for the improvement of Kiwanis. They stand willing and able to be of assistance.

The Committee passed a resolution stating its regret that the other members of the Past Presidents' Committee are unable to be present at the Vienna Convention and send their best wishes to each of these men.

Finally, the Committee expresses to the Board its thanks for the arrangements in Vienna for the Past Presidents and their wives and for all of the courtesies extended to us as a Committee and as individuals during our stay with you at this great Convention of 1983.

REPORT OF PRESIDENT OF THE KIWANIS INTERNATIONAL FOUNDATIONJuly 7, 1983

It would be presumptuous on my part to speak for the entire Foundation Board, but I am sure I would have solid support in saying that we too join the Past Presidents and everybody else in the exhilaration we feel over this convention. It has been truly remarkable. It was handled smoothly, and, President Johnny, you are to be complimented for that.

Our two Boards are not separate and distinct. Idealistically, they are working partners, experiencing the progress all of us aspire to in Kiwanis International. It is not a matter of combining with each other but a matter of working with each other, and my Board and my successor, who is here in the room, are grateful for the change in concept which, Johnny, you and your Board have accepted so graciously. You have two members on our Board, both of whom attended our Board Meeting and contributed immeasurably to the matters under consideration.

I do want to report to you that you are experiencing progress in the overall Kiwanis organization. I happened to see this agreement with KI-E because, as many of you know, we have been trying to introduce the works of the Foundation in KI-E, and I think we are making progress in that regard.

I report to you that all phases of our promotion and money-raising projects show an increase over last year. We are up appreciably, and we thank you and the Board for your assistance. That is the ideal situation, and I hope that the members of the International Board now realize that the Foundation can be a vital factor in expanding Kiwanis service and is working diligently to do even more.

We did elect a new set of officers. Maurice Gladman, who is here, will be the President; H. Lee Powell, Jr., will be the Vice-President; and George Engdahl will be the Secretary-Treasurer. We have three new members appointed by you, and we think you have given us good men. Robert F. Weber is, of course, a Past International President, and we here know of his qualifications. We also have two who are not Past International Presidents but are outstandingly good men, and we are glad to have them on board--one is Robert A. Leggett of Henderson, North Carolina, a very successful businessman, a past lieutenant governor, a very enthusiastic Kiwanian, and obviously an able person to bring in some new ideas and new blood to our Board; and the second man, whom we will all get to know much better (how he can take on so much I don't know) is Richard H. Schwartz of the Southwest District. He is a past lieutenant governor and has done an excellent job out there. Dick is able and enthusiastic about the Foundation. We are glad for these three additions.

We do lose three mighty good men, but that is the way the mop flops. Under our bylaws, one can only serve four years. Of course, one of them has served five, because he was permitted to stay on as Immediate Past President.

We are losing Roy W. Davis who twice has been President of the Foundation. Roy's financial background and general Kiwanis experience has been a vital factor in the rapid growth and development of the Foundation. We are also losing Marshall W. McCann from Oregon who has been a wonderful contributor. He served as Secretary-Treasurer for the last two years. We are also losing Charles M. Roberts from the Florida District. He was Vice-President and has done an admirable job for us. Even though we have lost three good men, we have gained three good men, as I mentioned before. They are new and will contribute fresh ideas, and we are looking forward to them helping us enhance the significance of our Foundation.

We did adopt, in concept, during this meeting, the five points in the new development program, which has been a rather spectacular thing to observe during the past eighteen months. Allen Hicks, George Engdahl, Roy Davis, Marsh McCann, and Ray Allen have been working on this developmental plan. Al Hicks and George Engdahl are professional money raisers, and they have developed a comprehensive program for enhancing the relationship between KI and the Kiwanis International Foundation by injecting into it some professional promotional ideas. We are enthusiastic about these plans and now they have been adopted. You have all received a case study in which those five points are set forth. You see that the committee has a great deal of work to do in order to further develop that developmental program, but it will be done.

For the benefit of all of you, particularly the new members of the Board, the Foundation quite often makes grants directly relating to Kiwanis activities: \$10,275 to the Key Club Regional Training Conferences; \$7,000 to Circle K Regional Training Conferences; \$30,000 to Kiwanis International itself for printing and distribution of leadership material to Kiwanis leaders. We intend to continue this method of support. We think it has many facets and advantages.

In addition to these directly related Kiwanis activities, we are giving financial assistance by way of grants to the continuation of the hearing research project. For many years, as you know, we were granting \$50,000 a year to the American Hearing Foundation for the purpose of developing devices to test the hearing or absence of hearing of even newborn infants. A contrivance has been developed--there is some discussion as to whether it should be promoted by us--but it does have merit--and it is called a Crib-O-Gram. I think if you are interested, all you need to do is see Mark Frady, and he will furnish you with information. As you will hear, on the 5th of October we are dedicating a new research center at Northwestern University. This is a continuation of our interest to fund research into hearing difficulties of newborn children.

Our support of the Hugh O'Brian Youth Foundation is receiving a lot of coverage because Hugh O'Brian is not exactly a shrinking violet, and he sees to it publicity is given to his project. I think it is well for the Trustees to remember that this is a program that is geared indirectly with what we are primarily interested in, that is, working with young people and developing leadership. The organization works only with high school sophomores. I have attended a couple of their seminars and regional

meetings. I have seen some very sharp kids and great programs. Interestingly enough, Hugh O'Brian is able to attract a lot of top ranking industrial, commercial, and professional leaders who meet with these kids. I went to one meeting where I was amazed at some of the questions the high school sophomores will throw at some of these people.

Another program we are particularly interested in is one we became involved in last year in Minneapolis called Character Education. Basically it works with kids from kindergarten through the sixth grade. It teaches them respect and respect for other people and other people's property. The statistics show the advantage of the program, and we believe it is worthy of your support as well as ours.

We did give consideration to your request for a Bylaw revision. I am not going to take time to get involved in that discussion. The number four point that was included in that resolution related to something we, too, have been concerned with, namely our administrative expense ratio. We accepted your criticism because we were fully aware it was higher than it should have been, but according to the figures furnished to me by Mark this morning, we have reduced it from 31 percent to 19 percent this past year, which shows progress.

Thank you very much for the opportunity to submit this report.

Respectfully submitted,

Ralph C. Keyes, President
Kiwanis International Foundation

7/7/83

1983-84 BOARD COUNSELORS TO DISTRICTS

ALABAMA.....	Anton J. "Tony" Kaiser
ANDEAN.....	Wilbur J. Blechman, M.D.
AUSTRALIA.....	John T. Roberts
AUSTRIA-GERMANY.....	Frank J. DiNoto
BENELUX-FRANCE-MONACO.....	Donald E. Williams
CALIFORNIA-NEVADA-HAWAII.....	Mark Arthur, Jr.
CAPITAL.....	J. Donovan Jackson
CAROLINAS.....	Anton J. "Tony" Kaiser
EASTERN CANADA AND THE CARIBBEAN.....	Gene R. Overholt
FLORIDA.....	Wilbur J. Blechman, M.D.
GEORGIA.....	A. F. "Al" Lough
ICELAND.....	Donald E. Williams
ILLINOIS-EASTERN IOWA.....	Frank J. DiNoto
INDIANA.....	Raymond B. Allen
ITALY.....	Jean Ed. Friedrich
JAPAN.....	Raymond W. Lansford
KANSAS.....	Gene R. Overholt
KENTUCKY-TENNESSEE.....	Frank J. DiNoto
LOUISIANA-MISSISSIPPI-WEST TENNESSEE.....	Mark Arthur, Jr.
MICHIGAN.....	Henry L. "Les" Myers, Jr.
MINNESOTA-DAKOTAS.....	Henry L. "Les" Myers, Jr.
MISSOURI-ARKANSAS.....	Jean Ed. Friedrich
MONTANA.....	Raymond W. Lansford
NEBRASKA-IOWA.....	Mark Arthur, Jr.
NEW ENGLAND.....	Robert G. Sinn
NEW JERSEY.....	Robert G. Sinn
NEW YORK.....	Raymond B. Allen
NEW ZEALAND.....	Avelino "Beling" Tanjuakio
NORDEN.....	Jean Ed. Friedrich
OHIO.....	Anton J. "Tony" Kaiser
PACIFIC NORTHWEST.....	Noris A. Lusche
PENNSYLVANIA.....	Arthur J. DeLorenzo
PHILIPPINE LUZON.....	John T. Roberts
PHILIPPINE SOUTH.....	Avelino "Beling" Tanjuakio
REPUBLIC OF CHINA.....	Raymond W. Lansford
ROCKY MOUNTAIN.....	Wilbur J. Blechman, M.D.
SOUTHWEST.....	Noris A. Lusche
SWITZERLAND-LIECHTENSTEIN.....	Henry L. "Les" Myers, Jr.
TEXAS-OKLAHOMA.....	Aubrey E. Irby
UTAH-IDAHO.....	A. F. "Al" Lough
WESTERN CANADA.....	A. F. "Al" Lough
WEST VIRGINIA.....	J. Donovan Jackson
WISCONSIN-UPPER MICHIGAN.....	Arthur J. DeLorenzo

1983 District Conventions
and 1984 Spring District Conventions

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
Nebraska-Iowa	Fort Dodge, Iowa	4/22-24	4/22	Arthur J. DeLorenzo
Pacific Northwest	Bellevue, Washington	5/13-15	5/13	Frank J. DiNoto
Alabama	Sheffield, Alabama	8/5-7	8/4	Anton J. "Tony" Kaiser
West Virginia	Harpers Ferry, West Virginia	8/5-7	8/5	J. Donovan Jackson
Eastern Canada and The Caribbean	Dartmouth, Nova Scotia, Canada	8/7-10	8/7	Gene R. Overholt
Missouri-Arkansas	Pine Bluff, Arkansas	8/11-14	8/12	Jean Ed. Friedrich
Pennsylvania	Wilkes Barre, Pennsylvania	8/11-14	8/11	Arthur J. DeLorenzo
Texas-Oklahoma	Waco, Texas	8/11-13	8/11 & 8/14	Aubrey E. Irby
Carolinas	Greenville, South Carolina	8/12-14	8/12	Anton J. "Tony" Kaiser
Georgia	Columbus, Georgia	8/12-14	8/12	A. F. "Al" Lough
Kansas	Hutchinson, Kansas	8/12-14	8/12	Gene R. Overholt
Minnesota-Dakotas	Bismarck, North Dakota	8/12-14		Henry L. "Les" Myers, Jr.
Illinois-Eastern Iowa	Arlington Heights, Illinois	8/18-20	8/18	Frank J. DiNoto
Michigan	Flint, Michigan	8/18-21	8/18	Henry L. "Les" Myers, Jr.
Montana	Billings, Montana	8/18-20	8/18 & 8/21	Raymond W. Lansford
Ohio	Cincinnati, Ohio	8/18-21	8/19	Anton J. "Tony" Kaiser

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
Rocky Mountain	Jackson, Wyoming	8/18-21	8/18 & 8/21	W. J. "Wil" Blechman, M.D.
Indiana	Richmond, Indiana	8/19-21	8/19	Raymond B. Allen
Louisiana-Mississippi- West Tennessee	New Orleans, Louisiana	8/19-21	8/19	Mark Arthur, Jr.
Wisconsin-Upper Michigan	Fond du Lac, Wisconsin	8/19-21	8/20	Arthur J. DeLorenzo
Western Canada	Medicine Hat, Alberta, Canada	8/21-23	8/20	A. F. "Al" Lough
California-Nevada-Hawaii	San Diego, California	8/25-27	8/24	Mark Arthur, Jr.
Capital	Wilmington, Delaware	8/25-28	8/26	J. Donovan Jackson
New England	Portland, Maine	8/25-28	8/26	Robert G. Sinn
New York	Niagara Falls, New York	8/25-28	8/25	Raymond B. Allen
Southwest	Tucson, Arizona	8/25-27	8/25 & 8/28	Noris A. Lusche
Australia	Yankalilla, South Australia	8/26-28	8/26	John T. Roberts
New Zealand	Auckland, New Zealand	8/26-28	8/26	Avelino "Beling" Tanjuakio
Utah-Idaho	Sun Valley, Idaho	8/26-28	8/26	A. F. "Al" Lough
Philippine Luzon	Baguio City, Philippines	9/1-4	9/1	John T. Roberts
Philippine South	Tacloban City, Philippines	9/2-4	9/5	Avelino "Beling" Tanjuakio
Florida	Kissimmee, Florida	9/8-11	9/8	W. J. "Wil" Blechman, M.D.
Kentucky-Tennessee	Owensboro, Kentucky	9/9-11	9/9	Frank J. DiNoto

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
New Jersey	McAfee, New Jersey	9/9-9/11		Robert G. Sinn
Andean	Bucaramanga, Colombia	9/15-18	9/17	W. J. "Wil" Blechman, M.D.
China	Taichung, Ching Shoei Town	9/15-18		Raymond W. Lansford
Japan	Sendai, Japan	9/22-24	9/22	Raymond W. Lansford

1984 SPRING DISTRICT CONVENTIONS

Nebraska-Iowa	Lincoln, Nebraska	4/27-29/84		Mark Arthur, Jr.
Pacific Northwest	Spokane, Washington	5/11-13		Noris A. Lusche

KIWANIS INTERNATIONAL-EUROPE

1983 and 1984 Spring District Conventions

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
Benelux-France-Monaco	Nancy, France	4/29-30		Jean Ed. Friedrich
Italy	Acireale	4/29-5/1		Donald E. Williams
Austria-Germany	Augsburg, Germany	5/14 (1-day)		Jean Ed. Friedrich
Iceland	Vestmannaeyjar	8/19-21		Donald E. Williams
Norden	Geiranger, Norway	9/2-4		Jean Ed. Friedrich
Switzerland-Liechtenstein	Morgins-Monthey-Champéry	9/23-25		Henry L. "Les" Myers, Jr.

1984 SPRING DISTRICT CONVENTIONS

Benelux-France-Monaco	(DATES TO BE DETERMINED)			Donald E. Williams
Italy				Jean Ed. Friedrich
Austria-Germany	Graz, Austria	5/19/84		Frank J. DiNoto

7/7/83

1983-84 BOARD COMMITTEESEXECUTIVE

Aubrey E. Irby, Chairman

Mark Arthur, Jr.	Henry L. "Les" Myers, Jr.
Frank J. DiNoto	John T. Roberts
Raymond W. Lansford	Donald E. Williams

COMMUNICATIONS & EDUCATION

Noris A. Lusche, Chairman
 A. F. "Al" Lough
 Gene R. Overholt
 Robert G. Sinn
 Correspondents:
 Merald T. Enstad
 E. B. "Mac" McKitrick
 Mark A. Smith, Jr.
 Hilmar L. "Bill" Solberg
 Merle H. Tucker

MEMBER SERVICES

Raymond B. Allen, Chairman
 Arthur J. DeLorenzo
 Jean Ed. Friedrich
 J. Donovan Jackson
 Correspondents:
 Wes H. Bartlett
 William M. Eagles, M.D.
 Edward C. Keefe
 Walter J. L. Ray
 Robert F. Weber

FINANCE & ADMINISTRATION

Mark Arthur, Jr., Chairman
 Frank J. DiNoto
 Raymond W. Lansford
 Henry L. "Les" Myers, Jr.
 Donald E. Williams
 Correspondents:
 Roy W. Davis
 Donald T. Forsythe
 James M. Moler
 Stanley E. Schneider
 Charles A. "Nick" Swain

PROGRAM SERVICES

Anton J. "Tony" Kaiser, Chairman
 Wilbur J. Blechman, M.D.
 John T. Roberts
 Avelino V. "Beling" Tanjuakio
 Correspondents:
 Reed C. Culp
 Maurice Gladman
 Ted R. Osborn
 J. O. Tally, Jr.
 Albert J. Tully
 I. R. "Whitey" Witthuhn

Board Counselor to Circle K International-John T. Roberts

Board Counselor to Key Club International-Wilbur J. Blechman, M.D.

Board Committee Chairmen have the option of assigning committee members the responsibility of an area of committee operations or for the Board Committee to act as a committee of the whole.

Proposed Calendar for 1983-841983

June 30-July 2	Pre-Convention Board Meeting, Vienna, Austria
July 3	Kiwanis International-Europe Convention, Vienna, Austria
July 3-6	68th Annual Convention of Kiwanis International, Vienna, Austria
July 7	Post-Convention Board Meeting, Vienna, Austria
July 10-13	Key Club International Convention, Hollywood, Florida
August 5-7	Convention Planning Conference, Phoenix, Arizona
August 20-24	Circle K International Convention, Atlanta, Georgia
Aug. 30-Sept. 2	Key Club Board Meeting, Valley Forge, Pennsylvania
Sept. 2-5	16th Annual Freedom Leadership Seminar, Freedom's Foundation at Valley Forge, Pennsylvania
Sept. 8	Rosh Hashanah ---- Sept. 17 Yom Kippur
Oct. 6-11	Board Meeting, General Office, Indianapolis, Indiana
Oct. 10	Thanksgiving Day, Canada
Oct. 12-16	Circle K Board Meeting and Leadership Conference, Indianapolis, IN
Oct. 15-16	KI-E Council, Board Meeting, Zurich, Switzerland
Nov. 4-6	Conference on Voluntary Action (CONOVACT), La Foret Camp, Colorado
Nov. 11-13	The K-Family Conference, Asheville, North Carolina
Nov. 16-17	Service Club Leaders Conference, Anaheim, California (Toastmasters)
Nov. 18-20	Key Club Board Meeting, General Office
Nov. 24	Thanksgiving Day, United States
Dec. 17-19	Field Service Representatives Meeting
Dec. 25	Christmas
Dec. 29-Jan. 1	Tournament of Roses and Rose Bowl Pre-events, Pasadena, California

Proposed Calendar for 1983-84 (cont.)

1984

Jan. 1	Rose Bowl
Jan. 6-8	Conference for Governors (US & Canada), Indianapolis, IN
Jan 7-10	Executive Committee Meeting, General Office, Indianapolis, IN
Jan. 8	Finance Committee Meeting (Morning only)
Jan. 17	Detroit No. 1 Birthday Celebration
Feb. 4-5	Board Meeting, KI-E, Zurich, Switzerland
March 23-25	Achievement Committee Meeting, General Office, Indianapolis, IN
March 29-31	Asia-Pacific Conference, Seoul, Korea
April 7-9	District Secretaries Meeting, General Office
April 24-26	Conference for Governors-elect, General Office
April 25-26	Resolutions Committee Meeting, General Office
April 26-May 1	Board Meeting, General Office
June 1-2	Kiwanis International-Europe Convention, Taormina, Sicily
June 21-22	Pre-Convention Board Meeting, Phoenix, Arizona
June 24-27	69th Annual Convention of Kiwanis International, Phoenix, Arizona
June 28	Post- Convention Board Meeting, Phoenix, Arizona
July 1-4	Key Club International Convention, Fort Worth, Texas
July 2-4	Kiwanis International-Europe Conference for Governors, Vienna, Austria
Aug. 11-15	Circle K International Convention, Milwaukee, WI